



ECONOMIC DEVELOPMENT COMMITTEE

DATE: Tuesday, August 18, 2020

TIME: 5:30 PM

LOCATION: You are invited to a Zoom webinar.

Please click the link below to join the webinar:

<https://zoom.us/j/95989522728>

Or iPhone one-tap :

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Webinar ID: 959 8952 2728

International numbers available: <https://zoom.us/u/ac2edBPj7L>

- 1. Review and accept Minutes of previous meeting held on July 21, 2020.**
 - a. See attached draft meeting Minutes.
- 2. Public Hearing and vote on a recommendation to the City Council on the Annual Documentation for Portland Downtown Special Assessment for Fiscal Year 2021, including Master Agreement, Fiscal Year Work Plan, and Budget**
 - a. See attached memo from Greg Mitchell and backup material.
- 3. Public Hearing and vote on a recommendation to the City Council to acquire 204 Rand Road Vacant Property to be placed in the Land Bank**
 - a. See attached memo from Patrizia Bailey and Greg Mitchell.

NOTE: Pursuant to 1 M.R.S.A. 405(6)(C) and 5 M.R.S.A., the Committee may go into executive session to discuss real estate negotiations and provide guidance to staff.

Second Public Hearing and vote on a recommendation to City Council on selection of Developer Proposals to construct affordable housing projects on the following City-owned properties in order to proceed with real estate Purchase and Sale Agreement Negotiations. PLEASE NOTE: Public Comment will be taken only from those who did not comment at the July 21, 2020, public hearings for these two properties.

4.

- a. 21 Randall Street
- b. 43/91 Douglass Street

See attached Memo from Mary Davis and Victoria Volent for both properties.

NOTE: Pursuant to 1 M.R.S.A. 405(6)(C) and 5 M.R.S.A., the Committee may go into executive session to discuss real estate negotiations and provide guidance to staff on either or both of these properties.

5. Any other items as may be brought by Committee and/or staff.

Next Meeting Date: September 1, 2020

Minutes
Remote Economic Development Committee
July 21, 2020

NOTE: This meeting was held via Zoom and can be viewed at this link:

<http://www.portlandmaine.gov/1695/Economic-Development-Committee> These

Minutes provide a record of those in attendance, general discussion taking place, and motions made.

A remote meeting of the Economic Development Committee (EDC) of the Portland City Council was held on Tuesday, July 21 2020, at 5:30 p.m. via Zoom. Present from the Committee was its Chair Councilor Justin Costa and members Councilors Tae Chong, Nicholas Mavodones, and Spencer Thibodeau. Councilor Jill Duson joined the meeting as noted herein. Present from the City staff were Housing and Community Development Division Director Mary Davis, Associate Corporation Michael Goldman, Acting Director of Permitting/Inspections Jessica Hanscombe, Assistant to the City Manager for Constituent Services Dena Libner, Economic Development Director Greg Mitchell, and Senior Executive Assistant Lori Paulette.

Item #1: Review and vote on May 27, 2020, and June 16, 2020, draft meeting

Minutes.

On motion made by Councilor Mavodones, seconded by Councilor Chong, the Committee voted unanimously to accept the Minutes as published.

Item #2: Update of Portland street closures to support restaurant and retail activity for Committee information.

Ms. Hanscombe noted that since the May 18 City Council action, her office has issued 141 Temporary Permits as of July 15, and now 145. She described social distancing and that

wearing of masks is being enforced, while also noting that this has enabled many businesses to stay open.

(Councilor Jill Duson joined the meeting.)

Councilor Thibodeau thanked Ms. Hanscombe and staff for all their hard work, and then asked about the expiration of these Temporary Permits.

Ms. Hanscombe said that the Temporary Permits expire November 1st. If the Council wanted this to continue, it would have to extend the Council Order.

Mr. Jennings added that the November 1st date was set because of snow removal and plowing in the streets, while also noting that perhaps the use of sidewalks could be extended.

In response to Councilor Thibodeau, Ms. Hanscombe said that if the City Council wanted to continue this next year, it would need another emergency Order.

Councilor Mavodones expressed appreciation as to how much has been accomplished in a short amount of time. He then noted there has been email traffic of late about Cove Street permit issues and asked about mitigation.

Ms. Libner said that there was a lot of research in determining downtown streets that could be closed, looking at traffic and safety hazards. Since then, the City has received other applications for street closures including Cove Street. After evaluation, it was determined that there would not be any significant impacts to neighboring businesses with closing Cove Street, which meant businesses would be able to survive. City staff barricaded a section of Cove Street, and then heard some pushback from area businesses. A compromise solution was removal of the concrete barricade and replacing it with a wood barricade so that businesses can remove as needed, noting that with the barricade there is a natural flow to get to the other end of Cove Street.

Councilor Thibodeau asked about signage, and Ms. Libner noted that there is a large sign noting the Cove Street businesses are open, but that the City could also augment signage if needed.

Mr. Jennings said that none of this has been perfect but City staff have done a fantastic job so far, noting that there will always be impacts and the goal is to help businesses remain in the business community. There will be a period of evaluation of the project and a report to the City Council later this year.

Chair Costa thanked all staff for turning this around so quickly and would look forward to seeing that evaluation and determine additional steps, if needed, to be responsive to business concerns.

Item #3: Public hearing and vote on a recommendation to the City Council on proposed amendments to the 44/52 Hanover Street Purchase and Sale Agreement to allow a change of use from Maker Space to Mixed-Use project to include residential apartments, ground level parking, and commercial space.

Mr. Mitchell said that this proposed Amendment to the Purchase and Sale Agreement (PSA) would be for a change of development from maker space to upwards of 171 rental apartments, with 8,000 sq. ft. of commercial space, and surface parking. He noted there remains \$50,000 in escrow to move forward with performance of the development program. With this proposed change, there is no financial ask to the City and it will be fully taxable. This was first introduced to the Committee at its June 16, 2020, meeting. The Housing Committee reviewed this at its July 18, 2020, meeting and indicated support provided that, per the Inclusionary Zoning Ordinance, the units are built and not pay a fee to the City instead. The proposed

timeframe for performance with this Amendment is for the developer to have a site plan filed by February 28, 2021.

Chair Costa opened the meeting for public comment. See none, the public comment session was then closed.

Councilor Mavodones made a motion to forward this to the City Council with a recommendation for approval; Councilor Thibodeau seconded the motion.

Councilor Thibodeau thanked Mr. Mitchell and the City team on this project, as well as the developer. Housing is a definite need with workforce units being built. He asked if the City has an opportunity to buy back the property, and Mr. Mitchell indicated in the negative, noting the escrow being held of \$50,000 and being released when the developer has applied for site plan approval.

Chair Costa agreed that housing is very much needed and would support the project. He then asked for a vote on the motion and it passed unanimously.

Item #4: Public Hearing and vote on selection of developer proposals to construct affordable housing projects on the following City-owned properties:

- a) **21 Randall Street**
- b) **165 Lambert Street**
- c) **Douglass Street**

Councilor Thibodeau noted a conflict with the 21 Randall Street property in that he worked with one of the Request for Proposal (RFP) respondents. He requested that it be taken up first and would return to the meeting when that discussion/vote was finished. Committee consensus agreed, and Councilor Thibodeau left the meeting.

Ms. Davis summarized the process leading up to the issuance of the three RFPs which had deadlines of June 16, 2020. Notices to property owners within a 500-foot radius of the three properties were sent out regarding this meeting. The Housing Committee also reviewed all

the proposals at its July 8th meeting, held a public hearing, made no formal vote, indicated a preference for the alternative housing models, and would defer to this Committee to make a recommendation to the City Council with an economic point of view. She then noted that each proposer would provide a summary of their project.

21 Randall Street

Patrick Ducas of Ducas Construction noted his proposal is to construct a 12-unit apartment building on 3 floors, with the first floor being ADA accessible. There would be 1-, 2-, and 3-bedroom units with parking provided over the Portland Water District easement area in the back. It will also have a pocket park and the proposed design fits in well with neighborhood. A non-profit will manage the property and apartments once built. The apartments would be reserved for families whose income is 60% AMI. The project would apply for LIHTC, as well as HOME funds if available. A rezoning would also be requested.

Greater Portland Community Land Trust (GPCLT): Lado Lodoka summarized GPCLT's proposal as being 13 homes, at 80-120% AMI. In developing the proposal, GPCLT approached school and hospital employees who noted they are priced out of owning in Portland; this model would allow them ownership in Portland.

Tim Wells explained this home-ownership model, noting that homeowners would enter into a long-term ground lease with GPCLT, who would retain ownership of the land. The ground lease contains a deed restriction limiting the price of the unit when resold to preserve affordability in perpetuity. Construction would exceed the City's Green Building Code providing energy efficient units.

Ms. Davis said that the City staff committee scoring the proposals gave 80.8 points to Ducas and 76.4 to GPCLT, noting that both were good proposals. She then described the scoring process.

Mr. Mitchell added that both proposals would require a zone change.

Councilor Mavodones said that these are quality proposals, and thanked Ms. Davis for the scoring process summary. He asked if there was a financial analysis done for the proposals.

Ms. Davis said that there was not an independent financial analysis done on any of the property proposals. City staff looked at financial commitments and experience.

Councilor Chong said that both are interesting proposals. He asked Mr. Ducas if he considered partnering with Portland Housing Authority, and Mr. Ducas said that they have not reached out to PHA. They have a relationship with Avesta, who has expressed an interest in managing the property once built.

Councilor Chong, noting the GPCLT proposal with 8, 3-bedroom units, asked Ms. Davis if she had information on how many 3-bedroom units have been created in the past couple of years. Ms. Davis said that the majority are small, but can get that information to him.

In response to Councilor Chong, Mr. Wells described the home ownership structure and selling when a tenant moves out and keeping the units affordable home ownership.

Chair Costa then opened the meeting for public comment on the 21 Randall Street property.

Nancy Williams said that she is very pleased with the strong proposal from GPCLT.

Seeing no further public comment, Chair Costa closed the public comment session.

Councilor Duson said that the general preference of the Housing Committee were models that focused on ownership for middle income residents, as well as using unusual models, noting

that the GPCLT models stands out for her with its long-term affordability.

Councilor Chong agreed, noting the passive housing and savings for people.

Councilor Mavodones said that he is struggling a bit with two good proposals, and asked if it was clear in the RFP that the City was looking for alternative proposals, like GPCLT.

Ms. Davis said that it was clear in the City goals section with alternative ownership models.

In response to Chair Costa, Ms. Davis described funding streams for the proposals.

Chair Costa said that he is in similar place as Councilor Mavodones, noting a variety of policy goals.

Councilor Mavodones said that with TIF proposals, a detailed financial picture is highlighted to review. He then asked about a timeline for the project.

Ms. Davis said that there is no immediacy in the Committee voting today. The Ducas proposal includes applying for LIHTC, and the next application period is next August or September of 2021. She also noted that with Affordable Housing TIF proposals, the City does ask for special detail on budgets, long-term pro-forma, audits, and financial structure.

Councilor Mavodones noted that he is not ready to vote and needs more of a financial picture to do so.

Mr. Mitchell noted that a vote today, or at a future meeting, would be to select a developer to begin negotiations for a PSA, which would then be brought to this Committee for a recommendation to the City Council.

Councilor Mavodones asked if both GPCLT and Ducas would be paying taxes on the building, and Mr. Mitchell answered in the affirmative. Councilor Mavodones suggested an analysis on the tax benefit over 20 years might assist him in making a decision.

Councilor Chong said that revenue is also generated by families staying in Portland.

Chair Costa said it would help to have a clearer funding model for the GPCLT project, as it may not be the last project with the funding model type. He also noted Committee consensus to not take action at this meeting pending further information.

165 Lambert Street

Councilor Thibodeau rejoined the meeting.

Ms. Davis said that the City received one proposal, that being from Maine Cooperative Development Partners (MCDP). Ms. Davis noted that the MCDP proposal has a Phase I, on the City property, and a Phase II on private property.

Mr. Eng thanked the Committee noting the focus for this project is on families, with the units all being 3-bedroom, 2 bath. Pricing would be for the middle income. The proposal does call for a zone change. The project structure would be a limited-equity housing cooperative (Co-Op) under the Maine Cooperative Affordable Housing Act, designed to create permanent affordable housing. Homes would be owned by all members of the Co-Op. A partner in the project has worked on such models in Maine, noting it is unconventional financing, but the MCDP has the experience to make it a success. The homes will be highly energy efficient and will be great for Portland.

Councilor Chong said that he was a former Board member of the Cooperative Development Institute, but sees no conflict of interest.

Councilor Chong asked about operational costs and managing equity for the homeowners.

Mr. Eng noted the monthly cost for home ownership includes utilities, taxes, snow plowing, maintenance, and debt service, noting the desire to be comparable to renting and then described selling the unit after owning it.

Chair Costa then oped the meeting for public comment.

Zack Barrowitz spoke in support of this project, and the similar one for the next property at Douglass Street. He knows of these models and people tend to stay in them for long periods of time.

Mr. Eng noted his interest/participation in this and the Douglass Street model, with the projects generally having a full-time social worker on premises.

Arthur expressed support for this home ownership model.

Tim Wells also supported this project, particularly for families.

Appollo Karara also supported the project, noting it allows for integration, community building, and sharing values.

See no further comments, Chair Costa closed the public comment session.

Councilor Thibodeau asked about any downsides/problems to co-op housing.

Mr. Eng said that homeowners have to cooperate with their neighbors; noting some personalities may not want this kind of lifestyle.

In response to Chair Costa, Mr. Mitchell said that should the Committee authorize staff to negotiate a PSA with MCDP, once executed it could provide site control to move forward with the rezoning process. A PSA would come back to this Committee for a recommendation to the City Council.

Chair Costa noted that this is still a preliminary step. He then noted the Committee received emails concerning a past invitation to tour this property from neighbors. Chair Costa

said that he could not find that email; if it was U.S. Mailed it may not have been received due to COVID-19. This tour could still be done prior to consummating any sale, noting that authorizing staff to negotiate a PSA is a preliminary step.

Councilor Mavodones agreed and indicated he intended to support the project.

Councilor Duson expressed appreciation to have these creative proposals moved forward.

Councilor Mavodones made a motion to authorize staff to proceed with the negotiations for a Purchase and Sale Agreement with MCDP to be brought back to the EDC for its recommendation to the City Council. Chair Costa seconded the motion and it then passed unanimously (4-0).

Douglass Street

Ms. Davis noted that the City received two responses to the RFP; each will provide a summary for the Committee

Douglass Yards – Jack Soley, Hebert Development and Avesta Housing.

Rebecca Hatfield of Avesta described the development of 90 homes, which includes rental housing, condos, single-family homes, and accessory dwelling units. Ms. Hatfield further detailed the mix of 1-, 2-, and 3-bedroom units, with forty rental units to be affordable to low- and very low-income households, and over 50% being 2- and 3-bedrooms. The condo building will have 30 1-bedroom units, with 24 priced to be affordable at 120% AMI, and there will be 10 single-family homes. Ms. Hatfield closed by noting the services it will provide.

Mr. Soley then described the design with energy efficiency, gardens, patio for all, boardwalk, and landscaping/screening. The project is a great tax revenue for the City, is shovel-ready once rezoned and permitted, and the design fits well with the neighborhood.

Nate Howes then described financial return to the City is greater than the competing proposal, including the purchase price of \$575,000 versus \$475,000.

Douglass Commons – Szanton Company and Maine Cooperative Development Partners (MDCP).

Mr. Szanton displayed site plan and described parking, rain gardens, and cooperative housing in 7 buildings, with 2-3-4 stories, and a food forest. There will be mix of just over 100 housing units for diversity, including 32, 3-bedroom units, at 50% AMI to 100% AMI – so affordable for low to middle-income households. He then noted that the Libby Town Neighborhood Association supports the proposal.

Councilor Maovodones said that these are both great projects, and would request additional information the same as for 21 Randall Street.

Ms. Davis noted that the City review team scored these closely but favored the Douglass Yards proposal.

Chair Costa opened the meeting for public comment.

George Makoko supports affordable housing, and new Mainers desperately need that housing. The Douglass Yards project would assist with that.

Ali Malone, Libby Town Neighbor, noted that the Douglass Commons team is a great time. It has experience and will get it done in a timely manner. She appreciated the multi-income diversity of the units.

Claude Rwaganje supported the Douglass Yards project, noting it would help new Mainers with affordability.

Zack Barrowitz noted that the Libby Town Neighborhood Association supported both projects, and he does as well; no push back in zone change.

Val Todd supported Douglass Commons home ownership for lower income than Douglass Yards.

Ulian Rowand also supported the Douglass Commons project. The Cooperative provides community engagement and long-term housing security, stability, and affordability.

Charles O'Rourke supported the Douglass Commons, noting the homeownership and community building.

Tim Hebert, partner in the Douglass Yards project, noted that the team has the experience to get this done and it would bring a diverse community to the project.

Jonah Fertig supports the cooperative housing design, and respected Douglass Yard project but supports the Douglass Commons project. He applauded the City wanting creative proposals for affordable housing. The co-op model provides permanent affordability and homeownership.

Jonathan Culley noted the two high quality proposals, but the financial considerations were not close, and Avesta would be a lower risk. He applauded the co-op at Lambert Street but not here.

Appollo Karaka noted the proposals have ownership, community building, and integration.

See no further comments, Chair Costa closed the public comment session.

Councilor Mavodones, as noted previously, is interested in more financial information to compare apples to apples and would recommend not taking action at this meeting.

Councilor Chong said that both are amazing proposals with the best teams in Portland.

Councilor Thibodeau said that he has no objection to postpone for more information, although he could vote now.

Chair Costa noted his preference to have this come back to Committee as soon as possible.

Councilor Chong it would be interesting to know the economic impact on low-income ownership and more children enrolled in the school.

Chair Costa, noting consensus to not take action, said that he would work with Mr. Mitchell to get this back to Committee for either August 4 or August 18.

Item #5: Update on PDC COVID-19 Business Assistance Programs for Committee Information.

Mr. Mitchell noted that both Councilor Chong and City Manager Jennings are on the PDC Board of Directors. To date there have been two rounds of requests for applications for the PDC COVID-19 Loan and Grant programs, resulting in a total of 57 applications received from a diverse group of businesses. Based on approvals to date, there remain funding for the programs.

Chair Costa thanked Mr. Mitchell for the update.

On motion made by Councilor Chong, seconded by Councilor Mavodones, the Committee voted unanimously to adjourn at 9:40 p.m.

Respectfully, Lori Paulette



CITY OF PORTLAND
Economic Development
Gregory A. Mitchell, Director

MEMORANDUM

TO: Economic Development Committee

FROM: Greg Mitchell, Economic Development Director

DATE: August 12, 2020

**SUBJECT: Portland Downtown (PD)/Annual Assessment Documents
for FY2021:**

1. Adopting Development Program for PD;
2. Establishing Special Assessment; and,
3. Authorizing Agreement

I. ONE SENTENCE SUMMARY

Annually, the City Council authorizes the City Manager to execute documents necessary for the continued operation of Portland Downtown (formerly known as Portland's Downtown District).

II. BACKGROUND

The PD District was originally established by the City Council on March 16, 1992. Since then, each year in June, for the following fiscal year starting July 1, City Council authorization of establishing the special assessment and approval of the documents is needed. Due the COVID-19 Pandemic, this is anticipated to occur at a September or October meeting of the City Council. In the meantime, their FY2020 Agreement remains in force until the FY2021 Agreement has been reviewed and approved by the City Council.

For FY2021, City Council authorization is needed for the continued operation of PD, which documents include: (1) Adopting the Development Program for the PD; (2) Assessing Maintenance and Implementation Assessment in the PD District; and (3) authorizing the Agreement for work to be done by PD and work to be done by the City.

The budget for PD is funded largely from special assessments on all real estate in the current District to fund the PD development program expenses for FY2021. The proposed mil rate to raise this assessment is \$1.05 cents per \$1,000 of property value for the current district.

It is noted that Portland Downtown representatives provided a presentation to the EDC at its April 21, 2020, meeting on their FY2021 Work Plan and Budget, and no changes have been made since that presentation.

III. INTENDED RESULT OR COUNCIL GOAL ADDRESSED

The intended result is for the City Council to accept the FY2021 Development Plan, authorize the annual special assessment levied to property owners in the District in order for the PD to continue its program of services to support downtown cleanliness, safety, and events, and to formalize the Agreement between the PD and the City for services.

IV. FINANCIAL IMPACT

This year's assessment will be funded from special assessments on all real estate in the current district for an estimated FY2021 total of \$1,032,539 for the period July 1, 2020 to June 30, 2021. *The proposed mill rate to raise this assessment is \$1.05 cents per \$1,000 of property value in the district; last year, FY2020, the mil rate was \$1.09; FY2019, the mil rate was \$1.03 cents per \$1,000 of property value in the expanded district. It is noted that for the prior nine (9) years before FY2019, the PD mill rate had been the same rate of \$.92 cents per \$1,000 of property value in the geographic area before the approved FY2019 geographic expansion of the district.*

V. STAFF ANALYSIS AND RECOMMENDATION THAT WILL NOT APPEAR IN THE AGENDA DESCRIPTION

City staff have reviewed the documents and recommends the EDC vote to forward this to the City Council with a recommendation of approval.

VII. RECOMMENDATION

The Portland Downtown Board of Directors voted to recommend approval of the FY2021 Budget, Development Plan, and Agreement at its May 21, 2020, meeting.

It is recommended that the EDC vote to forward this to the City Council with a recommendation of approval.

VIII. LIST OF ATTACHMENTS

- Development Plan and FY2020 Budget
- PD 2020-2025 Strategic Plan
- Agreement with Exhibits

FY21 Budget and Development Plan



Portland Downtown stimulates a thriving, vibrant, and sustainable downtown community

FY20 Highlights



- *Drive Less, Do More* campaign with City of Portland and regional transit partners
- Purchased new self-watering planters to beautify downtown
- Welcomed new board members and conducted annual board check-ins
- Increased event sponsorships by 20%
- Record attendance at Merchant Meetings
- Created Pandora's Winter Lights Walking Tour Brochure
- Awarded CDBG grant in partnership with City of Portland to refresh pedestrian wayfinding signs and add bike racks
- Developed new 5-year strategic plan

Budget Comparison



FY20

- Assessment income
\$1,018,037
- Total income
\$1,082,037
- Supplemental Services
expense \$404,862
- Total expense
\$1,082,037

FY21 (draft)

- Assessment income
\$1,036,500 (+ 1.8%)
- Total income
\$1,101, 650
- Supplemental Services
expense \$414,503
- Total expense
\$1,101,080

Notes on FY21 budget



- While assessment revenue does show a small increase (1.8%), it is anticipated that the mil rate will actually decrease, based on estimated valuation
- Staffing changes are reflected in reduction in employee costs
- Events are budgeted to be break-even, so budget is not impacted if events are cancelled
 - Horse + Wagon Rides will likely be discontinued
- Increase in programmatic expenses to support social service organizations
- Overall, a very conservative budget has been planned and approved by our Finance + Executive Committees

Strategic Plan Comparison



2015-2020

- Vitality
- Experience
- Growth
- Advocacy

2020-2025

- Serve
- Enhance
- Engage
- Achieve

2020-2025 Strategic Plan Guiding Principles



- Portland Downtown is a community builder
- Portland Downtown is a key advocate for the downtown community
- Portland Downtown is a strong partner and collaborator
- Portland Downtown strives to be increasingly environmentally sustainable
- Portland Downtown believes in organizational sustainability

FY21 Development Plan



- Welcome new executive director
- Focus on advocacy for stakeholders
- Evaluate programs and services: value, outcomes and impact
- Implementing new 5-year plan and aligning committee goals with plan
- Improve downtown experience for those who live, work, do business, and visit
- Increase board engagement and ensure all stakeholders are well represented in board seat allocation
- Communicate organizational mission, goals and values to stakeholders and increase stakeholder engagement
- Assess impacts of COVID-19 on downtown stakeholders and develop partnerships, advocacy and programs to support

PORTLAND DOWNTOWN BUDGET FY21

Estimated valuation \$983,370,130

	FY21 DRAFT Budget	FY20 budget
INCOME		
ASSESSMENT INCOME	\$ 1,036,500.00	\$ 1,018,037
EVENT INCOME		
LIGHT UP YOUR HOLIDAYS		
TREE LIGHTING SPONSORSHIPS	\$ 11,000.00	\$ 10,000.00
WINDOW DISPLAY CONTEST SPONSOR	\$ 1,000.00	\$ 1,000.00
HORSE + WAGON RIDE SPONSORSHIPS	\$ -	\$ 5,000.00
SHOP FOR A CAUSE SPONSORSHIP	\$ 2,500.00	\$ 2,500.00
MERRY MADNESS TICKET SALES	\$ 22,500.00	\$ 19,000.00
MERRY MADNESS SPONSORSHIP	\$ 7,500.00	\$ 7,500.00
Total Light Up Your Holidays	\$ 44,500.00	\$ 45,000.00
POLICE AWARDS BREAKFAST	\$ 5,000.00	\$ 5,000.00
DOWNTOWN WORKER APPRECIATION DAY	\$ 4,000.00	\$ 3,000.00
SUMMER KICK OFF WEEKEND		
SQUARE HOP SPONSORSHIP	\$ 4,000.00	\$ 2,000.00
OPF SPONSORSHIPS	\$ -	\$ -
OPF INCOME	\$ -	\$ -
Total Summer Kick Off Weekend	\$ 4,000.00	\$ 2,000.00
Total EVENT INCOME	\$ 57,500.00	\$ 55,000.00

DIRECTORY PARTNERSHIP/CONTRIBUTION	\$	5,000.00	\$	5,000.00
GRANT INCOME	\$	1,500.00	\$	2,500.00
CONTRIBUTIONS INCOME	\$	750.00	\$	750.00
PARK & WORK INCOME	\$	400.00	\$	750.00
Total Income	\$	1,101,650.00	\$	1,082,037.00

Expense

CLEAN INITIATIVES

SUPPLEMENTAL SERVICES CONTRACT	\$	414,503.00	\$	404,862.00
FIXED FEE FOR DID ADMIN	\$	10,365.00	\$	9,650.00
ESTIMATED NONCOLLECTION	\$	10,365.00	\$	10,180.37
REPAIRS & IMPROVEMENTS	\$	7,500.00	\$	5,000.00
Total Clean Initiatives	\$	442,733.00	\$	429,692.37

EMPLOYEE COSTS

PAYROLL	\$	246,000.00	\$	268,500.00
HEALTH & DENTAL	\$	35,000.00	\$	30,000.00
LIFE & DISABILITY INSURANCE	\$	3,650.00	\$	3,500.00
PAYROLL PROCESSING FEE	\$	1,350.00	\$	1,200.00
PAYROLL TAX EXPENSE	\$	17,500.00	\$	18,796.00

EMPLOYEE PARKING & BUS	\$	5,000.00	\$	3,500.00
UBIT (Federal Transportation Tax)	\$	-	\$	800.00
SIMPLE IRA MATCH	\$	4,000.00	\$	4,000.00
Total Employee Costs	\$	312,500.00	\$	330,296.00

PROGRAMS & PARTNERSHIPS

WINTER LIGHTS/PANDORA LACASSE	\$	60,000.00	\$	62,000.00
VISITOR INFORMATION BOOTH/VISIT PORTAND	\$	10,000.00	\$	10,000.00
POLICE CADET PROGRAM EXPENSE	\$	35,000.00	\$	31,000.00
LEARNING WORKS	\$	20,000.00	\$	16,500.00
MILESTONE HOMETEAM	\$	10,000.00	\$	6,500.00
PEER OUTREACH WORKER PROGRAM	\$	5,000.00		
Total Programs & Partnerships	\$	140,000.00	\$	126,000.00

RENT & UTILITIES

RENT	\$	21,000.00	\$	20,000.00
CAM CHARGES	\$	10,000.00	\$	9,720.00
TAXES- PERSONAL PROPERTY	\$	600.00	\$	400.00
ELECTRIC	\$	1,700.00	\$	1,700.00
GAS	\$	1,400.00	\$	1,500.00
TELEPHONE & INTERNET	\$	3,800.00	\$	3,800.00
Total Rent & Utilities	\$	38,500.00	\$	37,120.00

OPERATIONS

BANK SERVICE CHARGES	\$	100.00	\$	100.00
CLEANING	\$	4,800.00	\$	4,200.00
COPIER	\$	3,200.00	\$	3,500.00
IT SUPPORT	\$	1,250.00	\$	1,250.00
MEMBERSHIPS, DUES & SUBSCRIPTIONS	\$	4,500.00	\$	4,000.00
EQUIPMENT EXPENSE	\$	2,000.00	\$	2,000.00
POSTAGE	\$	3,500.00	\$	4,500.00
SUPPLIES	\$	4,000.00	\$	4,000.00
WEBSITE HOSTING + DEVELOPMENT	\$	1,400.00	\$	1,250.00
SUBCONTRACTORS	\$	4,000.00	\$	4,000.00
CONTINGENCY FUND	\$	5,000.00	\$	4,829.00
RESERVE FUND	\$	20,000.00	\$	20,000.00
Total Operations	\$	53,750.00	\$	53,629.00

MARKETING

GENERAL MARKETING	\$	12,500.00	\$	15,000.00
DIRECTORY DISTRIBUTION	\$	4,000.00	\$	5,000.00
SPONSORSHIPS/PARTNERSHIPS	\$	3,000.00	\$	3,000.00
Total Marketing	\$	19,500.00	\$	23,000.00

INSURANCE

DIRECTORS & OFFICERS	\$	650.00	\$	650.00
GENERAL/EVENTS/LIQUOR	\$	6,000.00	\$	6,000.00
WORKERS COMPENSATION	\$	1,200.00	\$	1,100.00
Total Insurance	\$	7,850.00	\$	7,750.00

PROFESSIONAL FEES

ACCOUNTING	\$	3,500.00	\$	3,500.00
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ANNUAL ELECTIONS	\$	2,000.00	\$	2,500.00
LEGAL	\$	5,000.00	\$	4,000.00
Total Professional Fees	\$	10,500.00	\$	10,000.00
ORGANIZATIONAL ACTIVITIES				
STAKEHOLDER + VOLUNTEER APPRECIATION	\$	2,500.00	\$	2,500.00
MEETINGS	\$	2,500.00	\$	2,500.00
PROFESSIONAL DEVELOPMENT	\$	7,500.00	\$	7,500.00
Total Organizational Activities	\$	12,500.00	\$	12,500.00
EVENTS				
LIGHT UP YOUR HOLIDAYS				
LUYH GENERAL MARKETING	\$	5,000.00	\$	4,500.00
TREE LIGHTING: MARKETING	\$	4,500.00	\$	4,500.00
TREE LIGHTING: PERFORMERS	\$	2,500.00	\$	1,500.00
TREE LIGHTING: SECURITY	\$	-	\$	1,000.00
TREE LIGHTING: STAGE & SOUND	\$	3,500.00	\$	1,000.00
TREE LIGHTING EVENT MANAGEMENT	\$	500.00	\$	500.00
RETAIL EVENTS	\$	5,000.00	\$	4,500.00
WAGON RIDES	\$	-	\$	6,800.00
MERRY MADNESS: MARKETING	\$	2,000.00	\$	2,000.00
MERRY MADNESS: EVENT	\$	12,000.00	\$	9,500.00
MERRY MADNESS EVENTBRITE FEES	\$	3,250.00	\$	3,000.00
MERRY MADNESS: EVENT MANAGEMENT	\$	1,500.00	\$	1,500.00
TOY FUND DONATION	\$	-	\$	-
Total Light Up Your Holidays	\$	39,750.00	\$	40,300.00

POLICE AWARDS BREAKFAST	\$	4,500.00	\$	4,500.00
DOWNTOWN WORKER APPRECIATION DAY	\$	4,000.00	\$	3,500.00
SUMMER KICK OFF WEEKEND				
SQUARE HOP ENTERTAINMENT	\$	3,000.00	\$	2,000.00
SQUARE HOP MARKETING	\$	1,000.00	\$	1,000.00
OPF MARKETING			\$	-
OPF PERMITS			\$	-
OPF SECURITY			\$	-
OPF ELECTRICIAN			\$	-
OPF EVENTBRITE FEES			\$	-
OPF EVENTS MANAGER			\$	-
OPF MISC (golf carts, etc)			\$	-
Total Summer Kick Off Weekend	\$	4,000.00	\$	3,000.00
TOTAL EVENTS	\$	52,250.00	\$	51,300.00
PARK AND WORK	\$	500.00	\$	750.00
TOTAL EXPENSE	\$	1,090,583.00	\$	1,082,037.37
NET INCOME (LOSS)	\$	11,067.00	\$	(0.37)



Strategic Plan 2020–2025

**Serve
Enhance
Engage
Achieve**

Portland Downtown 2020–2025 Strategic Plan DRAFT(7) 2.13.2020

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I. Introduction

Organizational Mission

Portland Downtown's mission is to stimulate a thriving, vibrant, and sustainable downtown community.

Founding Purposes

The Downtown Improvement District (DID) was founded in 1992. Its purposes:

1. To represent the business, cultural and residential community in the on-going development and management of downtown Portland;
2. To create a safer, cleaner, well-managed downtown area so that Portland can successfully compete as an environment in which to live, do business, shop and visit;
3. To stimulate commercial, retail, tourist, and cultural activities through improved marketing and promotional initiatives which enhance the image of downtown Portland.

Portland Downtown was established in 1992 in accordance with an act of the Maine State Legislature under the "Maine Municipal Development Districts" statute. It was incorporated as a 501(c)(4) non-profit, and is funded by a development district assessment on downtown district property. Portland Downtown qualifies for Internal Revenue Code (IRC) section 501(c)(4) as a social welfare organization, and its mission-driven services regarding safety, cleanliness, and management of the downtown that provide for social welfare, while funded by property owner constituents, must be available to the community as a whole to qualify for the IRC designation.

Organizational Overview

Portland Downtown¹'s most recent strategic plan (2015-2020) centered around four pillars: Vitality, Experience, Growth, and Advocacy. The previous five years marked a period of growth for the organization, both geographically and fiscally. An expansion of the district allowed the organization to deliver its unique set of supplemental services, programs, and events to a group of stakeholders that had identified need and was experiencing residential and commercial growth that supported inclusion in the downtown improvement district (DID). A healthy budget allowed the organization to contribute to a reserve account and plan for long-term sustainability. The amendment of state legislation to remove the expiration date for development districts, including DIDs, further cemented the organization as a viable tool for economic development in downtown Portland.²

¹ The downtown improvement district 501c4 nonprofit organization.

² The geographic area in the City of Portland, Maine, that spans roughly east-west from Franklin Street to State Street, and north-south from Cumberland Avenue to Commercial Street.

Growth and development present both challenges and opportunities. Policy issues, such as transportation, sound, and homelessness were avenues of opportunity for the organization to become more involved in advocacy. Ad-Hoc Committees worked in tandem with staff to develop strategic advocacy policies with a lens of partnership and collaboration. The success was evident in the completion of a parking study, the launch of the “Drive Less, Do More” multi-modal marketing campaign, a revamped sound ordinance, and a Community Development Block Grant (CDBG) grant award to support a Peer Outreach Worker (POW) program with Amistad. Investments in new banners, flower pots, and trash cans enhanced the downtown experience, as did a revised and improved Master and Supplemental Services Agreement with the City of Portland. The board welcomed new events and said goodbye to others, with the ultimate goal of achieving balance and positive outcomes for DID taxpayers, stakeholders, and the community.

The organization’s success was not only celebrated internally, but externally as well. During the duration of the plan, Portland Downtown received several awards, recognizing fruitful collaborations, creative endeavors, and a healthy organizational culture:

- International Downtown Association (IDA) Award of Excellence, Leadership and Management (Downtown Cadet Program): 2016
- IDA Merit Award, Marketing and Communication (Portland Downtown: Revamped and Revitalized): 2016
- IDA Merit Award, Leadership and Management (Busting Graffiti Downtown): 2017
- Indie Biz Awards, Portland Ambassador: 2017
- Maine Psychological Association, Psychologically Healthy Workplace: 2017
- Way2Go Maine, Choice Award (Small But Mighty): 2017
- IDA Merit Award, Events and Programming (Shop for a Cause Day): 2018

For all intents and purposes the 2015-2020 strategic plan was fulfilled to the best of ability of all involved. Revisiting the plan regularly to track progress and tying committee goals to the plan’s strategies were two of the main determinants of the success of the plan. A dedicated staff, active and engaged board, and thoughtful partnerships helped ensure positive outcomes.

As the organization turns its attention toward the next five years, the focus will remain on the organizational mission and the founding purposes as stated above. Advocacy and creative partnerships will continue to be foundational to the work of the organization and for the value that can be offered to stakeholders by leveraging energy, intellect, and passion. The cleanliness and safety of downtown will remain foundational to our mission, but with a new perspective of bringing clean and safe to the next level, and ensuring the best experience possible for the downtown community. With a reputation as a go-to organization that gets things done, we will refocus our energy on continual organizational excellence, ensuring that our internal policies reflect best practices, and that we have the organizational capacity to deliver on our promises. Paramount to our success will be engaging more of our stakeholders and the community in all facets of the organization; committee participation, fiscal sponsorship, and a deep understanding of and passion for the mission. Amplifying the work that we do through intentional

communications and promoting the unique assets of our downtown will be essential to the success of this new plan.

The 2020–2025 plan welcomes and encourages active participation in Portland Downtown’s mission. It is a call to leverage the collective assets of a thriving community to enhance the downtown core, the heart of Portland.

II. Strategic Planning Process

Portland Downtown’s strategic planning process was comprised of two phases: (1) Strategic Research and (2) Plan Development. The process was conducted over the course of one year (February 2019 – January 2020) during which the Strategic Planning Ad-Hoc Committee met twice per month as well as for additional work sessions as needed. Committee Co-Chairs Doane Dorchester and Dawn Homa reported regularly to the Board of Directors about the committee’s process and progress. The plan’s anticipated adoption date is March 19, 2020, and implementation will begin in July 2020.

Strategic Planning Ad-Hoc Committee

Board of Directors members:

Doane Dorchester, Co-chair
Dawn Homa, Co-chair
Bob Keegan
Sue-Ellen McClain
David Packard

Staff members:

Taffy Eaton
Amy Geren
Casey Gilbert
Adam MacDonald

Strategic Planning Consultant: Elizabeth Hall

Phase One: Strategic Research

The strategic planning process kicked off with a two-day board and staff retreat in February 2019, during which participants brainstormed mission and vision statements, discussed Portland Downtown’s organizational values, mapped out a challenges-opportunities-weaknesses-strengths (COWS) analysis, and identified strategic priorities. Following the retreat, a search was conducted for a strategic planning consultant. Liz Hall was hired to facilitate the strategic planning process.

External Information Gathering

The Committee developed a master questionnaire of strategic questions that would be posed to a variety of stakeholders, including downtown property owners, business owners and leaders, nonprofit organization leaders, City of Portland officials, and the general public through surveys, focus groups, and one-on-one interviews. Research was conducted through a broad-reaching survey (1,249 respondents), three focus groups (40 participants), and nine one-on-one stakeholder interviews.

Surveys: Using Portland Downtown’s email list of more than 17,000 unique addresses, a survey was distributed using Survey Monkey. The survey was also promoted in the organization’s digital newsletter and on social media platforms. More than 1,200

people responded to the survey, providing responses to multiple choice, rating, and qualitative, open-ended questions.

Focus Groups: Portland Downtown conducted three 1.5-hour focus groups with individuals who work or live in the downtown improvement district.

1. Vibrancy Focus Group: retail, food and beverage, arts, and entertainment leaders (16 participants)
2. Collaborators Focus Group: City of Portland officials, Portland Downtown event sponsors, program partners, as well as economic development and nonprofit organization leaders (14 participants)
3. Clean & Safe Focus Group: City of Portland officials, public health and resources representatives, and active clean and safe initiative advocates (11 participants)

Stakeholder Interviews: Members of the Portland Downtown Board of Directors conducted strategic interviews with: downtown property owners; members of the Portland City Council; a representative from a higher education institution; leaders of nonprofit and economic development organizations; and entrepreneurs in the food and beverage industry:

1. Pious Ali, City Councilor, City of Portland
2. Glenn Cummings, President, University of Southern Maine
3. Jill Duson, City Councilor, City of Portland
4. Bob Fowler, Executive Director, Milestone Recovery
5. Quincy Hentzel, CEO/President, Portland Regional Chamber of Commerce
6. Mary Allen Lindemann, Co-founder and Community Builder, Coffee By Design
7. Josh Miranda, Owner, Blyth and Burrows
8. Tim Soley, Co-founder, East Brown Cow
9. Vin Veroneau, President and CEO, J.B. Brown & Sons

Internal Information Gathering:

Surveys: In October 2019, 16 board and staff members completed an internal organizational survey that garnered their insights into the organizational culture, areas for improvement, and their personal contributions to Portland Downtown's work.

Document Review: Additional sources were used in the development of the plan, including:

- Organizational documents in the Board Resources web portal
- 2019 board member check-in report
- 2015-2020 Portland Downtown Strategic Plan review
- Marshall Communications' annual marketing studies

Phase Two: Plan Development

Following the internal and external information gathering and data analysis, the committee began developing the framework for the strategic plan: identifying major themes and priorities, evaluating the organization's mission statement, and determining the organization's key objectives and the strategic goals to achieve those

objectives in the coming 5 years. Over the course of 4 months, many drafts, and feedback from the board of directors, the committee expanded on the plan framework to create a roadmap for Portland Downtown's work from 2020-2025.

Mission redevelopment: Based on the information collected both internally and externally, the committee decided to update the organization's mission statement. It was decided that a shorter and more concise mission statement would be easier to communicate to the general public. An emphasis was placed on the organization's role as a "stimulant" in the community, recognizing that it could not improve the district on its own, but relies on strong partnerships to achieve its goals. While cleanliness and safety are still goals of the organization, it was decided that "thriving" and "vibrant" could better encompass the enhanced experience we wanted to evoke. "Sustainability" arose as a concern from multiple stakeholders: the financial stability of the organization; the impact we have on the environment around us; and the desire for sustainable, continued growth in the area. Additionally, we wanted to make sure and note that we are representing and advocating for our "community."

After much discussion the Board of Directors voted to adopt a new mission statement: **Portland Downtown stimulates a thriving, vibrant, and sustainable downtown community.**

III. Strategic Plan Guiding Principles

The following guiding principles reflect organizational best-practices, build upon themes that emerged from both external and internal data collection and document review, and provide guidance as a result of the strategic planning process as a whole:

1. *Portland Downtown is a community builder.* Survey respondents, focus group participants, and interviewees highlighted the work that the organization does to create a strong sense of community through fun and welcoming events, clean and safe initiatives, efforts to convene stakeholders, and working to promote community resources.
2. *Portland Downtown is a key advocate for the downtown community.* The organization's reputation as a respected representative of the downtown district's interests, and its ongoing efforts to field input and collect data from its constituencies, make it a lead voice for downtown merchants, business owners, downtown property owners, employees, and residents.
3. *Portland Downtown is a strong partner and collaborator.* External research respondents recognize the strong partnerships that the organization has built with the City of Portland, fellow non-governmental organizations, media, and event partners, and the trusting relationship the organization has with its many constituencies. They appreciate that PD works to bring people together to find consensus and solutions for community issues. The partnerships identified in the strategic plan reflect current partnerships in 2020, and are subject to change in the coming 5 years.
4. *Portland Downtown strives to be increasingly environmentally sustainable.* The general public and Portland Downtown staff and board members raised concerns about the downtown's environmentally sustainable practices as a whole. Portland Downtown is well positioned to encourage and create opportunities for the downtown community to take steps to become increasingly environmentally conscious and apply

planet-friendly practices. The organization will continue to examine its practices through an environmental lens, and make improvements as determined.

5. *Portland Downtown believes in organizational sustainability.* The organization will uphold fiscally responsible practices, regularly evaluate its programs and partnerships for mission-alignment, and ensure that adequate staffing and resources are allocated to accomplish its work.

Key Objectives & Strategic Goals

1. Serve as a lead representative and advocate for the overall health and prosperity of the downtown district and the downtown community.

Why This Matters Portland is facing a time of growth³ and change, and the past decade of prosperity for the city has been accompanied by many challenges: traffic, transportation⁴, and parking⁵ demands; rent increases for residents and businesses⁶; workforce shortages⁷; meeting the needs of the community⁸; homelessness⁹; substance use disorder¹⁰; and climate change¹¹. Portland Downtown is uniquely positioned to field input from its DID taxpayers and stakeholders, and represent their interests as well as the long-term interests of the downtown community.

Key Objectives

1. Serve as the representative for the downtown community's interests.
2. Expand opportunities for district stakeholders to provide input to the direction of Portland Downtown's advocacy.
3. Be a proactive convener of area nonprofit organizations and agencies to collaborate in addressing issues that challenge the health and prosperity of the downtown district community.
4. Support area institutions whose expertise and work are dedicated to addressing priority advocacy issues for the district.
5. Create education and awareness initiatives that activate the public in creating a healthy, clean, safe, and vibrant downtown district.

Strategic Goals

Programs & Initiatives

- Establish an Advocacy Committee to review, track, and make recommendations on issues that concern the downtown district.
 - o Regularly evaluate the effectiveness of advocacy efforts.

³ City of Portland Permitting & Inspections Department

⁴ Portland Peninsula Transit Study, Nelson Nygaard, 2008

⁵ City of Portland Parking Study for Downtown, The Old Port, and The Eastern Waterfront, Fort Hill Infrastructure, 2017

⁶ City of Portland Housing Report, 2019; Rental Market Survey, Portland, Maine, Stepwise Data Research, 2018

⁷ Maine Center for Workforce Research and Information

⁸ City of Portland 2030 Comprehensive Plan

⁹ Maine's Plan to End & Prevent Homelessness, 2008 (Amended 2011; 2017)

¹⁰ State of Maine Opioid Response Plan, 2019

¹¹ City of Portland Municipal Climate Action Plan, 2008

- Conduct regular forums to educate and field input from stakeholders and the public about issues affecting downtown Portland.
- Advocate for improvement of the city’s transportation landscape through the work of the Multi-modal Transportation Committee.
- Represent Portland Downtown on city and civic boards, committees, task forces, and study groups to inform and influence decision-making.

Policy Influence

- Annually review the Portland Downtown Advocacy Policy, and update as needed.
- Maintain strong relationships with City Councilors and civic leaders through ongoing outreach.
- Review and determine courses of action on issues that affect the downtown district, in accordance with Portland Downtown’s Advocacy Policy. Issues may include, but are not limited to:

Transportation & Parking	Workforce	Zoning / Permitting	Environmental Sustainability & Climate Adaptation
Tourism Impacts	Housing & Affordability	Sound	Economic diversity and small business support ¹²
Responsible Growth	Homelessness	Panhandling	Graffiti, Vandalism & Littering

Public Influence

- Communicate regularly to DID taxpayers and stakeholders about issues that impact downtown Portland.
 - Encourage engagement with advocacy issues to ensure that a broad range of stakeholders are represented when providing testimony to policymakers in Portland or Augusta.
- Conduct public campaigns and initiatives that create positive outcomes for downtown, which may include, but are not limited to: “Drive Less, Do More” multi-modal transportation campaign, anti-littering messaging, awareness of public health initiatives, promoting shopping local, etc.

Partnerships

- Address advocacy issues as a coalition with local organizations that have issue expertise. Identify local nonprofit organizations to partner with on special projects and advocacy issues.
- Partner with the Greater Portland Chamber of Commerce, Visit Portland, Greater Portland Council of Governments, the City of Portland, and others to develop and influence City policy.
- Support organizations such as MaineWorks, Milestone, Amistad, Opportunity Alliance, Catholic Charities, Preble Street, and others that are working to reduce homelessness and provide social services.
- Partner with Portland METRO, the Portland City Council's Sustainability & Transportation Committee, the City of Portland’s Bicycle/Pedestrian Advocacy

¹² The Value of U.S. Downtowns and Center Cities, Inspired Leaders Shaping Cities, 2018

Committee, the Greater Portland Chamber of Commerce, Casco Bay Lines, South Portland Bus, ShuttleBus Zoom, Portland International Jetport, NNEPRA/Downeaster, the Maine State Public Transit Advisory Council, Maine Department of Transportation, and others to influence effective multi-modal transportation solutions.

- Review existing partnerships regularly for effectiveness and sustainability.

2. Enhance the downtown district to create a positive experience for all.

Why This Matters Increased interest and investment in downtown Portland has created opportunities for commercial and residential growth in recent years. Many sectors are thriving, including fisheries/marine/aquaculture, tourism, and food and beverage. The notoriety of Portland's culinary scene¹³ has made it a global destination and must-visit locale.¹⁴ Downtown also boasts a diverse mix of retail, professional services and nonprofit organizations, which add to the economic health and vibrancy of the city. Portland Downtown's efforts to support high standards for a clean, safe, and vibrant city center has contributed to the city's economic vitality and its earned successes over the years.¹⁵ Maintaining these exemplary standards that the downtown community and visitors appreciate is a mainstay for a long-term prosperity in the downtown district and the greater Portland area.

Key Objectives

1. Work with partners to make downtown increasingly safe and clean for the downtown community.
2. Increase the number of murals and public art in the district.
3. Provide events that are engaging, fun, and sustainable.
4. Enhance placemaking efforts and beautification to create a welcoming environment and define the downtown district through wayfinding tools.

Strategic Goals

Programs & Initiatives

- Evaluate programs and partnerships to ensure that they support the organization's mission and responsibly use the organization's financial resources.

Clean & Safe

- Continue contractual agreement to utilize the Portland Downtown Public Works Crew to ensure proper maintenance and improvements to the downtown.
 - Explore ways in which improvements can be made to the Supplemental Services Contract.
- Seek and respond to feedback from the community regarding safety and cleanliness of the downtown.
- Develop a focused effort to reduce graffiti vandalism.
 - Strengthen and develop new program partnerships.
 - Educate property owners about prevention best practices.

¹³ Bon Appetit, 2018

¹⁴ Conde Nast, 2020; Lonely Planet, 2020

¹⁵ Portland, Maine, Area Consumer Research Reports, Marshall Marketing, 2016, 2017, 2018, 2019

- Strengthen the Downtown Cadet Program by partnering with area organizations and service programs that lend resources and support.
- Monitor downtown safety through various data reporting channels.

Vibrancy

- Produce community events that stimulate downtown Portland's economy, build community, and foster a welcoming environment for all.
 - o Regularly evaluate events and the resources needed to implement them, and make updates or substitutions, as determined.
 - o Ensure sustainable staffing and fiscal models for event management.
 - o Conduct events that bring people downtown.
 - o Prioritize diversity reflective of the larger community in the planning and content of Portland Downtown events.
- Utilize a variety of placemaking elements to enhance the downtown visitor experience and define the downtown district boundaries.
- Continue to enlist local artists to create art installments throughout the downtown district.

Workforce Support

- Build workforce awareness of the affordable modes of transportation in partnership with transportation providers.
 - o Evaluate Park & Work Program and adjust as determined.
 - o Encourage active and mass transportation options.
- Support and build awareness for programs that better connect potential employees and downtown district employers.

Sustainability

- Incorporate Green + Clean Initiatives into downtown clean and safe practices, and support and advocate for City sustainability initiatives and policies.
- Support improved bicycle and pedestrian infrastructure into and within the downtown district.
- Monitor and improve the pedestrian experience through regular updates to downtown streetscapes.
- Support and build awareness for recycling and composting in the downtown district.

Public Influence

- Organize educational opportunities for property owners and business owners to learn about clean and safe prevention practices.
- Support youth development and engagement with jobs related to downtown management by educating students about Portland Downtown and its initiatives.

Partnerships

- Partner with local municipality and organizations on provision of programs, services, and events.
- Partner with the City of Portland Police Department to co-manage the Downtown Cadet Program program.
- Partner with Amistad to continue and expand the Peer Outreach Worker (POW) program.
- Partner with LearningWorks to coordinate the Graffiti Busters program.
- Partner with Visit Portland to support downtown visitors and tourists.
- Partner with Portland Buy Local to support downtown local businesses and worker appreciation.

- Partner with Milestone's HOME Team to provide outreach, support, and services to downtown Portland's most vulnerable populations.
- Partner with the City of Portland's Tobacco Prevention Program to encourage a smoke and tobacco-free environment at community events and in public spaces.

3. Engage the general public in Portland Downtown's initiatives, resources, work, and promotion of the downtown district.

Why This Matters Communicating the value of our work is paramount to advancing Portland Downtown's mission. It's how the organization builds trust and loyalty among its many constituents, including downtown business and property owners, city officials, nonprofit partners, volunteers, sponsors, and more. In addition to outbound communications via print, digital, and social channels, Portland Downtown offers year-round opportunities for DID taxpayers and our stakeholders to convene and become active participants in conversations that matter to them. Through fostering a healthy dialogue and rapport with various audiences, we're able to instill confidence, secure "buy-in," and tackle challenges creatively and collaboratively.

Portland Downtown connects with audiences through:

- **Stakeholder Meetings & Events:** Whether it's a committee meeting, a focus group, a panel discussion, a property owners meeting, or our annual Sponsor & Volunteer Appreciation Party, Portland Downtown regularly provides opportunities to gather, share, learn, network, and celebrate.
- **Email Marketing:** Delivering engaging organizational news and opportunities for fun downtown. Our full email list – over 18,000 strong – is carefully segmented so that the right audience gets the right message at the right time.
- **Community Events:** From Downtown Worker Appreciation Day to Light Up Your Holidays, we produce an exciting array of community events for all to enjoy.
- **Website:** A popular resource for residents and visitors to find out "what's up downtown," averaging more than 20,000 visitors per month. The website also houses a password-protected 'resources' section for board members.
- **Social Media:** Daily original content designed to "surprise & delight" our friends and fans. As of January 2020, we have 34,206 Facebook followers; 9,800 Instagram followers; and 10,073 Twitter followers.
- **Annual Report:** A celebration & showcase of our collaborative efforts to keep downtown clean, safe, and vibrant. The publication highlights our annual achievements, while providing transparent program statistics and financial information.
- **Downtown Map & Directory:** Published in partnership with Portland Press Herald, this is an indispensable guidebook for all things Portland. 145,000 copies are distributed annually to businesses and households throughout Maine, the U.S., and Canada.
- **Walking Tour Brochures:** A series of seven self-guided walking tours with themes ranging from Hidden Public Spaces to Architectural Wonders to Historic Pubs & Shops. These brochures offer families and individuals a free, fun way to explore downtown on foot.
- **Direct Mail:** For special projects – including board elections and the annual DID tax bill – we utilize post mail. These printed pieces clearly educate recipients about our services and encourage them to actively participate in the work of Portland Downtown.
- **TV / Radio:** In partnership with local creatives & media outlets, we create engaging spots for campaigns such as *Drive Less, Do More*.

Key Objectives

1. Continue to create, maintain, and review Portland Downtown's resources and tools that promote downtown.
2. Inform the public about Portland Downtown's mission, programs, and services.
3. Engage the downtown community in Portland Downtown's work.
4. Increase visibility and awareness of Portland Downtown and its work.

Strategic Goals

Programs & Initiatives

- Provide guidance and support to the staff, board, and volunteers to become effective stewards of the organization.
- Enhance organizational visibility through consistent brand usage in urban placemaking efforts.
- Create opportunities for public learning and engagement such as Lunch & Learns, public speaking engagements, etc.
- Develop an orientation process to educate newly elected city officials, property owners, and business owners about Portland Downtown and how they can get involved.
- Increase stakeholder attendance at Portland Downtown public forums and meetings.
- Re-envision Annual Property Owners Meeting to be more inclusive of downtown stakeholders and partners.
- Evaluate, enhance, and maintain Portland Downtown digital and print resources.
- Promote Portland Downtown community events and initiatives to encourage participation and sponsorship.

Public Influence

- Maintain a strong, recognizable Portland Downtown brand.
- Distinguish and clarify Portland Downtown's role as a downtown improvement district (versus Visitors Bureau, Chamber of Commerce, City of Portland, etc.).
- Increase public awareness campaigns of Portland Downtown's initiatives and work.

Partnerships

- Strengthen Portland Downtown's collaborative relationship with the City of Portland and other partner organizations.
- Continue current and explore new partnerships that provide opportunities to enhance digital and print resources.
- Enlist media sponsors to help promote Portland Downtown's events and initiatives.
- Strengthen and expand relationships with media personalities and influencers.
- Leverage existing relationships to contribute to panel discussions, appear as a guest or keynote speaker at events, and find ways to showcase the work and contributions of Portland Downtown.

4. Achieve organizational excellence through sustainable and best practices and strong collaborations.

Why This Matters Portland Downtown's organizational and programmatic excellence is recognized by its collaborators and partners¹⁶, national groups¹⁷, downtown improvement districts across the country¹⁸, and the greater Portland public at large.¹⁹ Sustainable and responsible practices, meaningful partnerships, and staff and board support are the foundation for excellence.

Key Objectives

1. Ensure financial stability through fiscal responsibility.
2. Establish and refine internal practices to ensure organizational sustainability.
3. Maintain and build strong, sustainable relationships with collaborators and partners to achieve mutual goals.
4. Incorporate diversity, equity, and inclusion (DEI) best practices.
5. Refine the roles of the board and staff to provide clarity.

Strategic Goals

Programs & Initiatives

- Regularly review and evaluate organizational practices, policies, and procedures.
- Strengthen board governance, recruitment, onboarding processes, and engagement.
 - o Update and define board and committee leadership practices, roles, and responsibilities.
 - o Develop succession and emergency transition plans for board, committee chairs, and executive leadership.
 - o Review the number and representation of board seats.
 - o Increase outreach to encourage multiple qualified candidates to run for each open board seat.
 - o Explore ways to diversify Board of Directors representation to reflect the downtown community.
 - o Establish a formal onboarding process for all new board members.
 - o Encourage existing board members to mentor new board members.
 - o Support board members in professional development opportunities.
 - Encourage 100% board participation.
- Explore conducting a Diversity, Equity, and Inclusion (DEI) organizational transformation to adopt DEI best practices and systems.
- Ensure Portland Downtown committees work towards achieving the organization's mission and goals.
 - o Regularly review committees and update as needed.
 - o Increase overall committee membership by 10% each year.

¹⁶ Indie Biz Awards, 2017; Maine Psychological Association, 2017; Way2Go Maine, 2017

¹⁷ International Downtown Association (IDA) Annual Conference & Trade Show, 2016, 2017, 2018, 2019; IDA Safety & Security Operations Summit, 2019

¹⁸ IDA Award of Excellence, 2016; IDA Merit Awards, 2016, 2017, 2018

¹⁹ Maine Public Health Association Annual Conference, 2017, 2018; Data Innovation Project Annual Conference, 2017; Tempo Arts Public Art Conference, 2017

- o Document and conduct committee onboarding for new committee members.
 - o Identify potential board members through committee participation.
- Provide Portland Downtown staff with professional development opportunities and resources.
- Document board and staff roles and responsibilities to clarify working relationships.
- Engage volunteers and interns to maximize effectiveness of Portland Downtown's work
- Maintain organizational fiscal responsibility.
 - o Conduct a financial audit by 2022.
 - o Consider implementing a regularly scheduled audit.
- Implement environmentally sustainable organizational practices such as reduction of single-use paper and plastic.
- Develop annual work plans, in support of the strategic plan, that establish measurable goals.
- Provide support for new downtown improvement districts in Portland and consider merger options if they arise.
- If needed, examine district boundaries and expand if appropriate, desired, and beneficial.

Public Influence

- Enhance board members' roles as stewards and ambassadors of Portland Downtown's mission and work.
- Contribute to statewide, national, and international publications.
- Represent Portland Downtown at conferences.

Partnerships

- Evaluate and improve partnerships to achieve Portland Downtown's mission and work.
- Continue to partner with the City of Portland on the Master and Supplemental Services Agreement.
- Foster relationships with current and potential organizational and event sponsors
 - o Secure event and program sponsors and business partners for continued fiscal sustainability.
 - o Identify sponsors to offset Downtown Cadet Program, art installations, and other projects and initiatives as appropriate.

Conclusion

While the prior strategic plan (2015-2020) focused on Vitality, Experience, Growth and Advocacy, the next five years (2020-2025) will use Serve, Enhance, Engage, and Achieve as guideposts for the organization's mission and goals. The past five years were a time for building; expanding the district, growing our partnerships, amplifying our voice in the community, and creating policies to better help us plan, advocate, and sustain the organization. Now, Portland Downtown will build upon that solid foundation by turning to reflect inward on how we can better serve our DID taxpayers, stakeholders and the community. How are we providing value? How are we communicating our mission and inviting people to engage with our work? How can we improve our programs, services, and events to better reach our mission? Who do we want to be as an organization five, ten, twenty years from now? There is important work to be done and equally as important questions to ask ourselves so that we remain a relevant and important part of the fabric of Portland.

**AGREEMENT BETWEEN
THE CITY OF PORTLAND
AND
DOWNTOWN IMPROVEMENT DISTRICT, INC.
d/b/a PORTLAND DOWNTOWN**

AGREEMENT made this ____ day of June, 2020, by and between the **CITY OF PORTLAND**, a municipal corporation of the State of Maine, (the "**City**") and **DOWNTOWN IMPROVEMENT DISTRICT, INC., d/b/a PORTLAND DOWNTOWN**, a Maine non-profit corporation, having its office and place of business at Portland, Maine ("**Portland Downtown**" or "**PD**").

WHEREAS, by Council Orders 306-91/92 dated March 16, 1992, 185-94/95 dated February 22, 1995, 158-03/04 dated March 1, 2004, and 242-18/19 dated June 18, 2018, the City has approved an economic development district designated as the "Downtown Improvement District" (hereinafter, the "District"), a description and map of which are attached hereto as Exhibits A and B respectively and incorporated herein; and

WHEREAS, in 1992 the private sector formed an independent, non-profit corporation that has since managed Portland Downtown in fulfilling its mission, which includes, in part, the administration of the provision of supplemental services to the District, as described herein; and

WHEREAS, Portland Downtown is in need of services within the District which supplement the baseline services provided by the City ("Supplemental Services") and the City is willing to provide Supplemental Services pursuant to the terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the covenants herein contained, the parties hereto mutually agree as follows:

ARTICLE I. Term

- a. The term of this Agreement shall commence on July 1, 2020 and expire on June 30, 2021 (the "Term").

ARTICLE II. Financial Considerations

- a. The City will levy development district assessments ("Development District Assessments") on property in the District as authorized by the City Council and permitted by law. City-owned property, as well as property which is tax exempt under Maine law, shall not be assessed by the City.

- b. For the period commencing July 1, 2020 and ending June 30, 2021, the City will pay Portland Downtown in monthly installments, to reflect the Development District Assessments collected by the City net of the all-inclusive administrative fee defined below. Installment payments will be made on the 1st of each month beginning July 2020 through and including June 1, 2021. Portland Downtown agrees to an all-inclusive administrative fee, defined as direct and indirect costs, of Nine Thousand Six Hundred Fifty Dollars (\$9,650.00). In addition, the City is entitled to withhold an estimate of uncollected development district assessments from payment to Portland Downtown. The estimate will be provided to Portland Downtown by _____(month/day). Any difference between estimated and actual uncollected Development District Assessments will be trued up in the next fiscal year pursuant to subsection c below.
- c. In addition to the foregoing, the City will pay in a lump sum, within thirty (30) days from the close of the fiscal year, any amount assessed in a prior year, but collected in a subsequent year. Said payment by City shall be in the amount of the net assessment collected as provided herein, less any amounts remaining to be reimbursed under a prior year Agreement with the City, and considering any prior payments made as per Section b. City will provide Portland Downtown with written detail as to any deductions taken from payments under this paragraph.
- d. Notwithstanding the foregoing, Portland Downtown agrees that it will neither encumber funds which it anticipates receiving from development district assessments nor incur expenditures in anticipation of receipt of such funds except in accord with the line items in the budget attached hereto as Exhibit C, or any subsequent amendments thereto approved by the City.
- e. Portland Downtown has approved Portland Downtown's budget and Development Program in Exhibit C, covering the period beginning on July 1, 2020, and ending on June 30, 2021, and the City Council has approved the special assessment mil rate that provides funding to support the Portland Downtown's budget and Development Program.
- f. Portland Downtown will provide the Director of Finance with an annual certified financial statement, including, but not limited to, a statement of its cash position. At a minimum, the statement shall list all income and expenses, and shall be provided to the Finance Director within six (6) months after the fiscal year ends.
- g. Portland Downtown shall have reasonable access to the City's assessment collection records, and the City shall have reasonable access to the Portland Downtown's books and records.

Article III. Baseline Services To be Provided By City

- a. The City will provide, at no expense to Portland Downtown, all of the services included on the list entitled Baseline City Services that is attached hereto as Exhibit D and made a part hereof (the “Baseline City Services”). The specific nature and amount of such Baseline City Services shall be determined in the City’s reasonable discretion.
- b. The City may reduce the Baseline City Services in its discretion at any time, but only as part of a City-wide reduction in such services.

Article IV. Supplemental Downtown District Services To Be Provided By City For A Fee

- a. The City will provide all of the services included on the list entitled Supplemental Downtown District Services that is attached hereto as Exhibit E and made a part hereof. In consideration of the City’s provision of the Supplemental Downtown District Services, Portland Downtown shall pay the City the total amount set forth in Exhibit F, Public Works Budget, in 12 equal monthly installments during the term of this Agreement.
- b. The City shall endeavor to assign the following City staff (the “City Downtown Staff”) to perform the Supplemental Downtown District Services:

- 1 Public Works Supervisor – Daytime, 52 Weeks.
 - 1 Portland Downtown Steward – Daytime, 52 Weeks
 - 3 Maintenance Workers – 2 Daytime and 1 Overnight, 52 Weeks
 - 3 Seasonal Laborers, 2 in Summer and 1 in the Winter – Days

The City Downtown Staff shall either be employees of or contractors for the City and shall not be considered to be employees of Portland Downtown. The City reserves the right to increase or decrease the number of City Downtown Staff and to change their hours and schedules if it determines that such increase or decrease is in the City’s best interests, provided that any decrease in such staff shall not result in a material decrease in the Supplemental Downtown District Services.

- c. The City’s Public Works Director and/or designee (the “City Director”) and Portland Downtown’s Executive Director and/or designee (the “PD Director”) agree to meet and communicate on a monthly basis with meeting agendas to ensure quality control in service delivery is meeting expectations and to share updated information on service activities, programs and projects.
 - d. Portland Downtown and City Manager will meet annually to discuss prioritization of larger projects within the District generally included in baseline services or CIP and managed by other City teams or departments. These include, but are not limited to, major sidewalk repairs, tree well rehabilitation, landscape installations and other reconstruction projects.
 - e. In the event Portland Downtown requests services from City in addition to those included herein, City shall have the option, in its sole discretion, to provide such services

with payment to be made by Portland Downtown for any such services on a time and materials basis, or such other basis as the parties may agree in writing. The budget for additional services must be agreed to in advance by the parties. "Time" as used herein shall mean all of the City's employee costs, i.e. hourly wages or salary, and "materials" as used herein shall mean the actual cost to the City of equipment, materials and/or supplies provided or used in connection with such services, with no additional markup. In such cases the City shall provide a detailed and itemized invoice of the individuals providing the service, the time spent by the individuals and the volume and unit cost of materials expended.

- f. It is understood and agreed by the parties that City will adopt an expenditure budget, Exhibit F, which shall be provided to Portland Downtown for preliminary review no later than March 20, 2021, and which will include the cost of the Supplemental Downtown District Services, and that the City will adopt a revenue budget that will provide for the reimbursement of such costs by Portland Downtown as provided hereunder. In the event that either Portland Downtown or the City anticipates that there will be insufficient revenues to pay for such Supplemental Downtown District Services, said party will notify the other party of the anticipated shortfall, and the parties agree to meet promptly and confer to modify the level of Supplemental Downtown District Services that the City is able to provide. It shall be the responsibility of PD to notify City as soon as reasonably possible if such Supplemental Downtown District Services need to be modified or adjusted for anticipated revenue shortfalls or modifications. In the event of a revenue shortfall, the City will have no obligation to provide Supplemental Downtown District Services in excess of PD funds available to reimburse City. The City will have the right, but not the obligation, to continue to provide such Supplemental Downtown District Services to the extent provided in the City budget even in the event of a revenue shortfall. The parties agree to memorialize in writing any changes in the monthly payments due under this Agreement.
- g. In addition to any required City work uniforms, City Downtown Staff will wear vests already purchased by the City, which include the Portland Downtown logo.
- h. Prior to any discussion of modifying, adjusting or terminating this Agreement, Portland Downtown shall invite the City Manager or his designee to a meeting of the Board to discuss such contemplated modification, adjustment or termination.

Article V. Services To Be Provided By Portland Downtown.

- a. Except for the Supplemental Services, which shall be provided by the City and paid for by Portland Downtown in accordance with Article IV, Portland Downtown, shall provide the services described in Exhibit C, Portland Downtown's Budget and Development Plan.
- b. In addition to the services described in Exhibit C, Portland Downtown may, at its own expense:
 - i. Provide staff and administrative services for supervision of the daily activities and public space management of the District.

- ii. Establish positions for administration and management of its programs; recruit, hire, and pay and otherwise supervise its work force necessary to implement this charge.
- iii. Establish a corporate Board of Directors whose members fairly represent a cross section of taxpayers in the District.
- iv. Establish a mechanism for resolving any dispute to the kind and level of services which may arise between Portland Downtown and persons subject to development district assessments regarding the kind and level of services provided by Portland Downtown. As such time, a dispute cannot be resolved the City Manager will be notified.
- v. Provide liaison between the City, the District, property owners, civic groups, interested persons, and other groups and individuals, as necessary to carry out the mission of the Portland Downtown.
- vi. Maintain all minutes and records of Portland Downtown proceedings as may be required.
- vii. Participate in decoration and beautification of public places in the District.
- viii. Sponsor and promote public events to take place on or in public places in the District, subject to the provisions in Exhibit E.
- ix. Provide advice or feedback to City staff about proposed events in public spaces within the District.
- x. Advertise and promote non-profit, cultural, educational and commercial business activities in the District.
- xi. Maintain existing pedestrian way finding signage for the District in accordance with applicable City codes and ordinances.
- xii. Conduct public relations, generating favorable publicity for, and enhancing economic growth in, the District.
- xiii. Manage Visitor Information Booth in Tommy's Park.
- xiv. Wash, maintain and relocate street furniture, trash cans, street lanterns, and undertake minor repairs to street furniture.
- xv. Engage in partnerships with other organizations to provide programs and services.
- xvi. Install pole banners in the District, provided that Portland Downtown shall obtain the consent of the City's Director of Parks, Recreation and Facilities, or his or her designee, prior to the installation of any banners.
- xvii. Monitor performance of City Downtown Staff through specific PD access to "See, Click, Fix" software. PD may also track and evaluate outcomes to ensure alignment with this Agreement. Data will be reported to the City's Director of Public Works by PD's staff during the monthly meeting as designated in Article IV, Section c.

Nothing in this Agreement is intended to or shall be construed to limit Portland Downtown's general powers, as set forth in the Maine Nonprofit Corporation Act, Title 13-B of the Maine Revised Statutes Annotated.

ARTICLE VI. Termination.

- a. This Agreement may be terminated by either party for good cause. Good cause shall be deemed to be found by the City at such time as Portland Downtown's performance under this Agreement has been determined in the exclusive judgment of the City Manager to be unsatisfactory, which determination shall not be unreasonable.
- b. If Portland Downtown should fail to perform any material covenant, obligation or agreement hereunder for a period of thirty (30) days after written notice from the City Manager specifying such failure, then, upon expiration of the thirty (30) day period, the City Manager may provide Portland Downtown with notice of his intention to terminate the Agreement as provided herein. Portland Downtown shall have a ninety (90) day period, computed from the date of receipt of the notice of intent to terminate, within which to provide satisfactory service. In the event the City Manager should determine, at the expiration of the ninety (90) day period, that Portland Downtown's performance is still unsatisfactory and declare that the Agreement is terminated, the City Manager shall provide Portland Downtown with a written notice of termination. Portland Downtown shall have the right to appeal his decision to the City Council. PD shall file such appeal with the City Manager within seven (7) business days from the date Portland Downtown receives the notice of termination. The terms and conditions of this Agreement shall remain in full force and effect and binding on both parties until the City Council has acted on the appeal.
- c. Portland Downtown shall be deemed to have good cause to terminate this Agreement if
 - (i) the City, pursuant to the provisions of Article II, should reduce its anticipated payments by more than 20% of the amount it would otherwise have paid during the periods from July 1, 2020 to December 31, 2020, and January 1, 2021 to June 30, 2021;
 - (ii) if the City should be more than 30 days in arrears in any payment due hereunder; or
 - (iii) the City should fail to provide the Supplemental Downtown District Services in a material and substantial way. In the event Portland Downtown should have "good cause" to terminate this Agreement, its relief shall be limited solely to termination of this Agreement, and it shall not be entitled to damages of any kind nor to equitable relief.
- d. Nothing herein shall be construed as giving Portland Downtown the right to perform the work contemplated under this Agreement beyond the time when Portland Downtown's services become unsatisfactory as determined by the City Manager, following the ninety (90) day notice period, or, in the event of an appeal, beyond the time the City Council has affirmed the City Manager's decision. In case Portland Downtown should be discharged before all the services contemplated hereunder have been completed, or the services for any reason should be stopped, either because of the expiration of the term hereof or because of the inability of Portland Downtown to fulfill its obligations under this Agreement, Portland Downtown shall be reimbursed for all services satisfactorily performed to the date of termination in accordance with Article II hereof. After notice of termination and completion of the appeal process, Portland Downtown shall:

1. With respect to existing activities, take only such actions as the City Manager shall direct;
 2. Upon City's request, assign to the City in the manner, at the times and only to the extent the City, acting by and through its City Manager, may direct it to do so, all the rights, title and interest of Portland Downtown in and to all existing orders and agreements.
 3. To the extent rights, title and interests of Portland Downtown in and to existing orders and agreements may be assigned to the City and accepted by it; obligations incurred on or after such assignment will be assumed by the City. Otherwise, Portland Downtown shall settle all outstanding liabilities and all claims arising out of any terminated orders or agreements.
 4. Deliver to the City, in the manner, at the times and to the extent directed by the City Manager, all documents and data produced by Portland Downtown as part of or in connection with the work.
- e. Either party may terminate or modify this Agreement in the event of a budget shortfall upon no less than Sixty (60) days prior written notice to the other party.
- f. In the event Supplemental Downtown District Services are terminated for any reason by either party, it shall be in City's discretion as to whether it will continue or resume providing such Supplemental Downtown District Services.

ARTICLE VII. Assignment

Portland Downtown covenants and agrees that it will neither assign nor transfer any rights hereunder, either in whole or in part, without first obtaining the prior written consent of the City.

ARTICLE VIII. Performance of Services

All services performed under this Agreement shall be performed in a good, workmanlike fashion.

ARTICLE IX. Compliance with Law

Portland Downtown will comply with all applicable provisions of Federal, State, and local law, including, but not limited to, the Civil Rights Act of 1964, in its performance under this Agreement. Portland Downtown shall include a similar provision in each of its subcontracts.

ARTICLE X. Indemnification

- a. Portland Downtown shall, at its own cost and expense, defend, indemnify, and hold harmless the City, its officers, agents, and employees, from and against the following:

1. to the fullest extent permitted by law, Portland Downtown shall defend, indemnify and hold harmless the City, its officers and employees, from and against all claims, damages, losses, and expenses, just or unjust, including but not limited to costs of defense, including attorney's fees, arising out of or resulting from the performance of this Agreement, provided that any such claims, damage, loss or expense is (1) attributable to bodily injury, sickness, disease, or death, or injury to or destruction of tangible property, including the loss or use thereof; and (2) is caused in whole or in part by any negligent act or omission of Portland Downtown, anyone directly or indirectly employed by it, or anyone for whose act it may be liable;
2. all claims and liens of Portland Downtown's consultants, subcontractors, and their laborers, mechanics, materialmen, and/or suppliers. Such obligation shall not be construed either to negate or abridge any other obligation of indemnification, and shall not be limited by any provision for insurance contained in this Agreement.
3. Notwithstanding the foregoing, nothing herein shall be construed as waiving or otherwise voiding the City's right to all protections under the Maine Tort Claims Act, 14 M.R.S. §§ 8101 et. seq., as the same may be amended from time to time.

ARTICLE XI. Insurance

- a. Neither Portland Downtown nor any of its subcontractors shall commence work under this Agreement until they have provided the insurance coverage required by this Agreement and such coverage has been approved by the City.
- b. Prior to the execution of this Agreement, Portland Downtown will procure and maintain occurrence-based Automobile Liability Insurance and Commercial General Liability Insurance coverage in amounts of not less than Four Hundred Thousand Dollars (\$400,000.00) per occurrence for bodily injury, death and property damage, naming the City as an additional insured thereon, and also Workers' Compensation Insurance coverage to the extent required by law. With respect to the Automobile and Commercial General Liability Insurance, Portland Downtown shall name the City as an additional insured for coverage only in those areas where government immunity has been expressly waived by 14 M.R.S. A. § 8104-A, as limited by § 8104-B, and § 8111. This provision shall not be deemed a waiver of any defenses, immunities or limitations of liability or damages available to the City under the Maine Tort Claims Act, other Maine statutory law, judicial precedent, common law, or any other defenses, immunities or limitations of liability available to the City. Prior to execution of this Agreement, Portland Downtown shall furnish the City and thereafter maintain certificates evidencing all such coverages, which certificates shall guarantee thirty (30) days' notice to the City of termination of insurance from the insurance provider or agent. Portland Downtown shall also provide a copy of any endorsement naming the City as additional insured. A certificate that merely has a box checked under "Addl Insr," or the like, or that merely states the City of Portland is named as an Additional Insured, will not be acceptable. The Workers' Compensation insurance shall

include an endorsement waiving all rights of subrogation against the City of Portland, its officers or employees. Upon City's request, Portland Downtown shall provide City with a complete copy of any of the above-referenced policies. Portland Downtown shall be responsible for any and all deductibles and/or self-insured retentions.

Article XII. No Joint Venture; Independent Contractors

- a. Nothing contained in this Agreement will constitute or be construed to be or create a partnership or joint venture between the parties or any of their respective officers, directors, employees, affiliates, successors or assigns. The parties understand and agree that this Agreement does not make either of them an agent or legal representative of the other for any purpose whatsoever. No party is granted, by this Agreement or otherwise, any right or authority to assume or create any obligation or responsibilities, express or implied, on behalf of or in the name of any other party, or to bind any other party in any manner whatsoever.
- b. Each party will secure, at its own expense, all personnel, materials, and equipment required to perform its obligations under this Agreement. Each party, in accordance with its status as an independent contractor, covenants and agrees that its employees shall be regarded for all legal and tax purposes as its own employees during the term of this Agreement, and each party shall govern and supervise the work of its own employees. Each party shall discharge all applicable obligations imposed upon employers under the law, including without limitation payment of wages, social security taxes, withholding taxes, unemployment taxes and worker's compensation. Both parties' employees shall not be considered employees of the other party for any purpose and shall not be entitled to any retirement benefits, social security benefits, unemployment benefits, group health or life insurance, vacation, personal, or sick leave, worker's compensation, or any other similar benefits ("Employment Benefits") from the other party. Each party further covenants and agrees that its employees will conduct themselves consistent with such status, that they will neither hold themselves out as, nor claim to be, officers or employees of the other party by reason of this Agreement, and that its employees will not, by reason of this Agreement, make any claim, demand or application to or for any right or privilege applicable to an officer or employee of the other party, including but not limited to the Employment Benefits.
- c. Nothing in this Agreement is intended to or does prohibit Portland Downtown or the City from entering into any other contractual relationship with each other or any third party.

Signature page follows.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the _____ day of _____, 2020.

WITNESS

CITY OF PORTLAND

By: _____

Jon P. Jennings
Its City Manager

WITNESS

**DOWNTOWN IMPROVEMENT
DISTRICT, INC.
d/b/a PORTLAND DOWNTOWN**

By: _____

David Packard
Its Board Chair

Approved as to Form:

City Corporation Counsel

Approved as to Funds:

City Finance Department

EXHIBIT A

(Insert Map of District)



EXHIBIT A

Legend
Portland Downtown District also 7/1/2018



**Portland
Downtown District
Boundary Map**
June 18, 2018



EXHIBIT B

(Insert Legal Description of District)

The following is a description of the boundary of Portland Downtown as of July 1, 2018:

Beginning at the intersection of the easterly side of State Street and the northerly side of Congress Street;

Thence easterly along the northerly side of Congress Street to the southwesterly side of High Street;

Thence northwesterly along the southwesterly side of High Street to the southerly side of Deering Street;

Thence northeasterly perpendicular to and crossing High Street to the northeasterly side of High Street;

Thence northwesterly along the northeasterly side of High Street to the southeasterly side of Cumberland Avenue;

Thence northeasterly along the southeasterly side of Cumberland Avenue to the southwesterly side of Franklin Street;

Thence southeasterly along the southwesterly side of Franklin Street to the northwesterly side of Commercial Street;

Thence easterly and diagonally across Commercial Street to the intersection of the southeasterly side of Commercial Street with the northeasterly boundary line of the Maine State Pier;

Thence southwesterly along the southeasterly side of Commercial Street to its intersection with the northeasterly side of the road to Wright's Wharf;

Thence northwesterly perpendicular to and crossing Commercial Street to the northwesterly side of Commercial Street;

Thence southwesterly along the northwesterly side of Commercial Street to the northeasterly side of High Street;

Thence northwesterly along the northeasterly side of High Street to the northwesterly side of Spring Street;

Thence southwesterly along the northwesterly side of Spring Street to the northeasterly side of Park Street;

Thence northwesterly along the northeasterly side of Park Street to the southerly side of Congress Street;

Thence westerly along the southerly side of Congress Street to the easterly side of State Street;

Thence northerly along the easterly side of State Street to the northerly side of Congress Street and the Point of Beginning.

Meaning and intending to include all parcels fronting on the streets and contained within the perimeter of the figure as described.

All as shown on a map dated 6/18/2018 entitled Portland Downtown District Boundary Map on file in the City of Portland's Assessor Office and the Economic Development Office. Any inconsistencies between this description and the boundary map shall be controlled by the boundary map.

EXHIBIT C

(Insert Portland Downtown Budget)

PORTLAND DOWNTOWN BUDGET FY21

Estimated valuation \$961,998,370

	FY21 DRAFT Budget	FY20 budget
INCOME		
ASSESSMENT INCOME	\$ 1,036,500.00	\$ 1,018,037
EVENT INCOME		
LIGHT UP YOUR HOLIDAYS		
TREE LIGHTING SPONSORSHIPS	\$ 11,000.00	\$ 10,000.00
WINDOW DISPLAY CONTEST SPONSOR	\$ 1,000.00	\$ 1,000.00
HORSE + WAGON RIDE SPONSORSHIPS	\$ -	\$ 5,000.00
SHOP FOR A CAUSE SPONSORSHIP	\$ 2,500.00	\$ 2,500.00
MERRY MADNESS TICKET SALES	\$ 22,500.00	\$ 19,000.00
MERRY MADNESS SPONSORSHIP	\$ 7,500.00	\$ 7,500.00
Total Light Up Your Holidays	\$ 44,500.00	\$ 45,000.00
POLICE AWARDS BREAKFAST	\$ 5,000.00	\$ 5,000.00
DOWNTOWN WORKER APPRECIATION DAY	\$ 4,000.00	\$ 3,000.00
SUMMER KICK OFF WEEKEND		
SQUARE HOP SPONSORSHIP	\$ 4,000.00	\$ 2,000.00
Total Summer Kick Off Weekend	\$ 4,000.00	\$ 2,000.00
Total EVENT INCOME	\$ 57,500.00	\$ 55,000.00
DIRECTORY PARTNERSHIP/CONTRIBUTION	\$ 5,000.00	\$ 5,000.00
GRANT INCOME	\$ 1,500.00	\$ 2,500.00

CONTRIBUTIONS INCOME	\$	750.00	\$	750.00
PARK & WORK INCOME	\$	400.00	\$	750.00
Total Income	\$	1,101,650.00	\$	1,082,037.00

Expense

CLEAN INITIATIVES				
SUPPLEMENTAL SERVICES CONTRACT	\$	425,000.00	\$	404,862.00
FIXED FEE FOR DID ADMIN	\$	10,365.00	\$	9,650.00
ESTIMATED NONCOLLECTION	\$	10,365.00	\$	10,180.37
REPAIRS & IMPROVEMENTS	\$	7,500.00	\$	5,000.00
Total Clean Initiatives	\$	453,230.00	\$	429,692.37

EMPLOYEE COSTS

PAYROLL	\$	246,000.00	\$	268,500.00
HEALTH & DENTAL	\$	35,000.00	\$	30,000.00
LIFE & DISABILITY INSURANCE	\$	3,650.00	\$	3,500.00
PAYROLL PROCESSING FEE	\$	1,350.00	\$	1,200.00
PAYROLL TAX EXPENSE	\$	17,500.00	\$	18,796.00
EMPLOYEE PARKING & BUS	\$	5,000.00	\$	3,500.00
UBIT (Federal Transportation Tax)	\$	-	\$	800.00
SIMPLE IRA MATCH	\$	4,000.00	\$	4,000.00
Total Employee Costs	\$	312,500.00	\$	330,296.00

PROGRAMS & PARTNERSHIPS

WINTER LIGHTS/PANDORA LACASSE	\$	60,000.00	\$	62,000.00
VISITOR INFORMATION BOOTH/VISIT PORTAND	\$	10,000.00	\$	10,000.00

POLICE CADET PROGRAM EXPENSE	\$	35,000.00	\$	31,000.00
LEARNING WORKS	\$	20,000.00	\$	16,500.00
MILESTONE HOMETEAM	\$	10,000.00	\$	6,500.00
PEER OUTREACH WORKER PROGRAM	\$	5,000.00		
Total Programs & Partnerships	\$	140,000.00	\$	126,000.00

RENT & UTILITIES

RENT	\$	21,000.00	\$	20,000.00
CAM CHARGES	\$	10,000.00	\$	9,720.00
TAXES- PERSONAL PROPERTY	\$	600.00	\$	400.00
ELECTRIC	\$	1,700.00	\$	1,700.00
GAS	\$	1,400.00	\$	1,500.00
TELEPHONE & INTERNET	\$	3,800.00	\$	3,800.00
Total Rent & Utilities	\$	38,500.00	\$	37,120.00

OPERATIONS

BANK SERVICE CHARGES	\$	100.00	\$	100.00
CLEANING	\$	4,800.00	\$	4,200.00
COPIER	\$	3,200.00	\$	3,500.00
IT SUPPORT	\$	1,250.00	\$	1,250.00
MEMBERSHIPS, DUES & SUBSCRIPTIONS	\$	4,500.00	\$	4,000.00
EQUIPMENT EXPENSE	\$	2,000.00	\$	2,000.00
POSTAGE	\$	3,500.00	\$	4,500.00
SUPPLIES	\$	4,000.00	\$	4,000.00
WEBSITE HOSTING + DEVELOPMENT	\$	1,400.00	\$	1,250.00
SUBCONTRACTORS	\$	4,000.00	\$	4,000.00
CONTINGENCY FUND	\$	5,000.00	\$	4,829.00

RESERVE FUND	\$	20,000.00	\$	20,000.00
Total Operations	\$	53,750.00	\$	53,629.00

MARKETING

GENERAL MARKETING	\$	12,500.00	\$	15,000.00
DIRECTORY DISTRIBUTION	\$	4,000.00	\$	5,000.00
SPONSORSHIPS/PARTNERSHIPS	\$	3,000.00	\$	3,000.00
Total Marketing	\$	19,500.00	\$	23,000.00

INSURANCE

DIRECTORS & OFFICERS	\$	650.00	\$	650.00
GENERAL/EVENTS/LIQUOR	\$	6,000.00	\$	6,000.00
WORKERS COMPENSATION	\$	1,200.00	\$	1,100.00
Total Insurance	\$	7,850.00	\$	7,750.00

PROFESSIONAL FEES

ACCOUNTING	\$	3,500.00	\$	3,500.00
ANNUAL ELECTIONS	\$	2,000.00	\$	2,500.00
LEGAL	\$	5,000.00	\$	4,000.00
Total Professional Fees	\$	10,500.00	\$	10,000.00

ORGANIZATIONAL ACTIVITIES

STAKEHOLDER + VOLUNTEER APPRECIATION	\$	2,500.00	\$	2,500.00
MEETINGS	\$	2,500.00	\$	2,500.00
PROFESSIONAL DEVELOPMENT	\$	7,500.00	\$	7,500.00
Total Organizational Activities	\$	12,500.00	\$	12,500.00

EVENTS

LIGHT UP YOUR HOLIDAYS

LUYH GENERAL MARKETING	\$	5,000.00	\$	4,500.00
TREE LIGHTING: MARKETING	\$	4,500.00	\$	4,500.00
TREE LIGHTING: PERFORMERS	\$	2,500.00	\$	1,500.00
TREE LIGHTING: SECURITY	\$	-	\$	1,000.00
TREE LIGHTING: STAGE & SOUND	\$	3,500.00	\$	1,000.00
TREE LIGHTING EVENT MANAGEMENT	\$	500.00	\$	500.00
RETAIL EVENTS	\$	5,000.00	\$	4,500.00
WAGON RIDES	\$	-	\$	6,800.00
MERRY MADNESS: MARKETING	\$	2,000.00	\$	2,000.00
MERRY MADNESS: EVENT	\$	12,000.00	\$	9,500.00
MERRY MADNESS EVENTBRITE FEES	\$	3,250.00	\$	3,000.00
MERRY MADNESS: EVENT MANAGEMENT	\$	1,500.00	\$	1,500.00
Total Light Up Your Holidays	\$	39,750.00	\$	40,300.00
POLICE AWARDS BREAKFAST	\$	4,500.00	\$	4,500.00
DOWNTOWN WORKER APPRECIATION DAY	\$	4,000.00	\$	3,500.00
SUMMER KICK OFF WEEKEND				
SQUARE HOP ENTERTAINMENT	\$	3,000.00	\$	2,000.00
SQUARE HOP MARKETING	\$	1,000.00	\$	1,000.00
Total Summer Kick Off Weekend	\$	4,000.00	\$	3,000.00
TOTAL EVENTS	\$	52,250.00	\$	51,300.00
PARK AND WORK	\$	500.00	\$	750.00
TOTAL EXPENSE	\$	1,101,080.00	\$	1,082,037.37
NET INCOME (LOSS)	\$	570.00	\$	(0.37)

EXHIBIT D

BASELINE CITY SERVICES

(To be provided City-wide by the City at no cost to Portland Downtown)

Capital Improvements and Maintenance

- Streetscape Amenity Maintenance - The City will repair and correct any defects, deficiencies or problems in the district as necessary. Items of focus include light and utility poles, sidewalks, curbstones, trash cans, signs, crosswalk markings, traffic signals, tree wells, planters, benches, trees, kiosks, shelters, bollards, and any other amenity that is now or at some point in the future may be installed. All repairs, etc., will take place within a reasonable time after notice of need.
- Sidewalks - To the extent it is funded, the City will undertake an on-going sidewalk maintenance program to repair existing sidewalks and replace bituminous repairs with permanent repairs.
- Lighting, maintenance, and replacement of all street lights and traffic signals and payment for necessary electrical energy.
- Parks, playgrounds, and trails.

Beautification

- Horticulture and tree care in parks, squares and streets.
 - In all public areas, the City will maintain and improve the condition of flowerbeds, trees, tree wells, bushes, plantings and other like horticultural amenities. Such activities shall include the initial planting, timely and appropriate maintenance, preventative and otherwise, and expeditious replacement of any damaged, destroyed or diseased horticultural products, including grass, flowers, and trees.
- Green space maintenance.
 - The City shall maintain and mow all public grassed areas.
- Holiday Decorations. The City will install and remove downtown Holiday decorations throughout the District to include Christmas trees at Monument Square and City Hall Plaza, string lights on light poles, and common area trees such as Tommy's Park, and provide for electrical energy related costs. This paragraph does not include installation or removal of, or any costs associated with, any of Pandora Lacasse's Winter Lights, which shall be installed and removed at Portland Downtown's sole expense.

Cleanliness

- Street sweeping - All streets or parts thereof included in the downtown improvement district zone will be swept from curb line to curb line on an as needed basis.
- Trash removal – Daily and when necessary emptying of all trash and recycling receptacles in the downtown improvement district zone and disposal of resulting waste.

- Street snow plowing and removal - The City will plow and remove snow as necessary from all streets and parts thereof in the downtown improvement district zone.
- Graffiti removal on public property.
- Downtown Blitz - This is a two-week program for time duration. Each year the City shall undertake a dedicated effort to repair, repaint, replace and correct any defects, deficiencies or problems in the district. Items of focus shall include light and utility poles, sidewalks, curbstones, trash cans, benches, signs, crosswalk markings, traffic signals, tree wells, planters, benches, trees, kiosks, shelters, bollards, and any other amenity that is now or at some point in the future may be installed. This program will be undertaken as early as possible each Spring and conclude as rapidly as possible. Performance of some activities, i.e. painting, will take place annually as conditions permit. Major capital activity or the reconstruction and/or repair of significant infrastructure (street paving, sewer work, etc.) would not be considered part of this blitz program.

Safety

- Police protection.
 - A minimum of 4 uniformed patrol officers will intersect all or part of the downtown improvement district area. The actual number of officers will vary depending upon time of day and day of week. During periods when calls for service are typically at their peak, the number of officers assigned will increase significantly, for example during weekend evenings and the summer months. This increase will include foot and bicycle patrols. Officers will be supported with additional personnel (supervisors, detectives, evidence technicians) as necessary.
 - As long as the Community Policing Officer Program is in effect, at least one Community Police Officer will be assigned to the Downtown Improvement District area.
 - Holiday Patrol—from the Friday following Thanksgiving to New Year's Day, patrol efforts will be supplemented by use of a foot patrol. The number of officers and hours of the assignment is dependent upon staffing levels.
- Fire protection.

EXHIBIT E

SUPPLEMENTAL DOWNTOWN DISTRICT SERVICES

(To be provided in the District by City at an annual fixed fee)

Cleanliness, Maintenance, Snow Removal

- Litter patrol, collection, and disposal on streets, sidewalks, tree wells and public areas within the District.
- Graffiti removal from City property within 5 days of notification.
- Removal of posters from PD poster boards.
- Check condition, catalogue, and if necessary paint or clean all public furniture and fixtures twice a year, at minimum. Furniture and fixtures shall include (but not be limited to) the following items:
 - Benches;
 - Trash/recycling receptacles;
 - Light pole bases; and,
 - Planters.
- Sidewalks will be cleaned on a daily basis, weather and season permitting.
- Sidewalk snow removal: All property owners in the District are responsible for maintaining their sidewalks and property in the winter pursuant to Portland City Code §§25-171 to 25-180. Following a snow storm, the City will provide a clear walkway no less than the width of a sidewalk tractor's capability. To the extent reasonable, the City will clear the sidewalk area, but it is not the intent of the parties that the City will clear the snow from the full width of the sidewalk area. The City will provide ice control to the extent possible. If weather conditions are so severe that the area cannot be plowed due to equipment capability, the City, in its discretion, may choose to delay clearing of the sidewalks but must complete the work within 24 hours of the storm being complete.
- Clean and maintain bathrooms located at Fore Street Parking Garage.
- Maintenance and cleaning of Visitor Information Booth in Tommy's Park at least once per month during season (May-October). "Quick response" repairs, such as missing bricks or landscaping damage shall be performed by City Downtown Staff as soon as possible.

Beautification

- In addition to horticultural obligations of the City under Exhibit D, the City shall plant flowers and other plants in all flower urns in the District, regularly remove weeds from tree wells, and improve and maintain the same. In performing such services, the City shall pay particular attention to Longfellow Square, Congress square, Monument Square, Tommy's Park, Post Office Park, Boothby Square, Lincoln Park, Pleasant Street Park, and Bell Buoy Park.

Events in the District

- Portland Downtown provides events as described in its Budget and Development Program attached as Exhibit C.
- In connection with these events, the City will provide, at no expense to Portland Downtown, the following:
 - Waived event permit fees.
 - “No Parking” signs, wooden barricades, recycling services.
 - Access to City electricity service in public spaces.
 - Police and Fire Department services for Portland Downtown’s annual Tree Lighting event.
- Notwithstanding the above, Portland Downtown shall be required to comply with all Public Assembly Facilities Division permit requirements and shall be responsible for the City’s costs of the following services at the City’s standard rates:
 - Street closure expenses, including threat prevention;
 - Event personnel, including staff and managers;
 - Police and Fire personnel directly related to an event.
- The City will invoice Portland Downtown for all such services at its then current rates, and Portland Downtown shall pay the City all amounts due within 30 days after receipt of such invoices. Portland Downtown shall also be responsible for paying the City’s Permitting and Inspections Department for any applicable fees associated with licenses required for its events, including, without limitation, licenses for temporary food service, street goods, and liquor.

Exhibit F
Public Works Budget

**FY21 City Manager's Recommended Budget
Expenditure Budget Detail Report**

Account Desc	Line	Item Req \$	Qty	Detail Request	Line Total	Total
General Fund (100 & 107):						
Public Works	Portland Downtown District 10031205				Org Total:	<u>\$414,503.00</u>
10031205 400110	PDD Salaries & Wages					\$303,128.00
	1)	\$58,469	1.00	HIGGINS, THOMAS PW SR SUPERVISOR-PDD 100966 5500 5549 5550 12 10040	\$58,469.00	
	2)	\$55,896	1.00	FOGG, ROBERT PDD STEWARD 100899 5000 5095 5018 12 10319 Classification FY21 New Item	\$55,896.00	
	3)	\$53,816	1.00	TOCHER, MICHAEL MWIII - PDD 100875 5000 5073 5018 12 10607	\$53,816.00	
	4)	\$53,387 COR	1.00	LIBBY, CHRISTOPHER MWIII - PDD 100874 5000 5073 5018 12 10790	\$53,387.00	
	5)	\$46,149	1.00	WEYMOUTH, ALAN MWII - PDD 100848 5000 5051 5016 5 11304	\$46,149.00	
	15)	(\$5,824)	1.00	OVERSTATED WINTER STIPENDS/SHIFT DIFFERENTIAL 3 * \$.60 * 40HRS * 52WKS = 3,744 1 * \$1.00 * 40HRS * 52WKS = 2,080	(\$5,824.00)	
	25)	\$800 YR	1.00	SHIFT DIFFERENTIAL (WINTER) 1EE * \$1.00 * 40HRS & 20WKS	\$800.00	
	35)	\$40,435 N_NY	1.00	5000 5027 5012 Classification FY21 New Item NEW POSITION REQUEST in FY21 MW I: 6MOS @ \$39,645 (RECRUIT) 6MOS @ \$41,226 (6MOS - 1YR)	\$40,435.00	
10031205 400130	PDD Temporary Help					\$16,200.00
	10)	\$15.00 HRS	1,080	SUMMER LITTER CLEANUP 1EE * 27WKS * 40HRS * \$15.00P/H (APR15 - OCT31)	\$16,200.00	
10031205 400140	PDD Overtime Payments					\$60,245.00
	10)	\$38.13 HR	96.00	VACATION COVERAGE 1EE * 12DAYS * 8HRS (AVERAGE RATE OF ALL 5 EMPLOYEES)	\$3,660.48	
	20)	\$38.13 HR	600	WINTER PDD 5EE * 8STORMS * 15HRS	\$22,878.00	
	30)	\$38.13 HR	640	WINTER BALLFIELDS 5EE * 8STORMS * 16HRS	\$24,403.20	
	40)	\$38.13 HR	64.00	HOLIDAY LIGHT DECORATIONS 2EE * 4DAYS * 8HRS	\$2,440.32	
	50)	\$38.13 HR	180	OLD PORT FESTIVAL, PARADES, ETC 5EE * 6HRS * 6EVENTS	\$6,863.40	
	60)	(\$0.40)	1.00	DR Org Round (02/03/20)	(\$0.40)	
10031205 400271	PDD Wearing Apparel					\$2,850.00
	20)	\$375 EACH	6.00	UNIFORMS	\$2,250.00	
	30)	\$100 EACH	5.00	GLOVES/PER'L PROTECTIVE EQUIP	\$500.00	
	40)	\$100 EACH	1.00	TEMP UNIFORM	\$100.00	

**FY21 City Manager's Recommended Budget
Expenditure Budget Detail Report**

Account Desc	Line	Item Req \$	Qty	Detail Request	Line Total	Total
10031205 400274	PDD Cellular Phones					\$600.00
	10)	\$50.00 YR	12.00	PDD SUPERVISOR 232-1787 (TH)	\$600.00	
10031205 403500	PDD Contractual Svcs					\$0.00
	10)	\$0.00 NOTE	0.00	CLEANING OF FOX COURT RESTROOM FY21: BUILDING SOLD, NO LONGER APPLICABLE	\$0.00	
10031205 403560	PDD Printing					\$50.00
	10)	\$50.00 YR	1.00	BUSINESS CARDS	\$50.00	
10031205 404010	PDD M&R Buildings					\$200.00
	10)	\$200 YR	1.00	STRUCTURAL STEEL: (TREE GUARDS - BENCHES)	\$200.00	
10031205 404030	PDD M&R Vehicles					\$300.00
	10)	\$300 YR	1.00	SMALL REPAIR PARTS FOR POWER TOOLS	\$300.00	
10031205 404530	PDD Office Equip Rental					\$360.00
	10)	\$30.00 MO	12.00	PHOTOCOPIER RENTAL	\$360.00	
10031205 405510	PDD Agricultural Supply					\$400.00
	10)	\$400 YR	1.00	LOAM, SEED AND MULCH	\$400.00	
10031205 405520	PDD Supplies-All Other					\$18,600.00
	10)	\$4,900 YR	1.00	HOLIDAY LIGHT REPLACEMENT & REPAIR	\$4,900.00	
	20)	\$600 YR	1.00	CHEMICAL SUPPLIES (DE-ICING/GRAFFITI REMOVAL)	\$600.00	
	30)	\$600 YR	1.00	REPAIR OF TRASH BARRELS	\$600.00	
	40)	\$2,200 EACH	5.00	REPLACEMENT BARRELS	\$11,000.00	
	50)	\$500 YR	1.00	MISC: OTHER SUPPLIES	\$500.00	
	60)	\$1,000 YR	1.00	PAINTING SUPPLIES BARRELS, BENCHES, POLES	\$1,000.00	
10031205 405530	PDD Construction Supply					\$1,000.00
	10)	\$1,000 YR	1.00	LUMBER FOR BENCH REPAIR, POSTER BOARDS	\$1,000.00	
10031205 405535	PDD Cleaning Supplies					\$1,000.00
	10)	\$1,000 YR	1.00	CLEANING SUPPLIES	\$1,000.00	
10031205 405550	PDD Medical Supplies					\$200.00
	10)	\$200 YR	1.00	MOBILE FIRST AID KITS	\$200.00	
10031205 405560	PDD Minor Equipment					\$2,610.00
	10)	\$800 YR	1.00	MISC HAND TOOLS (RAKES, SHOVELS ETC)	\$800.00	
	20)	\$1,600 YR	1.00	TRASH CAN LINERS 25 * 20GAL * \$30 = \$750.00 25 * 31GAL * \$34 = \$850.00	\$1,600.00	
	30)	\$210 YR	1.00	SHRED VAC	\$210.00	
10031205 405565	PDD Computers & Tech					\$1,500.00

**FY21 City Manager's Recommended Budget
Expenditure Budget Detail Report**

Account Desc	Line	Item Req \$	Qty	Detail Request	Line Total	Total
	10)	\$1,500	1.00	REPLACEMENT COMPUTERS Classification FY21 New Item	\$1,500.00	
10031205 405570	PDD Office Supplies					\$600.00
	10)	\$600 YR	1.00	GENERAL OFFICE SUPPLIES	\$600.00	
10031205 406310	PDD Gas Service					\$0.00
	10)	\$0.00 NOTE	0.00	FY21 BUILDING SOLD, NO LONGER APPLICABLE	\$0.00	
10031205 406320	PDD Electricity					\$4,000.00
	10)	\$4,000 YR	1.00	CMP (3950-0003-015) 94 FREE STREET BUILDING (ELECTRIC HEAT) (PARKING GARAGE)	\$4,000.00	
10031205 406340	PDD Telephone					\$660.00
	10)	\$55.00 MO	12.00	PDD SHOP PHONE 775-4401	\$660.00	
* Portland Downtown District 10031205 Org Total:						\$414,503.00
** PW Operations 3120 Division Total:						\$414,503.00
*** Public Works 0100 31 Dept Total:						\$414,503.00
**** General Fund (0100):						\$414,503.00
***** GF Total (100 & 107):						\$414,503.00
Report Total:						\$414,503.00



CITY OF PORTLAND
Economic Development
Gregory A. Mitchell, Director

MEMORANDUM

TO: Economic Development Committee

FROM: Patrizia Bailey, Land Bank Commission Chair
Greg Mitchell, Economic Development Director

DATE: August 12, 2020

SUBJECT: Land Bank Commission Recommendation to Purchase
Property at 204 Rand Road

I. ONE SENTENCE SUMMARY

The Land Bank Commission (LBC) has reviewed property located at 204 Rand Road, owned by Avangrid, and is making a recommendation to the City Council to purchase the property and place it in the Land Bank.

II. BACKGROUND

The Land Bank Commission has been looking into possibly purchasing vacant land property owned by Avangrid at 204 Rand Road. The property contains 27.38 acres with a City assessed value of \$228,200. The property is partly in an Office Park Zone (OPZ) (subject to Shoreland Zone Overlay), and partly in a Resource Protection Zone (RPZ). This property, with its steep topography, is also a direct abutter to the City's Portland Technology Park at 0 Rand Road, also in and OPZ and RPZ.

Avangrid has signed a Contract for the City to purchase this property for \$50,000; a copy is attached.

It is noted that a property appraisal was conducted this past June, and the appraised value came in at \$210,000.

III. INTENDED RESULT OR COUNCIL GOAL ADDRESSED

The intended result is to place this property in the Land Bank as it is partly in an RPZ zone, with Portland Trails owning up to 200 acres of RPZ land adjacent to this property for use by the public.

IV. FINANCIAL IMPACT

There is no major financial impact to the City as the LBC has the funds in its budget to cover the purchase cost.

With the City purchasing this property, approximately \$5,300 in yearly taxes would not be realized by the City.

V. STAFF ANALYSIS AND RECOMMENDATION THAT WILL NOT APPEAR IN THE AGENDA DESCRIPTION

City staff have reviewed the documents and recommends the EDC vote to forward this to the City Council with a recommendation of approval. Placing this challenging piece of property, with its steep topography, several utilities crossing the property, and with Rand Road possibly a limited access highway, into the Land Bank appears to be its highest and best use. It would also protect important water resources and recreational open space.

VII. RECOMMENDATION

The LBC met on August 3, 2020, and voted to recommend to the City Council to purchase this property from Avangrid for \$50,000 and place it into the Land Bank.

VIII. LIST OF ATTACHMENTS

- Contract from Avangrid and Signed by Avangrid
- Assessor Information
- LBC Summary of Property
- August 2006 Sebago Technics Survey and Land Evaluation

389 Congress Street • Portland, Maine 04101 • 207-874-8683
info@portlandmaine.gov • www.portlandmaine.gov

CONTRACT FOR THE SALE OF REAL ESTATE

Date: **Monday, July 20, 2020**

RECEIVED OF: **City of Portland** whose mailing address is **389 Congress Street, Portland, ME 04101, Attn: Jon P. Jennings, City Manager** hereinafter called the Purchaser(s), the sum of **Two Thousand Five Hundred** Dollars (\$2,500.00) as earnest money deposit and in part payment of the purchase price of the following described real estate, situated in the municipality of **Portland**, County of **Cumberland**, State of Maine and located at **204 Rand Road** being the property owned by the Seller(s) at the above address, and described at said County's Registry of Deeds Book **17128**, Page **79** and further described as: **27.38 acres of vacant land** upon the terms and conditions indicated below:

1. PERSONAL PROPERTY: The following items of personal property are included in this sale (if applicable): **none**.
2. PURCHASE PRICE: The TOTAL purchase price being **Fifty Thousand** Dollars (**\$50,000.00**) to be paid as follows: **at closing**.
3. EARNEST MONEY/ACCEPTANCE: **Boulos Company** shall hold said earnest money in a non-interest bearing account and act as Escrow Agent until closing, at which time said earnest money shall be credited toward the purchase price; this offer shall be valid until 5 days after the date set forth above **7/10/202** at **5:00 PM**; and, in the event of the Seller's non-acceptance, this earnest money shall be returned promptly to the Purchaser(s).
4. TITLE: That a deed, conveying good and merchantable title in accordance with standards adopted by the Maine Bar Association shall be delivered to the Purchaser(s) and this transaction shall be closed and the Purchaser(s) shall pay the balance due and the parties shall execute all necessary papers on or before **12/31/2020**. If Seller(s) is unable to convey in accordance with the provisions of this paragraph, then the Seller(s) shall have a reasonable time period, not to exceed thirty (30) days, from the time the Seller(s) receives written notice of the defect, unless otherwise agreed to by both parties, to remedy the title, after which time, if such defect is not corrected so that there is merchantable title, the Purchaser(s) may, within fifteen (15) days thereafter, at Purchaser's option, declare the contract null and void and any earnest money shall be returned to the Purchaser(s) and neither party shall have any further obligation hereunder. If the Purchaser(s) does not declare the contract void within the period set forth above, the Purchaser(s) shall have waived the right to object to title. The Seller(s) hereby agrees to make a good-faith effort to cure any title defect during such period.
5. DEED: That the property shall be conveyed by a **Quitclaim with Covenant deed**, and shall be free and clear of all encumbrances except building and zoning restrictions of record, restrictive covenants and conditions of record and usual public utilities servicing the property and shall be subject to applicable land use and building laws and regulations.
6. POSSESSION /OCCUPANCY: Possession/occupancy of premises shall be given to Purchaser(s) immediately at closing unless otherwise agreed by both parties in writing.
7. LEASES/TENANT SECURITY DEPOSITS: N/A
8. PRORATIONS: The following items shall be prorated as of the date of closing:
 - a. Real Estate Taxes based on the municipality's tax year. Seller is responsible for any unpaid taxes for prior years.
 - b. Seller(s) shall pay its transfer tax as required by the State of Maine. Purchaser is exempt from paying transfer taxes.
9. INSPECTIONS: The Purchaser(s) is encouraged to seek information from professionals regarding any specific issue of concern. The Agent makes no warranties regarding the condition, permitted use or value of the Seller's real or personal property. This Contract is subject to the following inspections, with the results being satisfactory to the Purchaser(s):

TYPE OF INSPECTION	YES	NO	RESULTS REPORTED	TYPE OF INSPECTION	YES	NO	RESULTS REPORTED
a. General Building	☐	☐	Within <u> # </u> days	g. Lead Paint	☐	☐	Within <u> # </u> days
b. Sewage Disposal	☐	☐	Within <u> # </u> days	h. Pests	☐	☐	Within <u> # </u> days
c. Water Quality	☐	☐	Within <u> # </u> days	i. ADA	☐	☐	Within <u> # </u> days
d. Radon Air Quality	☐	☐	Within <u> # </u> days	j. Wetlands	☐	☐	Within <u> # </u> days
e. Radon Water Quality	☐	☐	Within <u> # </u> days	k. Environmental Scan	☒	☐	Within <u>120</u> days
f. Asbestos Air Quality	☐	☐	Within <u> # </u> days	l. Other: <u>survey</u>	☒	☐	Within <u>120</u> days

The use of days is intended to mean from the effective date of this Contract. All inspections will be done by inspectors chosen and paid for by the Purchaser(s). If the result of any inspection or other condition specified herein is unsatisfactory to the Purchaser(s), in Purchaser(s) sole discretion, Purchaser(s) may declare the Contract null and void by notifying Seller(s) in writing within the specified number of days, and any earnest money shall be returned to the Purchaser(s). If the Purchaser(s)

does not notify the Seller(s) that an inspection is unsatisfactory within the time period set forth above, this contingency is waived by the Purchaser(s). In the absence of inspection(s) mentioned above, the Purchaser(s) is relying completely upon Purchaser's own opinion as to the condition of the property.

11. FINANCING: N/A
12. AGENCY DISCLOSURE: The Purchaser(s) and Seller(s) acknowledge that they have been informed that the Listing Licensee is acting as a **Seller's** agent in this transaction and is representing **the Seller(s)**.
13. .DEFAULT: If Purchaser(s) fails to perform any of the terms of this Contract or is otherwise in default of any of its obligations, Seller's sole remedy shall be to retain the earnest money as full and complete liquidated damages. In the event Seller fails to perform any of the terms of this Contract or is otherwise in default of any of its obligations, Purchaser shall have the right to pursue all legal and equitable remedies available to it, including, without limitation, specific performance, but at all times may elect in substitution therefor, the right to a return of the earnest money. Notwithstanding any other provision of this agreement, Escrow Agent shall have the right to require written releases from both parties prior to releasing the earnest money to either party. If a dispute arises between Purchaser(s) and Seller as to the existence of a default hereunder and/or the release of the earnest money and said dispute is not resolved by the parties within (30) days, Escrow Agent may elect to file an action in interpleader and deposit the earnest money in the court to resolve said dispute, or otherwise disburse the earnest money pursuant to Maine Real Estate Commission regulations. Purchaser(s) and Seller, jointly and severally, shall indemnify Escrow Agent for all costs, losses, expenses, and damages, including reasonable attorneys' fees, incurred by Escrow Agent in connection with said action and/or in connection with any dispute relating to this Contract and/or the Deposit. This provision shall not be deemed a waiver of any defenses, immunities or limitations of liability or damages available to the Purchaser under the Maine Tort Claims Act, other Maine statutory law, judicial precedent, common law, or any other defenses, immunities or limitations of liability available to the Purchaser.
14. MEDIATION: Any dispute or claim arising out of or relating to this Contract or the premises addressed in this Contract shall be submitted to mediation in accordance with the Maine Residential Real Estate Mediation Rules of the American Arbitration Association. This clause shall survive the closing of this transaction.
15. PRIOR STATEMENTS: Any verbal representations, statements and agreements are not valid unless contained herein. This Contract completely expresses the obligations of the parties. This is a Maine contract and shall be construed according to the laws of Maine.
16. HEIRS/ASSIGNS: This Contract is assignable YES ☒ NO ☐. This Contract shall extend to and be obligatory upon heirs, personal representatives, successors, and assigns (if assignment is allowed by the terms of this Contract), of the respective parties.
17. COUNTERPARTS: This Contract may be signed on any number of identical counterparts, including telefacsimilie copies, with the same binding effect as if the signatures were on one instrument. Original or telefacsimilied signatures are binding.
18. BINDING CONTRACT: This Contract is a binding contract when signed by both Seller(s) and Purchaser(s) and when that fact has been communicated to all parties or to their agents. The Effective Date of the Contract is noted below. Time is of the essence of this Contract.
19. REVIEW OF LEASES AND INCOME AND EXPENSE INFORMATION: N/A
20. Seller(s) and Purchaser(s) acknowledge receipt of the Maine Real Estate Commission Disclosure of Agency Relationship Form (Form #2), *if the property is, or has a component of, one to four residential dwelling units*.
21. OTHER: (a)The Buyer's obligations are subject to approval by the Portland City Council.
(b) Seller shall deliver a copy of the Standard Boundary Survey Maxfield Lot, Portland, Cumberland County, Maine 8/10/93, CMP file # 50-396, to Buyer within 15 days of the Effective Date of this contract.

A COPY OF THIS CONTRACT IS TO BE RECEIVED BY ALL PARTIES AND, BY SIGNATURE, RECEIPT OF A COPY IS HEREBY ACKNOWLEDGED. IF NOT FULLY UNDERSTOOD CONSULT AN ATTORNEY.

Seller(s) acknowledges that the laws of the State of Maine provide that every buyer of real property located in Maine must withhold a withholding tax equal to 2 1/2% of the consideration unless the Seller(s) furnishes to the Buyer(s) a certificate by the Seller(s) stating, under penalty of perjury, that Seller(s) is/are a resident of Maine or the transfer is otherwise exempt from withholding.

Purchaser

Date

Name/Title

Soc. Sec # or Tax I.D.

The Seller(s) accepts the offer and agrees to deliver the above-mentioned property at the price and upon the terms and conditions set forth above and agrees to pay the Broker the commission for services herein according to the Listing Agreement. The obligation to pay said commission or sum shall survive the closing of this transaction. Seller agrees that Broker may apply any

deposit(s) received in connection with the sale of the Property toward commissions due and payable under this Agreement. If the earnest money is forfeited by Purchaser(s), it shall be evenly distributed between the Broker and Seller(s), provided, however, that Broker's portion shall not exceed the full amount of the commission specified. In the event the Seller(s) defaults on its obligations hereunder, The Boulos Company shall be entitled to costs of collection, including reasonable attorneys' fees.

Signed this: _____ day of _____, _____. Effective date of Contract: _____, day of _____, _____

The Listing Licensee is **Jon Rizzo** of **Boulos Company** (Company).

The Selling Licensee is **N/A**



Seller

Nicole L. Grant, Director _____

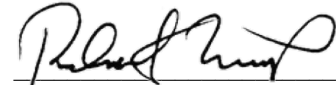
Name/Title

July 20, 2020 _____

Date

13-4200689 _____

Soc. Sec # or Tax I.D.



Seller

Robert D. Kump, Acting President _____

Name/Title

July 20, 2020 _____

Date

13-4200689 _____

Soc. Sec # or Tax I.D.

Offer reviewed and refused on _____, _____, _____, Seller

This page contains a detailed description of the Parcel ID you selected.

New Search!**Current Owner Information:**

CBL	250 A025001
Land Use Type	VACANT LAND
Verify legal use with Inspections Division	
Property Location	204 RAND RD
Owner Information	AVANGRID FOUNDATION INC 83 EDISON DR AUGUSTA ME 04336
Book and Page	NCFY19/
Legal Description	250-A-25 255-A-4 257-A-5 RAND RD 204
	1351804 SF
Rental Registration	No
Acres	27.38

Current Assessed Valuation:

TAX ACCT NO.	26722	OWNER OF RECORD AS OF APRIL 2019
LAND VALUE	\$228,200.00	AVANGIRD FOUNDATION INC
BUILDING VALUE	\$0.00	83 EDISON DR
NET TAXABLE - REAL ESTATE	\$228,200.00	AUGUSTA ME 04336
TAX AMOUNT	\$5,319.34	

Any information concerning tax payments should be directed to the Treasury office at 874-8490 or [e-mailed](#).

Building Information:**Building 1**

Year Built
Style/Structure Type

Sales Information:

Sale Date	Type	Price	Book/Page
3/21/2019	LAND + BUILDING	\$0.00	NCFY19/
12/19/2012	LAND + BUILDING	\$0.00	NCFY13/
12/26/2001	LAND + BUILDING	\$0.00	17128/079

New Search!

PORTLAND LAND BANK HIGH PRIORITY PARCEL SUMMARY

PROPERTY NAME: HCP-14 -RAND RD

Location: 204 Rand Road, Portland, ME 04101

Size: 27.38 acres

Priority Scorecard: This site was ranked using the Land Bank prioritization process and matrix (scorecard) that is on file with the Land Bank's records. The site ranked as a priority site since it meets many of the criteria for Land Bank properties. The property is located at the headwaters of the Fore River abutting the Fore River Sanctuary and the E-04 Rand Road RPZ Land (Land Bank) open space.

Ownership:

Owner of record: Avangrid Foundation, Inc.

Assessors Reference: Map 250, Block A, Lot 25 and map 255-257, Block A, Lots 4-5

Lot size: 27.38 acres

Assessed Value: \$228,200 Real Estate Taxes (2019/2020) \$5,319.34

Characteristics and Values:

The Rand Road parcel is located at the headwaters of the Fore River abutting the Fore River Sanctuary and the E-04 Rand Road RPZ Land (land Bank) open space. The area is largely wooded, often wet and features steep terrain that slopes to one of several tributary streams feed the Fore River wetland system. Together these parcels provide excellent wildlife habitat and migratory corridors for a variety of species. A CMP-owned utility corridor runs through the southern portion of the property. Portland Trails maintains an extensive and popular trail network connecting all of the aforementioned properties to the larger regional trail system. The property also features a section of the historic Cumberland and Oxford Canal.

Cumberland-Oxford Canal History:

In the early 18th century, residents of Portland and towns in the Lakes Regions realized that in order for commerce to prosper between the areas, a more expedient way of transporting goods was necessary. A canal was proposed. Surveying of the canal began in 1825 and land titles were secured and the route was cleared of brush and trees

The canal followed the Presumpscot River from Sebago Lake through the towns of Standish, Windham, Gorham and Westbrook. The Canal diverged from the river at Westbrook to reach the navigable Fore River estuary and Portland Harbor. The canal required 27 locks. The locks were necessary to lift the canal from tidewater level to the level of Sebago and Long Lakes, 280 feet above sea level. The navigable distance of the Canal was approximately 38 miles from Portland to Harrison (at the north end of Long Lake).

Rand Road Scorecard Analysis

Maps 1 - 9

Priorities for Land Bank activities	YES	MAYBE	NO	Notes
Does the property have, or contribute to, healthy forest ecosystem?	Yes			Maps 1, 3, 8, 9
Does the property have, or contribute to, healthy wetlands, streams, river, ocean, aquifers or other water bodies?	Yes			Map 9
Does the property help mitigate or adapt to climate change impacts? (CO2 storage, storm impacts, tidal impacts)	Yes			Map 5
Does the property provide an opportunity to protect or improve a healthy ecosystem?	Yes			Maps 1, 3, 4, 8, 9
Does the property create a connection or link between nearby Parks or Land Bank properties?	Yes			Map 1
Does protecting the property support Portland's desired sustainable land use pattern of a dense core with developed corridors and nodes?	Yes			
Does protecting the property support Portland's desire for equal access to undeveloped natural space in every neighborhood? (all residents within a X minute walk)	Yes			Map 6
Does the property provide water access for the fishing industry OR for recreation?	No			
Does the property provide passive recreation opportunities?	Yes			Map 7

Other considerations

Is this a time-limited opportunity? Yes, the property is currently listed for sale.

Cost - very high probability of a bargain sale at this time.

Maintenance needs, short or long term. There are existing trails.

Are there opportunities for leveraging collaboration. Yes.

Is there significant stakeholder support/opposition? Not sure at this time.

Are there other competing land uses? There does not seem to be development interest.

Are there opportunities to achieve multiple goals of Land Bank &/or other City entities? Yes.

Are there underserved areas where geography is a priority for ecological health or human wellness? Not sure.

Historical significance (humans) Unknown

Geologic significance None

Is there potential for urban agricultural use No - wetland and forest area.

HCP-14 Rand Road Scorecard Analysis

Street Address: 204 Rand Road

Owner of record: Avangrid Foundation, Inc.

Assessors Reference: Map 250, Block A, Lot 25 and map 255-257, Block A, Lots 4-5

Lot size: 27.38± acres

HCP-14 lies near the western boundary of the City of Portland in a large, undeveloped area comprised of forests, streams and wetlands around the headwaters of the Fore River¹. Existing conservation lands abutt the property on the east (Fore River Sanctuary) and west (E-04 Rand Road RPZ). The Stroudwater River is to the south beyond outer Congress Street; the Stroudwater River empties into the Fore River lies to the southeast; to the east, over an active railroad corridor, lies Capisic Pond.

HCP-14 lies at the heart of a 136-acre block as listed by the Beginning with Habitat program² and is an area of inland waterfowl and wading bird habitat³. Due to the varied landcover, topography and soil type, this is an area of regional flow for species moving to adapt to climate change areas, as this is an area of concentrated flow where movements will accumulate or be channeled⁴.

According to the Parksore model, HCP-14 is an area of high need for location of a park or recreation area, based on the estimated increase of residents served within a 10-minute walk of a park⁵. There currently exists a network of trails both on the parcels and connected to a larger trail network to the Fore River Sanctuary and Capisic Pond⁶.

HCP-14 is an area with a high likelihood of development based on models of historical patterns of urban growth in the Northeast, including the type (low intensity, medium intensity and high intensity), amount and spatial pattern of development, and incorporates the influence of factors such as geophysical conditions (e.g., slope, proximity to open water), existing secured lands, and proximity to roads and urban centers. Development of the parcels would not only represent the loss of an opportunity to protect a unique and important natural area, it would degrade the value of adjacent conservation lands by fragmenting the large undeveloped acreage.

¹ Map 2

² Map 1

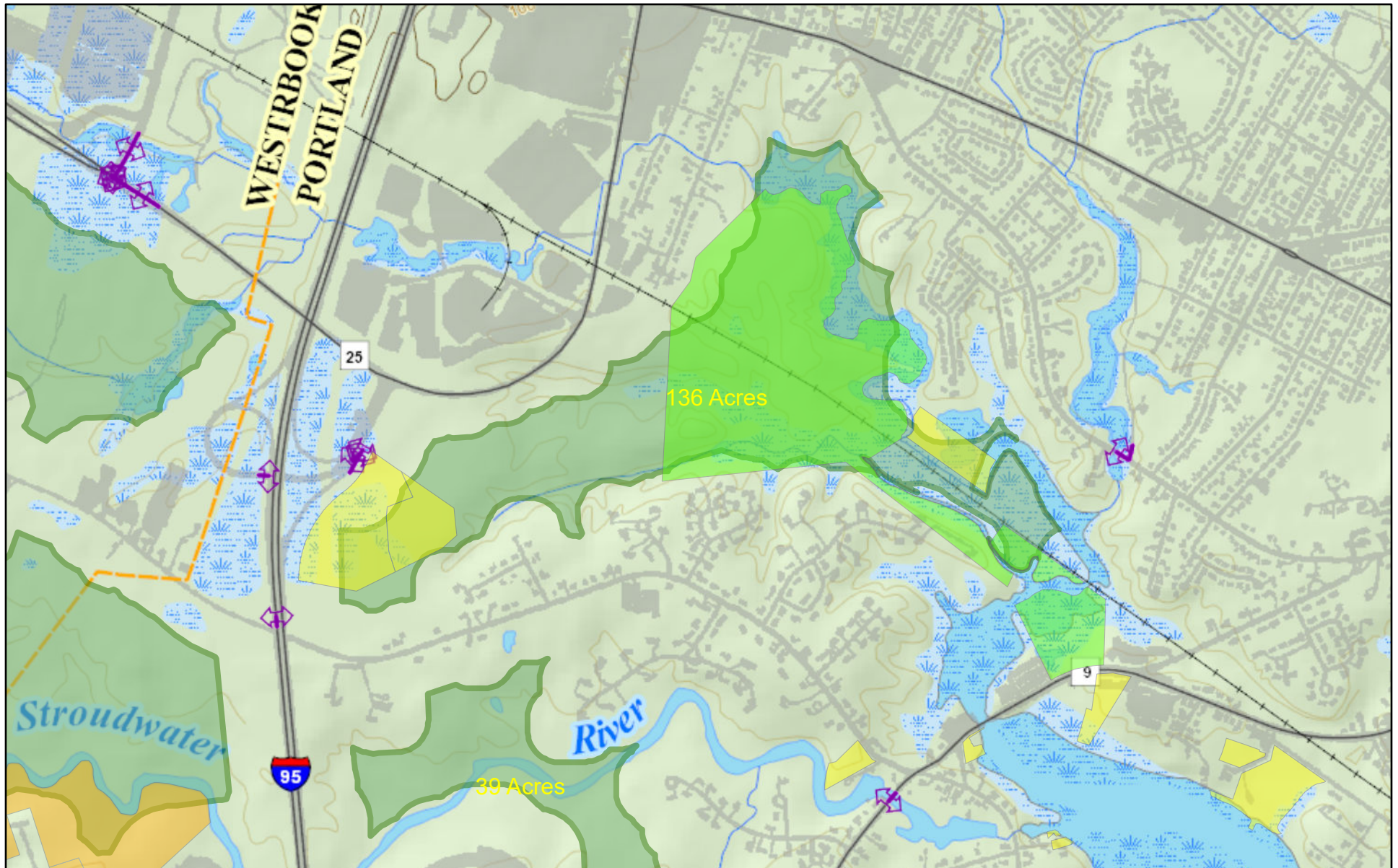
³ Map 3

⁴ Map 5

⁵ Map 6

⁶ Map 7

HCP-14 Rand Road



April 8, 2020

conserved3

Municipal

Private

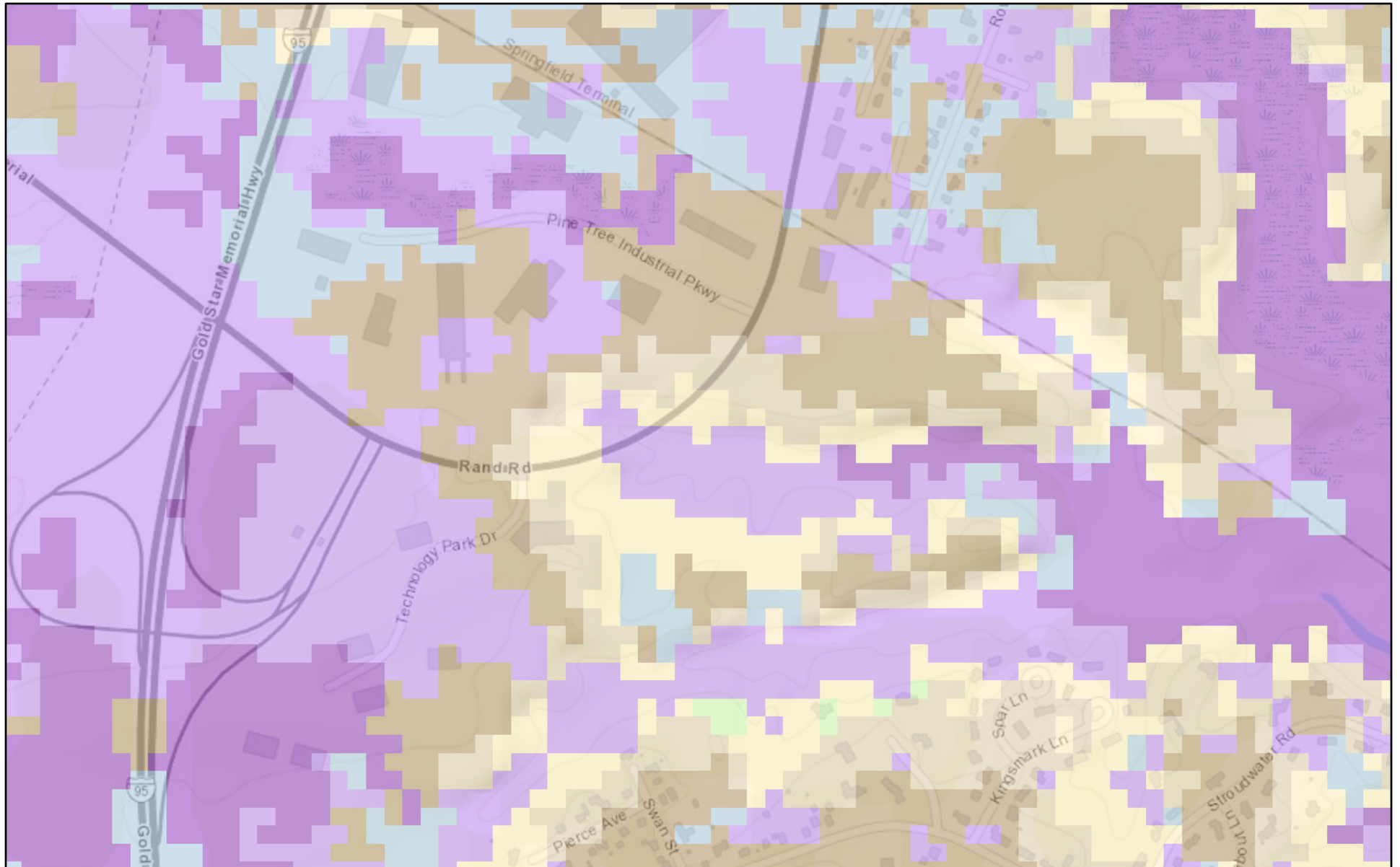
conserved2

undev

1:18,056

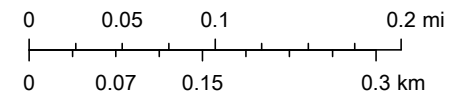
0 0.1 0.2 0.4 mi
0 0.17 0.35 0.7 km

HCP-14 Rand Road Landforms - Landforms



April 8, 2020

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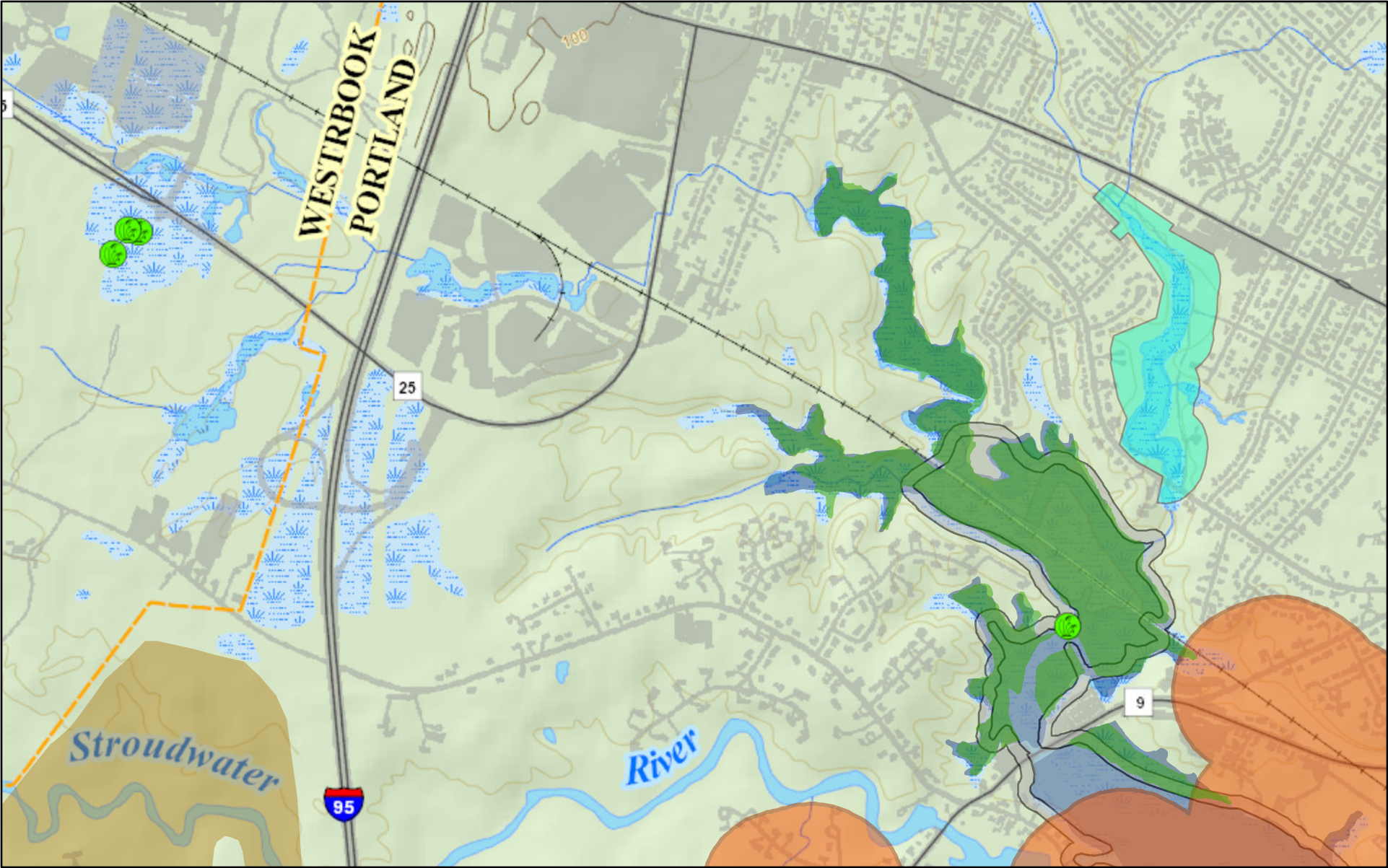


City of Westbrook, Esri Canada, Esri, HERE, Garmin, INCREMENT P,

13 of 88

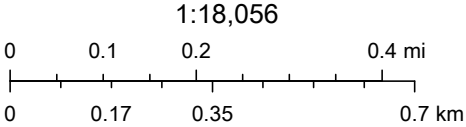
(c) The Nature Conservancy

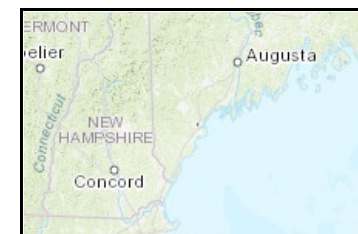
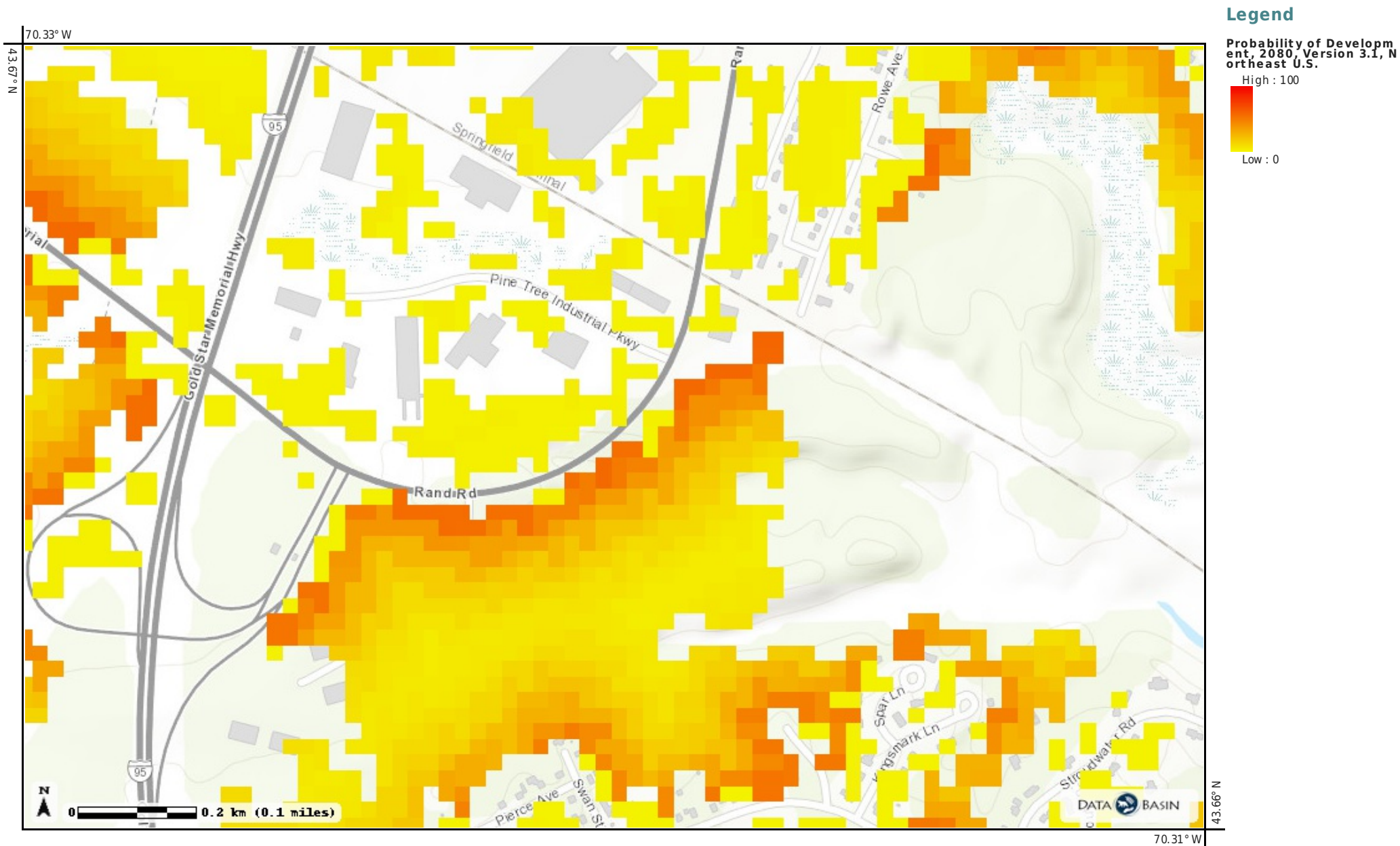
HCP-14 Rand Road Plant and Animal Habitats



April 8, 2020

- | | | |
|---|--|---|
|  Rare Plant Locations |  Natural Communities |  Shorebird Habitat |
|  Deer Wintering Areas |  ETSC Animal Habitat Buffers |  Tidal Wading Bird and Waterfowl Habitat |
| |  Inland Wading Bird and Waterfowl Habitat | |





Map Details

Datasets

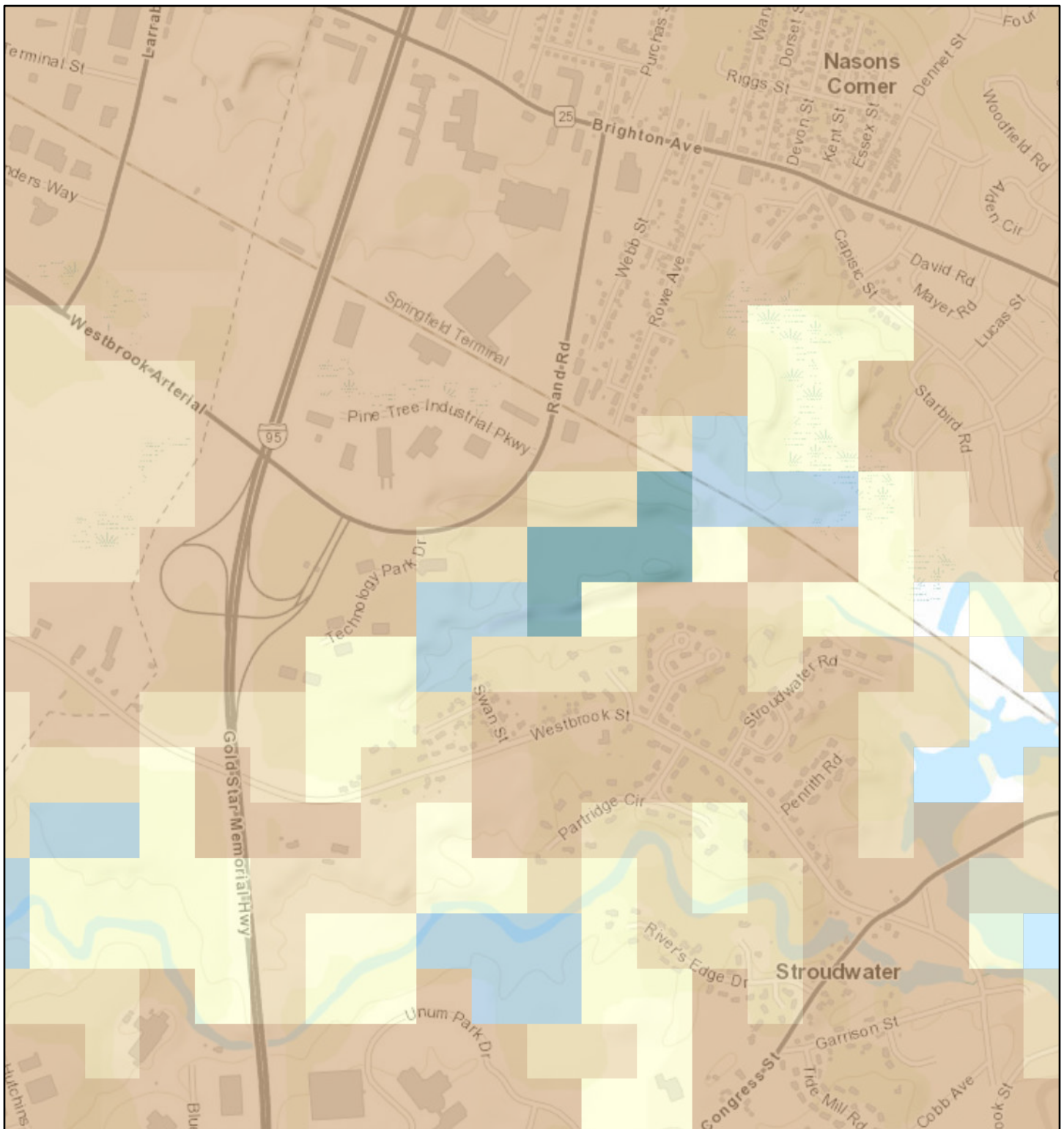


Probability of Development, 2080, Version 3.1, Northeast U.S.
<https://na1cc.databasin.org/datasets/44dd387b0aa143b78bc51472bc9bfcf8>

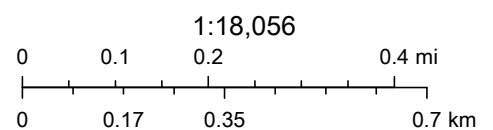
Credits: generated using ADIwg mdTranslator 2.6.1
Layers:

- Probability of Development, 2080, Version 3.1, Northeast U.S.

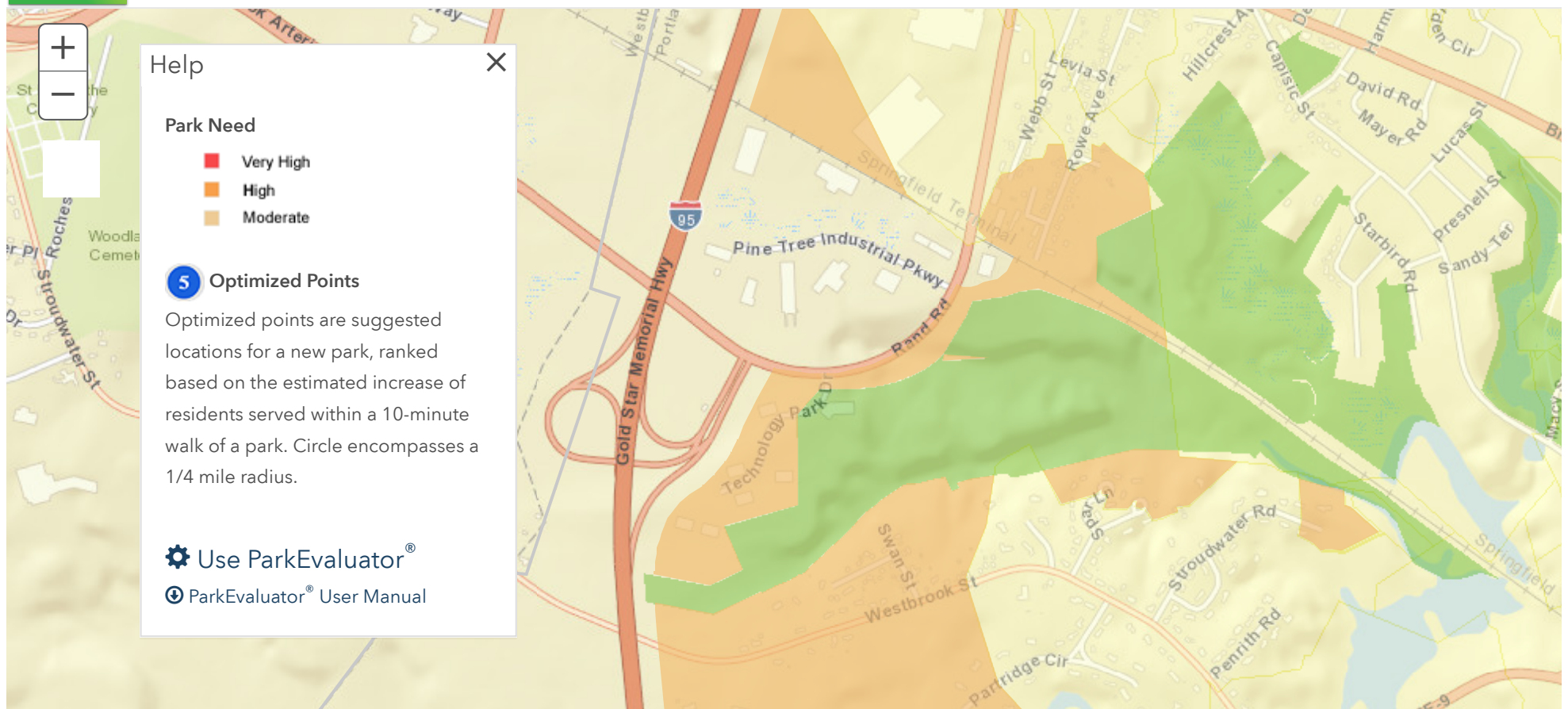
HCP-14 Rand Road Regional Flow - Regional Flows



April 8, 2020

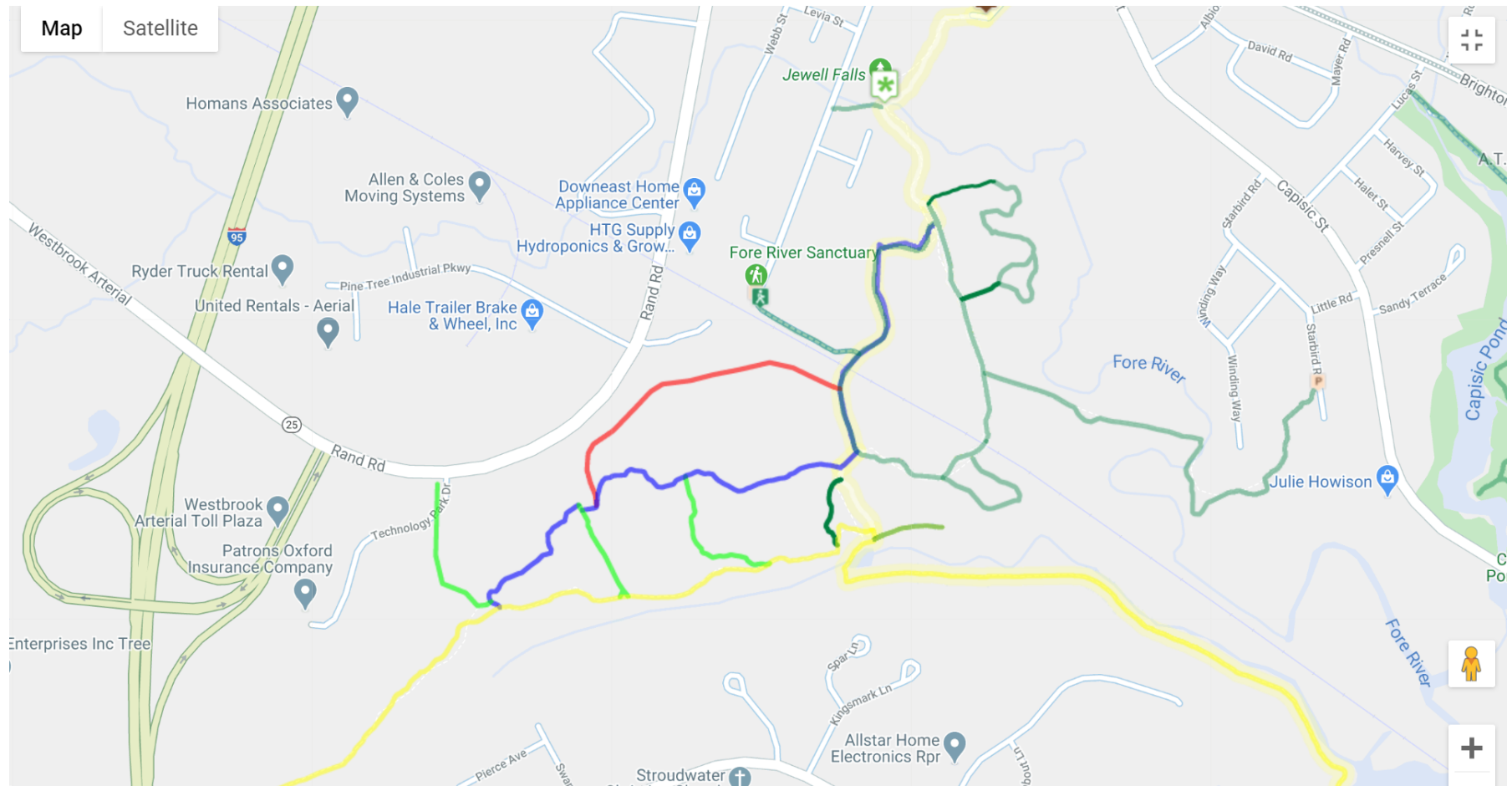


City of Westbrook, Esri Canada, Esri, HERE, Garmin, INCREMENT P, USGS, METI/NASA, EPA, USDA, The Nature Conservancy



 Are we missing a park in your community? Tell Us!

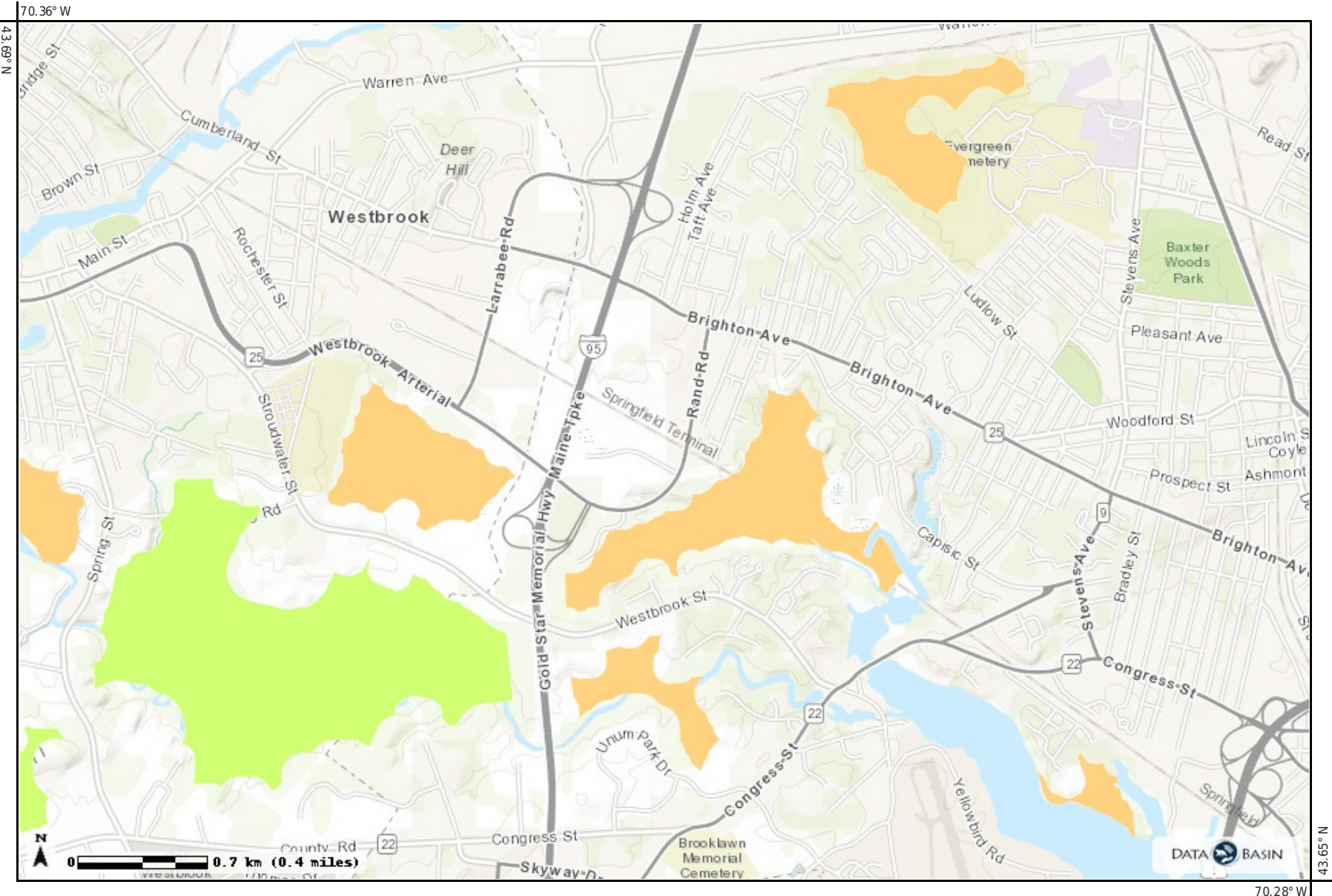
HCP-14 Rand Road Trails (PT)



Legend

Maine Undeveloped, Roadless Blocks (2015)
Displaying: Acres

- 0 - 10
- 11 - 200
- 201 - 600
- 601 - 1200
- 1201 - 1000000



Map Details

Datasets

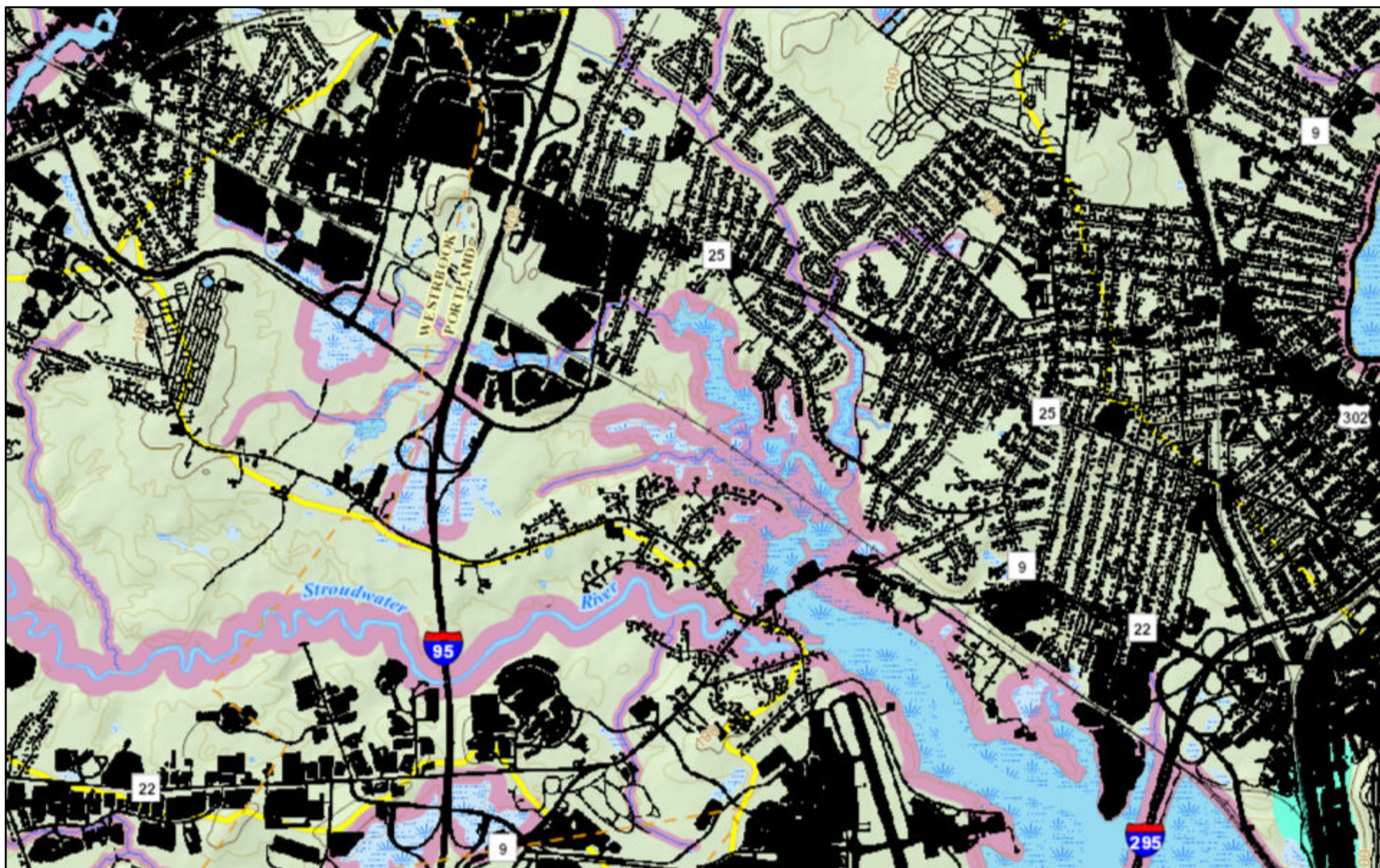


Maine Undeveloped, Roadless Blocks (2015)
<https://na1cc.databasin.org/datasets/6768042b787f40c7b4cdc012d505cd5f>

Credits: Layer assembly: Bill Hancock, Beginning with Habitat Program, Maine Department of Inland Fisheries and Wildlife. 207-287-5258. January 2015
Layers:

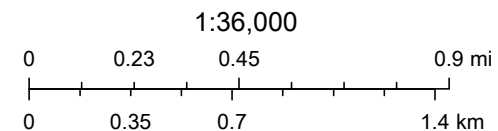
- Maine Undeveloped, Roadless Blocks (2015)

HCP-14 Rand Road Water Resources and Riparian Habitats



April 8, 2020

Watershed Divide (HUC 12)



Beginning With Habitat, State of Maine, Corson GIS Solutions



**SURVEY UPDATE AND LAND
EVALUATION
Energy East Parcel
Rand Road
Portland, Maine**

Prepared for
Energy East Foundation

Prepared by
**Sebago Technics, Inc.
P.O. Box 1339
One Chabot Street
Westbrook, Maine 04098-1339**

August 2006

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Appendix 3 Zoning Ordinances
 Office Park
 Resource Protection Zone
 Shoreland

Appendix 4 Conditional or Contract Zoning

Conceptual Plan A

Conceptual Plan B

Survey Plat

**Survey Update and Land Evaluation
Energy East
Portland, Maine**

Neighborhood Description

The site is located on the southeastern side of Rand Road in Portland. A CMP easement and the Portland Terminal Company railroad border the site to the north. Another CMP easement is located south of the site. To the west of the site is an undeveloped forested lot and to the east is an undeveloped lot owned by the Maine Audubon Society. A gravel road running from Rand Road south to the CMP easement gives access to the western portion of the property. A few foot trails traverse the site as well.

Lot Description

Size and Configuration

Utilizing the existing City of Portland Tax Map information, along with deed research, the property boundaries have been surveyed and are shown on the plans accompanying this report. The site topography was also spot checked in the undeveloped portions of the property. The areas adjacent to Rand Road were surveyed by conventional methods and the results were tied into the existing site topography, as provided by others. Wetland areas were located using a combination of GPS technology and spot field checks. Based on this information, wetland lines were reviewed by our Natural Resource Staff and adjusted on the plan to reflect field observations. Prior to any development of this property, it is recommended that an on-the-ground survey of the wetlands limits be conducted to provide a more precise location of the boundaries of the resource.

The property on Rand Road consists of approximately 24.5 acres and is shown on the City's Tax Map 255 as lot A-4. The lot has approximately 649 feet of street frontage on a controlled access highway. There is an approximately 70-foot wide deeded access easement that benefits the site. This area is currently blocked by a guardrail along the frontage.

The deeds for this property have been included as an appendix within this report.

The attached survey depicts the property as the current deed record defines it. There have been notable revisions to the property relative to the survey, performed by and for Central Maine Power Co., dated August 10, 1993.

These revisions include:

- At the time of their conveyance to Union Water-Power Company; Central Maine Power Company retained ownership of those two portions of the property encumbered by the existing power lines. This reduced the overall parcel site.
- Portland Water District released the 100-foot wide right-of-way previously encumbering the most accessible and developable portion of the property. The water main was

abandoned in place on the site. This increased the land available for future development. It is recommended that the abandoned water line be removed by the landowner in areas to be developed with buildings and parking as part of the site construction. At a minimum, any future users should be advised of the existency of this underground line.

- Property was taken for the Maine Turnpike Authority development of the Westbrook/Rand Road interchange.

Topography and Vegetation

The northeastern portion of the site is the only relatively flat area that would appear most suitable for development. The remaining portion of the site includes a steep ravine, wetlands, and small tributaries. This area is also located within the City of Portland's Resource Protection zone, which restricts the type of development allowed.

More information regarding zoning restrictions is located in the latter portion of this report as well as in the appendix.

Municipal Services and Utilities

Overhead electricity and telephone service lines are available along Rand Road, as is public water. A municipal sewer line exists on Rand Road approximately 170 feet from the nearest corner of the parcel. Given the general site elevations versus the Rand Road elevation, it is anticipated that a pumped sewer system would be required.

Soils

According to the Cumberland County Soil and Water Conservation Service Medium Intensity Soil Survey Analysis, there are numerous soils found on the property that are consistent with the wetlands analysis completed by Alex Finamore of Sebago Technics, Inc. The mapping shows that the site is comprised of Scantic (Sn), Swanton (Sz), Elmwood (EmB), Buxton (BuC2), and Suffield (SuE2) soils. The Scantic, Swanton, and Elmwood soils are located in the northern portion of the property while the Buxton soils and the Elmwood soils are located in the southern portion of the property. The central portion of the site contains the Suffield soils.

These soils are generally silt based and have limiting factors for development, including high water tables, soil instability, and poor bearing capacity. Prior to development, it is suggested that a geotechnical evaluation be performed to address site conditions and anticipated settlement and/or stability information.

A full description of these soil series (as excerpted from the Medium Intensity Soil Survey Analysis) can be found in the appendix of this report.

Streams/Wetlands

Overview

Generally, the wetlands on the site drain in an easterly direction. Two small, unnamed tributaries join near the western side of the site and flow east through the center of the site. Just south of the site (on the CMP land) another small, unnamed tributary flows easterly from the adjacent Snyder

parcel and is collected by a culvert. The stream re-emerges near the southeastern border of the CMP land and flows towards the east. Wetlands are contained within narrow drainage swales throughout the site and all flow into the tributaries mentioned above.

Wetland Description

Wetlands on the northwestern portion of the site are classified as deciduous palustrine forested wetlands (PFO) that are dominated by Red Maple trees (*Acer rubrum*). The central wetland becomes a deciduous palustrine scrub shrub wetland (PSS) that is dominated by Red Maple saplings. Close to the eastern extents of the site, the wetland becomes a palustrine emergent wetland (PEM) that is dominated by Threesquare Sedge (*Scirpus americanus*). The water regimes in these wetlands are seasonally saturated in the PFO, seasonally flooded in the PSS, and semi-permanently flooded in the PEM. The emergent (PEM) wetland would be considered a wetland of special significance due to its connection to a large, emergent wetland complex to the east, along with its connection to tidal waters offsite.

The wetland off the southern extents of the site is classified as a palustrine scrub shrub wetland (PPS) and is maintained with periodic cuttings by CMP. The water regime in this wetland is seasonally saturated. The stream associated with this wetland flows into the large, emergent wetland complex mentioned above.

The following table identifies the dominant upland and wetland vegetation as observed by a result of a field walk.

Dominant Wetland Vegetation

Acer rubrum
Sphagnum (sp.)
Osmunda regalis
Onoclea sensibilis
Typha latifolia
Alnus rugosa
Betula alleghaniensis
Scirpus americanus

Dominant Upland Vegetation

Tsuga Canadensis
Pinus strobus
Pteridium aquilinum
Quercus rubra
Rhubus ideaus
Gaultheria procumbens
Fagus grandifolia

FEMA FIRM Mapping

Based on the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM), Panel Number 230051 0012 C dated December of 1998, there are two mapped flood plains on the property. The wetland areas of the property are generally located within the AE (100-year [base] flood mapped at elevation 10) and (500-year flood) flood zones. However, the potential development area appears to be above either of these flood plains.

Zoning

A portion of the site is located within the City of Portland's Office Park Zone and is subject to a Shoreland Zone overlay. The southern portion of the site, including the wetlands, is located within the Resource Protection Zone.

Office Park Zone

The purpose of this zone is to provide substantial areas for integrated development of professional offices in a park- or campus-like setting that are of the highest quality, are well designed and maintained, and are compatible with their natural surroundings.

This portion of the site is the most likely to be developed in the future. Two conceptual plans have been prepared for possible development within this portion of the site. Concept A assumes that an agreement with Central Maine Power Company could be obtained which would allow for parking within their property. Concept B assumes that all improvements would be limited to the locus property.

A complete list of permitted uses for this zone is found in Appendix e of this report.

The following space and bulk standards apply:

Minimum lot area:	1.5 acres
Min. street frontage:	100 feet
Min. lot width:	150 feet
Min. front and rear yard:	50 feet
Min. side yard:	25 feet
Maximum structure height:	55 feet

Resource Protection Zone

This zone is designed to protect fragile ecological systems, which if developed, would reduce water quality, disrupt wildlife, aquatic habitat and biotic systems, or infringe upon areas necessary for natural flood protection or storage of storm waters. This zone is meant to encourage only those uses that can be appropriately and safely located within these environmentally fragile areas.

A complete list of permitted uses for this zone is found in Appendix 3 of this report.

It is doubtful that any significant development opportunities exist due to the zoning and slope constraints and the environmental sensitivity that exists on this portion of the site.

The Shoreland Zone

The Shoreland Zone encompasses an area that is within 250 feet of the edge of the wetlands on this site. The stated purposes of this zone are to further the maintenance of safe and healthful conditions in Shoreland areas while protecting aquatic, bird, and other wildlife habitat; to protect freshwater and costal wetlands and conserve shore cover; and to anticipate and respond to the impact of development in Shoreland areas.

A complete list of the permitted uses and regulations for this zone can be found in Appendix 3 of this report. The Shoreland Zone overlay restricts permitted uses and sets a limit to the amount of development that can occur within 250 feet of the protected resource. Buffer requirements and clearing limits are also set forth in this district, as detailed in Appendix 3.

Contract Zoning

An excerpt from the Portland Ordinance regarding conditional or contract zoning is also enclosed. This alternative may be an option to consider, given the unique nature of the property. This process typically is more complex and time consuming than a traditional review under the existing zoning. The process includes both the Planning Board and the City Council to adopt special standards that apply directly to this parcel. Typically, this includes a mutual agreement between the applicant and the municipality that the alternate standards set forth in the Contract Zone are made in exchange for accommodations on the developers' part that would provide a greater community or environmental benefit. Given the unique nature of this property, it may be worthwhile to explore this option further with the City Planning Staff.

Closure

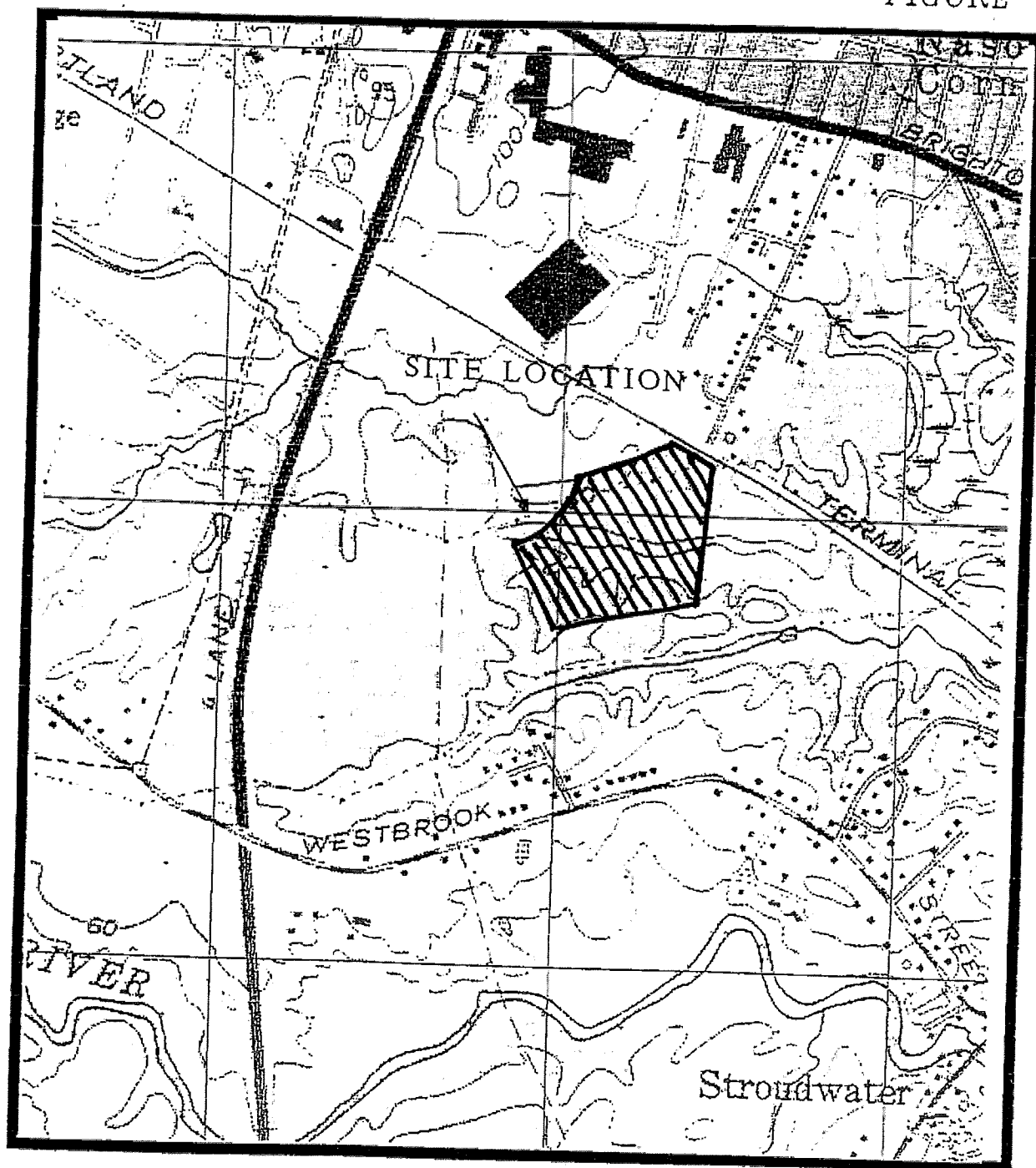
Based on review of all of the above information, it is apparent that the opportunity for site improvements would be limited to the northern portion of the property where the site is relatively level. The resource constraints that exist on the southerly end of the property, including the streams, wetlands and steep slopes, limit how much of the remainder of the site could be developed. The enclosed concept plans reflect the use of the portion of the lot that appears best suited for development at this time.

Please note that Concept Plan A would require an agreement with Central Maine Power Company (CMP) to use a portion of their land for parking. This proposal would potentially allow for a larger building and greater utilization of the area between Stultz and the top of the steep ravine that traverses the property from Rand Road to the Land of Maine Audubon.

As discussed above, pursuit of a Contract Zone for the parcel may offer some additional alternatives for the site as well.

Once you have had an opportunity to review the information contained herein, we would be happy to meet with you and walk the site to address any further questions you may have. We look forward to hearing from you.

FIGURE 1

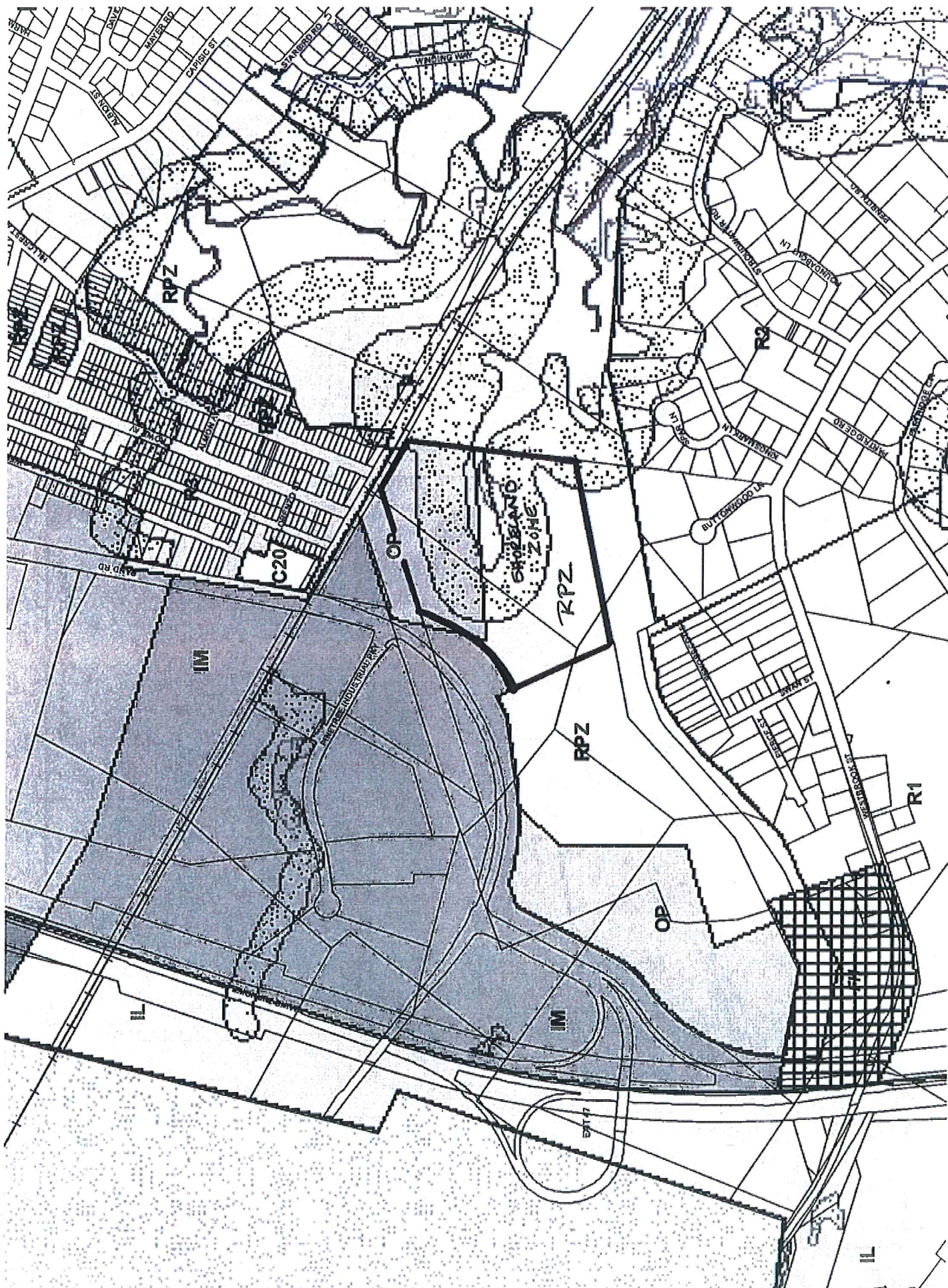


SITE LOCATION MAP
 USGS TOPOGRAPHIC
 7.5 MIN. QUADRANGLE
 PORTLAND WEST
 SCALE: 1"=1,000'

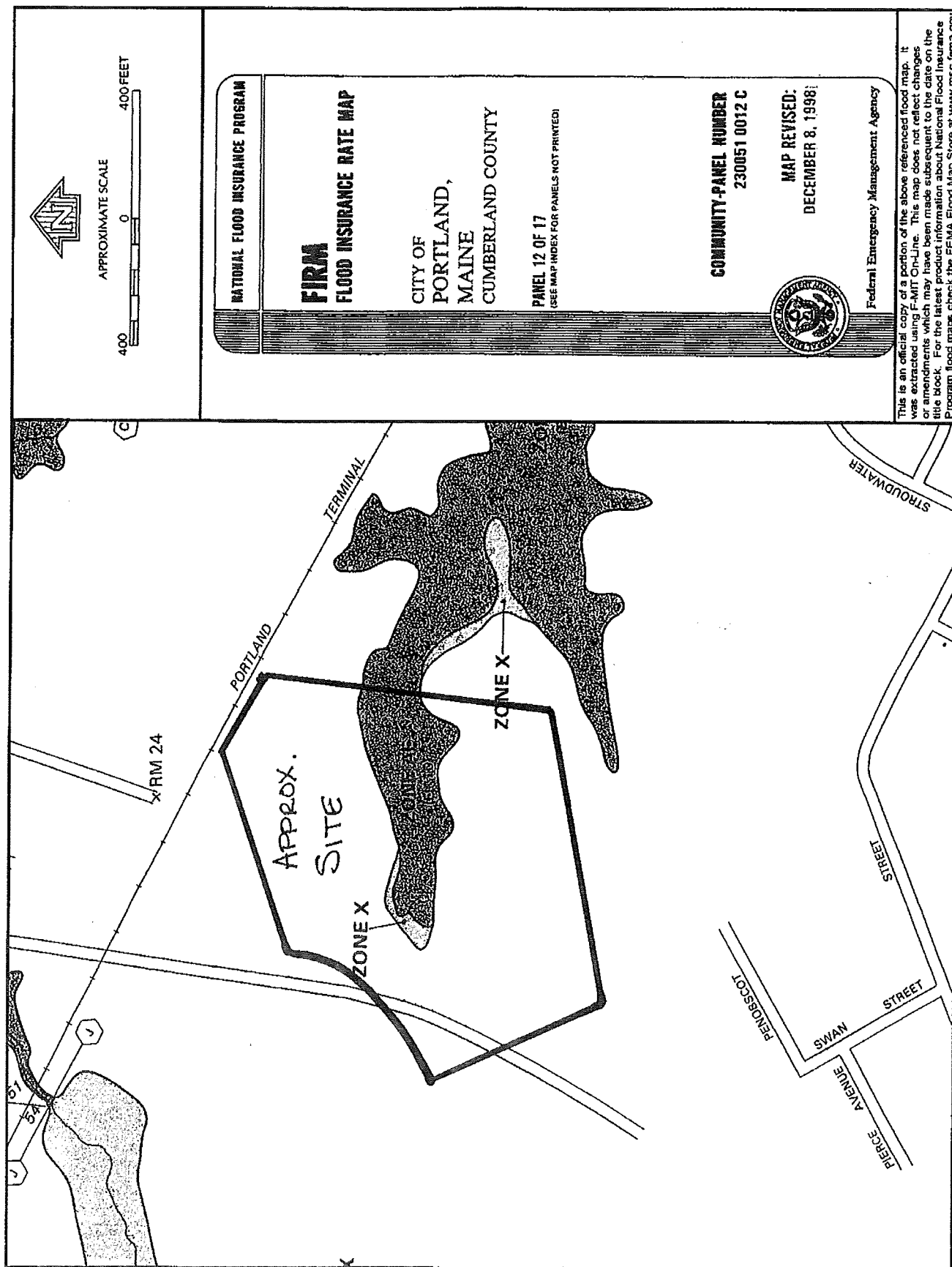
Sebago Technics

Engineering Expertise You Can Build On
 One Chooct Street
 Westbrook, Me 04098-1139
 Tel (207) 856-0277





NOT TO SCALE



05429

LEGEND

SPECIAL FLOOD HAZARD AREAS INUNDATED BY 100-YEAR FLOOD

- ZONE A No base flood elevations determined.
- ZONE AE Base flood elevations determined.
- ZONE AH Flood depths of 1 to 3 feet (usually areas of ponding); base flood elevations determined.
- ZONE AO Flood depths of 1 to 3 feet (usually sheet flow on sloping terrain); average depths determined. For areas of alluvial fan flooding; velocities also determined.
- ZONE A99 To be protected from 100-year flood by Federal flood protection system under construction; no base flood elevations determined.
- ZONE V Coastal flood with velocity hazard (wave action); no base flood elevations determined.
- ZONE VE Coastal flood with velocity hazard (wave action); base flood elevations determined.

FLOODWAY AREAS IN ZONE AE

OTHER FLOOD AREAS

- ZONE X Areas of 500-year flood; areas of 100-year flood with average depths of less than 1 foot or with drainage areas less than 1 square mile; and areas protected by levees from 100-year flood.

OTHER AREAS

- ZONE X Areas determined to be outside 500-year floodplain.
- ZONE D Areas in which flood hazards are undetermined.

UNDEVELOPED COASTAL BARRIERS†

- Identified 1983
- Identified 1990 or Later
- Otherwise Protected Areas Identified 1991 or Later
- Floodplain Boundary
- Floodway Boundary
- Zone D Boundary
- Boundary Dividing Special Flood Hazard Zones, and Boundary Dividing Areas of Different Coastal Base Flood Elevations Within

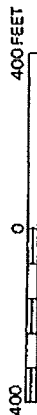
†Coastal barrier areas are normally located within or adjacent to special flood hazard areas.



Obtaining a flood insurance policy is a condition of participating in the Community Development Program. For more information, contact your insurance agent or call the National Flood Insurance Program at (800) 638-6620.



APPROXIMATE SCALE



NATIONAL FLOOD INSURANCE PROGRAM

FIRM FLOOD INSURANCE RATE MAP

CITY OF
PORTLAND,
MAINE
CUMBERLAND COUNTY

PANEL 12 OF 17
(SEE MAP INDEX FOR PANELS NOT PRINTED)

COMMUNITY-PANEL NUMBER
230051 0012 C

MAP REVISED:
DECEMBER 8, 1998



Federal Emergency Management Agency

This is an official copy of a portion of the above referenced flood map. It was extracted using F-MIT On-Line. This map does not reflect changes or amendments which may have been made subsequent to the date on the title block. For the latest product information about National Flood Insurance Program flood maps check the FEMA Flood Map Store at www.msc.fema.gov

Appendix 1

Deeds

0099344

BK 17128 PG 079

**QUITCLAIM DEED
WITH COVENANT**

THE UNION WATER-POWER COMPANY ("Grantor"), a corporation duly organized and existing under the laws of the State of Maine with a mailing address at 526 Western Avenue, Augusta, Maine 04330, for consideration paid, **GRANTS TO THE ENERGY EAST FOUNDATION, INC.** ("Grantee"), a corporation duly organized and existing under the laws of the State of Delaware with a mailing address c/o Huber Lawrence & Abell, 605 Third Avenue, New York, New York 10158, with **QUITCLAIM COVENANT**, a certain lot or parcel of land, together with any buildings and improvements thereon, and an easement on other land, all situated in Portland, County of Cumberland, State of Maine, more particularly located and described as follows:

Fee simple conveyance:

Beginning at an iron pin set in the southwesterly sideline of land now or formerly of the Portland Terminal Company as indicated on a Right-of-Way and Track Map entitled "The Portland and Odoonsburg Ry" Plan N V2/3 dated June 30, 1916 on file with Guilford Transportation Company, said iron pin marking the northeasterly corner of land now or formerly of Central Maine Power Company and the northwesterly corner of land now or formerly of Maine Audubon Society; thence S 06° 50' 48" W along the boundary line between land now or formerly of Central Maine Power Company and said land now or formerly of Maine Audubon Society 915.87 feet to a point, said point being 75 feet distant northerly measured at right angles from the centerline of Central Maine Power Company's transmission line designated Section 161, as located on December 22, 1998; thence S 79° 10' 23" W on a line parallel to and 75 feet distant northerly from said centerline of said transmission line Section 161, 957.84 feet to a point in the westerly boundary line of land now or formerly of Central Maine Power Company; thence N 25° 07' 48" W along the boundary line between land now or formerly of Central Maine Power Company and land now or formerly of Simon A. Snyder et al. 914.30 feet to a point, said point being 50 feet distant southerly measured at right angles from the centerline of Central Maine Power Company's transmission line designated Section 101, as located on December 22, 1998; thence N 71° 40' 13" E on a line parallel to and 50 feet distant southerly from said centerline of said transmission line Section 101, 1259.67 feet to a point in the said southwesterly sideline of land now or formerly of the Portland Terminal Company; thence S 60° 57' 26" E by said sideline of land now or formerly of Portland Terminal Company, 277.36 feet to the point of beginning. Containing 27.38 acres more or less.

Easement conveyance:

Also conveying a perpetual nonexclusive easement (the "Access Easement") for the purposes of vehicular and pedestrian ingress and egress to, from, over and across that certain one hundred foot (100') wide strip of land hereinafter described (the "Access Easement Property"). The Access Easement shall be appurtenant to the parcel of land

MAINE REAL ESTATE TAX PAID

P5.wpd

herein conveyed in fee simple (the "Benefitted Property"), and shall not be limited to any current use of the Benefitted Property, but shall serve any lawful purpose to which the Benefitted Property may be put in the future. The Access Easement is intended to benefit each portion of the Benefitted Property in the event of a division of the Benefitted Property, such that each parcel created in such a division shall share equal right, access, and use of the Access Easement, regardless of any increased use of the Access Easement resulting from the division. The Access Easement shall include, without limitation: the right to grade, excavate and fill (not to exceed 3 feet above grade existing on December 22, 1998) the full width of the Access Easement Property; the right to construct, maintain, repair, and replace a roadway, entrances, exits, curbing, sidewalks and other paved surfaces on the Access Easement Property; and the right to install and maintain underground utility services under the Access Easement Property, including facilities necessary for the transmission of electricity, gas, telephone communications, cable television, sewerage, water or similar services which are currently or may in the future become available; provided, however, that Grantee shall be responsible for obtaining all necessary permits and approvals required for such use of the Access Easement.

The Access Easement Property being more particularly located and described as follows:

Being a strip of land 100 feet in width extending from the southerly termination of Rand Road Extension at the northwesterly boundary line of land now or formerly of Central Maine Power Company, in a general southerly direction across other land now or formerly of Central Maine Power Company, now or formerly retained by Central Maine Power Company as a corridor for its electrical transmission lines, to the northwesterly boundary line of the parcel of land herein conveyed in fee simple. Containing 0.4 acres more or less

The exact location of said Access Easement Property has been determined by, or is to be determined by, mutual agreement of Central Maine Power Company, its successors and assigns, and The Union Water-Power Company, its successors and assigns.

As used herein, the term "CMP" shall be deemed to mean Central Maine Power Company, its successors and assigns.

In partial consideration for the granting of said Access Easement, Grantee does hereby covenant and agree as follows:

1. Any construction or maintenance by Grantee of a roadway within the Access Easement Property shall be at the sole risk and expense of Grantee and shall be in compliance with all laws, ordinances and regulations pertaining thereto;
2. No overhead utilities will be located by Grantee within the Access Easement Property without prior written consent of CMP;
3. Grantee will notify CMP before constructing any roadway within the Access Easement

Property, and if Grantee shall construct a private roadway on the Access Easement Property while CMP operates transmission lines and facilities on or over the Access Easement Property, then Grantee shall reimburse CMP for (i) actual costs of CMP's field representation for oversight during construction, including actual cost (including overheads) for hourly employees and the hourly rate (including overheads) multiplied by the hours expended for salaried employees, and (ii) actual costs related to the alteration and/or relocation of CMP's transmission lines and facilities existing on the Access Easement Property, including without limitation, costs related to structures (conductors, guys, and anchors) and any engineering and design costs related thereto, which work shall be conducted by CMP or its approved contractor;

4. Grantee will pay all costs of repairs for damage to any equipment and facilities of CMP, and the cost of correcting any erosion, caused by the construction and maintenance by Grantee of a roadway and/or utility lines within the Access Easement Property.
5. The rights herein granted shall not limit or restrict nor shall liability arise from CMP's use of its said transmission line corridor in its operation as a public utility, except as expressly provided herein;
6. Grantee shall release and hold harmless CMP, its directors, officers, employees, contractors, agents, successors and assigns, from any claim, damage, cause of action, injury, of any type or nature, that he or they now have or may have in the future arising out of or related to Grantee's use of the Access Easement; and
7. Grantee shall indemnify CMP, its directors, officers, employees, contractors, agents, successors and assigns, from any claim, damage, cause of action, injury, of any type or nature, that it or they now have or may have in the future arising out of or related to the placement by Grantee of hazardous materials (as defined by federal, state or local laws, rules, regulations or ordinances) on the Access Easement Property;

Provided, however, that the aforementioned obligations of Grantee relating to the construction, maintenance, repair, replacement, or use of any roadway pursuant to this Access Easement shall automatically terminate at such time as any roadway constructed pursuant to this Access Easement is established as a public way.

SUBJECT TO AN EXISTING RESERVATION in favor of CMP of the use and enjoyment of the Access Easement for such purposes only as will not materially interfere with the perpetual use of the Access Easement for the purposes herein set forth by Grantee. Without limiting the generality of the foregoing, CMP reserved the right to operate, maintain, rebuild and relocate transmission lines and facilities over the Access Easement Property.

Said existing reservation is set out in a deed from Central Maine Power Company to The Union Water-Power Company dated December 22, 1998 and recorded in Cumberland County Registry of Deeds in Book 14420, Page 130.

ALSO SUBJECT TO AN EXISTING RESERVATION in favor of CMP of the right to use any private roadway constructed by Grantee (or any predecessor-in-interest of Grantee with respect to the Access Easement) on the Access Easement Property for access to CMP's remaining land, as such land existed on December 22, 1998, with any construction by Grantee of any such roadway to include curb cuts installed at suitable locations on both sides of any such roadway for such access to said remaining land, provided that CMP shall be responsible for obtaining all necessary permits and approvals required for such curb cuts. If CMP shall desire to use the Access Easement Property for access to CMP's remaining property at any time before Grantee shall construct (or any predecessor-in-interest of Grantee with respect to the Access Easement shall have constructed) a private roadway on the Access Easement Property, then CMP shall have the right to construct a private roadway on the Access Easement Property, subject to the prior written approval of Grantee, which approval shall not be unreasonably withheld, conditioned, or delayed. Grantee shall have the right to use any such private roadway so constructed by CMP, provided that Grantee reimburses (or any predecessor-in-interest of Grantee with respect to the Access Easement shall have reimbursed) CMP for fifty percent (50%) of the costs incurred by CMP in constructing said private roadway within the Access Easement Property; provided, however, that the aforementioned reimbursement obligation of Grantee shall automatically terminate at such time as any roadway so constructed by CMP is established as a public way.

Anything to the contrary contained herein notwithstanding, during any time that any private roadway constructed on the Access Easement Property is used for access to both the Benefitted Property (or portion thereof) and CMP's remaining property (or portion thereof), all maintenance and repair costs related to the private roadway shall be shared by the respective owners of the Access Easement Property and CMP's Remaining Property in proportion to the areas being served by said roadway.

The Access Easement shall include the right of Grantee to dedicate any roadway constructed on the Access Easement Property for acceptance as a public way and to grant the Access Easement for acceptance as a public way. If required by the City of Portland and/or the State of Maine, CMP shall deliver a quitclaim deed without covenant conveying an easement to the public authority in furtherance of such dedication; provided, however, that any such conveyance shall explicitly provide that the rights conveyed are subject to CMP's rights as provided herein (except covenants number 6 and 7 above). Nothing contained herein shall be deemed a gift or dedication of any portion of the Access Easement Property to the general public or for the general public or for any public purpose whatsoever.

Said existing reservation is set out in a deed from Central Maine Power Company to The Union Water-Power Company dated December 22, 1998 and recorded in Cumberland County Registry of Deeds in Book 14420, Page 130.

THE BENEFITS AND OBLIGATIONS HEREIN shall inure to the benefit of and burden the successors and assigns of Grantor and Grantee.

THIS CONVEYANCE IS MADE SUBJECT TO certain rights and easements of the Portland

BK 17128PG083

Water District as the same are located across the northeasterly corner of the parcel herein conveyed in fee simple and across the easement location herein conveyed. This conveyance is also made subject to other rights and easements of the Portland Water District as the same are located along the southwesterly side of the parcel herein conveyed in fee simple.

THE HEREIN CONVEYED PARCEL OF LAND and the above-described Access Easement Property being parts of the premises conveyed to Central Maine Power Company by Arthur F. Maxfield et al. by deed dated October 9, 1957 and recorded in Cumberland County Registry of Deeds in Book 2378, Page 109.

For further reference, see plan entitled "Standard Boundary Survey Maxfield Lot, Portland, Cumberland County, Maine" dated 8/10/93 on file at Central Maine Power Company's Augusta office, File #50-396.

The herein conveyed parcel of land and the above-described Access Easement being the same parcel of land and Access Easement conveyed to The Union Water-Power Company by Central Maine Power Company by deed dated December 22, 1998 and recorded in Cumberland County Registry of Deeds in Book 14420, Page 130.

IN WITNESS WHEREOF, the duly authorized representative of the Grantor has set his hand and seal this 21 day of December, 2001.

THE UNION WATER-POWER COMPANY

Susan J. Lusscott
Witness

By:

John Fallona
John Fallona, President

STATE OF MAINE
COUNTY OF KENNEBEC, ss.

December 21, 2001.

Then personally appeared the above-named John Fallona, President of The Union Water-Power Company, and acknowledged the foregoing instrument to be his free act and deed in his said capacity and the free act and deed of said corporation.

Before me,

SEAL

Diana L. Morgan
Notary Public

Print Name:
My Commission Expires:

DIANA L. MORGAN
NOTARY PUBLIC
MAINE

RECEIVED
RECORDED REGISTRY OF DEEDS

115.wpd

2001 DEC 26 PM 1:17

-5-

CUMBERLAND COUNTY

John B. Cabin

RELEASE DEED

UNION WATER-POWER COMPANY, a corporation duly organized and existing under the laws of the State of Maine with a place of business at 41 Anthony Avenue, Augusta, Maine ("Grantor"), for full value and consideration paid, hereby grants to SIMON A. SNYDER AND JASON A. SNYDER (1/2 interest), with a mailing address of 528 Stroudwater Street, Westbrook, Maine 04092, AND RONALD A. BARRIS, TRUSTEE OF THE THERESE BARRIS MARITAL TRUST, CYNTHIA B. BAKER, TRUSTEE OF THE THEODORE BARRIS TRUST, AND RONALD A. BARRIS AND CYNTHIA B. BAKER, CO-TRUSTEES OF THE BARRIS FAMILY TRUST (1/2 interest), with a mailing address of c/o Hopkinson & Abbondanza, P.A., 511 Congress Street, Portland, Maine 04101 (collectively, "Grantee"), the land described on the attached Exhibit A (the "Premises"):

RESERVING to Grantor a nonexclusive easement to use any private roadway constructed on the Premises for access to Grantor's remaining land (the "Grantor's Remaining Property"), with any construction by Grantee of any such roadway to include a curb cut at a location suitable for such access to Grantor's Remaining Property, provided that Grantor shall be responsible for obtaining all necessary permits and approvals required for such curb cut, and provided further that this easement shall only be over and across such private roadway as may exist from time to time, and this easement shall not be construed to prevent Grantee from altering and/or relocating any such roadway. Said nonexclusive easement to include the right of Grantor to construct and maintain its own roadway from said curb cut to Grantor's Remaining Property. If Grantor shall desire to use the Premises for access to Grantor's Remaining Property at any time before Grantee shall construct a private roadway on the Premises, then Grantor shall have the right to construct and maintain a private roadway on the Premises (at the sole cost and expense of Grantor), subject to the prior written approval of Grantee, which approval shall not be unreasonably withheld, conditioned, or delayed. Said right of Grantor shall include the right to grade, excavate and fill a 60-foot wide strip on the Premises, and the right to construct, maintain, repair, and replace a roadway, curbing, sidewalks and other paved surfaces within such 60-foot wide strip; provided, however, that any construction or maintenance by Grantor on the Premises shall be at the sole risk and expense of Grantor and shall be in compliance with all laws, ordinances and regulations pertaining thereto. Grantee shall have the right to use any such private roadway so constructed by Grantor, provided that Grantee reimburses Grantor for fifty percent (50%) of the costs incurred by Grantor in constructing that portion of such private roadway to be used by Grantee. The aforementioned reimbursement obligation of Grantee shall automatically terminate at such time as any roadway so constructed by Grantor is established as a public way. Nothing contained herein shall be deemed a gift or dedication of any portion of the Premises to the general public or for the general public or for any public purpose whatsoever.

ALSO RESERVING to Grantor the right to install and maintain on the Premises utility services for Grantor's Remaining Property, including facilities necessary for the transmission of electricity, gas, telephone communications, cable television, sewerage, water or similar services which are currently or may in the future become available; provided, however, that the location of any such utility services shall be subject to the prior written approval of Grantee, which approval shall not be unreasonably withheld, conditioned, or delayed.

MAINE REAL ESTATE TAX PAID

BK 14687PG 119

Grantor shall release and hold harmless Grantee, its heirs, successors and assigns, from any claim, damage, cause of action, injury, of any type or nature, that he or they now have or may have in the future arising out of or related to Grantor's use of the Premises; and Grantor shall indemnify Grantee, its heirs, successors and assigns, from any claim, damage, cause of action, injury, of any type or nature, that he or they now have or may have in the future arising out of or related to the placement by Grantor of hazardous materials (as defined by federal, state or local laws, rules, regulations or ordinances) on the Premises.

During any time that any private roadway constructed on the Premises is used for access to both the Grantor's Remaining Property (or portion thereof) and other property of Grantee, all maintenance and repair costs related to the private roadway shall be shared by the respective owners in proportion to the areas being served by said roadway.

The benefits and obligations herein shall inure to the benefit of and burden the heirs, successors and assigns of Grantor and Grantee.

IN WITNESS WHEREOF, Union Water-Power Company has caused this instrument to be signed in its corporate name this 14th day of April, 1999.

WITNESS:

UNION WATER-POWER COMPANY

Jane C. Stuck

By: Normand Rodrigue
Print: Normand Rodrigue
Its: Senior Vice President

STATE OF MAINE
COUNTY OF Kennebec

April 14, 1999 1999

Then personally appeared before me the above named Normand Rodrigue
Senior Vice President of Union Water-Power Company, and acknowledged the foregoing instrument to be his/her free act and deed in said capacity, and the free act and deed of Union Water-Power Company.

T.S. G. SEAL
Notary Public/Attorney at Law

Print Name: Normand Rodrigue
NOTARY PUBLIC
MY COMMISSION EXPIRES APRIL 8, 2001

My Commission Expires: _____

F:\A\105\NYDER\CMP-40046.wpd

Exhibit A

PREMISES

That certain land located southerly of Central Maine Power Company's Section 101 and 191 transmission line corridor at Rand Road Extension, so-called, in the City of Portland, County of Cumberland, and State of Maine, more particularly described as follows:

BEGINNING at a point at the northeasterly corner of land of Grantee, and on the southerly line of land now or formerly of Central Maine Power Company, said point being the northwesterly corner of the parcel of land conveyed from Central Maine Power Company to Grantor by deed dated December 22, 1998, recorded at the Cumberland County Registry of Deeds in Book 14420, Page 130;

Thence N 71°-37'-23" E along land of Central Maine Power Company, a distance of 573.34 feet to a point;

Thence S 16°-57'-47" W along Grantor's Remaining Property, a distance of 70.91 feet to a point;

Thence in a general southwesterly direction along Grantor's Remaining Property, and along a circular curve to the right circumscribed by a radius of 600.00 feet, an arc distance of 480.00 feet to a point of compound curvature;

Thence in a general southwesterly direction along Grantor's Remaining Property, and along a circular compound curve to the right circumscribed by a radius of 1100.00 feet, an arc distance of 98.31 feet to a point on the easterly line of land of Grantee;

Thence N 25°-07'-48" W along said easterly line of land of Grantee, a distance of 316.60 feet to the point of beginning. Containing 2.85 acres more or less.

Being a portion of the parcel of land conveyed from Central Maine Power Company to Union Water-Power Company by deed dated December 22, 1998, recorded at the Cumberland County Registry of Deeds in Book 14420, Page 130.

For reference, a copy of a portion of a Standard Boundary Survey prepared by Land Services, Inc. (Proj. 97027, Feb. 1, 1999) is attached hereto.

EXHIBIT A

RAND ROAD

100' Right of Way to be conveyed
by Central Maine Power Company

16" WATER PIPELINE
SOUTH PORTLAND CONNECTION

PARCEL #5

2.85 ACRES

LAND OF:
Union Power & Water Co.
14420/130

TO BE CONVEYED

CENTERLINE OF PROPOSED
RAND ROAD CONNECTOR
PER PLAN REF. #19

N/T
Union Power & Water Co
14420/110
Wt 5100 lb #12

RECEIVED
RECORDED REGISTRY OF DEEDS

1999 APR 16 AM 10:36

CUMBERLAND COUNTY

John B. Quinn

6" WATER PIPING
SOUTH PORTLAND CONNECTION

0019510

8K17401PG108

RELEASE DEED

PORTLAND WATER DISTRICT, a quasi-municipal corporation organized and existing under the laws of the State of Maine and located at Portland, County of Cumberland and State of Maine (hereinafter "the DISTRICT") for consideration paid, hereby releases to THE ENERGY EAST FOUNDATION, INC., a Delaware Corporation of Ithaca, County of Tompkins; and UNION WATER POWER, for itself and its successors and assigns shall reimburse and fully and completely indemnify and hold the DISTRICT harmless from any and all loss, damage, claim or expense caused by or arising out of the ownership of the water pipe and State of New York and having a mailing address of P.O. Box 3287, Ithaca, New York 14852 (hereinafter "ENERGY EAST"),

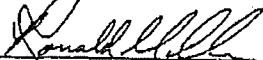
All the DISTRICT's right title and interest in and to easement rights acquired by the DISTRICT by a Certificate of Taking dated July 16, 1912 and recorded in the Registry of Deeds in Book 899, Page 281, together with the existing 16" water pipe and all appurtenances located upon or under the property, on land in the City of Portland, County of Cumberland and State of Maine, located southerly, but not adjacent to Rand Road, being the same premises conveyed to ENERGY EAST by Union Water Power Company by deed dated December 21, 1998 and recorded in the Registry of Deeds in Book 17128, Page 79.

As consideration for this transfer, ENERGY EAST, for itself and its successors and assigns agree that if the water pipe located on the property is ever dug up or exposed, the pipe shall be cut and sealed at both ends.

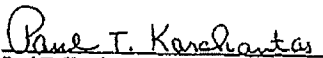
IN WITNESS WHEREOF, the Portland Water District has caused this release deed to be executed in its name by Ronald Miller, it's General Manager, thereunto duly authorized this 28th day of February, 2002.

Signed, Sealed and Delivered
in the presence of

PORTLAND WATER DISTRICT


Ronald Miller - General Manager

THE ENERGY EAST FOUNDATION, INC.


Paul T. Karakantas - Treasurer

State of Maine
Cumberland, ss.

February 28, 2002

Personally appeared the above named Ronald Miller, General Manager of the Portland Water District and acknowledged the foregoing instrument to be his free act and deed in his said capacity and the free act and deed of said Portland Water District.

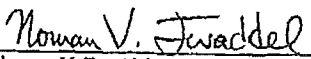
Before me,

RECEIVED
RECORDED REGISTRY OF DEED:

2002 MAR -8 PH 1:49

CUMBERLAND COUNTY

John B. O'Brien


Norman V. Twaddel
Notary Public - Maine
My Commission expires 12/17/2002

SEAL

0035774

BK 17600PG241

RELEASE DEED

PORTLAND WATER DISTRICT, a quasi-municipal corporation organized and existing under the laws of the State of Maine and located at Portland, County of Cumberland and State of Maine (hereinafter "the DISTRICT") for consideration paid, hereby releases to THE ENERGY EAST FOUNDATION, INC., a Delaware Corporation of Ithaca, County of Tompkins; and UNION WATER POWER, for itself and its successors and assigns shall reimburse and fully and completely indemnify and hold the DISTRICT harmless from any and all loss, damage, claim or expense caused by or arising out of the ownership of the water pipe and State of New York and having a mailing address of P.O. Box 3287, Ithaca, New York 14852 (hereinafter "ENERGY EAST"),

All the DISTRICT's right title and interest in and to easement rights acquired by the DISTRICT by a Certificate of Taking dated July 16, 1912 and recorded in the Registry of Deeds in Book 899, Page 281, together with the existing 16" water pipe and all appurtenances located upon or under the property, on land in the City of Portland, County of Cumberland and State of Maine, located southerly, but not adjacent to Rand Road, being the same premises conveyed to ENERGY EAST by Union Water Power Company by deed dated December 21, 1998 and recorded in the Registry of Deeds in Book 17128, Page 79.

As consideration for this transfer, ENERGY EAST, for itself and its successors and assigns agree that if the water pipe located on the property is ever dug up or exposed, the pipe shall be cut and sealed at both ends.

IN WITNESS WHEREOF, the Portland Water District has caused this release deed to be executed in its name by Ronald Miller, it's General Manager, thereunto duly authorized this 28th day of February, 2002.

Signed, Sealed and Delivered
in the presence of

PORTLAND WATER DISTRICT

Ronald Miller
Ronald Miller - General Manager

THE ENERGY EAST FOUNDATION, INC.

Paul T. Karakantas
Paul T. Karakantas - Treasurer

State of Maine
Cumberland, ss.

February 28, 2002

Personally appeared the above named Ronald Miller, General Manager of the Portland Water District and acknowledged the foregoing instrument to be his free act and deed in his said capacity and the free act and deed of said Portland Water District.

Before me,

Norman V. Twaddel
Norman V. Twaddel
Notary Public - Maine
My Commission expires 12/17/2002

seal

RECEIVED
RECORDED REGISTRY OF DEEDS

2002 MAY -3 AM 11:20

CUMBERLAND COUNTY

John B. O'Brien

SEWER EASEMENT DEED

KNOW ALL PERSONS BY THESE PRESENTS, that Union Water Power Co., a Maine corporation with a place of business in Augusta, Maine ("Grantor"), for consideration paid, receipt whereof is hereby acknowledged, grants to the City of Portland, a body politic and corporate located in Cumberland County, State of Maine ("Grantee"), with warranty covenants, an easement described as follows:

The right perpetually to enter only for the purposes set forth herein at any and all times upon property situated on Rand Road, Portland, in said County of Cumberland and State of Maine, said property being described in Schedule A, attached hereto and incorporated herein by reference.

The above-described parcel contains 30,880 square feet of area more or less.

Said easement for the sole purpose of and conveying the right to perpetually maintain through, under and across said property conduits or pipelines with all necessary fixtures and appurtenances for conveying waste water and to lay, relay, repair, maintain, clean and remove said wastewater pipe or pipes upon or under said strips, with all necessary fixtures and appurtenances, to trim, cut down and remove trees, bushes, and other vegetation of all kinds that affect the use of said sewer easement, to remove debris and deposits of any kind and to alter and regrade the contours of said sewer easement to such extent as in the sole judgment of the Grantee is necessary or appropriate for any of the above purposes provided, however, that the grant of the easement and Grantee's use of this easement will at no time interfere with or adversely affect Grantor's abilities and rights to use or develop their property to the fullest extent permitted by law provided that such Grantor's use does not interfere with Grantee's use of the easement area, and to enter upon said sewer easement at any and all times for any of the foregoing purposes, reserving to the Grantor and its heirs and assigns the use and enjoyment of said strips and for such purposes.

Grantee shall restore said easement area to its previously existing condition upon completion of any work conducted in or under the easement area, and shall be responsible for any repair and maintenance of the easement area which is required as a result of the Grantee's use of the easement area.

Page 1 of 2

OCT-01-2001 08:31

CITY OF PORTLAND

BK 16854 PG 161

2078748497

P.03/04

Union Water Easement Deed, DMK, I
4/30/01

IN WITNESS WHEREOF, John F. Fallon has hereunto set his ~~free~~ hand and seal
on this 2nd day of October, 2001.

WITNESS

UNION WATER POWER CO.

John F. Fallon

John F. Fallon
John Fallon
(Print or type name)

Its President

STATE OF MAINE

CUMBERLAND, ss. Kennebec

Dated: 10-2-01

Personally appeared the above-named John F. Fallon in his/her
capacity as President of Union Water Power Co. and acknowledged
the foregoing instrument to be his/her free act and deed and the free act and deed of said
Union Water Power Co.

Before me,

Diana L. Morgan SEAL
Notary Public/Attorney at Law

DIANA L. MORGAN
NOTARY PUBLIC, MAINE
My Commission Expires May 6, 2003

OFFICE OF NOTARY PUBLIC, Cumberland County, Maine

OCT-01-2001 08:28

Page 2 of 2
LEGAL DEPARTMENT

99%

P.03

OCT-01-2001 08:31

CITY OF PORTLAND

BK 16851 PG 162

2075748437 P. 04/04

Schedule A

Utility Easement Union Water Power Co.
To
City of Portland

A certain 50 foot wide easement or strip of land in the City of Portland, County of Cumberland, State of Maine being bounded and described as follows:

Beginning at a point on the line that lies on a course of S 25° 07' 48" E a distance of seventy-five and forty-one hundredths (75.40) feet from the northeasterly corner of Parcel 3 which was conveyed by deed of Simon A. Snyder et al to the City of Portland dated December 7, 1999 and recorded in Cumberland County Registry of Deeds in Book 15211, Page 31. The above said Parcel 3 is shown on a plan titled Standard Boundary Survey Snyder/Barris property Westbrook Street, Portland, Maine, dated October 1977, rev. 1, 12/01/99, made by Land Services, Inc. which is on file in the City of Portland Engineer's Office, 55 Portland Street, Portland, Maine.

Thence by said Parcel 3 and land of the Grantees herein on the above said course of S 25° 07' 48" E a distance of five hundred twenty-seven and fifty-two hundredths (527.52') feet to a point;

Thence through land of the Grantors herein on a course of S 47° 15' 18" E a distance of eighty-five (85'±) feet, more or less, to a point, said point being 75 feet distant northerly measured at right angles from the centerline of the Central Maine Power Company transmission line designated Section 161;

Thence N 79° 10' 23" E on a line parallel to and 75 feet distant northerly from said centerline of said transmission line Section 161, a distance of sixty-three (63'±) feet, more or less, to a point;

Thence on a course of N 47° 15' 18" W and keeping 50 feet from and parallel to the second described course above a distance of one hundred five (105'±) feet, more or less, to an angle point;

Thence on a course of N 25° 07' 48" W and keeping 50 feet from and parallel to above said Parcel 3 a distance of five hundred-seventeen (517'±) feet, more or less, to land, now or formerly, of Simon A. Snyder and Therese Barris Trust et al.

Thence in a southwesterly direction by land of said trust along the arc of a curve to the left having a radius of 1100.00 feet a distance of fifty (50'±) feet, more or less, to the point of beginning.

The above-described courses refer to Grid North.

The above described strip of land being a portion of the parcel of land conveyed by Central Maine Power Company to Union Water-Power Company by deed dated December 24, 1998 and recorded in above said Registry in **RECEIVED** Page 130.
RECORDED REGISTRY OF DEED.

2001 OCT 17 PM 2: 25

CUMBERLAND COUNTY

John B. Quinn
99%

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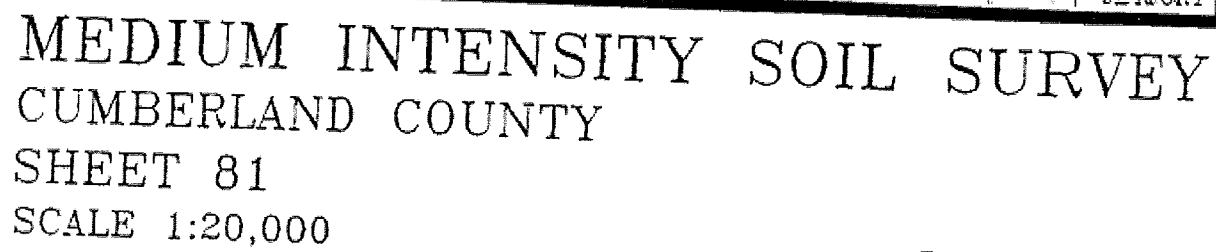
LEGAL DEPARTMENT

TOTAL P. 04
P. 04

Appendix 2

Soil Map

Soils Description



50 of 88

* Elmwood Series EmB

The Elmwood series consists of deep, nearly level to undulating, moderately well drained soils. These soils formed in moderately coarse textured sediment of glacio-fluvial origin that overlies fine textured and moderately fine textured sediment of marine and lacustrine origin. These soils are on terraces adjacent to streams and rivers in the central lowland and in the coastal areas.

A representative profile of an Elmwood soil in a cultivated area has a surface layer of dark-brown fine sandy loam 8 inches thick. Below the surface layer is 7 inches of yellowish-brown, friable sandy loam, which overlies 7 inches of light olive-brown sandy loam that has strong-brown mottles. At a depth of 22 inches is 8 inches of light olive-gray, massive sandy loam that has dark yellowish-brown mottles. This layer is underlain by 7 inches of pale-olive, firm sandy clay loam that has yellowish-brown mottles. The substratum, at a depth of 32 inches, is olive, firm silty clay loam.

The water table is at a depth of 1 to 2½ feet in spring and during periods of heavy precipitation. Depth to bedrock is 5 feet or more.

Most areas of these soils are used for farming, but a few areas are wooded. The stands consists mainly of red pine, white pine, and northern hardwoods.

Representative profile of Elmwood fine sandy loam, 0 to 8 percent slopes, 0.3 mile north of the York County and Cumberland County line on the east side of U.S. Highway No. 1 in Scarborough Township:

Ap—0 to 8 inches, dark-brown (10YR 4/3) fine sandy loam; weak, fine, granular structure; very friable; many roots; medium acid; abrupt, smooth boundary.

B21—8 to 15 inches, yellowish-brown (10YR 5/6) sandy loam; weak, very fine, granular structure; friable; common roots; medium acid; clear, wavy boundary.

B22—15 to 22 inches, light olive-brown (2.5Y 5/6) sandy loam; common, medium, distinct, strong-brown (7.5YR 5/8) mottles; massive; friable; a few roots; medium acid; clear, wavy boundary.

A'2—22 to 25 inches, light olive-gray (5Y 6/2) sandy loam; common, medium, distinct, dark yellowish-brown (10YR 4/4) mottles; massive; friable; medium acid; abrupt, wavy boundary.

IIB'2—25 to 32 inches, pale olive (5Y 6/3) sandy clay loam; common, medium, distinct, yellowish-brown (10YR 5/3) mottles; moderate, fine, subangular blocky structure; firm; a few clay or silt coatings on vertical faces of peds and a very few on horizontal faces; thin silt and clay coatings in channels and pores; slightly acid; clear, wavy boundary.

IIC—32 to 60 inches, olive (5Y 4/3) silty clay loam; moderate, medium to thick, platy structure; firm; manganese stains on horizontal and vertical faces of peds; thin discontinuous coatings of fine silt on all faces of peds; faces are greenish-gray (5GY 6/1); slightly acid to neutral.

The solum ranges from 19 to 38 inches in thickness. Reaction ranges from strongly acid to slightly acid in the solum and from slightly acid to neutral in the C horizon.

The Ap horizon ranges from fine sandy loam to loam or sandy loam. The B21 and B22 horizons range from fine sandy loam to sandy loam. In the B21 horizon hue is 7.5YR, 10YR, or 2.5Y; value ranges from 3 to 5; and chroma ranges from 3 to 6. The IIB'2 horizon is sandy clay loam, silty clay loam, silty clay, or clay loam.

Associated with Elmwood soils in the landscape are Buxton, Melrose, Scantic, Suffield, Swanton, and Whately soils. Elmwood soils are moderately well drained, Swanton soils are somewhat poorly drained to poorly drained, and Whately soils are very poorly drained. Elmwood soils are moderately coarse textured to a depth of about 24 inches and moderately fine and fine textured below. They are coarser textured in the upper part than Buxton, Suffield, and Scantic soils, which are medium textured throughout.

Elmwood fine sandy loam, 0 to 8 percent slope (EmB).—This soil has the profile described as representative of the series. It is on terraces adjacent to streams and rivers. Included in mapping are small areas of Melrose, Swanton, and Whately soils and small areas of soils that have a loamy sand surface layer and subsoil.

Runoff is slow to medium on this soil. Permeability is rapid above the fine-textured layer and slow within it. Available water capacity is high.

This Elmwood soil can be used for hay, pasture, and row crops if drainage is provided. It is also suited to woodland, and white pine, red pine, and white spruce are suitable for planting. This soil has severe to very severe limitations for most uses in community development, mainly because of its slow permeability and seasonal high water table. It has moderate limitations for most recreational uses because of slow drying and seasonal wetness. Capability unit IIw-8; woodland group 301; wildlife group 2.

* Scantic Series Sn

The Scantic series consists of deep, nearly level, poorly drained, medium-textured soils that are underlain by fine-textured material. These soils formed in marine and lacustrine sediment. They are in old marine estuaries in the eastern and central parts of the county and in depressions around a few inland lakes.

A representative profile of a Scantic soil in a cultivated area has a surface layer of dark grayish-brown silt loam 8 inches thick that is underlain by 5 inches of olive-gray, friable heavy silt loam that has light olive-brown mottles. The upper 7 inches of the subsoil is olive-gray, firm heavy silt loam that has light olive-brown mottles, and the next 8 inches is olive-gray, firm heavy silty clay loam that has yellowish-brown mottles. The lower 4 inches of the subsoil is olive-gray, firm silty clay that has a few olive mottles. The substratum, at a depth of 32 inches, is olive-gray, firm clay that has a few dark-gray mottles.

A water table is at a depth of 1 foot during most of the year, and depth to bedrock is 5 feet or more.

A few areas of Scantic soils are farmed, but many areas are wooded. Common species are speckled alder, white pine, and black willow.

Representative profile of Scantic silt loam, on a big flat on the east side of Beech Ridge Road, 0.5 mile south of intersection with Holmes Road in Scarborough Township:

Ap—0 to 8 inches, dark grayish-brown (10YR 4/2) silt loam; moderate, fine, granular structure; friable when moist; many roots; strongly acid; abrupt, wavy boundary.

A2g—8 to 13 inches, olive-gray (5Y 5/2) heavy silt loam; a few, fine, distinct, light olive-brown (2.5Y 5/6) mottles; moderate, fine and medium, granular structure; friable when moist; common roots; strongly acid; clear, irregular boundary.

B21g—13 to 20 inches, olive-gray (5Y 5/2) heavy silt loam; common, fine, distinct, light olive-brown (2.5Y 5/4) mottles; moderate, medium, blocky structure; firm when moist; a few roots; patchy pressure faces on peds; medium acid; abrupt, smooth boundary.

B22g—20 to 28 inches, olive-gray (5Y 4/2) heavy silty clay loam; common, fine, distinct, yellowish-brown (10YR 5/6) mottles; moderate, coarse, prismatic structure, parting to moderate, medium, blocky structure; firm when moist; medium acid; gradual, wavy boundary.

IIB3g—28 to 32 inches, olive-gray (5Y 4/2) silty clay; a few, fine, distinct, olive (5Y 5/6) mottles; moderate, medium, platy structure; firm when moist; strong pressure faces on peds.

faint, dark-gray (5Y 4/1) mottles on faces of platy peds: weak, thick, platy structure; firm when moist; slightly acid.

The solum ranges from 25 to 40 inches in thickness. Reaction in the Ap, A1, A2g, and B21g horizons ranges from strongly acid to medium acid. In the Ap horizon hue ranges from 10YR to 5Y, value is 4 or 5, and chroma is 1 or 2. In uncultivated areas an A1 horizon ranges from 2 to 5 inches in thickness. This horizon is very dark gray (10YR 3/1) or very dark grayish brown (10YR 3/2), and its texture is similar to that of the Ap horizon. The A2g horizon ranges from loam to silt loam. The C horizon ranges from silty clay loam to clay. Mottling is less evident or is lacking in this horizon.

Associated with Scantic soils in the landscape are Biddeford, Buxton, Elmwood, Melrose, and Suffield soils. Scantic soils are similar to these soils, but Suffield soils are well drained, Buxton soils are moderately well drained to somewhat poorly drained, and Biddeford soils are very poorly drained. Also, the well-drained Melrose soils and the moderately well drained Elmwood soils are fine sandy loam over silty clay.

Scantic silt loam (Sn).—This is the only Scantic soil mapped in the county. It is in old marine estuaries and in depressions around a few inland lakes. Included in mapping are small areas of Buxton, Biddeford, and Swanton soils. Also included are small areas of soils that have a few stratified sandy layers in the subsoil and the substratum and small areas of soils around inland lakes that have stones on the surface.

This soil is wet throughout the year. Permeability is moderate in the upper part of the horizon and slow to very slow in the lower part. Runoff is slow. Available water capacity is high.

If this Scantic soil is artificially drained, it can be used for hay and pasture. Locating suitable drainage outlets is a concern of management. If undrained, this soil is suited to limited pasture. For woodland use, white spruce, white cedar, and white pine are suited, but seedling mortality is severe, and equipment limitations are severe because of wetness. Also, the windthrow hazard is severe because the roots of most plants are restricted to the zone above a high water table. Limitations are severe or very severe for most community and recreational uses, principally because of a high water table. This soil is well suited to use as habitat for wetland wildlife. Capability unit IVw-7; woodland group 5w1; wildlife group 3.

460-637-74-3

* Suffield Series SuE2

The Suffield series consists of deep, well-drained, moderately sloping to steep, medium-textured soils. These soils formed in marine and lacustrine sediment on terraces in the central lowland and eastern parts of the county.

A representative profile of a Suffield soil in a cultivated area has a surface layer of dark grayish-brown silt loam 6 inches thick. The upper 3 inches of the subsoil is dark yellowish-brown, friable silt loam, and the next layer is 14 inches of grayish-brown, friable silt loam. The lower 10 inches of the subsoil is olive-gray, firm silty clay. The substratum, at a depth of 33 inches, is light olive-gray, firm silty clay.

Permeability is moderate in the silty layers and slow in the clayey layers. Available water capacity is high. Depth to bedrock is 5 feet or more.

Many areas of Suffield soils were formerly farmed, but they are now wooded. Common species are white pine, red pine, white spruce, and balsam fir.

Representative profile of Suffield silt loam, 8 to 15 percent slopes, eroded, along State Route 114 near the bridge that crosses the Stroudwater River in Gorham Township.

Ap—0 to 6 inches, dark grayish-brown (10YR 4/2) silt loam; moderate, medium, granular structure; friable when moist; many roots; medium acid; abrupt, smooth boundary.

B21—6 to 9 inches, dark yellowish-brown (10YR 4/4) silt loam; weak, fine, granular structure; friable when moist; many roots; slightly acid; abrupt, wavy boundary.

B22—9 to 15 inches, grayish-brown (2.5Y 5/2) silt loam; weak, coarse, granular structure; friable when moist; common roots; slightly acid; abrupt, irregular boundary.

B23—15 to 22 inches, grayish-brown (2.5Y 5/2) silt loam, weak, coarse, granular structure; friable when moist; a few roots; slightly acid; abrupt, wavy boundary.

IIB3—23 to 33 inches, olive-gray (5Y 5/2) on ped faces, olive-gray (5Y 4/2) in ped interiors, and olive (5Y 4/3) where crushed silty clay; weak, coarse, prismatic structure, that parts to strong, medium, subangular blocky structure; firm when in place, friable when moved, sticky and plastic when wet; light olive-brown (2.5Y 5/4) and dark grayish-brown (2.5Y 5/2) very fine sand and silt coatings on prism faces; slightly acid; clear, wavy boundary.

IIC—33 to 60 inches, light olive-gray (5Y 6/2) on ped faces; olive (5Y 4/3) in ped interiors, and olive-gray (5Y 4/2) when crushed silty clay; weak, coarse, prismatic structure; firm when in place, friable when moved, sticky and plastic when wet; olive (5Y 4/4) very fine sand and silt coatings on prism faces; slightly acid.

The thickness of the silty layer over the contrasting more clayey layer ranges from 18 to 40 inches. Reaction ranges from strongly acid to slightly acid in the upper part of the solum, to a depth of about 23 inches, and from medium acid to neutral in the lower part of the solum.

In undisturbed areas an A1 horizon, 1 to 2 inches thick, is present. It is dark gray (10YR 3/1) or very dark brown (10YR 3/2). In places, undisturbed areas have a 1- to 2-inch A2 horizon. In the B21 horizon hue is 10YR, 7.5YR, or 2.5Y; value is 4 or 5; and chroma ranges from 4 to 8. In the B22, B23, IIB3, and IIC horizons hue is 2.5Y or 5Y, value ranges from 4 to 6, and chroma ranges from 2 to 4. The IIB3 and IIC horizons range from silty clay to silty clay loam.

Associated with Suffield soils in the landscape are Biddeford, Buxton, and Scantic soils. Suffield soils are similar to these soils, but Buxton soils are moderately well drained to somewhat poorly drained, Scantic soils are poorly drained, and Biddeford soils are very poorly drained.

Suffield silt loam, 8 to 15 percent slopes, eroded (SuC2).—This soil has the profile described as representative of the series. It is on the sides of terraces adjacent to streams, rivers, and drainageways. Runoff is medium to rapid. Included in mapping are small areas of less steep Buxton soils. Also included are small areas of Hartland and Belgrade soils.

This Suffield soil can be used for cultivated crops, hay, pasture, and woodland. If it is cultivated, erosion is a severe hazard. Steepness of slope moderately limits the use of equipment for cultivated crops and hay. For woodland use, white pine, red pine, white spruce, and larch are suitable for planting, but seedling mortality is moderate. In addition, equipment limitations are moderate because of steepness of slope, and the erosion hazard is moderate. Because of slow permeability in the clay layers, this soil has very severe limitations for use as homesites where septic tank systems must be installed for the disposal of sewage. Steepness of slope is a moderate limitation on this soil for use as golf courses. Capability unit IIIE-7; woodland group 5c1; wildlife group 1.

Suffield silt loam, 15 to 25 percent slopes, eroded (SuD2).—This soil is on the sides of dissected terraces adjacent to streams, rivers, and drainageways. It has a profile similar to the one described as representative of the series, except that its surface layer and the upper part of its subsoil are thinner. Runoff is rapid.

This Suffield soil can be used for pasture and woodland. It is too steep for cultivated crops and hay. For woodland use, white pine, red pine, white spruce, and larch are suitable for planting, but seedling mortality is moderate. In addition, equipment limitations are severe because of steepness of slope. The erosion hazard is severe. Because of slow permeability in the clay layers and steepness of slope, this soil has very severe limitations for use as homesites where septic tank systems must be installed for the disposal of sewage. Limitations are very severe for most recreational uses, principally because of steepness of slope. Capability unit IVe-7; woodland group 5c2; wildlife group 10.

Suffield silt loam, 25 to 45 percent slopes, eroded (Suf2).—This soil is on the lower part of the slopes of strongly dissected terraces adjacent to streams, rivers, and drainageways. It has a profile similar to the one described as representative of the series, except that its surface layer and the upper part of its subsoil are thinner. Runoff is very rapid.

This Suffield soil is too steep for farming. It is suitable for use as woodland. White pine, red pine, white spruce, and larch are suitable for planting. If used for this purpose, seedling mortality is moderate, equipment limitations are severe, mainly because of steepness of slope, and the erosion hazard is severe. Because of slow permeability in the clay layers and steepness of slope, this soil has very severe limitations for use as homesites where septic tank systems are needed for disposal of sewage. Limitations are very severe for most recreational uses, principally because of steepness of slope. Capability unit VIe-7; woodland group 5c2; wildlife group 10.

Swanton Series Sz

The Swanton series consists of deep, nearly level, poorly drained to somewhat poorly drained soils. These soils formed in moderately coarse textured sediment of glaciofluvial origin over fine-textured sediment of marine and lacustrine origin. They are in depressions in the coastal part of the county.

A representative profile of a Swanton soil in a cultivated area has a surface layer of dark grayish-brown fine sandy loam, 9 inches thick, that is underlain by 5 inches of light olive-gray, friable fine sandy loam that has light olive-brown mottles. The upper 5 inches of the subsoil is olive-gray, friable fine sandy loam that contains olive-brown mottles. It is underlain by 9 inches of olive, friable fine sandy loam that has yellowish-brown mottles and by 4 inches of light olive-gray, friable fine sandy loam that has yellowish-brown mottles. The lower 13 inches of the subsoil is olive, firm silty clay that contains olive-brown mottles. The substratum, at a depth of 45 inches, is olive, firm silty clay that contains light olive-brown mottles.

A water table is at a depth of 1 foot during most of the year. Depth to bedrock is 5 feet or more.

A few areas of Swanton soils were formerly farmed, but most areas are now wooded. Common species are speckled alder, red maple, American elm, gray birch, and white pine.

Representative profile of Swanton fine sandy loam, 1,000 feet south of the North Yarmouth-Yarmouth town line and 1,000 feet east of Sligo Road in Yarmouth Township:

Ap—0 to 9 inches, dark grayish-brown (10YR 4/2) fine sandy loam; moderate, fine, granular structure; friable when moist; many roots; strongly acid; abrupt, smooth boundary.

A2g—9 to 14 inches, light olive-gray (5Y 6/2) fine sandy loam; common, medium, distinct, light olive-brown (2.5Y 5/6) mottles; weak, very fine, granular structure; friable when moist; many roots; strongly acid; abrupt, wavy boundary.

B21g—14 to 19 inches, olive-gray (5Y 5/2) fine sandy loam; many, coarse, distinct, light olive-brown (2.5Y 5/6) mottles; weak, very fine, granular structure; friable when moist; strongly acid; clear, wavy boundary.

B22g—19 to 28 inches, olive (5Y 5/4) fine sandy loam; common, coarse, distinct, yellowish-brown (10YR 5/8) mottles; moderate, medium, subangular blocky structure; friable when moist; strongly acid; clear, wavy boundary.

A'2g—28 to 32 inches, light olive-gray (5Y 6/2) fine sandy loam; common, coarse, distinct, yellowish-brown (10YR 5/8) mottles; weak, thin, platy structure; friable when moist; strongly acid; abrupt, wavy boundary.

IIE'g—32 to 45 inches, olive (5Y 5/8) silty clay; common, medium, distinct, olive-brown (2.5Y 4/4) mottles; weak, medium, platy structure; firm when moist; a few silt films and black stains on faces of peds; slightly acid; clear, wavy boundary.

IICg—45 to 60 inches, olive (5Y 4/3) silty clay; common, medium, distinct, light olive-brown (2.5Y 5/4) mottles; weak, thick, platy structure; firm when moist; a few silt films and black stains on faces of peds; neutral.

The moderately coarse textured material ranges from 18 to 40 inches in thickness. Reaction ranges from strongly acid to medium acid in the moderately coarse textured material and from medium acid to neutral in the finer textured material.

In the Ap horizon hue is 10YR or 7.5YR, value is 2 to 4, and chroma is 1 or 2. In undisturbed areas an A1 horizon is similar in color and in texture to the Ap horizon, but it is thinner. In the B2g horizons hue ranges from 10YR to 5Y, value ranges from 3 to 5, and chroma ranges from 1 to 4. The B2g horizons range from fine sandy loam to sandy loam.

Associated with Swanton soils in the landscape are Elmwood, Melrose, and Whately soils. Swanton soils are similar to these soils, but Melrose soils are well drained. Elmwood soils are moderately well drained, and Whately soils are very poorly drained.

Swanton fine sandy loam (Sz).—This is the only Swanton soil mapped in the county. It is in depressional areas. Included in mapping are small areas of Elmwood, Seantic, and Whately soils.

Permeability is moderate to moderately rapid above the fine-textured material and very slow within it. Runoff is slow, and available water capacity is high. This soil is wet throughout the year, and it receives large quantities of runoff from surrounding soils when it rains.

This Swanton soil can be used for row crops, hay and pasture, and as woodland if drainage is provided. Locating suitable drainage outlets is a concern of management. For woodland use, white pine and white spruce are suitable for planting, but seedling mortality is severe. In addition, equipment limitations are severe because of wetness, and the windthrow hazard is severe because the roots of most plants are restricted to the zone above the water table. This soil has very severe limitations for most community uses, principally because of a high water table. It also has very severe limitations for all recreational uses, principally because of excess wetness and a high water table. This soil is well suited to habitat for wetland wildlife and to small ponds. Capability unit IIIw-8; woodland group 5w1; wildlife group 3.

* Buxton Series BuC2

The Buxton series consists of deep, moderately well drained to somewhat poorly drained, gently sloping to moderately sloping, medium-textured soils. These soils formed in silty and clayey marine lacustrine sediment in the central lowland and coastal areas of the county. They are on terraces and plains.

A representative profile of a Buxton soil in a cultivated area has a layer of dark-brown silt loam, 9 inches thick, that overlies a layer of yellowish-brown, friable silt loam. The next 4 inches is light olive-gray, friable silty clay loam. Below this is 22 inches of olive-gray to gray, firm silty clay that has gray, olive, olive-brown, and light olive-brown mottles. The underlying material, at a depth of 38 inches, is olive-gray silty clay that has a few light olive-brown mottles.

The water table is at a depth of 1 to 2½ feet in spring and during periods of heavy precipitation. Depth to bedrock is 5 feet or more. These soils have high available water capacity. Permeability is moderately slow to slow above the fine-textured layer and slow to very slow within it.

Most of the acreage of Buxton soils is used for farming, but many areas are wooded. Common species are white pine, yellow birch, gray birch, ground juniper, and poplar.

Representative profile of Buxton silt loam, 3 to 8 percent slopes, 2.75 miles south-southeast of North Scarborough on macadam road connecting Holmes Road with Beech Ridge Road, 80 feet to 45° east azimuth from N.E.T.&T. Co. pole #8, 70 feet from center of road in Scarborough Township:

- Ap—0 to 9 inches, dark-brown (10YR 4/3) silt loam; moderate, fine, granular structure; friable when moist; common roots; strongly acid; abrupt, smooth boundary.
- B2—9 to 12 inches, yellowish-brown (10YR 5/6) silt loam; moderate, fine, granular structure; friable when moist; common roots; strongly acid; abrupt, smooth boundary.
- A'2—12 to 16 inches, light olive-gray (5Y 6/2) silty clay loam; moderate, fine, subangular blocky structure; friable when moist; some tonguing; medium acid; abrupt, wavy boundary.
- B'21—16 to 21 inches, olive-gray (5Y 5/2) silty clay; a few, fine, faint, gray (5Y 5/1) and olive (5Y 5/6) mottles; moderate, medium, blocky structure; slightly firm; tops of prisms in this horizon; a few fine manganese stains on peds; medium acid; clear, smooth boundary.
- B'22—21 to 28 inches, olive (5Y 4/3) silty clay; common, fine, distinct, olive-brown (2.5Y 4/4) and gray (5Y 5/1) mottles; moderate to strong, coarse, prismatic structure that parts to moderate, medium and coarse, subangular blocky structure; firm when moist, very sticky when wet; thick, continuous, olive-gray (5Y 5/2) coating on prism faces; a few, thin, black manganese coats on faces of peds; slightly acid; gradual, smooth boundary.
- B'3—28 to 38 inches, olive (5Y 4/3) silty clay; common, fine, distinct, light olive-brown (2.5Y 5/6) mottles; moderate to strong, very coarse, prismatic structure; firm when moist, very sticky when wet; thick, continuous, gray (5Y 5/1) coatings on prism faces; a few, thin, black manganese films on faces of peds; slightly acid; abrupt, smooth boundary.
- C—38 to 60 inches, olive-gray (5Y 4/2) silty clay; a few, fine, distinct, light olive-brown (2.5Y 5/6) mottles; weak, coarse, blocky structure becoming massive in lower part; firm when moist, very sticky when wet; thick, continuous, gray (5Y 5/1) films on ped faces and in some pores; some, thin, very dusky red (2.5YR 2/2) manganese coats; slightly acid to neutral.

The solum ranges from 24 to 50 inches in thickness. Depth to mottling ranges from 15 to 24 inches. The solum ranges from very strongly acid to neutral in reaction, and the C horizon ranges from slightly acid to neutral in reaction.

Associated with Buxton soils in the landscape are Hartland, Elmwood, Melrose, Suffield, Scantic, Biddeford, and Hollis soils. Buxton soils are similar to these soils, but Hartland and Suffield soils are well drained, Scantic soils are poorly drained, and Biddeford soils are very poorly drained. The subsoil of Buxton soil is finer textured than that of Hartland soils. Also, Hollis soils are shallow and Melrose and Elmwood soils are fine sandy loam over silty clay.

Buxton silt loam, 3 to 8 percent slopes (Bu3).—This soil has the profile described as representative of the series. It is on terraces adjacent to natural drainageways, streams and rivers, and on plains. Included in mapping are small areas of a soil that has a few large stones or boulders on the surface and areas of a soil that has a thinner surface layer. Also included are small areas of Hartland, Hollis, Scantic, and Suffield soils.

This soil is likely to become cloddy if cultivated when wet, and it is very hard when dry. During periods of heavy rainfall, this soil is subject to ponding in places. This Buxton soil can be used for hay, pasture, row crops, or woodland. White pines and white spruce are suitable for planting. Limitations are severe on this soil for community and recreational uses because of a seasonal high water table, seasonal wetness, and slow to very slow permeability. Capability unit IIw-7; woodland group 4c1; wildlife group 2.

Buxton silt loam, 8 to 15 percent slopes, eroded (BuC2).—This soil is on the sides of terraces adjacent to drainageways, streams, and rivers. Above a depth of 12 inches, its layers are thinner and lighter than those in the profile described as representative of the series, but the two profiles otherwise are similar. Included in mapping are small areas of Hartland, Scantic, and Suffield soils.

This Buxton soil is likely to be cloddy if cultivated when wet, and it is very hard when dry. This soil is suited to hay, pasture, row crops, or woodland. If it is used for row crops or as woodland, the hazard of erosion is high. For woodland use white pine and white spruce are suitable for planting, but the hazard of erosion is moderate, and the equipment limitations are moderate. A seasonal high water table, seasonal wetness, and slow to very slow permeability severely limit the use of this soil for many community and recreational developments. Capability unit IIIew-7; woodland group 5c1; wildlife group 1.

Appendix 3

Zoning Ordinances

Office Park

Resource Protection Zone

Shoreland

the odor is measured in the zone indicated:

4.0 in any industrial or business zone for odors resulting from any use in the B-5 zone.

3.0 in any residential zone for odors resulting from any use in the B-5 zone.

(l) *Smoke:* Discharges of smoke shall not exceed opacity percentage of forty (40) percent or number 2 on the Ringelman chart.

(m) *Discharge into sewers:* No discharge shall be permitted at any point into any private sewage disposal system, or stream, or into the ground, of any materials in such a way or of such nature or temperature as to contaminate any water supply, or otherwise cause the emission of dangerous or objectionable elements, except in accordance with standards approved by the health authority or by the public works authority.

(n) *Lighting:* All lighting shall be designed and installed with cut-off fixtures to direct illumination onto the site and to prevent illumination from such fixtures on neighboring properties.

(Ord. No. 168-93, § 3, 1-4-93; Substitute Ord. No. 164-97, § 5, 5-19-97)

Sec. 14-230.6. Reserved.

Sec. 14-230.7. Reserved.

Sec. 14-230.8. Reserved.

Sec. 14-230.9. Reserved.

DIVISION 12.7. O-P OFFICE PARK ZONE

Sec. 14-230.10. Purpose.

The purpose of the O-P zone is to provide substantial areas for integrated development of professional offices in a park- or campus-like setting which are of the highest quality, are well designed and maintained and are compatible with their natural surroundings.

(Ord. No. 297-88, 5-23-88)

Sec. 14-230.11. Permitted uses.

The following uses are permitted in the O-P zone:

Office park (O-P) with a minimum gross area, as defined in section 14-47 (definitions) of this article, of at least three (3) acres of contiguous land, consisting of either an Office Park Planned Unit Development (OPPUD) on one (1) lot with one (1) or more buildings and with driveways and open areas to be owned and maintained in common, or a subdivision (OPS) on one (1) parcel with two (2) or more lots intended for separate ownership, and including any of the following uses:

1. Professional offices and office complexes;
2. Research and development establishments;
3. Printing and publishing establishments;
4. Reserved;
5. Day care facilities;
6. Uses incidental and subordinate to the office park as a whole, which may include sales and services for employees and visitors; including, but not limited to; parking structures, health clubs, gymnasiums and recreational facilities, day care centers and cafeterias.

An Office Park Planned Unit Development (OPPUD) shall be subject to review and approval by the planning board with respect to the requirements of article V (site plan) and article IV (subdivisions) and the development standards of this chapter, whether or not such development is a subdivision within the meaning of article IV of this chapter as now enacted or as hereafter amended. An Office Park Subdivision (OPS) shall be subject to review and approval by the planning board with respect to the requirements of article IV (subdivision) and article V (site plan) as each subdivided lot is developed. All areas in such a development that are to be owned or used in common shall be governed and maintained as set forth in section 14-498(i) (3) of article VI (subdivisions) of

this chapter.
(Ord. No. 297-88, 5-23-88)

Sec. 14-230.12. Prohibited uses.

Uses not enumerated in section 14-230.11 as permitted uses are prohibited.

(Ord. No. 297-88, 5-23-88)

Sec. 14-230.13. Development standards.

An office park (O-P) shall be approved by the planning board only if, in addition to the dimensional and other requirements of this article and the applicable provisions of article IV (subdivisions) and article V (site plan), the development meets the following development standards:

- (a) *Master plan:* Development proposals shall include a master plan of the office park. The master plan shall include the following:
 - 1. For an OPPUD proposal: The location of the building(s) on the site; infrastructure of the site; identification of common areas; traffic circulation, architectural character and treatment of the building(s); proposed building envelopes; phasing and timing of the development; private development restrictions; and such other information necessary and sufficient to ensure compliance with the standards in this section; and
 - 2. For an OPS proposal: Delineation of the subdivision of land; infrastructure of the site; identification of common areas, if any; traffic circulation; desired architectural character, including private development restrictions to ensure compatibility of architectural character of future buildings with each other; phasing and timing of the development; private development restrictions; and such other information as necessary and sufficient to ensure compliance with the standards in this section.
- (b) *Design relationship to site:* Development proposals shall demonstrate a reasonably unified design of the site,

including the architecture, the layout of the buildings, pedestrian and vehicular circulation plan, open space, drainage, and the topography, soil conditions, vegetation and other natural features of the site. Integration of open spaces and natural features shall be achieved by incorporation of outdoor amenities for the benefit of users of the site, such as jogging and walking trails, gardens and benches.

- (c) *Landscaping:* Development proposals shall include a landscape program. All land areas not covered by structures, parking areas or circulation facilities shall be landscaped and maintained. In order to soften the visual impact of large expanses of pavement in parking lots, vegetation shall be planted or retained in islands or planting strips where required by article IV (subdivisions) and article V (site plan).
- (d) *Impervious surface ratio:* Development proposals may have an impervious surface ratio of up to sixty (60) percent and shall meet the following criteria:
 - 1. No pavement may be located closer than fifteen (15) feet from the property line and from a public street right-of-way, excepting approved entrance drives;
 - 2. Parking may not be located in the required front yard setback. If parking is provided in the area between the building and minimum setback line, the parking area must be adequately screened with landscaping materials and permanently maintained.
- (e) *Sidewalks:* Development proposals shall include internal sidewalks, illustrating the manner in which the developer will provide this amenity to take advantage of the topography and natural features of the site.
- (f) *Buffers and screens:* Development proposals shall include buffering yard areas abutting a residential zone or residential use and to screen parking lots and driveways from public view, identifying the location, composition and maintenance of the buffer. The buffer and screening shall be of a dense and continuous nature and shall

incorporate trees, shrubs, fencing, berms and related elements deemed necessary.

- (g) *Preservation of natural features:* Development proposals shall identify the extent to which the developer shall preserve natural features including, but not limited to, existing vegetation, flood plains, rock outcroppings, surface water bodies, drainage swales and courses, and wetlands; provided any such program shall consider and be sensitive to the need to preserve such natural features.
- (h) *Traffic:* Development proposals shall identify all proposed traffic controls, parking areas, interior traffic circulation, and demonstrate that additional traffic generated by the project itself can be reasonably accommodated on existing public streets.
- (i) *Architectural design:* All buildings shall be designed or approved by a registered architect in the State of Maine and shall be in conformance with the proposed master plan. The scale, texture, color and massing of the buildings shall be coordinated. The full range of high-quality, permanent, and traditional or contemporary building materials and technology may be incorporated in a manner so that the development as a whole embodies distinguishing attributes that achieve the developer's desired degree of excellence and are in conformance with the architectural guidelines provided in the private development restrictions. Particular emphasis shall be placed on the appearance of building facades from public streets, from driveway and parking areas, and from other nearby buildings. Building elevation drawings shall be submitted which indicate architectural style, exterior finishes and color, building height and scale, and location and scale of window and door openings. Samples of exterior building materials shall also be submitted.
- (j) *Lighting:* Development proposals shall identify the location and style of lighting to be used in the development. All light fixtures shall be hooded or shielded so that the light shines downward.
- (k) *Signs:* Development proposals shall identify all proposed signage. Signs shall be designed in proportion and

character with the building facades. All signs shall be constructed of permanent materials and shall be coordinated with the building and landscaping design through the use of appropriate materials and finishes.
(Ord. No. 297-88, 5-23-88)

Sec. 14-230.14. Dimensional requirements.

In addition to the provisions of division 25 (space and bulk regulations and exceptions) of this article, lots in the O-P zone shall meet the following minimum requirements:

- (a) *Minimum lot size:* One and one-half (1.5) acres.
- (b) *Minimum street frontage:* One hundred (100) feet.
- (c) *Minimum lot width:* One hundred fifty (150) feet.
- (d) *Minimum yard dimensions:*
 - 1. Front yard: Fifty (50) feet.
 - 2. Rear yard: Fifty (50) feet.
 - 3. Side yards: Twenty-five (25) feet, except where a side yard abuts a residential zone or use, in which case it shall be forty (40) feet.

The planning board can reduce by up to fifty (50) percent the minimum yard setback if another yard within the lot is correspondingly increased so that the combined minimum setbacks on all four (4) sides equal one hundred fifty (150) feet. If two (2) or more buildings are located on one (1) lot, only the requirements of the front, rear or side yards that adjoin any external property boundary must be met, provided a sufficient fire line is provided.

- (e) *Maximum structure height:* Fifty-five (55) feet, except that on lots or within office-park subdivisions which are composed of over fifty (50) acres in total land area, seventy-five (75) feet is permitted, including roof appurtenances, if each of the required minimum yard dimensions is increased by one (1) foot in distance for each one (1) foot of height above fifty-five (55) feet.

(Ord. No. 297-88, 5-23-88; Ord. No. 223-92, 1-22-92)

Sec. 14-230.15. Other requirements.

[In addition to the above, the following requirements are applicable to all uses in the O-P zone:]

- (a) *Off-street parking and loading:* Off-street parking and loading are required as provided in division 20 (off-street parking) and division 21 (off-street loading).
- (b) *Signs:* Signs shall be subject to the provisions of division 22 of this article. Temporary freestanding advertising signs are not permitted.
- (c) *Curbs and sidewalks:* Curbs and sidewalks as specified in article VI of chapter 25.
- (d) *Shoreland and flood plain management regulations:* If the lot is located in a shoreland zone or in a flood hazard zone, the requirements of division 26 and/or division 26.5 apply.

(Ord. No. 297-88, 5-23-88)

Sec. 14-230.16. External effects.

Every use in a O-P zone, unless expressly exempted, shall be subject to the following limitations:

- (a) *Enclosed structure:* The use shall be operated within a completely enclosed structure, except for those customarily operated in the open air.
- (b) *Noise:* The volume of sound, measured by a sound level meter with frequency weighting network (manufactured according to standards prescribed by the American Standards Association), generated shall not exceed sixty (60) decibels on the A scale, on impulse (less than one (1) second), at lot boundaries, excepting air raid sirens and similar warning devices.
- (c) *Vibration:* Vibration inherently and recurrently generated shall be imperceptible without instruments at lot

boundaries.

- (d) *Heat, glare, radiation or fumes:* Heat, glare, radiation or fumes shall not be emitted to an obnoxious or dangerous degree beyond lot boundaries.
- (e) *Smoke:* Smoke shall not be emitted at a density in excess of twenty (20) percent opacity level as classified in Method 9 (Visible Emissions) of the Opacity Evaluation System of the U.S. Environmental Protection Agency.
- (f) *Materials or wastes:* No materials or wastes shall be deposited on any lot in such form or manner that they may be transferred beyond the lot boundaries by natural causes or forces. All material which might cause fumes or dust, or constitute a fire hazard if stored out-of-doors, shall be only in enclosed containers. Areas attracting large numbers of birds, rodents or insects are prohibited.

(Ord. No. 297-88, 5-23-88)

DIVISION 13. I-L AND I-Lb INDUSTRIAL ZONES*

*Editor's note--Ord. No. 164-97, § 6, passed Jan. 6, 1997, repealed div. 13, §§ 14-231--14-236 of this article and enacted new provisions as herein set out. Formerly, such division pertained to the I-1 industrial zone and derived from §§ 602.11.A--602.11.F of the 1968 Code as amended by the following legislation:

Ord. No.	Sec.	Date	Ord. No.	Sec.	Date
570-71	--	11-16-71	330-90	1	5-7-90
327-71	--	7- 7-71	17-90	--	6-18-90
499-74	5	8-19-74	112-90	--	10- 1-90
334-76	6	7- 7-76	15-92	17	6-15-92
430-85	--	3- 4-85	193A-93	1	2-17-93

22 of this article.

(m) *Storage of pollutants and oily wastes:* On-premises storage of pollutants and oily wastes shall not be permitted for more than forty-five (45) days.

(n) *Compatibility of nonmarine uses with marine uses:* Nonmarine uses, structures and activities, including but not limited to access, circulation, parking, dumpsters, exterior storage and loading facilities or other structures shall neither unreasonably interfere with the existence or operation of marine uses nor significantly impede access to vessel berthing or other access to the water by existing or potential marine uses.

(Ord. No. 168-93, § 2, 1-4-93)

DIVISION 19. R-P RESOURCE PROTECTION ZONE

Sec. 14-321. Use.

No building shall be erected, altered, enlarged, rebuilt or used, and no premises shall be used, in a R-P resource protection zone except for the following uses:

- (a) Nonintensive recreational uses not requiring structures, such as fishing and hiking;
- (b) Motorized and nonmotorized vehicular traffic on existing roads, trails and rails, as appropriate;
- (b2) Bikeways, pedestrian trails and walkways;
- (c) Fire prevention activities;
- (d) Wildlife management activities;
- (e) Soil and water conservation activities;
- (f) Surveying and natural resource analysis;
- (g) Emergency operations as defined in section 14-47;
- (h) Harvesting of wild crops;

- (i) Nonresidential structures for educational, scientific or nature interpretation purposes, containing a maximum floor area of not more than ten thousand (10,000) square feet;
- (j) Public and private parks and recreational areas, including one (1) or more structures containing a total maximum floor area of not more than ten thousand (10,000) square feet;
- (k) Permanent and temporary piers, docks, wharves, bridges and uses projecting into water bodies, as allowed in section 14-449(b);
- (l) Reserved;
- (m) Storehouses for fishermen's gear;
- (n) Reserved;
- (o) Essential services as defined in section 14-47 accessory to the uses permitted herein;
- (p) Signs, as allowed in division 22 of this article;
- (q) Road construction, in accordance with the provisions of section 14-449;
- (r) Parking facilities for uses permitted under this section;
- (s) Reserved;
- (t) Landfill and other earth-moving activity, as allowed in section 14-449(d).

(Code 1968, § 602.13A.A; Ord. No. 499-74, § 6, 8-19-74; Ord. No. 15-92, § 24, 6-15-92)

Sec. 14-322. Space and bulk.

No building or structure shall be erected, altered, enlarged, rebuilt, or used in a R-P resource protection zone which does not comply with the following requirements:

- (a) *Minimum rear yards:* Principal building or structure, other than a boathouse or storehouse for fishermen's gear: Seventy-five (75) feet..
- (b) *Minimum side yards:*
 - 1. Principal building or structure: Fifteen (15) feet.
 - 2. Accessory building or structure: Five (5) feet.
- (c) *Minimum side yard on side streets:*
 - 1. Principal building or structure: Twenty (20) feet.
 - 2. Accessory building or structure: Twenty (20) feet.
- (d) *Minimum front yards:*
 - 1. Principal building or structure: Twenty-five (25) feet.
 - 2. Accessory building or structure: Twenty-five (25) feet.
- (e) *Maximum height:*
 - 1. Principal building or structure: Two (2) stories or twenty-five (25) feet.
 - 2. Accessory building or structure: One (1) story or fifteen (15) feet.
- (f) *Maximum building area:* Principal building or group of buildings: Ten (10) percent of lot area.
- (g) *Minimum lot area:* Twenty thousand (20,000) square feet.
- (h) *Minimum width of lot:* One hundred (100) feet.
- (i) *Minimum lot frontage on street or shoreline:* One hundred (100) feet.
- (j) *Minimum shoreline setback:* All principal structures other than permitted piers, docks, wharves, breakwaters,

causeways, bridges, boathouses and storehouses for fishermen's gear: Seventy-five (75) feet.
(Code 1968, § 602.13A.B; Ord. No. 499-74, § 6, 8-19-74)

Sec. 14-323. Off-street parking.

Any off-street parking in a R-P resource protection zone is required as provided in division 20 of this article.
(Code 1968, § 602.13A.B; Ord. No. 499-74, § 6, 8-19-74)

Sec. 14-324. Shoreland and flood plain management regulations.

Any lot or portion of a lot located in a shoreland zone as identified on the city shoreland zoning map or in a flood hazard zone shall be subject to the requirements of division 26 and/or division 26.5.
(Ord. No. 15-92, § 25, 6-15-92)

DIVISION 19.5. HELISTOP OVERLAY ZONE

Sec. 14-325. Purpose.

The intent of this zone is to create an overlay zone in which helicopter landing areas are permitted on individual sites in addition to those uses permitted in the underlying zone. The purpose of this zone is to protect the public health and safety by allowing helicopters serving medical needs to land in certain areas, while protecting surrounding areas from any negative effects associated with such a use.
(Ord. No. 48-93, 7-19-93)

Sec. 14-326. Helistop defined.

A helistop, for purposes of this division, shall be defined as an area used for the landing of helicopters at any location other than an airport. Such area shall include a landing area or pad, and may include parking required for access to the landing area or pad, a loading and unloading area for emergency vehicles, and other related facilities other than maintenance and repair facilities.
(Ord. No. 48-93, 7-19-93)

Sec. 14-327. Regulations for helistops.

- (a) *Helistops which have more than five landings per month:*

(Ord. No. 181-98, 1-5-98)

Sec. 14-441. Reserved.
Sec. 14-442. Reserved.
Sec. 14-443. Reserved.
Sec. 14-444. Reserved.
Sec. 14-445. Reserved.

DIVISION 26. SHORELAND REGULATIONS

Sec. 14-446. Purposes.

The purposes of this division are to further the maintenance of safe and healthful conditions; prevent and control water pollution; protect fish spawning grounds, aquatic life, bird and other wildlife habitat; protect buildings and lands from flooding and accelerated erosion; protect archaeological and historic resources; protect commercial fishing and maritime industries; protect freshwater and coastal wetlands; control building sites, placement of structures and land uses; conserve shore cover, visual as well as actual points of access to inland and coastal waters and natural beauty, as appropriate in an urbanized environment; and to anticipate and respond to the impact of development in shoreland areas.

(Code 1968, § 602.19A.A; Ord. No. 499-74, § 10, 8-19-74; Ord. No. 15-92, § 27, 6-15-92)

Sec. 14-447. Applicability.

This division applies to all land areas, uses, structures and land use activities within two hundred fifty (250) feet, horizontal distance, of the normal high water line of any river or saltwater body; within two hundred fifty (250) feet, horizontal distance, of the upland edge of a coastal or freshwater wetland; and within seventy-five (75) feet, horizontal distance, of the normal high water line of a stream. This division also applies to any structure built on, over or abutting a dock, wharf or pier, or other structure extending beyond the normal high water line of a water body or within a wetland.

(Code 1968, § 602.19A.B; Ord. No. 499-74, § 10, 8-19-74; Ord. No. 15-92, § 28, 6-15-92)

Sec. 14-448. Zoning districts and shoreland regulations.

The regulations and controls of this division apply to all land areas, uses, structures and land use activities cited in section 14-447, in all zones of the city.

(Code 1968, § 602.19A.C; Ord. No. 499-74, § 10, 8-19-74)

Sec. 14-449. Land use standards.

All land uses and land use activities subject to this division shall conform to the following standards and regulations, as applicable:

(a) Principal and accessory structures:

1. All principal and accessory structures shall be set back at least seventy-five (75) feet from the normal high water line of water bodies, tributary streams, or the upland edge of a wetland, except that in the following zones the setback shall be as indicated:

a. B-3: Twenty-five (25) feet.

b. W-C, W-PD, W-SU, I-B: No setback required.

Notwithstanding this requirement, when a lot is a lot of record as defined in section 14-433 or cannot otherwise meet the setback requirement of this section due to physical limitations of the site, the planning board may approve a reduction of the setback requirement for a principal structure to the least amount necessary to achieve a building dimension of twenty-eight (28) feet, provided that the setback is not reduced to less than forty (40) feet. Structures in existence on June 15, 1992, may be expanded once during the lifetime of the structure up to twenty-five (25) feet toward a freshwater wetland, stream or tributary stream, provided that the setback is not reduced to less than forty (40) feet and the floor area or volume is not increased by more than thirty (30) percent. In no event shall the setback from a coastal wetland be reduced to less than seventy-five (75) feet, except in the B-3, W-C, W-PD, W-SU and I-B zones, where setbacks shall be as set forth above in this

subsection.

In all cases, accessory detached structures of less than one hundred (100) square feet of floor area shall be permitted with no setback, provided that such structures shall be used only for the storage of fish, bait, and related equipment. No setback shall be required for piers, docks, retaining walls, or any other structures which require direct access to the water as an operational necessity.

2. The first floor elevation or openings of all buildings and structures including basements shall be elevated at least one (1) foot above the elevation of the one hundred (100) year flood, the flood of record, or in the absence of these, the flood as defined by soil types identified as recent flood plain soils.
 3. Notwithstanding the requirements of this section, stairways or similar structures may be allowed with a permit from the building authority to provide shoreline access in areas of steep slopes or unstable soils, provided that:
 - a. The structure is limited to a maximum of four (4) feet in width;
 - b. The structure does not extend below or over the normal high water line of a water body or upland edge of a wetland, unless permitted by the department of environmental protection pursuant to 38 M.R.S.A. Section 480-C; and
 - c. The applicant demonstrates that no reasonable access alternative exists on the property.
- (b) *Piers, docks, wharves, bridges and other structures and uses extending over or beyond the normal high water line of a water body or within a wetland:*
1. Access from shore shall be developed on soils appropriate for such use and constructed so as to control erosion;

2. The location shall not interfere with existing developed or natural beach areas;
3. The facility shall be located so as to minimize adverse effects on fisheries;
4. The facility shall be no larger in dimension than necessary to carry on the activity and shall be consistent with existing conditions, use and character of the area;
5. Except in the W-C, W-PD, W-SU, and I-B zones, no new structure shall be built on, over or abutting a pier, wharf, dock or other structure extending beyond the normal high water line of a water body or within a wetland unless the structure requires direct access to the water as an operational necessity;
6. No existing structures built on, over or abutting a pier, dock, wharf or other structure extending beyond the normal high water line of a water body or within a wetland shall be converted to residential dwelling units in any zone.

(c) *Clearing of vegetation:*

1. In all shoreland areas in resource protection zones, the clearing of vegetation shall be limited to that which is necessary for uses expressly authorized in that zone.
 - a. In all other areas, a buffer strip of vegetation shall be preserved, except where clearance is required for development of permitted uses, within a strip of land extending seventy-five (75) feet, horizontal distance, from any water body, tributary stream, or the upland edge of a wetland, in accordance with the following:
 - i. There shall be no cleared opening greater than two hundred fifty (250) square feet

in the forest canopy as measured from the outer limits of the tree crown. Notwithstanding this limitation, a footpath not to exceed ten (10) feet in width as measured between tree trunks is permitted provided that a cleared line of sight to the water through the buffer strip is not created.

- ii. Selective cutting of trees within the buffer strip is permitted provided that a well-distributed stand of trees and other vegetation is maintained. For the purposes of this section, a "well-distributed stand of trees and other vegetation" adjacent to a water body, tributary stream or wetland shall be defined as maintaining a minimum rating score of eight (8) or more in any twenty-five-foot by twenty-five-foot square area as determined by the following rating system:

*Diameter of tree at four and one-half (4 1/2) feet
above ground level*

<i>(Inches)</i>	<i>Points</i>
2--4	1
Greater than 4--12	2
Greater than 12	4

Notwithstanding the above provisions, no more than forty (40) percent of the total volume of trees four (4) inches or more in diameter, measured at four and one-half (4 1/2) feet above ground level may be removed in any ten-year period.

- iii. Pruning of tree branches on the bottom one-third of the tree is permitted.

- iv. Where the removal of storm-damaged, diseased, unsafe or dead trees results in the creation of cleared openings, these openings shall be replanted with native tree species unless existing new tree growth is present.

The provisions contained in subsection b. of this section shall not apply to those portions of public recreational facilities adjacent to public swimming areas. Cleared areas in these locations shall be limited to the minimum amount necessary.

2. Selective cutting of not more than forty (40) percent of the volume of trees four (4) inches or more in diameter, measured four and one-half (4 1/2) feet above ground level, shall be permitted within any ten-year period at distances greater than seventy-five (75) feet, horizontal distance, from the normal high water line of any other water body, tributary stream, or the upland edge of a wetland, except to allow for the development of permitted uses. Tree removal in conjunction with the development of permitted uses shall be included in the forty (40) percent calculation. For the purposes of these standards, volume may be considered to be equivalent to basal area. In no event shall cleared openings for development, including but not limited to, principal and accessory structures, driveways and sewage disposal areas, exceed in the aggregate twenty-five (25) percent of the lot area, including land previously developed.
3. Cleared openings legally in existence on June 15, 1992, may be maintained but shall not be enlarged, except as permitted by this division.
4. Fields which have reverted to primarily shrubs, trees, or other woody vegetation shall be regulated under the provisions of this section.

(d) *Erosion and sedimentation control:*

1. All activities which involve filling, grading, excavation or other similar activities which result in unstabilized soil conditions and which require a permit shall require a written soil erosion and sedimentation control plan in accordance with Maine Erosion and Sediment Control Handbook for Construction: Best Management Practices, published by the Cumberland County Soil and Water Conservation District and the Maine Department of Environmental Protection of Portland Technical and Design Standards and Guidelines. The plan shall be submitted to the permitting authority for approval and shall include, where applicable, provisions for:
 - a. Mulching and revegetation of disturbed soil.
 - b. Temporary runoff control features such as hay bales, silt fencing or diversion ditches.
 - c. Permanent stabilization structures such as retaining walls or riprap.
2. In order to create the least potential for erosion, development shall be designed to fit with the topography and soils of the site. Areas of steep slopes where high cuts and fills may be required shall be avoided wherever possible, and natural contours shall be followed as closely as possible.
3. Erosion and sedimentation control measures shall apply to all aspects of the proposed project involving land disturbance, and shall be in operation during all stages of the activity. The amount of exposed ground area at every phase of construction shall be minimized to reduce the potential for erosion.
4. Any exposed ground area shall be temporarily or permanently stabilized within one (1) week from the time it was last actively worked, by use of riprap, sod, seed, and mulch, or other effective measures. In all cases, permanent stabilization shall occur within nine (9) months of initial exposure. The

following standards shall also be met:

- a. Where mulch is used, it shall be applied at a rate of at least one (1) bale per five hundred (500) square feet and shall be maintained until a catch of vegetation is established.
 - b. Anchoring the mulch with netting, peg and twine or other suitable method may be required to maintain the mulch cover.
 - c. Additional measures shall be taken where necessary in order to avoid siltation into the water. Such measures may include the use of staked hay bales and/or silt fences.
5. Natural and man-made drainage ways and drainage outlets shall be protected from erosion from water flowing through them. Drainage ways shall be designed and constructed in accordance with the City of Portland Technical and Design Standards and Guidelines.
- (e) **Soils:** All land uses shall be located on soils in or upon which the proposed uses or structures can be established or maintained without causing adverse environmental impacts, including severe erosion, mass soil movement, improper drainage, and water pollution, either during or after construction. Proposed uses requiring subsurface wastewater disposal and commercial or industrial development or other similar intensive land uses shall require a soils report based on an on-site investigation and prepared by state-certified professionals. Certified persons may include Maine Certified Soil Scientists, Maine Registered Professional Engineers, Maine State Certified Geologists and other persons who have training and experience in the recognition and evaluation of soil properties. The report shall be based upon the analysis of the characteristics of the soil and surrounding land and water areas, maximum ground water elevation, presence of ledge, drainage conditions, and other pertinent data which the evaluator deems appropriate. The soils report shall include recommendations for a proposed use to counteract soil limitations where they exist.

- (f) *Water quality:* No activity shall deposit on or into the ground or discharge to the waters of the state any pollutant that by itself or in combination with other activities or substances will impair designated uses or the water classification of the water body.
- (g) *Archaeological sites:* Any proposed land use activity involving structural development or soil disturbance on or adjacent to sites listed on, or eligible to be listed on, the National Register of Historic Places, as determined by the department of planning and urban development, shall be submitted by the applicant to the Maine Historic Preservation Commission for review and comment at least twenty (20) days prior to action being taken by the building authority. The building authority shall consider comments received from the commission prior to rendering a decision on the application. Such sites shall also comply with all applicable provisions of article IX of this chapter.
- (h) *Installation of public utility service:* No public utility of any kind shall install services to any new structure located in the shoreland zone unless written authorization attesting to the validity and currency of all local permits required under this Code has been issued by the appropriate municipal authorities. Following installation of service, the public utility shall forward the written authorization to the appropriate municipal authorities, indicating that installation has been completed.
- (i) *Roads and driveways:* Except in the W-1, W-2, and I-3b zones where setbacks shall be the same as those established in subsection (1)a.ii. and iii. of this section for structures, roads and driveways shall be set back at least seventy-five (75) feet from the normal high water line, unless the planning board determines that no other reasonable alternative exists. Where the planning board makes a determination that no other reasonable alternative exists, the planning board may reduce the road and/or driveway setback requirement to the least amount necessary for construction, provided that the applicant proves by a preponderance of the evidence that

appropriate techniques will be used to prevent sedimentation of the water body.

- (j) *Parking areas:* All parking areas shall be set back a minimum of seventy-five (75) feet, except in the W-1, W-2, I-3b, and S-P zones, where setbacks shall be as established for structures in those zones, and in the R-OS, I-B, and I-2 zones, where parking areas shall be set back a minimum of twenty-five (25) feet from the normal high water line, unless the planning board determines that no other reasonable alternative exists. Where the planning board makes a determination that no other reasonable alternative exists, the planning board may reduce the parking setback requirement in the R-OS, I-B and I-2 zones to the least amount necessary for construction, provided that the applicant proves by a preponderance of the evidence that appropriate techniques will be used to prevent sedimentation of the water body.

(k) *Stormwater runoff:*

1. All new construction and development shall be designed to be in compliance with the City of Portland Technical and Design Standards and Guidelines to minimize stormwater runoff from the site in excess of the natural predevelopment conditions. Where possible, existing natural runoff control features, such as berms, swales, terraces and wooded areas shall be retained in order to reduce runoff and encourage infiltration of stormwater.
2. Stormwater runoff control systems shall be maintained as necessary to ensure proper functioning.

(l) *Agriculture:*

1. All spreading or disposal of manure shall be accomplished in conformance with the Maine Guidelines for Manure and Manure Sludge Disposal on Land published by the University of Maine Soil and Water Conservation Commission in July, 1972.

2. Manure shall not be stored or stockpiled within seventy-five (75) feet, horizontal distance, of water bodies, tributary streams, or wetlands. Within five (5) years from the effective date of this section, all manure storage areas within the shoreland zone must be constructed or modified such that the facility produces no discharge of effluent or contaminated stormwater. Existing facilities which do not meet the setback requirement may remain, but must meet the no discharge provision within the five-year period.
3. Agricultural activities involving tillage of soil greater than forty thousand (40,000) square feet in surface area, or the spreading, disposal or storage of manure within the shoreland zone shall require a soil and water conservation plan to be filed with the building authority.
4. There shall be no new tilling of soil within seventy-five (75) feet, horizontal distance, from water bodies or within twenty-five (25) feet, horizontal distance, of tributary streams and wetlands when such new tilling, by itself or combined with all other contiguous tillage, shall exceed forty thousand (40,000) square feet in surface area. Operations in existence on the effective date of this section and not in conformance with these provisions may be maintained by shall not be expanded. When the new tilling, by itself or combined with all other contiguous tillage, shall total forty thousand (40,000) square feet or less, the tillage shall be set back a minimum of twenty-five (25) feet from all water bodies, tributary streams or wetlands.
5. Livestock grazing areas established after the effective date of this section shall not be permitted within seventy-five (75) feet, horizontal distance, of water bodies or within twenty-five (25) feet, horizontal distance, of tributary streams and wetlands. Livestock grazing associated with farm activities commenced prior to the effective date of this section shall be allowed to

continue provided that such activity is conducted in accordance with a soil and water conservation plan filed with the building authority.

(m) *General site plan features:* The planning board or planning authority shall approve a site plan located within a shoreland zone if it finds that the following standards, in addition to the standards set forth in section 14-526, are met:

1. The proposal will maintain safe and healthful conditions;
2. The proposal will not result in water pollution, erosion, or sedimentation to surface waters;
3. The proposal will adequately provide for the disposal of all wastewater;
4. The proposal will not have an adverse impact on spawning grounds, fish, aquatic life, bird or other wildlife habitat;
5. The proposal will conserve shore cover and visual, as well as actual, points of access to inland and coastal waters;
6. The proposal will protect archaeological and historic resources;
7. The proposal will not adversely affect existing commercial fishing or maritime activities;
8. The proposal will avoid problems associated with flood plain development and use; and
9. The proposal is in conformance with the standards set forth in this section.

(Code 1968, § 602.19A.D; Ord. No. 499-74, § 10, 8-19-74; Ord. No. 38-85, § 1, 7-15-85; Ord. No. 15-92, § 29, 6-15-92; Ord. No. 164-97, § 12, 1-6-97)

Sec. 14-450. Reserved.

DIVISION 26.5. FLOOD PLAIN MANAGEMENT REGULATIONS*

Sec. 14-58. Reserved.

Sec. 14-59. Reserved.

DIVISION 1.5. CONDITIONAL OR CONTRACT ZONING

Sec. 14-60. Authority and purpose.

Pursuant to 30-A M.R.S.A. Section 4503(9), conditional or contract zoning is hereby authorized for rezoning of property where, for reasons such as the unusual nature or unique location of the development proposed, the city council finds it necessary or appropriate to impose, by agreement with the property owner or otherwise, certain conditions or restrictions in order to ensure that the rezoning is consistent with the city's comprehensive plan. Conditional or contract zoning shall be limited to where a rezoning is requested by the owner of the property to be rezoned. Nothing in this division shall authorize either an agreement to change or retain a zone or a rezoning which is inconsistent with the city's comprehensive plan.

(Ord. No. 31-85, 7-15-85; Ord. No. 88-88, 7-19-88; Ord. No. 62-89, 7-17-89)

Sec. 14-61. Notice and hearing.

The planning board shall conduct a public hearing prior to any property being rezoned under this division. Notice of this hearing shall be posted in the city clerk's office at least fourteen (14) days prior to the public hearing and shall be published in a newspaper of general circulation within the city at least two (2) times, the date of the first publication to be at least seven (7) days prior to the hearing. Notice shall also be sent to the owners of all property abutting the property to be rezoned at their last known address. This notice shall contain a copy of the proposed conditions and restrictions, with a map indicating the property to be rezoned.

(Ord. No. 31-85, 7-15-85)

Sec. 14-62. Conditions and restrictions.

Conditions and restrictions imposed under the authority of this division shall relate only to the physical development and

operation of the property and may include, by way of example:

- (a) Limitations on the number and types of uses permitted;
 - (b) Restrictions on the scale and density of development;
 - (c) Specifications for the design and layout of buildings and other improvements;
 - (d) Schedules for commencement and completion of construction;
 - (e) Performance guarantees securing completion and maintenance of improvements, and guarantees against defects;
 - (f) Preservation of open space and buffers, and protection of natural areas and historic sites;
 - (g) Contributions toward the provision of municipal services required by the development; and
 - (h) Provisions for enforcement and remedies for breach of any condition or restriction.
- (Ord. No. 31-85, 7-15-85)

Secs. 14-63. Reserved.

Secs. 14-64. Reserved.

Secs. 14-65. Reserved.

DIVISION 2. R-1 RESIDENTIAL ZONE*

*Editor's note--Ord. No. 532-84, adopted May 7, 1984, repealed Div. 2, s;§ 14-66--14-69, and enacted a new Div. 2, §§ 14-66--14-71. The division was formerly derived from Code 1968, § 602-2.2A--D; Ord. No. 499-74, § 2, adopted Aug. 19, 1974; Ord. No. 610-82, § 1, adopted July 7, 1982; and Ord. No. 88-83, §§ 1, 2, adopted Aug. 3, 1983.

Sec. 14-66. Purpose.

The purpose of the R-1 residential zone is:

To provide for lower density residential development

Conceptual Plan A



CONCEPTUAL SITE PLAN 'A'

RAND ROAD PROPERTY

PROJECT #05429

DATE: 06-21-06

SCALE: 1"=100'

N/F
PHILIP E. STU
JR.
9268/42

EX. SMH
RIM=58.33

EX. SMH
RIM=62.71

N/F
CENTRAL MAINE
POWER COMPANY
2070-221

GATE

ARTERIAL/RAND ROAD

WIRE RIGHT
OF WAY
FENCE

Sebago Technics

Engineering Expertise You Can Build On

One Chabot Street
Westbrook, Me 04098-1339
Tel (207) 856-0277

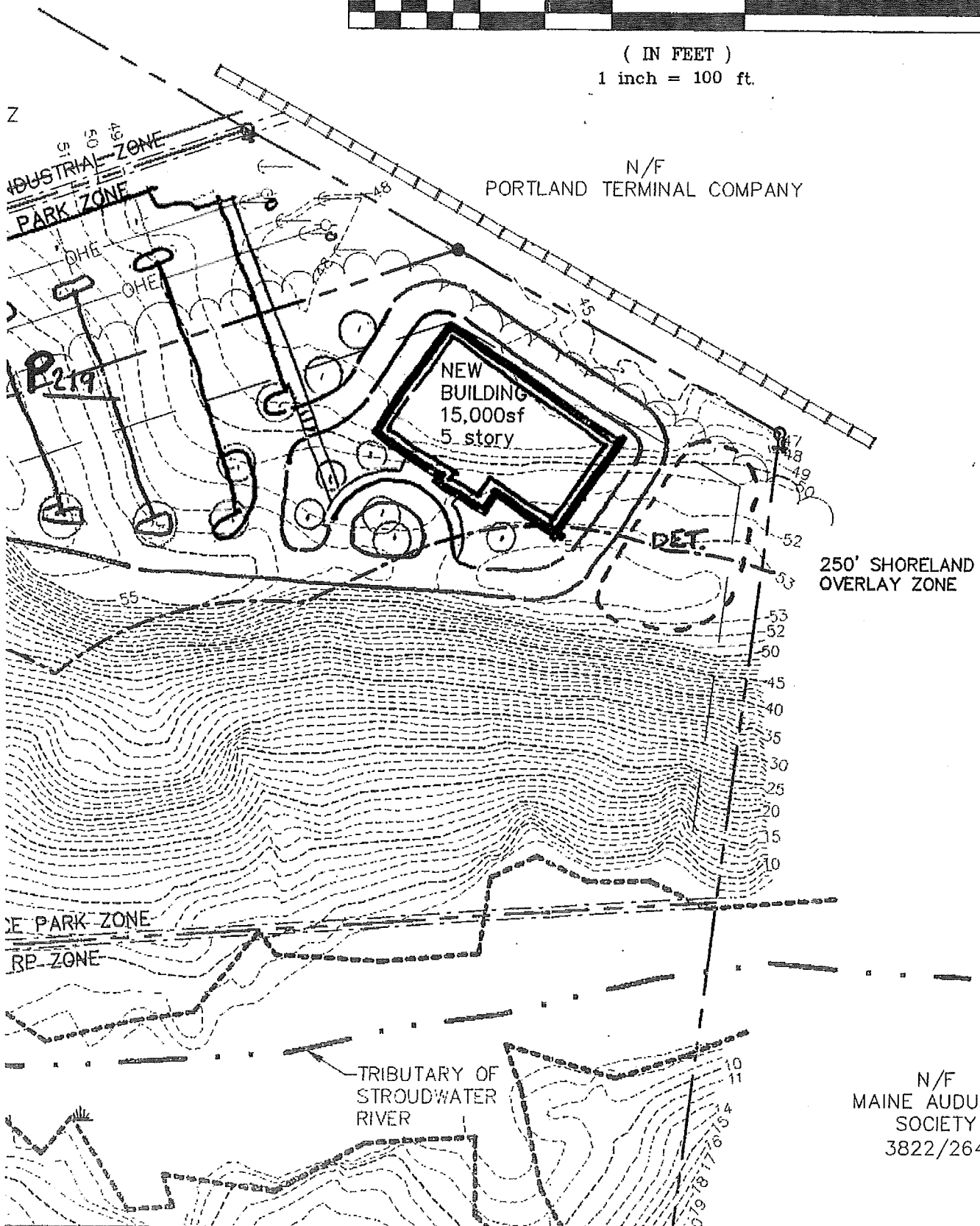


GRAPHIC SCALE



(IN FEET)

1 inch = 100 ft.



Conceptual Plan B



CONCEPTUAL SITE PLAN '1'

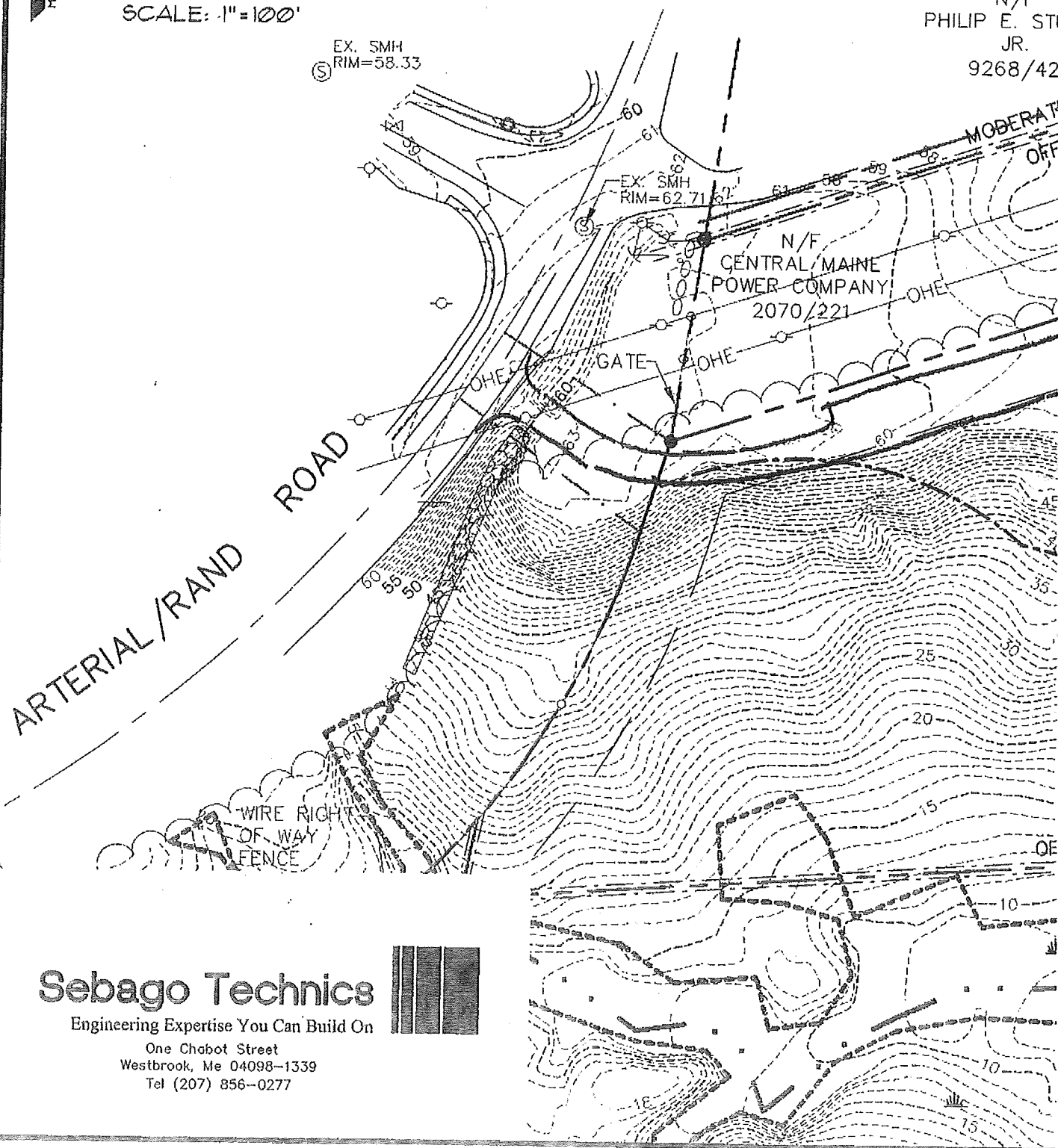
RAND ROAD PROPERTY

PROJECT #05429

DATE: 06-21-06

SCALE: 1"=100'

N/F
PHILIP E. STI
JR.
9268/42



Sebago Technics

Engineering Expertise You Can Build On

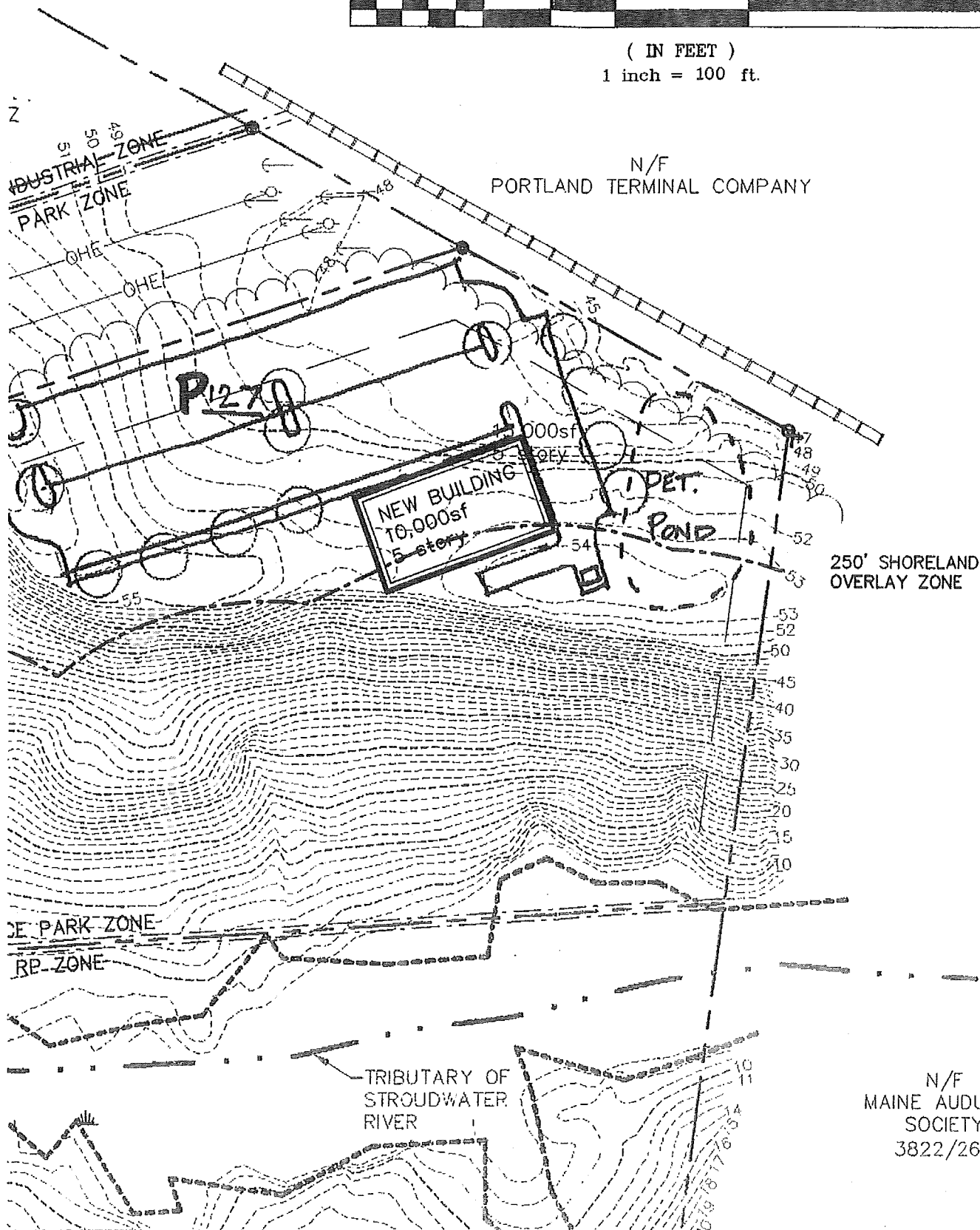
One Chobot Street
Westbrook, Me 04098-1339
Tel (207) 856-0277



GRAPHIC SCALE



(IN FEET)
1 inch = 100 ft.



Survey Plat



CITY OF PORTLAND
Planning & Urban Development Department
Housing and Community Development Division

TO: Councilor Costa, Chair
Members of the Economic Development Committee

FROM: Mary Davis, Division Director
Housing and Community Development Division
Victoria Volent, Housing Program Manager

DATE: August 14, 2020 UPDATED* August 17, 2020

SUBJECT: Review of Request for Proposal for 21 Randall Street and
43 & 91 Douglass Street

**Updated information is shown in italics*

Introduction

During the July 21, 2020 meeting of the Economic Development Committee, members requested additional financial information from the proposers of 21 Randall Street and, 43 and 91 Douglass Street. This memo and its attachments contain information requested by the committee including rent schedules by bedroom count and AMI levels, estimated sale price for home ownership units, assessment, and annual taxes.

Affordability

As outlined in the RFP submission requests, affordable means that the percentage of income a household is charged in rent and other housing expenses including utilities, or must pay in monthly mortgage payments (including real estate taxes, mortgage insurance, condominium/HOA fees, insurance and utilities), does not exceed 30% of a household's gross income, or other amount established in city regulations that does not vary significantly from this amount.

Proposed unit sale price amounts will be determined by estimating the mortgage payment, less property tax, less mortgage insurance, less homeowner association fees, less homeowner's insurance, less utilities. The mortgage payment is based on 30% of gross monthly income for a household earning 110% AMI. Income qualification would be at or below 120% AMI.

Restrictions on the affordability of units must be in place for a minimum of 30 years for homeownership units, and the longest period allowed by law for rental units.

Tax Assessment and Annual Tax Estimates

The estimated taxes provided by the Assessor are only estimates based on a limited data set of financial information. There are several unknowns that make estimating a difficult task.

First is the unknown increase on the total City valuation from the upcoming revaluation and second the subsequent unknown decrease on the millage rate. As such, these estimates lean towards the higher end of the value and tax spectrum.

Once a project is selected and a more thorough pro-forma can be developed for the specific project, a much more accurate estimation would be provided.

Household Size

The Inclusionary Zoning (IZ) Implementation Guidelines set forth standards for determining eligible household size for workforce housing units. Staff utilized these guidelines to determine the size of the household likely to occupy the units proposed in these developments. The IZ guidelines state that household size/composition should be appropriate to the size of the unit as outlined in the chart below. For the qualification of households by unit size, the head of the household and spouse/partner are assumed to share a bedroom. Two children, whose ages are not excessively disparate, may share a bedroom. On average, there will be no fewer than one, nor more than two persons per bedroom.

	Studio/One-Bed	Two-Bed	Three-Bed
Minimum Household Size By Bedroom	1	2	3
Maximum Household Size By Bedroom	2	4	6

Impact on Education as a Result of Development

Staff is analyzing the new data received from each development team and is working on analysis that will show the financial impact on the public education system. *See additional memo from Greg Mitchell.*

RFP Responses

For more detail information, reference is made to the July 21, 2020 staff memo which included a complete copy of each proposal.

Additional Information

The Housing Committee met on August 12th to consider the disposition of additional city-owned property at 622 Auburn Street and 0 Gray Road, Falmouth. The Housing Committee directed staff to explore a sole source approach with Maine Cooperative Development Partners. 622 Auburn Street is located across Washington Avenue Extension from 165 Lambert Street. This information may factor into developer selection decisions at the August 18th EDC meeting.

During the July 21, 2020 Economic Development Committee meeting, Council Chong asked for information regarding the number of 3-bedroom units that have been created in the past couple of years. The attached spreadsheet tracks that information from January 2016 to date. To summarize the data, 27 projects approved by the Planning Board have included three bedroom units with a total of 157 three-bedroom units (as shown in the next to last column from the right). Six of the 27 projects are currently under construction (highlighted in green) with a total of 57 three-bedroom units. Eight of the 27 projects have been completed (highlighted in blue) with a total of 26 three-bedroom units.

Next Step

The Economic Development Committee may choose to take action on these parcels by providing staff with direction to begin negotiating terms for a Purchase and Sale Agreement on the 21 Randall Street and 43/91 Douglass Street parcels.

Project information requested by the committee follows.

Projects with 3-bedroom Units

Housing Units and Single Family Lots Approved by the Planning Board Board January 2016 -August 17, 2020

Project Name	Approved	Address	Type	Subsidized	# of Residential Units Approved	# units approved but not under construction	# Units Under Constr.	# Units Complete	# of Units Rental	# of Units Owner	# of condo units	# of single family lots approved	Eff	1	2	3	4
Birch Meadows Apartments	3/10/2020	6 White Birch Lane (added 3 units to a previous 27 unit PRUD)	Rental	No	3	3			3	0	0	0	0	0	0	3	0
77 Lambert Street	4/28/2020	77 Lambert Street	Condo	No	6	6			0	6	6	0	0	0	0	6	0
148 Newbury Street	7/29/2020	148 Newbury Street	Condo	No	3	3			0	3	3	0	0	0	2	1	0
10 Hammond	4/9/2019	10 Hammond Street	Condo	No	16	16			0	16	16	0	0	6	7	3	0
37 Front Street	7/23/2019	Phase I (60 family rentals)	Rental	Yes/AHTIF	60	60			60	0	0	0	2	12	12	22	10
37 Front Street	7/23/2019	Phase III (8 homeownership)	SF home	No	8	8			0	8	0	8	0	0	6	2	0
55-59 St. Lawrence	8/13/2019	55-59 St. Lawrence	Rental	No	16	16			15	0	0	1	0	5	9	2	0
130 Morning Street	10/22/2019	130 Morning Street	Condo	No	9	9			0	0	9	0	2	1	4	2	0
30 Mellon Street (Shalom House)	11/18/2019	30 Mellon St (12 room Lodging/10 reno)	Lodging/Rental	No	10	10			10	0	0	0	4	2	3	1	0
Monument Street Condominiums	4/24/2018	25 Monument	Condo	No	5		5		0	5	5	0	0	0	0	5	0
415 Cumberland	6/26/2018	415 Cumberland	Rental	No	9		9		9	0	0	0	1	4	3	1	0
Hobson's Landing	6/26/2018	383 Commercial	Condo	No	89		89		0	0	0	0	0	32	48	9	0
765 Congress- 4 units	7/17/2018	765 Congress (requested extension to 7-17-21)	Rental	No	4	4			4	0	0	0	0	1		3	0
24 St. Lawrence	7/24/2018	24 St. Lawrence	Condo	No	5	5			0	5	0	0	0	0	4	1	0
28 Vannah Avenue	8/14/2018	28 Vannah Avenue	Condo	No	7	7			0	7	0	0	0	1	3	2	0
Verdante, New Height Group	9/11/2018	56 Hampshire	Rental	No	30		30		30	0	0	0	0	9	9	12	0
502 Stevens	3/28/2017	502 Stevens	Rental	No	7			7	7	0	0	0	1	4		2	0
Twenty Thames	6/22/2017	20 Thames Street	Condo	No	27			27	0	27	0	0	0	4	23	1	0
88 Walnut	7/25/2017	88 Walnut	Rental	No	4			4	4	0	0	0	1	0	2	1	0
Stroudwater Preserve (97 SF homes and 25 town houses)	11/28/2017	1700 Westbrook Street (Phase I with 46 lots, 4 are IZ)	SF home	No	46	22	14	10	0	0	0	1	4	0	0	23	23
Stroudwater Preserve (97 SF homes and 25 town houses)	11/28/2017	1700 Westbrook Street (Phase 2 with 51 lots, 5 are IZ)	SF/duplex	no	51	51			0	0	0	0	0	\$0	25	26	0
65 Munjoy	2/9/2016	65 Munjoy	8 Residential Condos	Yes	8			8	0	8	0	0	0	4	2	2	0
Luminato (IZ units off-site)	3/22/2016	169 Newbury	Condo	No	26			26	0	26	0	0	0	16	7	3	0
31 Fore Street	3/22/2016	31 Fore	Condo	No	4			4	0	4	0	0	0	1	1	2	0
Mason Block	5/24/2016	62 India	Condo	No	29			29	0	29	0	0	\$0	7	17	5	0
749 Congress Street	7/12/2016	749 Congress	Condo	No	7		7		0	7	0	0	0	0	0	7	0
70 Anderson Street	9/27/2016	70 Anderson	Rental	No	10			10	10	0	0	0	0	0	0	10	0
Totals 2016-2020 to date					499	220	154	125					15	109	187	157	33

21 Randall Street

(1) **Ducas Construction Inc.** is requesting a contract zone change to allow for density and use of space requirements as set forth in the R6 Zone. Their proposal is for a 3-story 12 unit building providing five (5) one-bedroom, (5) two-bedroom, and (2) three-bedroom units. All of the units would be reserved for families whose income is at or below 60% AMI.

Type	AMI	# of Units	Maximum Household Occupancy per Unit	Unit Size	Net Rent
One-bedroom	60%	5	2	690 – 762 sf	\$1,129
Two-bedroom	60%	5	4	853 – 952 sf	\$1,354
Three-bedroom	60%	2	6	1015 – 1029 sf	\$1,565
Total		12			
Subsidy Request					
9% LIHTC			Yes		
Community Solutions Grant			No		
Brownfield			Yes		
Housing Trust			\$175,000		

The developer is in talks with both Volunteers of America and Avesta Housing as potential long-term occupants and managers of the property. Both organizations have a backlog of families looking for housing that they could place immediately.

The financial pro forma includes a \$7,500 purchase price for the city-owned property.

Tax Assessment and Annual Tax Estimates

Per the City Assessor, the estimated assessed value of this 12-unit building would be \$1.3 million. At the current millage rate, that would be an annual tax of \$30,500.

Projected New Taxes	(using 2% escalator)
30 Year Total	\$1,223,012
30 Year Average	\$40,767

21 Randall Street

(2) **Greater Portland Community Land Trust** is requesting conditional rezoning to allow for density and use of space requirements as set forth in the R6 Zone. GPCLT has submitted two proposals. The first proposal (aka Back Cove Row Houses) is for seven 2½-story row houses providing seven (7) three-bedroom units. The second proposal (aka Back Cove Flats) is for thirteen one-level homes with five (5) one-bedroom units and eight (8) three-bedroom units within a 3-story building.

Using the Community Land Trust model, homeowners would enter into a long-term ground lease with GPCLT who would retain ownership of the land. The ground lease contains a deed restriction which would limit the price of the unit when resold, preserving the affordability of the dwelling in perpetuity. Each unit would be individually owned (with a fee simple title) within a homeowner association. GPCLT plans to sell the units at a 110% AMI price to households earning up to 120% AMI level. As the ground lessor, the Greater Portland Community Land Trust would retain a right of first refusal in order to ensure affordability. When a homeowner wants to sell, GPCLT may assign the option to another income-qualified household or oversee the sale of the home directly to another income-qualified household for a price not exceeding the purchase option price formula.

GPCLT, with assistance from Coastal Enterprise Inc.'s Home Buyer Education Program, would play an active role in helping lower income buyers qualify for mortgage financing and would help negotiate with lenders to see that appropriate mortgage financing is available to these homebuyers.

Back Cove Row Houses: 2 ½ story row houses with 7 units

Type	AMI	# of Units	Maximum Household Occupancy per Unit	Unit Size	Sale price
Three-bedroom	110%	7	6	1,280 sf	\$290,000
Subsidy Request					
9% LIHTC			No		
Community Solutions Grant			\$100,000		
Brownfield			Yes		
Housing Trust			\$88,000		
Other			\$564,000		

Back Cove Flats: 3-story building with 13 one-level units

Type	AMI	# of Units	Maximum Household Occupancy per Unit	Unit Size	
One-bedroom	110%	5	2	620 sf	\$236,000
Three-bedroom	110%	8	6	1,280 sf	\$290,000
Total Units		13			
Subsidy Request					
9% LIHTC			No		
Community Solutions Grant			\$100,000		
Brownfield			Yes		
Housing Trust			\$400,000 to be returned in 12-14 months		

Per the developer, depending on the mix of funding and of buyers, up to three more units could be provided at 100% and 80% AMI levels.

The unit sale price consists of the mortgage payment, less property tax, less mortgage insurance, less homeowner association fees, less homeowner's insurance, less utilities. The mortgage payment is based on 30% of gross monthly income for a household earning 110% AMI. Income qualification would be at or below 120% AMI.

The GPCLT is marketing this project with a focus on Portland residents, especially teachers, nurses, EMT's, Fire and Police, Municipal and County employees, and workers at NGOs. GPCLT currently has interest from 17 different families and expect significantly more interest if the GPCLT is awarded the parcel at 21 Randall Street. The occupancy phase is expected to last one to two months.

The financial pro forma includes a purchase price for the city-owned property of \$1.00.

Tax Assessment and Annual Tax Estimates

Per the Assessor, on a model such as this, there would be no land assessment on the individual row houses or one-level units, only a building assessment as they would each have a ground lease with the CLT. The land parcel would be in the ownership of the CLT, who would be assumed to file for exemption on it as a 501c3.

The annual estimated taxes of the one-bedroom and three-bedroom units would be approximately \$5,400 and \$6,500 respectively. The individual owners of each home would be eligible for the Homestead Exemption, which would reduce their taxes by \$440 per year once enrolled.

Back Cove Row Houses: 2 ½ story row houses with 7 units

Projected New Taxes	(using 2% escalator)
30 Year Total	\$1,958,037
30 Year Average	\$65,268

Back Cove Flats: 3-story building with 13 one-level units

Projected New Taxes	(using 2% escalator)
30 Year Total	\$3,375,925
30 Year Average	\$112,531

21 Randall Street

Development Team	Ducas Construction	Greater Portland Community Land Trust
Type of Housing	Rental (Family)	Homeownership
NUMBER OF UNITS		
Total	12	13
Affordable Units (at or below 80% AMI)	12	0
Workforce Housing Units (80% AMI to 120% AMI)	0	13
Market Rate Units	0	0
UNIT AFFORDABILITY/AMI %		
no. of units affordable to < 50% AMI	0	0
no. of units affordable to < 60% AMI	12	0
no. of units affordable to < 80% AMI	0	0
no. of units affordable to < 100% AMI	0	0
no. of units affordable to < 110% AMI	0	13
no. of units affordable to < 120% AMI	0	0
Market Rate Units	0	0
BEDROOM TYPE		
efficiency	0	0
one-bedroom	5	5
two-bedroom	5	0
three-bedroom	2	8
UNIT SQUARE FOOTAGE BY BEDROOM TYPE		
efficiency	0	0
one-bedroom	690-762 sq ft	620 sq ft
two-bedroom	853-952 sq ft	0
three-bedroom	1015-1029 sq ft	1280 sq ft
MAXIMUM HOUSEHOLD SIZE PER UNIT		
efficiency	0	0
one-bedroom	2	2
two-bedroom	4	0
three-bedroom	6	6
NET RENT/PURCHASE PRICE		
efficiency	\$0	\$0
one-bedroom	\$1,129	\$236,000
two-bedroom	\$1,354	0
three-bedroom	\$1,565	\$290,000
CURRENT FUNDING REQUEST		
TIF Request	No	No
LIHTC	Yes 9%	No
HOME or Housing Trust Fund Request	\$175,000	\$400,000
Brownfield Funding	Yes	Yes
Total Development Cost	\$3.2 Million	\$3.4 Million
PURCHASE PRICE		
Land	\$7,500	\$1
TAX ASSESSMENT ESTIMATES		
Estimated Assessed Value	\$1,300,000	\$1,958,037 - \$3,375,925
Estimated Annual Tax	\$30,500	\$65,268-\$112,531
PROJECT TIMELINE		
Estimated Construction Start Date	2 Q 2021	1 Q 2021
Estimated Completion Date	2 Q 2022	4 Q 2021

1. 43 & 91 Douglass Street

Douglass Yards (Soley/Avesta/Hebert) is requesting a contract zone or zone change to allow for density and use of space requirements as set forth in the R-5A Zone. The proposal is for a 40-unit rental building, a 30-unit condominium building, and the potential development of 10 single-family homes. The rental and condo structures would be 3-story, elevator buildings. The potential 10 family homes would include garages and 450 sf of accessory dwelling units for additional housing options.

Per the developer, “the site concept, with rental units, condominiums, and single-family homes with ADU’s allows residents who start as renters to move on to condominium or homeownership. Lower income residents, many of them recent immigrants to this country, may receive housing assistance in order to afford their apartments. As these tenants gain greater financial stability, there will be opportunities for accessible home ownership within their same familiar neighborhood. For residents that continue to attain upward mobility, the single-family homes may present a viable option with their attached Accessory Dwelling Units (ADUs).”

Avesta Housing HomeOwnership Center may provide home buyer classes and free credit, financial and budgeting capabilities counseling to individuals and/or families. These services would be offered to future Douglass Yards residents whether they may be buying a condo or may be an existing resident transitioning from the rental housing into home ownership. For individuals that meet the criteria, the home buyer classes have the added benefit of providing a \$3,500 MaineHousing Advantage grant upon completion to be used towards a down payment or closing costs.

40 Unit Rental Housing

Type	AMI	# of Units	Maximum Household Occupancy per Unit	Unit Size	Net Rent
Efficiency	50%	5	2	375 sf	\$845
Efficiency	60%	2	2	375 sf	\$1,021
One-bedroom	50%	9	2	550 sf	\$898
One-bedroom	60%	4	2	550 sf	\$1,086
Two-bedroom	50%	5	4	800 sf	\$1,072
Two-bedroom	60%	7	4	800 sf	\$1,298
Three-bedroom	50%	5	6	950 sf	\$1,108
Three-bedroom	60%	3	6	950 sf	\$1,334
Total 50%	50%	24			
Total 60%	60%	16			
Total Units		40			
Subsidy Request					
9% LIHTC			Yes		
AHTIF			Yes		
Brownfield			Yes		

An Affordable Housing TIF and 9% LIHTC from MaineHousing will be requested for the 40 unit rental housing portion of the proposed project. The building would remain affordable for at least 45 years as enforced by an extended use agreement with Maine State Housing

Authority. However, it is Avesta's intent and mission to keep the building affordable and restricted to serve people of need beyond the required 45 years.

According to the Assessor, the estimated assessment of the 40-unit rental building, would be \$4,100,000 for an estimated tax of \$95,571 at the current millage rate.

Projected New Taxes	(using 2% escalator)
30 Year Total	\$3,857,192
30 Year Average	\$128,573

Affordable Housing Tax Increment Financing Impacts – 40 Unit Rental Building

	Captured Revenue to Developer (assumes 2% increase/year to mill rate) (Tax Dollars returned to the Developer's District Account)	Captured Revenue Returned to City (assumes 2% increase/year to mill rate) (Tax Dollars returned to the City's District Account)	Non -Captured General Fund Revenue (Tax Dollars in General Fund)	City OAV General Fund Revenues
30 Year TIF Total	\$2,892,894	\$0	\$964,298	\$0
30 Year Average	\$96,430	\$0	\$32,143	\$0
	Original Assessed Value	Increased Assessed Value	Captured Valuation (Increased Assessed Value x 75%)	
	\$0	\$4,100,000	\$3,075,000	

	1. Sheltered Valuation (same as Captured Valuation)	2. Avoided Loss of State Aid for Education	3. Avoided Loss of State Municipal Revenue Sharing	4. Avoided Increase in County Tax	5. Total Avoided Impacts (2+3+4)
30 Year TIF Total	\$89,175,000	\$661,986	\$66,827	\$49,237	\$778,050
30 Year Average	\$2,972,500	\$22,066	\$2,228	\$1,641	\$25,935

30 Unit Condominium

Type	AMI	# of Units	Maximum Household Occupancy per Unit	Unit Size	Condo Price
One-bedroom	120% or below	24	2	475 sf	\$260,000
Two-bedroom	Market Price	6	4	600 sf	\$330,000
Total Units		30			

Per the developer, the small size of the 30 condominium units would assure accessible prices in perpetuity.

The annual estimated taxes of the one-bedroom condominium and two-bedroom condominium units would be approximately \$5,300 and \$6,600 respectively. The individual owners of each home would be eligible for the Homestead Exemption, which would reduce their taxes by \$440 per year once enrolled.

30 Unit Condominium

Projected New Taxes	(using 2% escalator)
30 Year Total	\$7,928,601
30 Year Average	\$264,287

10 Single Family Homes with ADU units

Type	AMI	# of Units	Maximum Household Occupancy per Unit	Unit Size	Single-Family Home
Single-family unit	Market Price	10	6	950 sf	\$425,000
ADU	Market Rent	10	2	450 sf	tbd

As noted by the developer, the ten single-family homes would be efficient in size and design to facilitate affordability. Each home would include an Accessory Dwelling Unit to help buyers afford the high costs of home ownership.

The single-family homes would have an estimated annual tax of \$8,300. The individual owners of each home would be eligible for the Homestead Exemption, which would reduce their taxes by \$440 per year once enrolled.

10 Single Family Homes with ADU units

Projected New Taxes	(using 2% escalator)
30 Year Total	\$4,099,338
30 Year Average	\$136,645

The source of funding for the 30-unit condominium and 10 single-family homes are developer equity and bank financing only.

The financial pro forma includes a purchase price for the city-owned property of \$575,000.

City of Portland - TIF Model
 Douglass St./Avesta-Hebert
[OAV as of 3/31/2020: \\$0](#)
 8/14/2020

City of Portland- TIF Projection Table for Douglass St./Soley -Avesta-Hebert									
TIF Year	Tax Year- April 1	Increased Assessed Value Real Prop.	% of Value Captured	Captured Valuation	Projected Mill Rate	Total Projected New Taxes Captured	Captured Revenue to Business Project Account	Captured Revenue to Municipal Project Account	City Non- Captured General Fund Revenues
1	2020	\$0	75.00%	\$0	23.78	\$0	\$0	\$0	\$0
2	2021	\$4,100,000	75.00%	\$3,075,000	24.25	\$74,574	\$74,574	\$0	\$24,858
3	2022	\$4,100,000	75.00%	\$3,075,000	24.74	\$76,066	\$76,066	\$0	\$25,355
4	2023	\$4,100,000	75.00%	\$3,075,000	25.23	\$77,587	\$77,587	\$0	\$25,862
5	2024	\$4,100,000	75.00%	\$3,075,000	25.74	\$79,139	\$79,139	\$0	\$26,380
6	2025	\$4,100,000	75.00%	\$3,075,000	26.25	\$80,721	\$80,721	\$0	\$26,907
7	2026	\$4,100,000	75.00%	\$3,075,000	26.78	\$82,336	\$82,336	\$0	\$27,445
8	2027	\$4,100,000	75.00%	\$3,075,000	27.31	\$83,982	\$83,982	\$0	\$27,994
9	2028	\$4,100,000	75.00%	\$3,075,000	27.86	\$85,662	\$85,662	\$0	\$28,554
10	2029	\$4,100,000	75.00%	\$3,075,000	28.41	\$87,375	\$87,375	\$0	\$29,125
11	2030	\$4,100,000	75.00%	\$3,075,000	28.98	\$89,123	\$89,123	\$0	\$29,708
12	2031	\$4,100,000	75.00%	\$3,075,000	29.56	\$90,905	\$90,905	\$0	\$30,302
13	2032	\$4,100,000	75.00%	\$3,075,000	30.15	\$92,723	\$92,723	\$0	\$30,908
14	2033	\$4,100,000	75.00%	\$3,075,000	30.76	\$94,578	\$94,578	\$0	\$31,526
15	2034	\$4,100,000	75.00%	\$3,075,000	31.37	\$96,469	\$96,469	\$0	\$32,156
16	2035	\$4,100,000	75.00%	\$3,075,000	32.00	\$98,399	\$98,399	\$0	\$32,800
17	2036	\$4,100,000	75.00%	\$3,075,000	32.64	\$100,367	\$100,367	\$0	\$33,456
18	2037	\$4,100,000	75.00%	\$3,075,000	33.29	\$102,374	\$102,374	\$0	\$34,125
19	2038	\$4,100,000	75.00%	\$3,075,000	33.96	\$104,422	\$104,422	\$0	\$34,807
20	2039	\$4,100,000	75.00%	\$3,075,000	34.64	\$106,510	\$106,510	\$0	\$35,503
21	2040	\$4,100,000	75.00%	\$3,075,000	35.33	\$108,640	\$108,640	\$0	\$36,213
22	2041	\$4,100,000	75.00%	\$3,075,000	36.04	\$110,813	\$110,813	\$0	\$36,938
23	2042	\$4,100,000	75.00%	\$3,075,000	36.76	\$113,029	\$113,029	\$0	\$37,676
24	2043	\$4,100,000	75.00%	\$3,075,000	37.49	\$115,290	\$115,290	\$0	\$38,430
25	2044	\$4,100,000	75.00%	\$3,075,000	38.24	\$117,596	\$117,596	\$0	\$39,199
26	2045	\$4,100,000	75.00%	\$3,075,000	39.01	\$119,948	\$119,948	\$0	\$39,983
27	2046	\$4,100,000	75.00%	\$3,075,000	39.79	\$122,347	\$122,347	\$0	\$40,782
28	2047	\$4,100,000	75.00%	\$3,075,000	40.58	\$124,794	\$124,794	\$0	\$41,598
29	2048	\$4,100,000	75.00%	\$3,075,000	41.39	\$127,289	\$127,289	\$0	\$42,430
30	2049	\$4,100,000	75.00%	\$3,075,000	42.22	\$129,835	\$129,835	\$0	\$43,278
30 Year TIF Total		\$118,900,000		\$89,175,000		\$2,892,894	\$2,892,894	\$0	\$964,298
30 Year Average				\$2,972,500		\$96,430	\$96,430		\$32,143

Tax Shifts-Avoided Formula Impacts from Sheltering of Valuation: City of Portland- TIF Model for Douglass St./Soley-Avesta-Hebert							
100% Sheltered - 30 years - 75% to Developer Project Account - 25% to City General Fund							
TIF Year	Tax Year- April 1	Total Added Valuation	Sheltered Valuation	Avoided Formula Impacts from Sheltering of Valuation			
				Avoided Loss of State Aid to for Education	Avoided Loss of State Municipal Revenue Sharing	Avoided Increase in County Tax	Total Avoided Impacts
1	2020	\$0	\$0	\$0	\$0	\$0	\$0
2	2021	\$4,100,000	\$3,075,000	\$0	\$2,304	\$1,698	\$4,002
3	2022	\$4,100,000	\$3,075,000	\$0	\$2,304	\$1,698	\$4,002
4	2023	\$4,100,000	\$3,075,000	\$8,487	\$2,304	\$1,698	\$12,489
5	2024	\$4,100,000	\$3,075,000	\$16,974	\$2,304	\$1,698	\$20,976
6	2025	\$4,100,000	\$3,075,000	\$25,461	\$2,304	\$1,698	\$29,463
7	2026	\$4,100,000	\$3,075,000	\$25,461	\$2,304	\$1,698	\$29,463
8	2027	\$4,100,000	\$3,075,000	\$25,461	\$2,304	\$1,698	\$29,463
9	2028	\$4,100,000	\$3,075,000	\$25,461	\$2,304	\$1,698	\$29,463
10	2029	\$4,100,000	\$3,075,000	\$25,461	\$2,304	\$1,698	\$29,463
11	2030	\$4,100,000	\$3,075,000	\$25,461	\$2,304	\$1,698	\$29,463
12	2031	\$4,100,000	\$3,075,000	\$25,461	\$2,304	\$1,698	\$29,463
13	2032	\$4,100,000	\$3,075,000	\$25,461	\$2,304	\$1,698	\$29,463
14	2033	\$4,100,000	\$3,075,000	\$25,461	\$2,304	\$1,698	\$29,463
15	2034	\$4,100,000	\$3,075,000	\$25,461	\$2,304	\$1,698	\$29,463
16	2035	\$4,100,000	\$3,075,000	\$25,461	\$2,304	\$1,698	\$29,463
17	2036	\$4,100,000	\$3,075,000	\$25,461	\$2,304	\$1,698	\$29,463
18	2037	\$4,100,000	\$3,075,000	\$25,461	\$2,304	\$1,698	\$29,463
19	2038	\$4,100,000	\$3,075,000	\$25,461	\$2,304	\$1,698	\$29,463
20	2039	\$4,100,000	\$3,075,000	\$25,461	\$2,304	\$1,698	\$29,463
21	2040	\$4,100,000	\$3,075,000	\$25,461	\$2,304	\$1,698	\$29,463
22	2041	\$4,100,000	\$3,075,000	\$25,461	\$2,304	\$1,698	\$29,463
23	2042	\$4,100,000	\$3,075,000	\$25,461	\$2,304	\$1,698	\$29,463
24	2043	\$4,100,000	\$3,075,000	\$25,461	\$2,304	\$1,698	\$29,463
25	2044	\$4,100,000	\$3,075,000	\$25,461	\$2,304	\$1,698	\$29,463
26	2045	\$4,100,000	\$3,075,000	\$25,461	\$2,304	\$1,698	\$29,463
27	2046	\$4,100,000	\$3,075,000	\$25,461	\$2,304	\$1,698	\$29,463
28	2047	\$4,100,000	\$3,075,000	\$25,461	\$2,304	\$1,698	\$29,463
29	2048	\$4,100,000	\$3,075,000	\$25,461	\$2,304	\$1,698	\$29,463
30	2049	\$4,100,000	\$3,075,000	\$25,461	\$2,304	\$1,698	\$29,463
30 Year TIF Total		\$118,900,000	\$89,175,000	\$661,986	\$66,827	\$49,237	\$778,050
30 Year Average		\$3,963,333.33	\$2,972,500	\$22,066	\$2,228	\$1,641	\$25,935

Douglass Commons (The Szanton Company & Maine Cooperative Development Partners) is requesting a zone change to allow for density and use of space requirements as set forth in the R-6 Zone. The proposal is for a 4-story 56 unit apartment building and 52 Limited Equity Ownership homes (i.e. Co-op) in three 3-story buildings with 12 units each and four 2-story buildings with 4 units each.

Affordability restrictions on Limited Equity Co-op units would be permanent, and for the apartments, the longest period allowed by law, secured by covenants. The Co-op ownership structure is a Limited Equity Cooperative as defined in Maine State Law, meaning that residents rent from an entity that they co-own. This type of cooperative is democratically owned and operated similar to a condo structure, but allows for a wider range of income affordability, as residents do not have to qualify for a mortgage. Resident-owners pay a share price similar to a small down payment, then have a monthly payment similar to rent or mortgage. The Co-op itself holds the mortgage for the property, and over time, the homes become more affordable as expenses increase only with actual expenses - there is no profit motive. New residents must meet income requirements, and monthly costs must not exceed 30% of the Area Median Income (AMI) income bands. These rules continue in perpetuity.

56 Unit Rental Housing

Type	AMI	# of Units	Maximum Household Occupancy per Unit	Unit Size	Net Rent
One-bedroom	50%	12	2	600 sf	\$895
One-bedroom	60%	8	2	600 sf	\$1,083
One-bedroom	Market Rate	9	2	600 sf	\$1,300
Two-bedroom	50%	7	4	800 sf	\$1,068
Two-bedroom	60%	5	4	800 sf	\$1,294
Two-bedroom	Market Rate	5	4	800 sf	\$1,550
Three-bedroom	50%	5	6	1,000 sf	\$1,229
Three-bedroom	60%	3	6	1,000 sf	\$1,490
Three-bedroom	Market Rate	2	6	1,000 sf	\$1,750
Total 50%	50%	24			
Total 60%	60%	16			
Total Market Rate	Market Rate	16			
Total Units		56			
Subsidy Request					
9% LIHTC			Yes		
AHTIF			Yes		
Brownfield			Yes – up to \$750,000		

Per the developer, current economic conditions allow the market rate units to be affordable those with incomes at approximately 75-80% of AMI.

Per the Assessor, for the 56-unit apartment building, the estimated assessed value would be \$5,800,000 with a tax estimate of \$135,000.

Projected New Taxes	(using 2% escalator)
30 Year Total	\$5,456,516
30 Year Average	\$181,884

Affordable Housing Tax Increment Financing Impacts- 56 Unit Rental Housing

Affordable Housing Tax Increment Financing Impacts to City Rental Housing					
	Captured Revenue to Developer (assumes 2% increase/year to mill rate) (Tax Dollars returned to the Developer's District Account)		Captured Revenue Returned to City (assumes 2% increase/year to mill rate) (Tax Dollars returned to the City's District Account)	Non -Captured General Fund Revenue (Tax Dollars in General Fund)	City OAV General Fund Revenues
30 Year TIF Total	\$4,092,387		\$0	\$1,364,129	\$0
30 Year Average	\$136,413		\$0	\$45,471	\$0
	Original Assessed Value	Increased Assessed Value	Captured Valuation (Increased Assessed Value x 75%)		
	\$0		\$5,800,000	\$4,350,000	
	1. Sheltered Valuation (same as Captured Valuation)	2. Avoided Loss of State Aid for Education	3. Avoided Loss of State Municipal Revenue Sharing	4. Avoided Increase in County Tax	5. Total Avoided Impacts (2+3+4)
30 Year TIF Total	\$126,150,000	\$936,468	\$94,536	\$69,650	\$1,100,654
30 Year Average	\$4,205,000	\$31,216	\$3,151	\$2,322	\$36,688

52 Unit Cooperative Housing

Type	AMI	# of Units	Maximum Household Occupancy per Unit	Unit Size	Target Rent
One-bedroom	60%	5	2	550 sf	\$1,129
One-bedroom	80%	6	2	550 sf	\$1,400
One-bedroom	100%	7	2	550 sf	\$1,500
Two-bedroom	60%	3	4	760 sf	\$1,354
Two-bedroom	80%	4	4	760 sf	\$1,700
Two-bedroom	100%	5	4	760 sf	\$1,900
Three-bedroom	60%	6	6	1,050 sf	\$1,565
Three-bedroom Town Home	80%	7	6	1,300 sf	\$1,800
Three-bedroom Town Home	100%	9	6	1,300 sf	\$2,000
Total 60%	60%	14			
Total 80%	80%	17			
Total 100%	100%	21			
Total Units		52			
Subsidy Request					
AHTIF			Yes		
Brownfield			Yes – up to \$750,000		
Community Solutions Grant			\$400,000		
Housing Trust Fund			\$400,000		

Per the developer, there are currently over 20 households of prospective cooperative residents that have been meeting for over a year. The group includes multiple established immigrant families that share a vision of mixed-income ownership housing with shared community facilities and outdoor space. The development team will continue to work with these residents to crystalize their vision for site design, for self-governance, and to recruit more households.

The Co-Op Housing option has a total assessed value of \$10,000,000 with a total tax estimate of \$233,000. These units would be individually assessed and taxed, but for purposes of this estimate, the Assessor used the rents provided for the 52 units assuming a single ownership of all units by the Co-Op.

Projected New Taxes	(using 2% escalator)
30 Year Total	\$9,407,785
30 Year Average	\$313,593

Affordable Housing Tax Increment Financing Impacts – Cooperative Housing

	Captured Revenue to Developer (assumes 2% increase/year to mill rate) (Tax Dollars returned to the Developer's District Account)	Captured Revenue Returned to City (assumes 2% increase/year to mill rate) (Tax Dollars returned to the City's District Account)	Non -Captured General Fund Revenue (Tax Dollars in General Fund)	City OAV General Fund Revenues
30 Year TIF Total	\$7,055,839	\$0	\$2,351,946	\$0
30 Year Average	\$235,195	\$0	\$78,398	\$0
	Original Assessed Value	Increased Assessed Value	Captured Valuation (Increased Assessed Value x 75%)	
	\$0	\$10,000,000	\$7,500,000	

	1. Sheltered Valuation (same as Captured Valuation)	2. Avoided Loss of State Aid for Education	3. Avoided Loss of State Municipal Revenue Sharing	4. Avoided Increase in County Tax	5. Total Avoided Impacts (2+3+4)
30 Year TIF Total	\$217,500,000	\$1,614,600	\$162,994	\$120,078	\$1,897,672
30 Year Average	\$7,250,000	\$53,820	\$5,433	\$4,003	\$63,256

The financial pro forma includes a purchase price for the city-owned property of \$475,000.

City of Portland - TIF Model
 Douglass St./Szanton & MCDP Rental Project
[OAV as of 3/31/2020: \\$0](#)
 8/14/2020

City of Portland- TIF Projection Table for Douglass St./Szanton & MCDP-Rental Project									
TIF Year	Tax Year- April 1	Increased Assessed Value Real Prop.	% of Value Captured	Captured Valuation	Projected Mill Rate	Total Projected New Taxes Captured	Captured Revenue to Business Project Account	Captured Revenue to Municipal Project Account	City Non- Captured General Fund Revenues
1	2020	\$0	75.00%	\$0	23.78	\$0	\$0	\$0	\$0
2	2021	\$5,800,000	75.00%	\$4,350,000	24.25	\$105,495	\$105,495	\$0	\$35,165
3	2022	\$5,800,000	75.00%	\$4,350,000	24.74	\$107,605	\$107,605	\$0	\$35,868
4	2023	\$5,800,000	75.00%	\$4,350,000	25.23	\$109,757	\$109,757	\$0	\$36,586
5	2024	\$5,800,000	75.00%	\$4,350,000	25.74	\$111,952	\$111,952	\$0	\$37,317
6	2025	\$5,800,000	75.00%	\$4,350,000	26.25	\$114,191	\$114,191	\$0	\$38,064
7	2026	\$5,800,000	75.00%	\$4,350,000	26.78	\$116,475	\$116,475	\$0	\$38,825
8	2027	\$5,800,000	75.00%	\$4,350,000	27.31	\$118,805	\$118,805	\$0	\$39,602
9	2028	\$5,800,000	75.00%	\$4,350,000	27.86	\$121,181	\$121,181	\$0	\$40,394
10	2029	\$5,800,000	75.00%	\$4,350,000	28.41	\$123,604	\$123,604	\$0	\$41,201
11	2030	\$5,800,000	75.00%	\$4,350,000	28.98	\$126,076	\$126,076	\$0	\$42,025
12	2031	\$5,800,000	75.00%	\$4,350,000	29.56	\$128,598	\$128,598	\$0	\$42,866
13	2032	\$5,800,000	75.00%	\$4,350,000	30.15	\$131,170	\$131,170	\$0	\$43,723
14	2033	\$5,800,000	75.00%	\$4,350,000	30.76	\$133,793	\$133,793	\$0	\$44,598
15	2034	\$5,800,000	75.00%	\$4,350,000	31.37	\$136,469	\$136,469	\$0	\$45,490
16	2035	\$5,800,000	75.00%	\$4,350,000	32.00	\$139,198	\$139,198	\$0	\$46,399
17	2036	\$5,800,000	75.00%	\$4,350,000	32.64	\$141,982	\$141,982	\$0	\$47,327
18	2037	\$5,800,000	75.00%	\$4,350,000	33.29	\$144,822	\$144,822	\$0	\$48,274
19	2038	\$5,800,000	75.00%	\$4,350,000	33.96	\$147,718	\$147,718	\$0	\$49,239
20	2039	\$5,800,000	75.00%	\$4,350,000	34.64	\$150,673	\$150,673	\$0	\$50,224
21	2040	\$5,800,000	75.00%	\$4,350,000	35.33	\$153,686	\$153,686	\$0	\$51,229
22	2041	\$5,800,000	75.00%	\$4,350,000	36.04	\$156,760	\$156,760	\$0	\$52,253
23	2042	\$5,800,000	75.00%	\$4,350,000	36.76	\$159,895	\$159,895	\$0	\$53,298
24	2043	\$5,800,000	75.00%	\$4,350,000	37.49	\$163,093	\$163,093	\$0	\$54,364
25	2044	\$5,800,000	75.00%	\$4,350,000	38.24	\$166,355	\$166,355	\$0	\$55,452
26	2045	\$5,800,000	75.00%	\$4,350,000	39.01	\$169,682	\$169,682	\$0	\$56,561
27	2046	\$5,800,000	75.00%	\$4,350,000	39.79	\$173,076	\$173,076	\$0	\$57,692
28	2047	\$5,800,000	75.00%	\$4,350,000	40.58	\$176,537	\$176,537	\$0	\$58,846
29	2048	\$5,800,000	75.00%	\$4,350,000	41.39	\$180,068	\$180,068	\$0	\$60,023
30	2049	\$5,800,000	75.00%	\$4,350,000	42.22	\$183,669	\$183,669	\$0	\$61,223
30 Year TIF Total		\$168,200,000		\$126,150,000		\$4,092,387	\$4,092,387	\$0	\$1,364,129
30 Year Average				\$4,205,000		\$136,413	\$136,413		\$45,471

Tax Shifts-Avoided Formula Impacts from Sheltering of Valuation: City of Portland- TIF Model for Douglass St./Szanton & MCDP-Rental Project							
100% Sheltered - 30 years - 75% to Developer Project Account - 25% to City General Fund							
TIF Year	Tax Year-April 1	Total Added Valuation	Sheltered Valuation	Avoided Formula Impacts from Sheltering of Valuation			
				Avoided Loss of State Aid to for Education	Avoided Loss of State Municipal Revenue Sharing	Avoided Increase in County Tax	Total Avoided Impacts
1	2020	\$0	\$0	\$0	\$0	\$0	\$0
2	2021	\$5,800,000	\$4,350,000	\$0	\$3,260	\$2,402	\$5,662
3	2022	\$5,800,000	\$4,350,000	\$0	\$3,260	\$2,402	\$5,662
4	2023	\$5,800,000	\$4,350,000	\$12,006	\$3,260	\$2,402	\$17,668
5	2024	\$5,800,000	\$4,350,000	\$24,012	\$3,260	\$2,402	\$29,674
6	2025	\$5,800,000	\$4,350,000	\$36,018	\$3,260	\$2,402	\$41,680
7	2026	\$5,800,000	\$4,350,000	\$36,018	\$3,260	\$2,402	\$41,680
8	2027	\$5,800,000	\$4,350,000	\$36,018	\$3,260	\$2,402	\$41,680
9	2028	\$5,800,000	\$4,350,000	\$36,018	\$3,260	\$2,402	\$41,680
10	2029	\$5,800,000	\$4,350,000	\$36,018	\$3,260	\$2,402	\$41,680
11	2030	\$5,800,000	\$4,350,000	\$36,018	\$3,260	\$2,402	\$41,680
12	2031	\$5,800,000	\$4,350,000	\$36,018	\$3,260	\$2,402	\$41,680
13	2032	\$5,800,000	\$4,350,000	\$36,018	\$3,260	\$2,402	\$41,680
14	2033	\$5,800,000	\$4,350,000	\$36,018	\$3,260	\$2,402	\$41,680
15	2034	\$5,800,000	\$4,350,000	\$36,018	\$3,260	\$2,402	\$41,680
16	2035	\$5,800,000	\$4,350,000	\$36,018	\$3,260	\$2,402	\$41,680
17	2036	\$5,800,000	\$4,350,000	\$36,018	\$3,260	\$2,402	\$41,680
18	2037	\$5,800,000	\$4,350,000	\$36,018	\$3,260	\$2,402	\$41,680
19	2038	\$5,800,000	\$4,350,000	\$36,018	\$3,260	\$2,402	\$41,680
20	2039	\$5,800,000	\$4,350,000	\$36,018	\$3,260	\$2,402	\$41,680
21	2040	\$5,800,000	\$4,350,000	\$36,018	\$3,260	\$2,402	\$41,680
22	2041	\$5,800,000	\$4,350,000	\$36,018	\$3,260	\$2,402	\$41,680
23	2042	\$5,800,000	\$4,350,000	\$36,018	\$3,260	\$2,402	\$41,680
24	2043	\$5,800,000	\$4,350,000	\$36,018	\$3,260	\$2,402	\$41,680
25	2044	\$5,800,000	\$4,350,000	\$36,018	\$3,260	\$2,402	\$41,680
26	2045	\$5,800,000	\$4,350,000	\$36,018	\$3,260	\$2,402	\$41,680
27	2046	\$5,800,000	\$4,350,000	\$36,018	\$3,260	\$2,402	\$41,680
28	2047	\$5,800,000	\$4,350,000	\$36,018	\$3,260	\$2,402	\$41,680
29	2048	\$5,800,000	\$4,350,000	\$36,018	\$3,260	\$2,402	\$41,680
30	2049	\$5,800,000	\$4,350,000	\$36,018	\$3,260	\$2,402	\$41,680
30 Year TIF Total		\$168,200,000	\$126,150,000	\$936,468	\$94,536	\$69,650	\$1,100,654
30 Year Average		\$5,606,666.67	\$4,205,000	\$31,216	\$3,151	\$2,322	\$36,688

City of Portland - TIF Model
 Douglass St./Szanton & MCDP Co-Op Project
OAV as of 3/31/2020: \$0
 8/14/2020

City of Portland- TIF Projection Table for Douglass St./Szanton & MCDP-Co-Op Project									
TIF Year	Tax Year- April 1	Increased Assessed Value Real Prop.	% of Value Captured	Captured Valuation	Projected Mill Rate	Total Projected New Taxes Captured	Captured Revenue to Business Project Account	Captured Revenue to Municipal Project Account	City Non- Captured General Fund Revenues
1	2020	\$0	75.00%	\$0	23.78	\$0	\$0	\$0	\$0
2	2021	\$10,000,000	75.00%	\$7,500,000	24.25	\$181,888	\$181,888	\$0	\$60,629
3	2022	\$10,000,000	75.00%	\$7,500,000	24.74	\$185,526	\$185,526	\$0	\$61,842
4	2023	\$10,000,000	75.00%	\$7,500,000	25.23	\$189,236	\$189,236	\$0	\$63,079
5	2024	\$10,000,000	75.00%	\$7,500,000	25.74	\$193,021	\$193,021	\$0	\$64,340
6	2025	\$10,000,000	75.00%	\$7,500,000	26.25	\$196,881	\$196,881	\$0	\$65,627
7	2026	\$10,000,000	75.00%	\$7,500,000	26.78	\$200,819	\$200,819	\$0	\$66,940
8	2027	\$10,000,000	75.00%	\$7,500,000	27.31	\$204,835	\$204,835	\$0	\$68,278
9	2028	\$10,000,000	75.00%	\$7,500,000	27.86	\$208,932	\$208,932	\$0	\$69,644
10	2029	\$10,000,000	75.00%	\$7,500,000	28.41	\$213,111	\$213,111	\$0	\$71,037
11	2030	\$10,000,000	75.00%	\$7,500,000	28.98	\$217,373	\$217,373	\$0	\$72,458
12	2031	\$10,000,000	75.00%	\$7,500,000	29.56	\$221,720	\$221,720	\$0	\$73,907
13	2032	\$10,000,000	75.00%	\$7,500,000	30.15	\$226,155	\$226,155	\$0	\$75,385
14	2033	\$10,000,000	75.00%	\$7,500,000	30.76	\$230,678	\$230,678	\$0	\$76,893
15	2034	\$10,000,000	75.00%	\$7,500,000	31.37	\$235,291	\$235,291	\$0	\$78,430
16	2035	\$10,000,000	75.00%	\$7,500,000	32.00	\$239,997	\$239,997	\$0	\$79,999
17	2036	\$10,000,000	75.00%	\$7,500,000	32.64	\$244,797	\$244,797	\$0	\$81,599
18	2037	\$10,000,000	75.00%	\$7,500,000	33.29	\$249,693	\$249,693	\$0	\$83,231
19	2038	\$10,000,000	75.00%	\$7,500,000	33.96	\$254,687	\$254,687	\$0	\$84,896
20	2039	\$10,000,000	75.00%	\$7,500,000	34.64	\$259,781	\$259,781	\$0	\$86,594
21	2040	\$10,000,000	75.00%	\$7,500,000	35.33	\$264,976	\$264,976	\$0	\$88,325
22	2041	\$10,000,000	75.00%	\$7,500,000	36.04	\$270,276	\$270,276	\$0	\$90,092
23	2042	\$10,000,000	75.00%	\$7,500,000	36.76	\$275,681	\$275,681	\$0	\$91,894
24	2043	\$10,000,000	75.00%	\$7,500,000	37.49	\$281,195	\$281,195	\$0	\$93,732
25	2044	\$10,000,000	75.00%	\$7,500,000	38.24	\$286,819	\$286,819	\$0	\$95,606
26	2045	\$10,000,000	75.00%	\$7,500,000	39.01	\$292,555	\$292,555	\$0	\$97,518
27	2046	\$10,000,000	75.00%	\$7,500,000	39.79	\$298,406	\$298,406	\$0	\$99,469
28	2047	\$10,000,000	75.00%	\$7,500,000	40.58	\$304,375	\$304,375	\$0	\$101,458
29	2048	\$10,000,000	75.00%	\$7,500,000	41.39	\$310,462	\$310,462	\$0	\$103,487
30	2049	\$10,000,000	75.00%	\$7,500,000	42.22	\$316,671	\$316,671	\$0	\$105,557
30 Year TIF Total		\$290,000,000		\$217,500,000		\$7,055,839	\$7,055,839	\$0	\$2,351,946
30 Year Average				\$7,250,000		\$235,195	\$235,195		\$78,398

Tax Shifts-Avoided Formula Impacts from Sheltering of Valuation: City of Portland- TIF Model for Douglass St./Szanton & MCDP-Co-Op Project							
100% Sheltered - 30 years - 75% to Developer Project Account - 25% to City General Fund							
TIF Year	Tax Year- April 1	Total Added Valuation	Sheltered Valuation	Avoided Formula Impacts from Sheltering of Valuation			
				Avoided Loss of State Aid to for Education	Avoided Loss of State Municipal Revenue Sharing	Avoided Increase in County Tax	Total Avoided Impacts
1	2020	\$0	\$0	\$0	\$0	\$0	\$0
2	2021	\$10,000,000	\$7,500,000	\$0	\$5,620	\$4,141	\$9,761
3	2022	\$10,000,000	\$7,500,000	\$0	\$5,620	\$4,141	\$9,761
4	2023	\$10,000,000	\$7,500,000	\$20,700	\$5,620	\$4,141	\$30,461
5	2024	\$10,000,000	\$7,500,000	\$41,400	\$5,620	\$4,141	\$51,161
6	2025	\$10,000,000	\$7,500,000	\$62,100	\$5,620	\$4,141	\$71,861
7	2026	\$10,000,000	\$7,500,000	\$62,100	\$5,620	\$4,141	\$71,861
8	2027	\$10,000,000	\$7,500,000	\$62,100	\$5,620	\$4,141	\$71,861
9	2028	\$10,000,000	\$7,500,000	\$62,100	\$5,620	\$4,141	\$71,861
10	2029	\$10,000,000	\$7,500,000	\$62,100	\$5,620	\$4,141	\$71,861
11	2030	\$10,000,000	\$7,500,000	\$62,100	\$5,620	\$4,141	\$71,861
12	2031	\$10,000,000	\$7,500,000	\$62,100	\$5,620	\$4,141	\$71,861
13	2032	\$10,000,000	\$7,500,000	\$62,100	\$5,620	\$4,141	\$71,861
14	2033	\$10,000,000	\$7,500,000	\$62,100	\$5,620	\$4,141	\$71,861
15	2034	\$10,000,000	\$7,500,000	\$62,100	\$5,620	\$4,141	\$71,861
16	2035	\$10,000,000	\$7,500,000	\$62,100	\$5,620	\$4,141	\$71,861
17	2036	\$10,000,000	\$7,500,000	\$62,100	\$5,620	\$4,141	\$71,861
18	2037	\$10,000,000	\$7,500,000	\$62,100	\$5,620	\$4,141	\$71,861
19	2038	\$10,000,000	\$7,500,000	\$62,100	\$5,620	\$4,141	\$71,861
20	2039	\$10,000,000	\$7,500,000	\$62,100	\$5,620	\$4,141	\$71,861
21	2040	\$10,000,000	\$7,500,000	\$62,100	\$5,620	\$4,141	\$71,861
22	2041	\$10,000,000	\$7,500,000	\$62,100	\$5,620	\$4,141	\$71,861
23	2042	\$10,000,000	\$7,500,000	\$62,100	\$5,620	\$4,141	\$71,861
24	2043	\$10,000,000	\$7,500,000	\$62,100	\$5,620	\$4,141	\$71,861
25	2044	\$10,000,000	\$7,500,000	\$62,100	\$5,620	\$4,141	\$71,861
26	2045	\$10,000,000	\$7,500,000	\$62,100	\$5,620	\$4,141	\$71,861
27	2046	\$10,000,000	\$7,500,000	\$62,100	\$5,620	\$4,141	\$71,861
28	2047	\$10,000,000	\$7,500,000	\$62,100	\$5,620	\$4,141	\$71,861
29	2048	\$10,000,000	\$7,500,000	\$62,100	\$5,620	\$4,141	\$71,861
30	2049	\$10,000,000	\$7,500,000	\$62,100	\$5,620	\$4,141	\$71,861
30 Year TIF Total		\$290,000,000	\$217,500,000	\$1,614,600	\$162,994	\$120,078	\$1,897,672
30 Year Average		\$9,666,667	\$7,250,000	\$53,820	\$5,433	\$4,003	\$63,256

43 & 91 Douglass Street

Development Team	Douglass Yards (Soley, Hebert & Avesta)			Douglass Commons (Szanton, Maine Cooperative Development Partners)	
Type of Housing	Rental (Family)	Homeownership		Rental (Family)	Co-operative Housing
		Condominium	Single-Family Homes and Accessory Dwelling Units		
NUMBER OF UNITS					
Total	40	30	10/10	56	52
Affordable Units (at or below 80% AMI)	40	0	0	40	31
Workforce Housing Units (80% AMI to 120% AMI)	0	24	0	0	21
Market Rate Units	0	6	10/10	16	0
UNIT AFFORDABILITY/AMI %					
no. of units affordable to < 50% AMI	24	0	0	24	0
no. of units affordable to < 60% AMI	16	0	0	16	14
no. of units affordable to < 80% AMI	0	0	0	0	17
no. of units affordable to < 100% AMI	0	0	0	0	21
no. of units affordable to < 120% AMI	0	24	0	0	0
Market Rate Units	0	6	10/10	16	0
BEDROOM TYPE					
efficiency	7	0	10 ADU	0	0
one-bedroom	13	24	0	29	18
two-bedroom	12	6	0	17	12
three-bedroom	8	0	10 SF	10	22
UNIT SQUARE FOOTAGE BY BEDROOM TYPE					
efficiency	375 sq ft	0	450 sq f	0	0
one-bedroom	550 sq ft	475 sq ft	0	600 sq ft	550 sq ft
two-bedroom	800 sq ft	600 sq ft	0	800 sq ft	760 sq ft
three-bedroom	950 sq ft	0	950 sq ft	1,000 sq ft	1,050 - 1,300 sq ft
MAXIMUM HOUSEHOLD SIZE PER UNIT					
efficiency	2	0	2	0	0
one-bedroom	2	2	0	2	2
two-bedroom	4	4	0	4	4
three-bedroom	6	0	6	6	6
NET RENT/PURCHASE PRICE					
efficiency	\$845 - \$1,021	0	0	0	0
one-bedroom	\$898-\$1,086	\$260,000	0	\$895-\$1,300	\$1,129-\$1,500
two-bedroom	\$1,072-\$1,298	\$330,000	0	\$1,068-\$1,550	\$1,354-\$1,900
three-bedroom	\$1,108-\$1,334	0	\$425,000	\$1,229-\$1,750	\$1,565-\$2,000
TAX ASSESSMENT ESTIMATES					
Estimated Assessed Value	\$4,100,000	\$8,220,000	\$4,250,000	\$5,800,000	\$10,000,000
Estimated Annual Tax	\$95,571	\$264,287	\$136,645	\$135,000	\$233,000
CURRENT FUNDING REQUEST					
TIF Request (30 Yr Annual Ave. Cap Rev to Dev)	\$96,430	No	No	\$136,413	\$235,195
LIHTC	Yes 9%	No	No	Yes 9%	No
HOME or Housing Trust Fund Request	No	No	No	No	\$400,000
Brownfield Funding	\$0	\$0	\$0	\$0	\$750,000
Total Development Cost	\$11,030,517	\$6,903,273	\$5,044,150	\$14,154,002	\$15,750,050
PURCHASE PRICE					
Land		\$575,000			\$475,000
PROJECT TIMELINE					
Estimated Construction Start Date	2 Q 2022	2 Q 2021	2 Q 2021	2 Q 2022	2 Q 2022
Estimated Completion Date	3 Q 2023	2 Q 2022	2 Q 2022	3 Q 2023	3 Q 2023

43 & 91 Douglass Street (Rental)

Development Team	Douglass Yards (Soley, Hebert & Avesta)	Douglass Commons (Szanton, Maine Cooperative Development Partners)
Type of Housing	Rental (Family)	Rental (Family)
NUMBER OF UNITS		
Total	40	56
Affordable Units (at or below 80% AMI)	40	40
Workforce Housing Units (80% AMI to 120% AMI)	0	0
Market Rate Units	0	16
UNIT AFFORDABILITY/AMI %		
no. of units affordable to < 50% AMI	24	24
no. of units affordable to < 60% AMI	16	16
no. of units affordable to < 80% AMI	0	0
no. of units affordable to < 100% AMI	0	0
no. of units affordable to < 120% AMI	0	0
Market Rate Units	0	16
BEDROOM TYPE		
efficiency	7	0
one-bedroom	13	29
two-bedroom	12	17
three-bedroom	8	10
UNIT SQUARE FOOTAGE BY BEDROOM TYPE		
efficiency	375 sq ft	0
one-bedroom	550 sq ft	600 sq ft
two-bedroom	800 sq ft	800 sq ft
three-bedroom	950 sq ft	1,000 sq ft
MAXIMUM HOUSEHOLD SIZE PER UNIT		
efficiency	2	0
one-bedroom	2	2
two-bedroom	4	4
three-bedroom	6	6
NET RENT/PURCHASE PRICE		
efficiency	\$845 - \$1,021	0
one-bedroom	\$898-\$1,086	\$895-\$1,300
two-bedroom	\$1,072-\$1,298	\$1,068-\$1,550
three-bedroom	\$1,108-\$1,334	\$1,229-\$1,750
TAX ASSESSMENT ESTIMATES		
Estimated Assessed Value	\$4,100,000	\$5,800,000
Estimated Annual Tax	\$95,571	\$135,000
CURRENT FUNDING REQUEST		
TIF Request	Yes	Yes
LIHTC	Yes 9%	Yes 9%
HOME or Housing Trust Fund Request	No	No
Brownfield Funding	\$0	\$0
Total Development Cost	\$11,030,517	\$14,154,002
PURCHASE PRICE		
Land	\$575,000	\$475,000
PROJECT TIMELINE		
Estimated Construction Start Date	2 Q 2022	2 Q 2022
Estimated Completion Date	3 Q 2023	1 Q 2023

43 & 91 Douglass Street (Homeownership)

Development Team	Douglass Yards (Soley, Hebert, Avesta)		Douglass Commons (Szanton, Maine Cooperative Development Partners)
Type of Housing	Homeownership		Co-operative Housing
	Condominium	Single-Family Homes and Accessory Dwelling Units	
NUMBER OF UNITS			
Total	30	10/10	52
Affordable Units (at or below 80% AMI)	0	0	31
Workforce Housing Units (80% AMI to 120% AMI)	24	0	21
Market Rate Units	6	10/10	0
UNIT AFFORDABILITY/AMI %			
no. of units affordable to < 50% AMI	0	0	0
no. of units affordable to < 60% AMI	0	0	14
no. of units affordable to < 80% AMI	0	0	17
no. of units affordable to < 100% AMI	0	0	21
no. of units affordable to < 120% AMI	24	0	0
Market Rate Units	6	10/10	0
BEDROOM TYPE			
efficiency	0	10 ADU	0
one-bedroom	24	0	18
two-bedroom	6	0	12
three-bedroom	0	10 SF	22
UNIT SQUARE FOOTAGE BY BEDROOM TYPE			
efficiency	0	450 sq f	0
one-bedroom	475 sq ft	0	550 sq ft
two-bedroom	600 sq ft	0	760 sq ft
three-bedroom	0	950 sq ft	1,050 - 1,300 sq ft
MAXIMUM HOUSEHOLD SIZE PER UNIT			
efficiency	0	2	0
one-bedroom	2	0	2
two-bedroom	4	0	4
three-bedroom	0	6	6
NET RENT/PURCHASE PRICE			
efficiency	0	0	0
one-bedroom	\$260,000	0	\$1,129-\$1,500
two-bedroom	\$330,000	0	\$1,354-\$1,900
three-bedroom	0	\$425,000	\$1,565-\$2,000
TAX ASSESSMENT ESTIMATES			
Estimated Assessed Value	\$8,220,000	\$4,250,000	\$10,000,000
Estimated Annual Tax	\$264,287	\$136,645	\$233,000
CURRENT FUNDING REQUEST			
TIF Request	No	No	Yes
LIHTC	No	No	No
HOME or Housing Trust Fund Request	No	No	\$400,000
Brownfield Funding	\$0	\$0	\$750,000
Total Development Cost	\$6,903,273	\$5,044,150	\$15,750,050
PURCHASE PRICE			
Land			
PROJECT TIMELINE			
Estimated Construction Start Date	2 Q 2021	2 Q 2021	2 Q 2022
Estimated Completion Date	2 Q 2022	2 Q 2022	2 Q 2023



CITY OF PORTLAND
Planning & Urban Development Department
Housing and Community Development Division

TO: Councilor Costa, Chair
Members of the Economic Development Committee

FROM: Mary Davis, Division Director
Victoria Volent, Housing Program Manager
Housing and Community Development Division

DATE: July 17, 2020

SUBJECT: Public Hearing and Vote on Selection of Developer Proposals to Construct Affordable Housing Projects on the Following City-owned Property: 21 Randall Street, 43 & 91 Douglass Street, and 165 Lambert Street

Introduction

A public hearing is scheduled for the July 21, 2020 Economic Development Committee meeting to discuss and vote to authorize staff to begin negotiations on the selection of proposals to construct affordable housing on City-owned property located at 21 Randall Street, 43 & 91 Douglass Street and 165 Lambert Street.

On November 13, 2019, the Housing Committee voted to recommend to the City Council the disposition of City-owned property located at 21 Randall Street, 165 Lambert Street, and 43 & 91 Douglass Street. On December 16, 2019, the City Council authorized staff to move forward with the disposition of these properties and requested staff to investigate options to maximize housing development potential and recommend preferred disposition approaches, working with the Economic Development and Housing Committees (Resolve 10-19/20). At a joint Economic Development and Housing Committee meeting held on March 4, committee members passed motions authorizing staff to issue RFPs for the three properties. The RFPs were issued on April 7 with an opening date of June 16. This memo highlights the key points from each RFP as it applies to the three City-owned properties.

A public notice was sent to abutters within 500 feet of each property on Monday July 6. The notice included a reference to both this Housing Committee meeting on July 8 and the Economic Development Committee meeting on July 21.

The Housing Committee reviewed the proposals at their July 8th meeting. Each developer was given an opportunity to present their proposed project. Time was allotted to allow committee members to ask questions. Public comment was taken. The Housing Committee did not take a formal vote on any of the proposals, however, committee members did express a preference for the proposals that included alternative housing models, i.e. community land trust and cooperative housing.

21 Randall Street

Two proposals were received for the disposition and development of 21 Randall Street. A review of the proposals by Ducas Construction Inc. and the Greater Portland Community Land Trust follow. A copy of each proposal is attached.

Review Team Scoring Matrix

RFP #20066 21 Randall Street

Selection Criteria/Maximum	Ducas	GPCLT
Proposed Use of Funds	30.0	27.0
Impact on Surrounding	22.0	22.0
Applicant's Ability to Complete	28.8	27.4
TOTALS	80.8	76.4

- **Ducas Construction Inc.** is requesting a contract zone change to allow for density and use of space requirements as set forth in the R6 Zone. The proposal is for a 3 story 12 unit building providing five (5) one-bedroom, (5) two-bedroom, and (2) three-bedroom units. All of the units would be reserved for families whose income is 60% AMI. All four of the first floor units would be designed and built to ADA or Type-A standards. There would be shared access laundry on the first floor. The site would provide twelve dedicated parking sites, bicycle racks, and a pocket park.

The project would request supplemental funding in the form of; low income housing tax credits (LIHTC), Brownfield Closeout Funds and, local Housing Trust Funds. The amount of the funding requests was not provided.

Volunteers of America and Avesta Housing have expressed an interest in being the occupant and manager of the building at completion.

The development schedule is based around the issuance of a Tax Credit Award by MaineHousing. Construction is expected to begin in June 2021 and be completed by May 2022. The total development budget is approximately \$3.2 million. Financial proforma includes a \$7,500 purchase price for the city-owned property.

- **Greater Portland Community Land Trust** is requesting conditional rezoning to allow for density and use of space requirements as set forth in the R6 Zone. GPCLT has submitted two proposals. The first proposal (aka Back Cove Row Houses) is for seven 2½-story row houses providing seven (7) three-bedroom units. The second proposal (aka Back Cove Flats) is for thirteen one-level homes with five (5) one-bedroom units and eight (8) three-bedroom units within a 3-story building. Using the Community Land Trust model, homeowners would enter into a long-term ground lease with GPCLT who would retain ownership of the land. The ground lease contains a deed restriction which would limit the price of the unit when resold, preserving the affordability of the dwelling in perpetuity. Each unit would be individually owned (with a fee simple title) within a homeowner association. GPCLT plans to sell the units to households earning up to 120% AMI level. The project would meet ADA guidelines. Each unit would provide washer/dryer hook-ups. The site would provide seven dedicated parking sites, bike

storage, shared communal green space, and gardens.

Proposed project 1 (Back Cove Row Houses: 7 three-bedroom units) would request supplemental funding in the form of; MaineHousing Community Solutions Grant (\$100,000), Brownfield Closeout Funds, other grant or subsidy loan (\$564,000) and, Housing Trust Fund (\$88,000 to be returned to the City in twelve to fourteen months). Proposed project 2 (Back Cove Flats: 13 one-level homes) would request supplemental funding in the form of; MaineHousing Community Solutions Grant (\$100,000), Brownfield Closeout Funds and, Housing Trust Funds (\$400,000 to be returned to the City in twelve to fourteen months).

GPCLT, with assistance from Coastal Enterprise Inc.'s Home Buyer Education Program, would play an active role in helping lower income buyers qualify for mortgage financing and would help negotiate with lenders to see that appropriate mortgage financing is available to these homebuyers. GPCLT would also provide a variety of training and support services (such as financial management, HOA governance, and basic maintenance) to households once they have become homeowners.

Construction is expected to commence no later than March 1, 2021 and be completed by late 4Q 2021. The total development budget for proposal 1 (Back Cove Row Houses) is approximately \$2.3 million, and \$3.4 million for proposal 2 (Back Cove Flats). The Greater Portland Community Land Trust (GPCLT) is proposing the City of Portland transfer ownership of the Randall Street property to GPCLT at a minimal cost of \$1.00. As a 501(c)(3) GPCLT does not expect to pay taxes on the land, however, the individual units will be taxed at an assessed value that takes into consideration the deed restriction placed on each unit.

43 & 91 Douglass Street

Two proposals were received for the disposition and development of 43 & 91 Douglass Street. A review of the proposals by Jack Soley, Hebert Development and Avesta Housing, and The Szanton Company follow. A copy of each proposal is attached.

Review Team Scoring Matrix

RFP #20067 43 & 91 Douglass Street

Selection Criteria/Maximum Value	Soley, Hebert, Avesta	Szanton/Maine Cooperative
Proposed Use of Funds	34.0	35.0
Impact on Surroundings	24.0	21.6
Applicants Ability to Complete	31.0	29.4
TOTALS	89.0	86

- **Douglass Yards:** Jack Soley, Hebert Development, and Avesta Housing are requesting a contract zone or zone change to allow for density and use of space requirements as set forth in the R-5A Zone. The proposal is for a 40-unit rental building, a 30-unit condominium building, and the potential development of 10 single-family homes. The rental and condo structures will be 3-story, elevator buildings. A matrix that details unit bedroom type and affordability targets is attached. The potential 10 single-

family homes would include garages and 450sf of accessory dwelling units for additional housing options. The homes would be sold at market rate. The campus site would provide a community room for use by residents, local community groups or organizations. The site would contain 50 dedicated parking sites, 16 on-street parking sites, bike storage, community garden, and a patio.

Avesta Housing HomeOwnership Center would provide homebuyer classes and free credit, financial, and budgeting capabilities counseling to individuals and/or families.

The 40-unit rental building would request supplemental funding in the form of low-income housing tax credits (LIHTC) from MaineHousing, and an Affordable Housing Tax Increment Financing (AHTIF) from the City. The cost of environmental remediation was not noted as requiring subsidy funding.

The 30-unit condominium building and 10 single-family homes are not subject to the timeframes of federal financing. Therefore, it is expected that construction could begin during the summer of 2021. The condominiums would be ready for occupancy in the summer of 2022. The 40-unit rental building would use MaineHousing financing which is cyclical in nature; financing would be secured within approximately one year of selection. Construction would then start approximately nine to twelve months from the date financing is secured, anticipated during summer/fall of 2022. The building would be ready for occupancy in spring of 2024.

The 30-unit condo development budget is approximately \$6.9 million. The 40-unit rental building development budget is approximately \$11 million. The 10 single-family homes with accessory dwelling units has a development budget of approximately \$5 million. The financial proforma includes a purchase price for the city-owned property of \$575,000.

Upon acquisition, either the land would be subdivided, or a land condominium would be formed. The campus would include two or three land units ("Land Unit X") based on the development proposal selected by the City. Land Unit 1 would be owned by Avesta Housing for the purposes of developing a 40-unit affordable rental property. Land Unit 2 and Land Unit 3 would be owned by Jack Soley and Tim Hebert / Hebert Construction. The land associated with Unit 2 would be for purpose of the development of a 30-unit condominium, and Land Unit 3 will be retained for the potential development of single-family homes.

- **Douglass Commons: The Szanton Company and Maine Cooperative Development Partners** are requesting a zone change to allow for density and use of space requirements as set forth in the R-6 Zone. The proposal is for a 4-story 56 unit apartment building and 52 Limited Equity Ownership homes (i.e. Co-op) in three 3-story buildings with 12 units each and four 2-story buildings with 4 units each. A matrix detailing bedroom types and affordability targets is attached. Affordability restrictions on Limited Equity Co-op units would be permanent, and for the apartments, the longest period allowed by law, secured by covenants. The Co-op buildings would contain community rooms. The apartments would have a fitness room, community room, bike storage room, and an on-site resident services coordinator and property manager. The site would contain 81 dedicated parking sites with a covered parking/bike parking structure, a community garden, and potential food forest and EV charge station.

Cooperative Development Institute would manage the Co-op, help cultivate community

cohesion, and would ensure implementation of the permanent affordability provisions. The Co-op ownership structure is a Limited Equity Cooperative as defined in Maine State Law, meaning that residents rent from an entity that they co-own. This type of cooperative is democratically owned and operated similar to a condo structure, but allows for a wider range of income affordability, as residents do not have to qualify for a mortgage. Resident-owners pay a share price similar to a small down payment, then have a monthly payment similar to rent or mortgage. The Co-op itself holds the mortgage for the property, and over time, the homes become more affordable as expenses increase only with actual expenses - there is no profit motive. New residents must meet income requirements, and monthly costs must not exceed 30% of the Area Median Income (AMI) income bands. These rules continue in perpetuity. The apartments would be managed by Saco Falls Management.

The 56-unit rental building would request supplemental funding in the form of low-income housing tax credits (LIHTC) from MaineHousing, and an Affordable Housing Tax Increment Financing (AHTIF) from the City. The 52-Co-op units would request supplemental funding in the form of an Affordable Housing Tax Increment Financing (AHTIF) from the City, Housing Trust Funds (\$400,000), MaineHousing Community Solutions Grant (\$400,000), and GPCOG and EPA Brownfield Funds (up to \$750,000, if needed).

The 56-unit rental building would use MaineHousing financing which is cyclical in nature; financing would be secured within approximately one year of selection. Construction would then start during the summer of 2022. The building would be ready for occupancy in spring of 2023. The Co-op development would begin construction during the summer of 2022, and be ready for occupancy in summer 2023.

The apartment development budget is approximately \$14.1 million. The Co-op development budget is approximately \$15.7 million. The financial proforma includes a purchase price of \$475,000 for the city-owned property.

165 Lambert Street

Maine Cooperative Development Partners is requesting a contract zone (or a judgment by the planning board that the co-operative structure would classify the homes as Multifamily under the Zoning Ordinance). Alternatively, the project should also work as an R-3 or R-5 PRUD (which would require a form-factor change of some or all homes from single-family style to duplex style). The proposal, a copy of which is attached, is broken into two phases. Phase 1 is for 20 single family homes. Phase 2 is for 26 single-family homes. Each home would be 1,250 sf and would contain three bedrooms and two baths. One hundred percent of the homes (phase 1 and phase 2) would be permanently affordable to households earning at or up to 100% AMI. The project would be structured as a limited-equity housing co-operative (“Co-op”) under the Maine Cooperative Affordable Housing Act (13 M.R.S. §§ 1741, et seq.) which is specifically designed to create permanently affordable housing.

The site design offers access to existing trails by creating green space and pathways connecting transit, trails, and sidewalks while also preserving the existing wetlands and open space for wildlife. The site also offers the potential to create community center resources for the neighboring community if the Co-op and the City can agree on an appropriate partnership.

The Cooperative Development Institute (CDI) would be responsible for the creation of the

cooperative ownership and management structure and ensure implementation of the permanent affordability provisions. Andy Reicher, executive director of UHAB, which manages 25,000 units of limited equity cooperative housing in New York City, would be a consultant to CDI to set up a structure to train future residents in managing their buildings, and using lessons learned and management fees to seed future cooperative ownership projects. The project would be a limited equity cooperative, meaning that residents rent from an entity of which they are an owner. This type of cooperative is democratically owned and operated similar to a condo structure, but allows for a wider range of income affordability, as the share price is low and residents do not have to qualify for a mortgage. The construction loan becomes a long-term loan paid by the association. Resident-owners pay an up-front share price similar to a down payment, then have a monthly payment similar to rent or a mortgage based on the actual operating costs of the property. New residents must meet the income requirements, and monthly carrying costs must not exceed 30% of the income bands based on Area Median Income (AMI). These rules continue in perpetuity.

Phase 1 (20 single-family homes) would request supplemental funding in the form of an Affordable Housing Tax Increment Financing (AHTIF) from the City, local Housing Trust Funds (\$200,000) and, a MaineHousing Community Solutions Grant (\$200,000). Phase 2 financing was not provided. Construction for phase 1 would start during the summer of 2022. Homes would be ready for occupancy in fall of 2022. The phase 2 construction start date was not provided.

The phase 1 development budget is approximately \$7.4 million. The phase 2 development budget was not provided. The financial proforma includes a purchase price of \$0.00 for the city-owned property.

With only one proposal received for this project, the review team did not score the proposal.

Attachments:

Ducas Construction Proposal (21 Randall Street)

Greater Portland Community Land Trust Proposal (21 Randall Street)

Soley, Hebert Development and Avesta Housing Proposal (43 & 91 Douglass Street)

The Szanton Company/Maine Cooperative Development Partners Proposal (43 & 91 Douglass St.)

Maine Cooperative Development Partners (165 Lambert Street)

Matrix of RFPs

RFP for Disposition and Development

Of City-Owned Property

Located at 21 Randall Street

RFP #20066



Ducas Construction Inc.

Federal Id # 47-3807804

Duns No: 113220587

Addendum's 1-4 have been received.

Concept Design

The property is located at 21 Randall Street in the East Deering neighborhood of Portland Maine. It is an L shaped lot with an existing easement on it from the Portland Water District, and building size restrictions imposed by the R5 Zone. In order to provide a building of reasonable dimension, unit count and amenities we are requesting a “Contract Zone” change to allow for density and use of space requirements as set forth in the R6.

In response to the RFP issued for affordable housing on the lot at 21 Randall Street we are proposing to build a 3 story 12 unit building providing a mix of 1 BR, 2 BR and 3 BR units. All of the units will be reserved for families whose income is between 60-120% of AMI. The building we have designed can accommodate families just starting out to families in their golden years. With ample space in each unit and each floor offering a variety of unit sizes this building offers maximum versatility in its response to the public need. All four of the first floor units will be designed and built to ADA standards allowing for any one or all of the 1st floor units available to families with disabilities.

As designed we are offering a mix of unit sizes with (5) 1 bedroom units, (5) 2 bedroom units, and (2) 3 bedroom units. The building will be served by a single egress stair centrally located that provides access to both the front of the building along Illsley and the rear of the building parking lot. There will be a shared access laundry facility within the building on the 1st floor. The site affords the development with enough parking spaces for a 1:1 ratio, allowing each unit to have a dedicated parking space, a luxury not always available for infill developments. Unit interiors have been designed to provide the best features of open concept living with galley kitchen open to the dining and living spaces. The unit interiors will be provided with contemporary finishes selected as much for aesthetics as performance. Units will be provided with Luxury Vinyl Plank floors, and energy star rated appliances. These layouts and interior finish selections provide a variety of configurations within each unit allowing the individual tenants to decorate and accent through furniture and finishes of their choosing.

The site plan we have provided has offers several benefits to the occupants of the building and neighborhood. These included an onsite pocket park, dedicated parking for every unit, bicycle racks, and a conscientious landscaping package offering the beauty of a landscaped site with low maintenance and drought tolerant plant selections. In addition we have maintained the Portland Water easement access by using that land as the driveway. The parking lot as been designed in the rear of the building to conceal it from view and provide an added level of security to the owners of the vehicles.

The building's size and shape is consistent with those common in the neighborhood. The building will be designed as a rectangle; however the elevations will be provided with setbacks allowing for a graceful transition of siding types. As you will see from the locus map and images of nearby buildings – our proposed building will be of similar design and proportion common in the neighborhood.

The site is well situated for family housing as an urban infill development. Located near Back Bay, Payson Park, The Presumpscott Elementary School, and walking distance to downtown via the back cove trail it offers several conveniences within a few minutes' walk.

There is a bus stop no more than a 5 minute walk from the front door, allowing easy access to the public transport network.

In summary the benefits and features of the building we are presenting are as follows:

- (12) Income restricted units from 60 – 120% AMI.
- (4) Ground floor units that are ADA compliant and accommodate single story living for seniors who struggle with stairs.
- Units that are open to all levels of income, even those below 60% AMI should the individuals prove their ability to pay the rent.
- A balanced distribution of unit offering between 1 bedroom units and 3 bedroom units designed to allow for open living space and multiple configurations.
- Onsite parking concealed behind the building and out of the public eye line.

- An onsite pocket park.
- Low maintenance and drought tolerant landscaping.

Team

Ducas Construction Inc is the development team proposing the project.

Ducas Construction Inc. (DC) is a southern Maine based Construction Manager & Developer that develops builds within all sectors of the commercial market in Maine and southern New England. Led by Patrick Ducas, the DC Team is staffed with an acquisition & development coordinator, project managers, construction estimator, and field team that execute complicated and multi-faceted projects on time and within budget. With significant experience in the multi-family housing market, DC has the knowledge base and experience to oversee the development, tax credit and syndication, design, procurement and construction of this project from concept to completion.

DC's has a proven track record of successfully steering projects through the planning board process for re-zoning and sub division approval.

DC has also been a team member on projects that have used LIHTC as a source of funding and has been a key contributor to the success of those projects. For this project our alliance with the end user will make this project a very strong candidate and likely recipient for the award of tax credits.

A few representative projects are:

- 415 Cumberland Ave – The re-development of a 15,000 GSF commercial office building into 10 market rate apartments. Ducas Construction acquired and managed the re-zoning and sub division approval process before selling the permitted building off. Ducas Construction performed the construction for the new owner 415 CA LLC.
- 175 West Elm Street – The purchase of a defunct 2 unit complex in Yarmouth ME. Patrick Ducas dealt with Yarmouth in the re-zoning and “contract zone amendment” to allow for the property to remain a multi-family project despite its lot size not meeting current zoning standards. Significant improvements were made to the building exterior, systems and unit interiors to create market rate rental units.
- DC At The Downs – Ducas Construction acquired the land, and has taken the project through planning board approval for the construction of a new multi-tenant flexible office/industrial space within the Innovation District of The Downs in Scarborough.

Acorn Engineering, Inc. is a Portland-based civil and environmental engineering firm of nine full-time employees and four construction inspectors. Acorn's team has a diverse portfolio providing Maine with quality engineering and environmental services as well as state-wide construction administration on behalf of the Maine Department of Transportation.

A cornerstone of Acorn Engineering is the attention to quality and exceptional level of service on every project, regardless of size. Our engineers and scientists pride themselves on their extensive experience, which is backed by a broad knowledge of civil and environmental engineering practices from smaller residential projects to larger commercial projects that integrate environmental assessment and site redevelopment.

Acorn Engineering has demonstrated the ability to breakdown and synthesize widely disseminated regulations into accepted engineering practices and practical site assessment and development. As a result of Acorn's efforts, the Cumberland County Soil & Water Conservation District recently recognized Acorn as the Contractor of the Year. This was the first award associated with the nationally recognized Long Creek Restoration Project and the first time the Cumberland County Soil & Water Conservation District ever recognized an engineering firm as their Contractor of the Year.

Acorn's expertise covers the areas of: civil/site design, evaluation, development, and permitting; and construction phase services such as construction administration, construction documents, project bidding, and site inspection including erosion and sedimentation control. Acorn's experience also includes the field of environmental engineering and compliance such as: Phase I and Phase II environmental site assessments, soil and groundwater remediation planning and design; Maine's Voluntary Response Action Program (VRAP); and stormwater treatment system design and permitting.

Acorn's engineers have designed, permitted, and overseen construction on numerous single-family and multifamily residential projects including traditional subdivision designs featuring on-site sewage/septic disposal and drilled wells. Furthermore, Acorn has demonstrated extensive experience and capabilities with municipalities, the Maine Department of Transportation (MDOT), Maine Department of Environmental Protection (MDEP), soil & water conservation districts, conservation commissions, municipalities, and the private sector on environmental and site development projects as demonstrated by the following:

- Listed on Maine DEP's Pre-Qualified Vendor List for Environmental Consulting Services
- Listed on Maine DOT's Pre-Qualified Consultants for eight service areas (listed under Section I.D)
- Cumberland County Soil & Water Conservation District Contractor of the Year for work on the Long Creek Restoration Project

- **Public Works Redevelopment – Meeting House Hill**

Over the past two years, Acorn Engineering has worked in close association with the City of South Portland, neighbors, and private clients on the redevelopment of the former Public Works facility. The 6-acre site is nestled in the middle of the Meeting House Hill residential neighborhood and is currently



a mix of storage buildings, fuel fill stations, miscellaneous stockpiles, and pavement. The site will be redeveloped into a mix of multifamily townhomes and single-family dwellings comprising 38 units along with a public park and community gardens.

In addition to the environmental remediation, Voluntary Response Action Program (VRAP), and other environmental considerations given the previous land use, the project is subject to a Maine DEP stormwater management law. The redevelopment design results in a reduction in impervious area of over 50% and reduces land use intensity across the site. Though not required, several stormwater BMP's have been implemented into the site as a best practice, further attenuating and treating stormwater runoff. In addition to the significant redevelopment plan, Acorn has designed an infrastructure plan to separate the storm and sewer mains. This will include installing 400 feet of new storm drain along the existing O'Neil Street right-of-way and 700 feet of new storm drain along the proposed O'Neil Street right-of-way extension. Overall, this effort will reduce the effects of combined sewer overflows (CSO) into Casco Bay which occur due to wet-weather events and the wastewater treatment plant's inability to provide capacity for both storm and sanitary sewer flows.

As part of this project, Acorn held a multitude of meetings with the City including the assistant City manager, the former Mayor, the entire planning division, and the chief engineer of Public Works. Furthermore, Acorn has collaborated with department heads of the Fire, Parks, Public Works, and Water Resource departments to ensure a feasible and ideal project for all parties. As a result, the process was truly a collaborative effort with a number of stakeholders weighing in on the design.

- **Munjoy Heights**

Acorn provided civil/site engineering and permitting for the design of Munjoy Heights – a six townhome, 29-unit development on the steep slopes of Munjoy Hill in the City of Portland. Acorn designed and developed construction drawings for the sanitary sewers, storm drains, water mains, driveways and pedestrian circulation, retaining wall locations, building locations, and drainage infrastructure to be built in compliance with City standards.



A key component to the project was coordinating with the City on the future combined sewer separation project and the site's overall stormwater management. Additionally, discussions with neighbors and stakeholders were paramount in the project's success.

The innovative urban infill project compliments the Munjoy Hill neighborhood with a communal design and plentiful native landscaping that replaced invasive species which previously dominated the eroding banks prior to the development. The \$22 million project features a courtyard, terraced landscaping, a Portland Trails-maintained path that connects the redevelopment to the existing trail system, and low impact development (LID) techniques that meet MDEP Chapter 500 regulations. The stormwater management includes an underdrained sand filter and chambers that detain and treat stormwater on site in tandem with strategically placed rain gardens.

The project required extensive coordination and collaboration between the client, City of Portland, Portland Trails, the structural engineer, the architect, and the contractor to successfully complete the project with the first “woonerf” in the state and maintaining the existing public walking path through the property.

- **200 Valley St**

Working with Avesta Housing, Acorn Engineering provided civil engineering and permitting for Avesta's 60-unit project in the St. John Valley neighborhood. This urban infill project replaces the existing single-family house and abutting vacant lots into new affordable housing opportunities with two levels of covered parking, amenities, and a rebuilt project frontage with new sidewalks, street trees, and bicycle hitches.



As part of the project, Acorn developed a transportation and parking analysis to ensure that the provided parking will adequately serve the redevelopment. Furthermore, the design team identified and implemented multiple strategies to encourage residents to efficiently utilize the many modes of transportation available on the Portland peninsula.

- **Little Dolphin Drive & Jocelyn Place**

In collaboration with the South Portland Housing Authority and Risbara Holdings, Acorn provided civil engineering design and permitting of a multi-use subdivision at the end of Little Dolphin Drive in Scarborough. Proposed uses include a two-story office building and a three-story 60-unit senior housing facility with associated parking and landscaped areas.



In addition to a voluntary neighborhood meeting, the project went through a 3-step master plan phase with the Town of Scarborough in which the project was collaborated on with Planning Staff, the Planning Board, and neighbors.

The project is subject to Maine DEP and US Army Corps permits. To adequately treat stormwater on the site, Acorn has designed multiple stormwater BMPs meeting Maine DEP Chapter 500 regulations resulting in a low impact design.

- **89 Anderson Street**

In collaboration with Redfern properties and the East Bayside neighborhood, Acorn developed the civil/site engineering design of a mixed use 53-unit redevelopment of an existing under-utilized, urban infill lot in the East Bayside neighborhood. Acorn's scope of services included in the initial phase applying for and obtaining a zone change and



conducting Phase I and Phase II Environmental Site Assessments to evaluate potential environmental contamination at the site.

After conducting the environmental remediation efforts, Acorn developed the site layout and design of sanitary sewers, storm drains, water mains, site driveway, retaining wall locations, building locations, parking lot design, building drainage structures, utility connections and landscaping plan (with a landscape architecture subconsultant) to meet the City of Portland Technical Standards. Acorn also integrated sidewalk and improvements associated with the project into the City's Anderson Street ByWay project. Furthermore, the project team worked with a non-profit organization, the Telling Room, to provide public art along the Fox Street streetscape in lieu of traditional fencing.

Overall, the project established an important mixed use building on a prominent corner lot adjacent to Kennedy Park which contains popular recreation space. The building houses a restaurant and the Gear Hub bicycle school on the first floor with residential apartments above which encourages an active street presence with housing, goods, and services that help tie the neighborhood together and keep eyes on the street.

RYAN SENATORE ARCHITECTURE

Information and Qualifications



Ryan Senatore **Architecture** is a full service architectural firm providing clients with design services for a broad range of project types, including: new construction, additions, renovations and adaptive re-use of existing structures.

RSA's broad project experience includes; Multi-family residential, Single family residential, Commercial Interiors, Industrial Warehouse, Restaurant, Office Fit-up, Retail and Municipal Facilities.

RSA is an architectural firm that believes a collaborative approach that fosters a team environment is imperative to a project's success. Every person involved in the project is part of the team and every member adds value to the project. RSA's goal is to deliver projects that respect the natural environment, create vibrant, healthy spaces, are within budget, on schedule, and exceed client expectations.



RYAN SENATORE, AIA, LEED AP

Registered Architect, State of Maine and the Commonwealth of Virginia
LEED Accredited Professional
American Institute of Architects, Member
Maine Affordable Housing Coalition, Member
USGBC Communications Committee, Past Member

EDUCATION

Roger Williams University, Bristol RI Bachelor of Architecture
John Cabot University, Rome, Italy

EXPERIENCE

RYAN SENATORE ARCHITECTURE

Founded 2012

667 CONGRESS STREET Portland, Maine
Mixed-Use urban infill with retail and 139 apartment units

BAYSIDE BOWL ADDITION Portland, Maine
Bowling facility with mezzanine and roof top deck

WEST END PLACE Portland, Maine
Mixed-Use urban infill with retail and 39 apartment units

YARMOUTH PUBLIC SERVICES MAINTENANCE FACILITY Yarmouth, Maine
New construction addition and renovations to the town of Yarmouth's Public Services Facility, including a phased planning for future expansion

MUNJOY HEIGHTS Portland, Maine
29 Unit Luxury residential condominium development located on Munjoy Hill

ARUNDEL TOWN HALL Arundel, Maine
New Town Hall for the Town of Arundel, currently in the Design Development Phase

PORTLAND HUNT AND ALPINE CLUB Portland, Maine
Interior fit-up of a club with bar and restaurant

TFH ARCHITECTS Portland, Maine

2002 - 2012

INVERNESS MEDICAL WAREHOUSE EXPANSION Scarborough, Maine
22,000 square foot warehouse addition and interior renovations

SPA TECH INSTITUTE Westbrook, Maine
Tenant fit-up for a school of Cosmetology and Massage, including classrooms, Clinic and office space

AWARDS

MSHA - Mainstream Green Home Design Contest 2nd Place
Bernard Spring Independent Project Award
AIA, Henry Adams Certificate of Merit

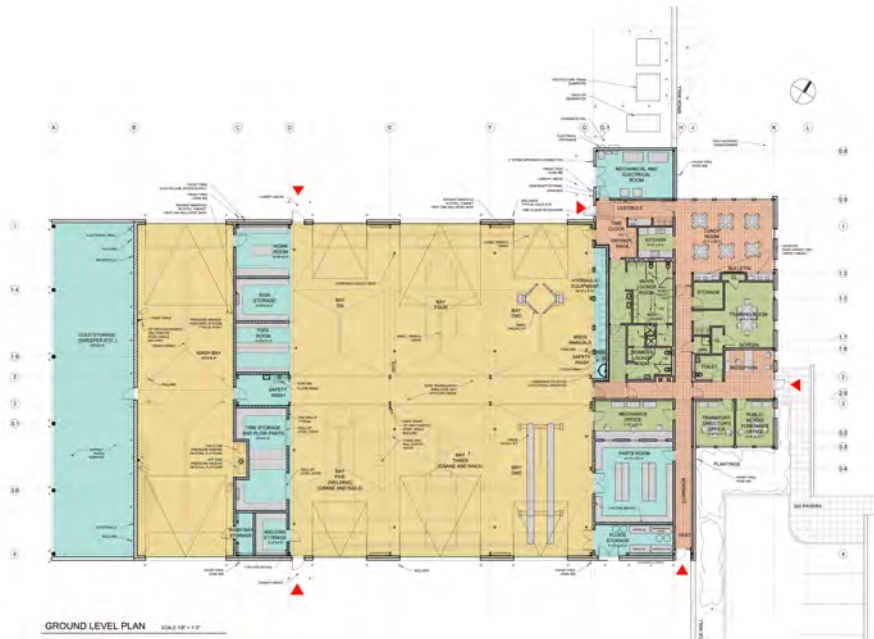
TEACHING EXPERIENCE

Governors Energy Efficiency Summit, Presentation 'Efficiency by Design'



WEST END PLACE

The proposed building to be located at the corner of Brackett and Pine Streets in Portland's West End is a mixed-use project that will provide 39 residential apartments and first floor retail uses. The building design process began with an extensive analysis of the Architecture of the existing historic neighborhood. The proposed building is a contemporary design that responds to existing neighboring buildings through scale, texture and rhythm.



YARMOUTH PUBLIC SERVICES MAINTENANCE FACILITY

The town has outgrown its existing facility located at North road, the proposed new facility will serve the Public Works department and the Transportation function of the School Department. The design team held programming workshops with both departments to determine their current and potential future needs to develop the working program for the facility. This program served as the basis for both schematic site and building plans. The resulting design takes advantage of the sites solar orientation and natural grading to improve both energy efficiency and operational efficiency.



MUNJOY HEIGHTS

Munjoy Heights is a 29 unit urban residential condominium development perched upon Portland's Munjoy Hill. The high performance building's take advantage of passive solar energy with large expanses of southwest facing glazing which open the living spaces up to an abundance of natural light and views toward Back Cove and the mountains beyond.



Readiness, Financing & Schedule

Our team has the availability and capacity to start on this project as soon as award is made. Our Civil Engineers have a clear understanding of what is needed to submit for the contract zone amendment needed, and with confirmation from Portland's finance department that they are willing and able to assist with this process we understand that is the 1st step. At the same time our Development coordinator will work with RSA architects to develop a submittal package to Maine Housing for 2021 QAP submission deadline for fall 2020.

Typical with most low income developments, this project requires the injection of outside funding to help make up the difference between interest payments and a restricted income stream. This project is targeting (3) sources supplemental funding in addition to a standard construction loan: the first being revenues from syndicating low income housing tax credits, the second being a grant from the Brownfields Closeout Fund for site cleanup, and the third being a possible grant from the Housing Trust Fund.

In order to achieve/win these sources of funding our team has the past experience and understanding of what is needed to submit and secure funds in this competitive process.

Enclosed you will find a letter from Gorham Savings Bank pledging their support to our development of this project. In addition you will find e-mail correspondence from Volunteer's of America expressed interest in being the occupant and manager of the building at completion.

In conclusion we believe we have a very strong team and project for consideration – a seasoned and experienced development, architectural, civil and construction team, with identified sources of funding, and expressed interest in the project. A clearly defined project scope and target occupant mix. Interest from 2 proven operators and management agencies with a portfolio of local low income housing assets.

Our success on this project will not be from lack of knowhow, vision or ability – the fate of this project lies in its ability to secure the supplemental funding to make it possible. We believe our submission will score highly in the Maine Housing review process making it a top contender.

Development Schedule

RFP Award from City of Portland	June 2020
Planning Board Contract Zone Amendment	July – Sept 2020
Maine Housing Pre-Application & Submission	July – Sept 2020
Maine Housing Tax Credit Award	March-April 2021
Construction Document Completion	April-May 2021
Building Permit Submission	May-June 2021
Construction	June 21 – May 2022

Deal Components

Development Budget

- | | |
|----------------------|----------------|
| - Land Acquisition | \$7,500.00 |
| - Soft Costs | \$795,000.00 |
| - Construction Costs | \$2,398,620.00 |

Total Development Budget	\$3,201,120.00
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Sources of Funding:

- Low Income Housing Tax Credits
- Portland Housing Trust Fund
- Brownfields Closeout Fund
- Deferred Developer Fee
- First Mortgage Debt

Zoning Change

- Developer is requesting a contract zone amendment to allow for R6 zoning densities to be applied to this off peninsula project site.

Occupancy & Management Plan

- Developer is in talks with both Volunteer's of America and Avesta Housing as potential long term occupants and managers of the property. Both organizations have expressed interest in the use of the site and both have the capability and capacity to manage the property and a backlog of families looking for housing that they could place immediately.



June 5, 2020

City of Portland Purchasing Department
Matthew Fitzgerald
389 Congress Street, City Hall Room 103
Portland, ME 04101

RE: Ducas Construction, Inc. – 21 Randall Street Portland – CBL 166 B014-015-016

Dear Matthew:

Patrick Ducas is a valued customer of Gorham Savings Bank who I have known and worked with for over five years.

Gorham Savings Bank is aware of the low-income housing development project proposed for 21 Randall Street in Portland. Based upon my history working with Mr. Ducas on several of his successful projects, it is my opinion that he has the management capability to successfully complete the project as well as the financial capacity to support the estimated total project cost.

Please feel free to call me with any questions.

Sincerely,

A handwritten signature in blue ink that reads "Lindsay Harris".

Lindsay Harris
Vice President of Commercial Lending
(207) 222-1484
lharris@gorhamsavings.bank

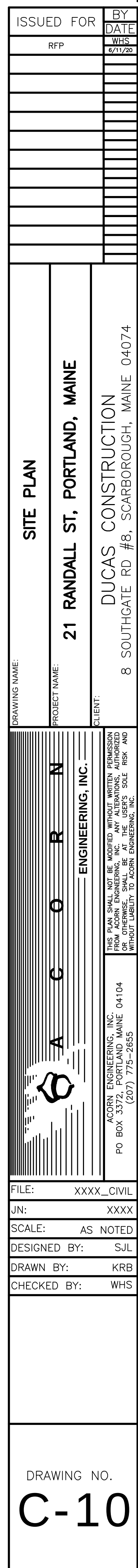
From: [Drake, Travis](#)
To: [Patrick Ducas](#)
Subject: VOA
Date: Friday, June 05, 2020 3:07:08 PM

Hi Patrick,
Rich mentioned that you have a project that you may want to partner with VOA on or have us manage the property after you develop and build it.

This is something that we definitely would be interested in. Could we set up a time to talk next week?

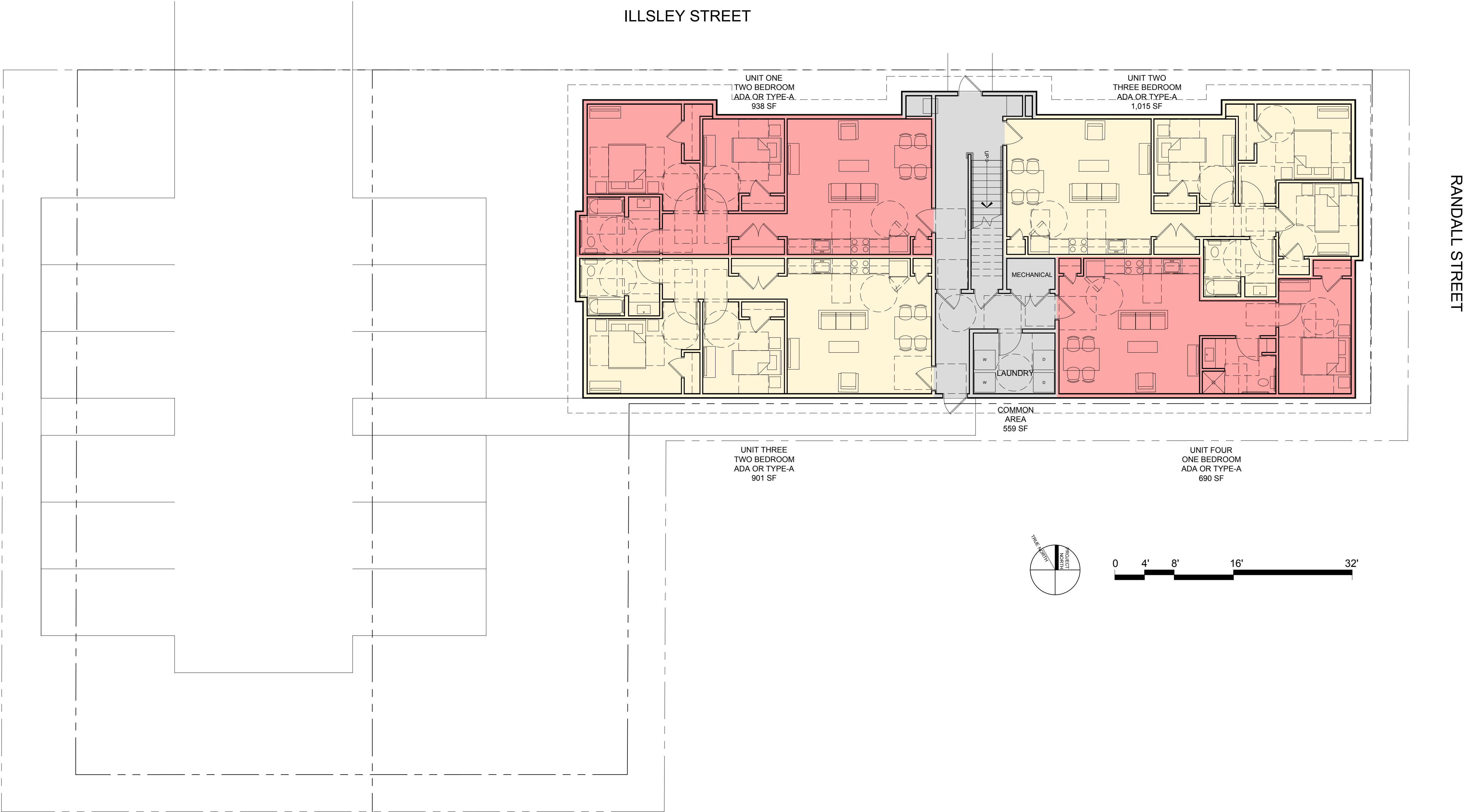
Thank you

Travis



AFFORDABLE APARTMENTS
21 RANDALL STREET, PORTLAND, MAINE

JUNE 15, 2020



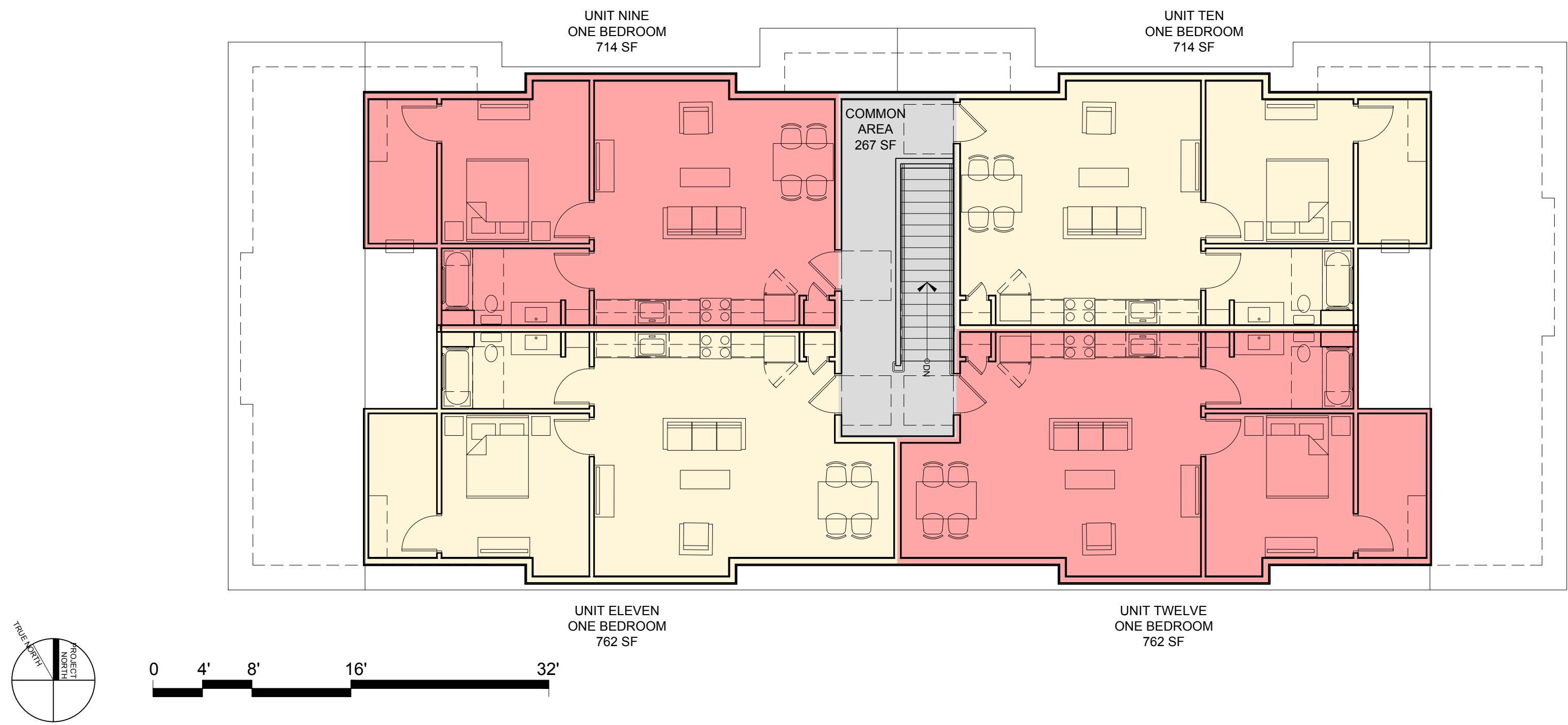
1 FIRST FLOOR PLAN CONCEPT
1/8" = 1'-0"

PROGRESS PRINT ONLY
Not for Construction

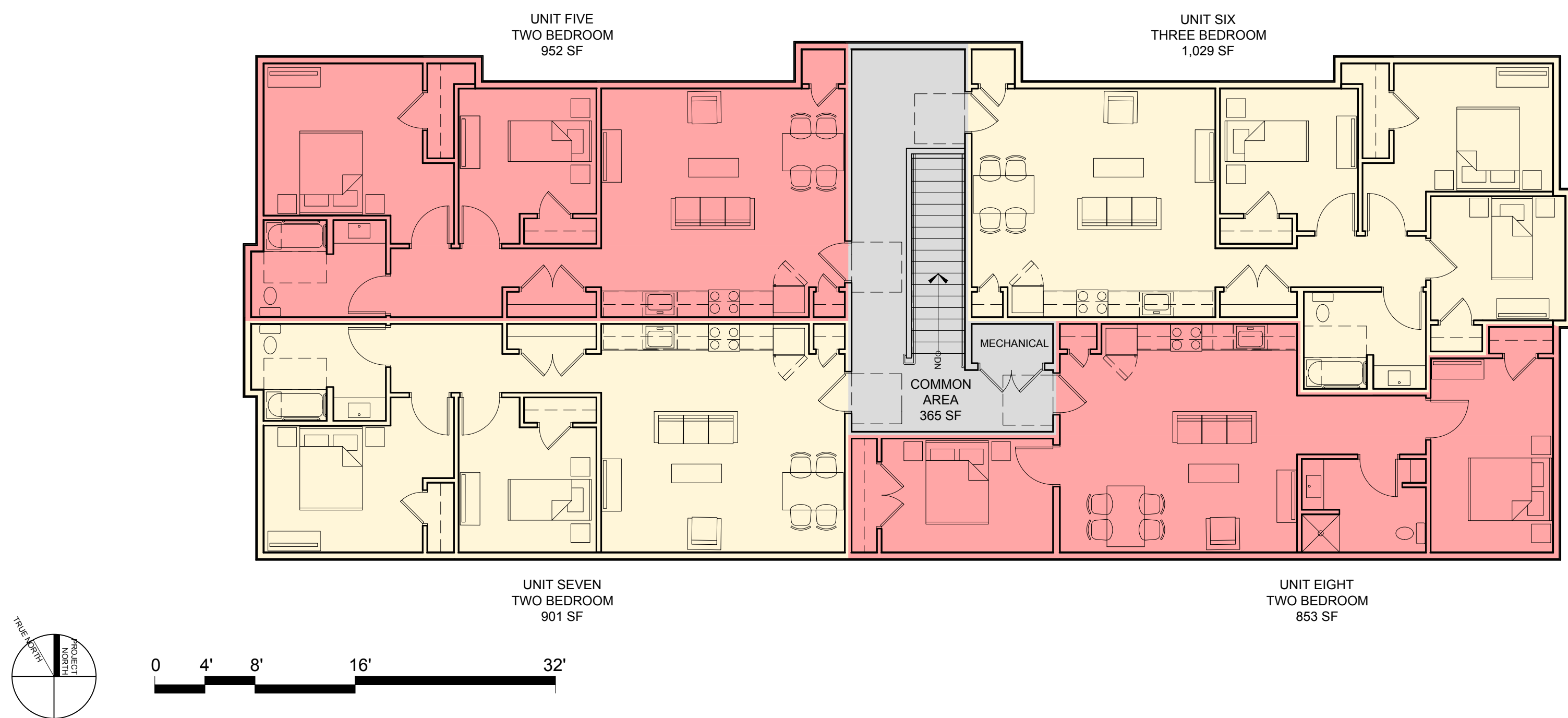
AFFORDABLE APARTMENTS

21 RANDALL STREET, PORTLAND, MAINE

JUNE 15, 2020



2 THIRD FLOOR PLAN
1/8" = 1'-0"



1 SECOND FLOOR PLAN
1/8" = 1'-0"

PROGRESS PRINT ONLY
Not for Construction

AFFORDABLE APARTMENTS
21 RANDALL STREET, PORTLAND, MAINE

JUNE 15, 2020



1 SOUTH EXTERIOR ELEVATION
1/4" = 1'-0"



2 WEST EXTERIOR ELEVATION
1/4" = 1'-0"

PROGRESS PRINT ONLY
Not for Construction

RYAN SENATORE **ARCHITECTURE**

AFFORDABLE APARTMENTS
21 RANDALL STREET, PORTLAND, MAINE

JUNE 15, 2020



1 NORTH EXTERIOR ELEVATION (ILLSEELY STREET)
1/4" = 1'-0"



2 EAST EXTERIOR ELEVATION (RANDALL STREET)
1/4" = 1'-0"

PROGRESS PRINT ONLY
Not for Construction

RYAN SENATORE **ARCHITECTURE**

AFFORDABLE APARTMENTS

21 RANDALL STREET, PORTLAND, MAINE

JUNE 15, 2020



1 VIEW LOOKING SOUTH WEST FROM RANDALL STREET
N.T.S.

RYAN SENATORE **ARCHITECTURE**

AFFORDABLE APARTMENTS

21 RANDALL STREET, PORTLAND, MAINE

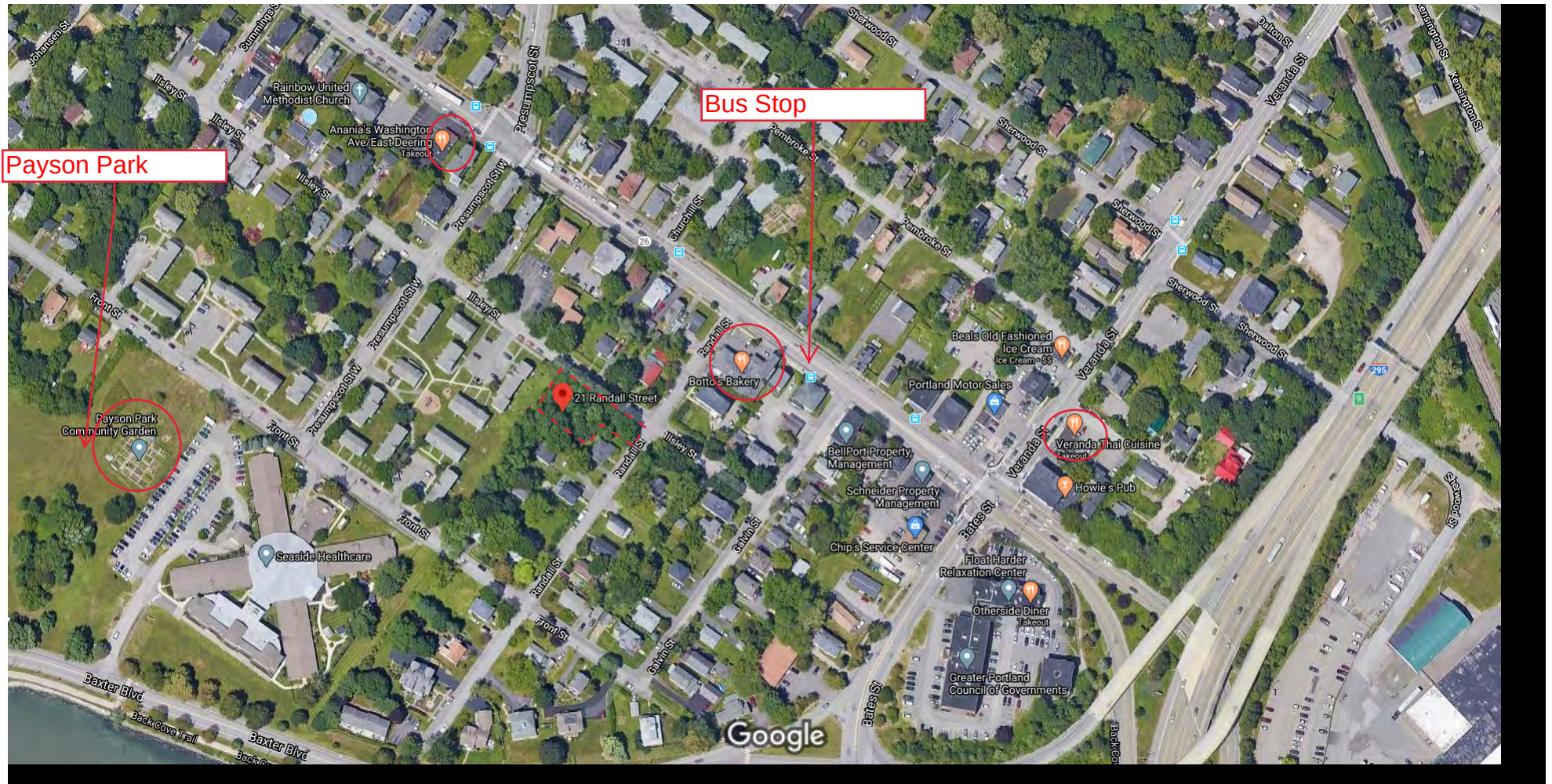
JUNE 15, 2020



1 VIEW LOOKING SOUTH EAST FROM ILLSELY STREET
N.T.S.

RYAN SENATORE **ARCHITECTURE**

PROGRESS PRINT ONLY
Not for Construction



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Google Maps 12 Randall St



Image capture: Oct 2015 © 2020 Google

Portland, Maine



Street View

Google Maps 47 Illsley St



Image capture: Oct 2015 © 2020 Google

Portland, Maine



Street View

Google Maps 568 Washington Ave



Image capture: Jun 2019 © 2020 Google

Portland, Maine



Street View

578 ME-26



Image capture: Jun 2019 © 2020 Google

Portland, Maine



Street View



61 of 360

Attachment A

PROPOSAL

NOTE: THIS PAGE IS TO BE COMPLETED AND RETURNED

The UNDERSIGNED hereby declares that he/she or they are the only person(s), firm or corporation interested in this proposal as principal, which it is made without any connection with any other person(s), firm or corporation submitting a proposal for the same.

The UNDERSIGNED hereby declares that they have read and understand all conditions as outlined in the Request for Proposals, and that the proposal is made in accordance with same.

The UNDERSIGNED hereby declares that any person(s) employed by the City of Portland, Maine, who has direct or indirect personal or financial interest in this proposal or in any portion of the profits which may be derived therefrom has been identified and the interest disclosed by separate attachment. (Please include in your disclosure any interest which you know of. An example of a direct interest would be a City employee who would be paid to perform services under this proposal. An example of an indirect interest would be a City employee who is related to any officers, employees, principal or shareholders of your firm or to you. If in doubt as to status or interest, please disclose to the extent known).

The proposer acknowledges the receipt of Addenda numbered #1, #2, #3, #4
If Applicable

COMPANY NAME: Ducas Construction Inc
(Individual, Partnership, Corporation, Joint Venture)

AUTHORIZED SIGNATURE: Patrick Ducas DATE: 6/16/2020
(Officer, Authorized Individual or Owner)

PRINT NAME & TITLE: Patrick Ducas

ADDRESS: 3 Southgate Rd #8, Scarborough ME 04074

TELEPHONE: 207-303-0634 E-MAIL: Patrick@ducasconstruction.com

FEDERAL TAX ID #: 47-3807804 DUNS #: 113220587

STATE OF INCORPORATION MAINE

(If incorporated in another State, businesses must be authorized to do business in the State of Maine.)

In your organizations preceding completed fiscal year, did the organization receive:

(1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; AND

(2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements? ☐ Yes ☒ No

Does the public have access to information about the compensation of the executives in the organization through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (18 U.S.C. 78m(a), 78o(d) or section 6104 of the Internal Revenue Code of 1986? ☐ Yes ☒ No

NOTE: All bids must bear the handwritten signature of a duly authorized member or employee of the organization making the bid. **This sheet must be signed and returned with the application package.**



Back Cove Row Houses/Back Cove Flats

Proposal for Disposition and Development of
City-owned Property Located at 21 Randall Street,
Portland Maine RFP #2020-1

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OVERVIEW OF RFP SCORING

Proposed use to achieve the City of Portland's goals

1. Market demand, 2. Economic diversity, 3. Age inclusive

Impact on surrounding neighborhood, including design

1. Project design, 2. Amenities and unit design

Applicant's ability to complete project, including financial feasibility, development team experience, capacity, and timeframe for completion

1. Readiness to proceed, 2. Current Capacity of development team, 3. Track record of development team

ATTACHMENTS

- Attachment A: Drawings of 7 Row House Option
- Attachment B: Photographs and Maps of Site and Area
- Attachment C: 7 Unit Financials
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- Attachment G: Team Biographies
- Attachment H: Proposal Signature Page and Signed Addenda 1- 4

A. DEVELOPER

Greater Portland Community Land Trust
PO Box 8223
Portland, ME 04104
greaterportlandclt@gmail.com

Scott Vonnegut: Chairman of the Board of Directors, svonnegut@outlook.com; 704-650-9350

Timothy Wells: Board of Directors, tim.wells@sjvproperties.com; 207-807-3876

B. PROPOSAL

Description of the Project

The GPCLT Back Cove Homes project targets the “missing middle” and helps families achieve home ownership of an exceptional quality at a substantial discount (30%-45%) from market rate. While the 80%-120% AMI selling price represents the upper band of the affordable housing limits, it does so without requiring the typical subsidies (like affordable housing tax credits, or other Federal and State assistance) while minimizing the cost to the City of Portland; and will surpass most market rate projects in quality of construction, site planning, and finishes.

The GPCLT is focused on achieving five objectives to achieve design and construction of affordable housing on the 21 Randall Street parcel:

GPCLT's 5 Objectives

1. Urban Design: Improving the fabric of the community
2. Environmental Sustainability: Materials, energy use, renewable energy, high quality build (200+ year longevity).
3. Minimize TCO (Total Cost of Ownership): Quality of construction minimizes the expenses over the lifetime of ownership
4. Affordability: Keep Initial Cost down by low land costs, no developer profit, and private grants
5. Exceptional Design: Aesthetically pleasing, efficient workable floorplans, neighborhood fit

Schemes

In response to the Request for Proposal issued by Portland for the disposition of City owned land at 21 Randall Street, The Greater Portland Community Land Trust (GPCLT) is offering two possible scenarios:

1. **Back Cove Row Houses** - Seven row houses, each with three bedrooms (each ~1280 SF) on the 13, 956 SF parcel. Parking spaces for 7 vehicles are located on the 3,956 SF lot that has a water/sewer easement. The GPCLT board and membership initiated the 7-row house design because it would be very attractive to young, larger/intergenerational families; fit in with the neighborhood well; and

provide a very pleasing streetscape. *Based on an analysis of building and soft costs and discussions with general contractors and lenders, the project would not be able to be built without an additional ~\$500,000 grant or subsidy.*

For Drawings of 7 row house option see Attachment A

2. **Back Cove Flats** - The second concept, a thirteen-unit condominium consisting of eight 3-bedroom units (each ~1280 SF) and five 1-bedrooms (~ 620 SF) provides six additional units versus the row house plan option. It offers one-story living, and a diversity of household size to better meet the goals of affordable housing. The neighborhood is a mix of PHA's Front Street housing, multi-units and single-family homes. GPCLT is committed to making Back Cove Flats an attractive addition to the neighborhood and appropriate to the neighborhood context. *Based on an analysis of building and soft costs; and discussions with general contractors and lenders, a multi-unit condominium concept is financially viable.*

Our proposal is for individually owned units within a homeowner association. While each owner would have a fee simple title to their row house or condominium, the land on which the row houses/flats are situated would be owned by the Greater Portland Community Land Trust (GPCLT). The project would have a 99-year renewable ground lease with GPCLT that would contain deed restrictions and require a minimal fee to lease the land.

Note: The 7-row house scheme was the initial desire of the GPCLT's board and membership. This concept is very appealing in trying to achieve cost savings of a larger unified structure yet provide a feeling of single-family homes. As we continued to work through the details of costs with General Contractors there was not confidence that the project costs could be brought down to where they needed to be to succeed financially. Part of this calculus is the number of units. Each unit would have to carry the cost of essentially similar soft costs for either a 7 unit or 13-unit project. That allocation is cut in half with 13 units. Michael Belleau volunteered a considerable amount of time and effort in creating the drawings and renderings for the 7-unit row houses which you see as part of this submission. The 13 unit design is of a similar footprint but adds a full 3d level. It is a very similar form factor. Although the concept is worked out, we are not including drawings as this will be completed by a paid architect if we are awarded the Randall Street parcel.

Zoning Change

The project proposes a higher density than allowed under current R-5 Zoning (4 units) and requires the lots to have a Conditional Rezoning to R-6. This is in alignment with the City's goals of increasing housing supply and creating housing that is more affordable.

R5 zoning excludes the ability to build affordable housing on this particular parcel.

While our project proposes higher density in this East Deering Neighborhood, it does so with great sensitivity and design compatible with existing character of the area and would be below the maximum of nineteen units allowable under the R-6.

For Photographs and Maps of Site and Area see Attachment B

Limited Equity: Ground Lease and Deed Restriction to ensure long term affordability

Using the Community Land Trust model, homeowners would enter into a long-term, ground lease with GPCLT who would retain ownership of the land. The ground lease contains a deed restriction which would limit the price of the unit when resold, preserving the affordability of the dwelling to families with average incomes in perpetuity. Residences can only be purchased as primary residences. They cannot be an investment property or rented out for short-term periods.

Greater Portland Community Land Trust plans to sell the units to households in the 80% to 120% AMI level .

Project/Unit Specifications

	7 Unit	13 Unit	Remarks
Design Style	Row houses, 2 level	One level homes	Style would be contemporary with traditional urban form
Unit Mix	Seven 3-Bedroom (options for 4 bed)	Eight 3-Bedroom Five 1-Bedroom	
Unit Size	~1280 SF	~1280 SF (3 BR) ~ 620 SF (1 BR)	
Stories	2.5	3	
Height	~ 32'	~35'	
Roof	Pitched	Pitched/Flat	
Building Footprint	+/-4,480 SF	+/- 4,640 SF	
Total Building SF	8,960 SF	13,920 SF	
Estimated Total Cost	\$2,345,000 *	\$3,400,000	* Cannot finance 7 units without subsidy

C. FINANCIAL FEASIBILITY

Budget & Financing

GPCLT has put together a Capital Stack that will allow for the successful completion of our vision for 13 units in Back Cove Flats. To successfully execute on the 7-unit row house concept requires being rewarded a \$400-\$550,000 grant which to date has not been secured. GPCLT feels that this is possible, but it most likely would negatively affect the project timeline. (For 7 Unit Financials see Attachment C)

The 13 Unit capital stack:

Total Cost*	\$3,400,000	Does not include environmental cleanup
Bank Financing	\$2,125,000	80% of Construction Costs
Genesis Fund	\$ 350,000	Subordinate
CEI	\$ 350,000	Subordinate
CEI	\$ 75,000	Pre-construction
Community Solutions Grant	\$ 100,000	MHA/City matching \$50,000 each
Portland Housing Fund	\$ 400,000	To be returned to the City in 12/14 months
Total	\$3,400,000	

**GPCLT understands from discussions with the City and the State that there are monies for Phase 1 and 2 site remediation. The City has funds for Phase I testing and GPCOG funds for actual site clean-up. This assumption is built into our financial model.*

Simple P&L

Projected Revenue	\$3,500,000	3 BR \$290K, 1 BR \$236K
Projected Cost	\$3,400,000	
Building Costs	\$2,657,000	
City Fees	\$ 101,000	Includes 10% performance guarantee hold back
Design/Eng/Dev	\$ 260,000	
Financing/Insurance	\$ 267,000	
Marketing/Legal/Realtor	\$ 115,000	
Net Gain	\$ 100,000	GPCLT Trust fund to support affordable housing

For Statement of Terms for Loans from Genesis Fund and Community Enterprise, Inc. (CEI) see Attachment D

For Letters of Interest from Bath Savings Institution, Gorham Savings Bank and Norway Savings Bank and CEI Letter of Interest in offering a \$75,000 pre-construction loan see Attachment E

Occupancy and Management Plan

Limited Equity Covenants, Conditions, and Restrictions

Our development proposes individually owned units on a shared parcel of land. While each owner would have a fee simple title to their unit, the land on which the units are situated would be owned by the Greater Portland Community Land Trust. The project would have a 99-year renewable ground lease with GPCLT that would contain resale restrictions and require a minimal fee to lease the land. The ground lease contains a deed restriction which would limit the price of the unit when resold, preserving the affordability of the dwellings forever in the future, to households of average incomes. The terms of the ground lease will give the homeowners the rights of homeownership, but also impose certain key restrictions on the use and resale of the homes within the context of an established Homeowner Association (HOA) model.

As the ground lessor, the Greater Portland Community Land Trust will retain a right of first refusal in order to ensure affordability. When a homeowner wants to sell, GPCLT may assign the option to another income qualified household or oversee the sale of the home directly to another income-qualified household for a price not exceeding the purchase option price formula.

In its role of overseeing the resale of affordable homes, GPCLT will make sure that the buyer is income-eligible and that the price does not exceed the limit established by the resale formula.

Management Plan

GPCLT, with assistance from Coastal Enterprise Inc.'s Home Buyer Education Program, will play an active role in helping lower income buyers qualify for mortgage financing and will help negotiate with lenders to see that appropriate mortgage financing is available to these homebuyers. GPCLT will also provide a variety of training and support services (such as financial management, HOA governance, and basic maintenance), to these households once they have become homeowners. The costs incurred by the GPCLT in carrying out this work will be defrayed in part by the lease fee that is collected, and will also be defrayed by a mark-up of the resale price or transfer fee added to the price paid by the new homebuyer. Greater Portland Community Land Trust will work with the Home Owners Association to establish a monitoring and enforcement program for compliance with the requirements of the ground lease that respects their privacy while preserving affordable homes as long-term assets for future generations of homeowners.

Upon turnover of the project to the HOA, GPCLT shall present management options that would include self-management, accounts management, and full professional management in order to ensure proper functioning of the project and adequate reserve saving to ensure long term viability.

For Operating Budgets see Attachment F

Purchase Price

The Greater Portland Community Land Trust (GPCLT) is proposing that the City of Portland transfer ownership of the Randall Street property to GPCLT at a minimal cost of \$1.00.

The financial feasibility of our proposal is premised on a donation of land to Greater Portland Community Land Trust to develop our affordable housing project. As a 501(c)(3) GPCLT does not expect to pay taxes on the land, however, the individual units will be taxed at an assessed value that takes into consideration the deed restriction placed on each unit.

Marketing

The GPCLT is marketing this project with a focus on Portland residents, especially teachers, nurses, EMT's, Fire and Police, Municipal and County employees, and workers at NGOs. We currently have interest from 17 different families and expect significantly more interest if the GPCLT is awarded the parcel at 21 Randall Street. GPCLT marketing will explicitly encourage diversity of persons of all races, genders, ages, creeds, and places of origin.

OVERVIEW OF RFP SCORING

1. Proposed Use to Achieve the City of Portland's Goals

Market Demand

20 Points

All the homes in GPCLT's proposal will be sold between 80% and 120% AMI. GPCLT will sell the units at the lowest possible price. The project is focused on home ownership for the missing middle. The GPCLT is achieving affordability by (1) eliminating profit (2) Donation of Land from the City (3) Smart design (4) Volunteer efforts of its members. (5) \$100K MHA Community Development Grant

Economic Diversity

10 Points

The Back Cove Flats project is designed to attract economic and social diversity through its mix of 1BR and 3 BR units; low cost of utilities and maintenance; proximity to parks and amenities; inclusion of gardening space and bike storage that allows a family to live without a car or with only one vehicle. The interior layouts are designed to lend themselves to greater flexibility in living situations. For instance, the 1 BR units are designed to easily allow a young couple to remain in the unit even after having a child. They are generously sized, have 1.5 bathrooms and have a raised platform bedroom to allow for significant storage space. This allows for the space to continue to accommodate a couple as they progress through different phases of their life. The 3 BR units can accommodate larger families from 4-6 people and the choice to offer 3-bedroom homes is intended to encourage larger families who otherwise find it challenging to find appropriate, quality homes at an affordable cost.

Age Inclusive

10 Points

The unit designs in either GPCLT design option accommodate people at any stage of life who wish to become homeowners. From young families to middle age families or retired couples, this project will allow 7 or 13 families priced out of Portland a chance at home ownership. The mix of 1- and 3-bedroom units in the 13-unit Back Cove Flats accommodates people from a variety of economic situations. The one floor living easily allows aging in place and five first floor, ADA accessible units permits diversity and attracts people of different ages and life situations. Both concepts' larger units would allow for families to bring in an aging relative for multi-generational household living.

2. Impact on Surrounding Neighborhood (25 Points Total)

Project Design

15 Points

The design of either option will be contextual and enhance the neighborhood by creating an attractive, active streetscape based on the proven model of beautiful row houses found around the world. Attention to aesthetics and creating an appealing streetscape instructs the design. The thirteen flat unit project would be articulated as to conform to the scale and styles of the neighborhood context. The sidewalk along the front will connect to the entry of each unit and to adjacent parking spaces on the west side. At the back, all of the homes will share a communal green space and gardens.

Specifications exceed the City's Green Building Code efficiency levels. The project will utilize environmentally friendly materials, water conserving fixtures, LED lighting, and energy star rated appliances. The exterior walls and roof will be highly insulated and in combination with triple glazed windows will create a thermal envelope approaching or meeting Passive House design criteria. These homes will assure homeowners lower utility and maintenance costs, high indoor air quality, and a safe living environment.

Amenities and unit design

10 Points

The project will include several amenities to enhance the lives of project's residents and the community.

Improvements to the site will include landscaping that will incorporate native plantings, rain gardens, and porous paving, and building orientation allows installation of photovoltaic panels on the south facing roof. Every unit is provided with garden space for growing vegetables and flowers and residents will enjoy secure and covered bicycle parking. The location is within walking and biking distance of most daily needs including grocery stores, pharmacies, restaurants, parks, and USM, UNE.

The neighborhood would benefit from a new population of stakeholders committed to building and maintaining safety and prosperity within their community. As a community benefit, GPCLT is coordinating with PHA and Portland Trails to seek approval to help construct a path along the two-block utility easement through Portland Housing Authority land from Illsley Street to Back Cove.

3. Applicant's ability to complete the project, including financial feasibility, development team experience, capacity, and timeframe for completion. (35 points Total)

Readiness to proceed

15 Points

The GPCLT is ready to commence working on the project immediately after being awarded the Randall Street property. The CEI pre-construction loan of \$75,000 allows us to proceed hiring the General Contractor and to initiate more detailed architectural designs; begin the re-zoning process from R5 to R6; and assemble the packet for Planning Board approval.

Letters of Interest and Term Sheets are secured to move forward with the project. We will need commitments from the City and MHA for \$500,000 of funding.

Timetable

GPCLT believes the project can be completed by late 4Q 2021. This is an aggressive timeline and assumes minimal times for rezoning, planning board approval and permit issuance. A more typical time period for these events would add 2-3 months to this schedule. Construction is expected to take 9-12 months after permit issuance and construction financing final approval (contingent on pre-sales).

A 4Q 2021 completion is predicated on the following assumptions:

1. The City of Portland rewards the RFP NLT (No Later Than) August 1, 2020
2. City approves Rezoning NLT October 15, 2020
3. GPCLT is able to secure Planning Board approval for Level III site plan and secure building permits NLT December 31, 2020
4. The GPCLT is able to reach pre-sales levels of 70% of the units by February 1, 2021
5. GPCLT is awarded an MHA Community Solutions Grant for \$100,000 by January 31, 2021
6. The City of Portland approves \$400,000 from the Housing Fund. This money is to be returned to the City within 30 days of 100% unit closings. We expect to reach 100% closings within 30 days of Certificate of Occupancy issuance.
7. Bank Financing is secured and released to allow construction to commence NLT March 1, 2021

We envision six phases to our project:

Phase 0 - RFP Submission to Award and title transfer

Phase 1 - Preparation phase: ~2.5 Month Duration after Award Date

Major Tasks: Phase I environmental study, Brownfield funds procurement, Rezoning, City Housing Fund procurement

During Phase 1, an environmental assessment would take place to ascertain if hazardous materials are present in the soil, similar to those found in the adjacent soil at the Portland Housing Authority's Front Street project. If hazardous soils are found, GPCLT will seek funding from the State, GPCOG, and City to fully fund the

remediation of the site. Concurrently, we would survey the parcel's legal bounds and topography and start the process of rezoning the property from R-5 to R-6. Greater Portland Community Land Trust would be working with a General Contractor and architect using a design build delivery method, to refine the design and prepare for Planning Board packet submission.

Phase 2 - Planning Phase: 3-month duration

Major Tasks: Level III site plan Planning Board approval, marketing of project, continuance of design work, securing MHA Solutions Grant, Phase II of Site Environmental Cleanup, permitting.

Phase 3 - Financial Phase: 2-month duration

Major Tasks: Finalizing pre-sales of a minimum of 70-80% of units. Units can be reserved but cannot be pre-sold until after permits are issued. Closing of Construction Loan.

Phase 4 - Construction Phase: 9 -12 month duration

Major Tasks: Construction of Project

Phase 5 - Occupancy Phase: 1-2 month duration.

Major Tasks: Certificate of Occupancy and turn-over of units to buyers.

Current capacity of development team

10 points

Track record of development team

10 points

The development team possesses the human and financial resources to successfully execute this project. The team consists of highly experienced individual team members and companies who have strong track records of success in the different skill sets required to bring this project to fruition.

GPCLT has interviewed and received proposals from three General Contractors who have a well-established track record in building affordable housing units. Wright-Ryan Construction, Great Falls Construction and Hebert Construction have worked with Avesta and Portland Housing Authority to build affordable housing projects throughout the Portland area. Once we select one of these GCs, we will work with them using the Design Build delivery method to produce affordable housing with quality construction on budget and on time.

GPCLT will have the support of Coastal Enterprise Inc. (CEI) in providing technical services, pre-purchase counseling, and homebuyer education classes for home buyers.

The GPCLT did not consider choosing the GC a requirement for this submission. The Board of Directors chose to wait until after submission before voting on acceptance of a GC proposal. As the GPCLT is pursuing a design build delivery method, the GCs (with input from the GPCLT) will contract with the architectural and engineering firms. All three prospective GCs are proposing established professional firms that have executed numerous projects and are well known entities to the City of Portland. GPCLT is also exploring using

prefabricated building technologies to create a highly efficient thermal envelope and that could reduce construction cost and increase the speed of construction.

Additionally, the members of the GPCLT bring a broad background of relevant experience to guide the process.

The GPCLT Team

For more detailed biographies of team members see Attachment G

- **Scott Vonnegut**, a Registered Architect in the State of Maine, has been a manager for institutional, commercial, and residential projects at some of the country's leading architectural firms. Besides managing the design and construction administration for a variety of buildings, Scott oversaw the production of construction documents and keeping projects on time and on budget.
- **Tim Wells** possesses over 25 years of construction industry experience. He led the effort to secure financing for this project and is currently in the process of developing multiple projects in Portland and around the State of Maine.
- **Michael Belleau** is an architect with extensive experience designing and managing residential projects. He has published many articles on urban design in Maine including 'Portland: Back to the Future' in 1992. He opened his own office in Portland for a time before joining long established residential design-build firm Knickerbocker Group's Portland office.
- **Ginny Schneider** has worked with Community Land Trusts CLTs in New England for over ten years, writing winning grants, conducting fundraising campaigns, and serving as an interim Director. She brings her years of experience to help the Greater Portland Community Land Trust reach out to the community to increase membership and identify families interested in purchasing the housing units GPCLT is working to develop.
- **Lado Ladoko** has extensive experience seeking solutions to the high cost of housing for working people both through informal networks and the Immigrant Housing Coalition. Lado reaches and builds trust with populations who may be otherwise hard to reach through conventional means and communication. Additionally, Lado is a current and experienced property manager of over a dozen units belonging to himself and others.
- **Greg Plimpton** developed multiple projects in Southern Maine including the conversion of a large, 80,000 sq. ft. brick Portland warehouse into spaces for artists and makers of all kinds, a book seller and a cafe.
- **Zack Barowitz** in the past five years, Zack has worked with development teams to transition 76 new residential units in Portland from pre-construction, to HOA and rental properties that are occupied and viable.

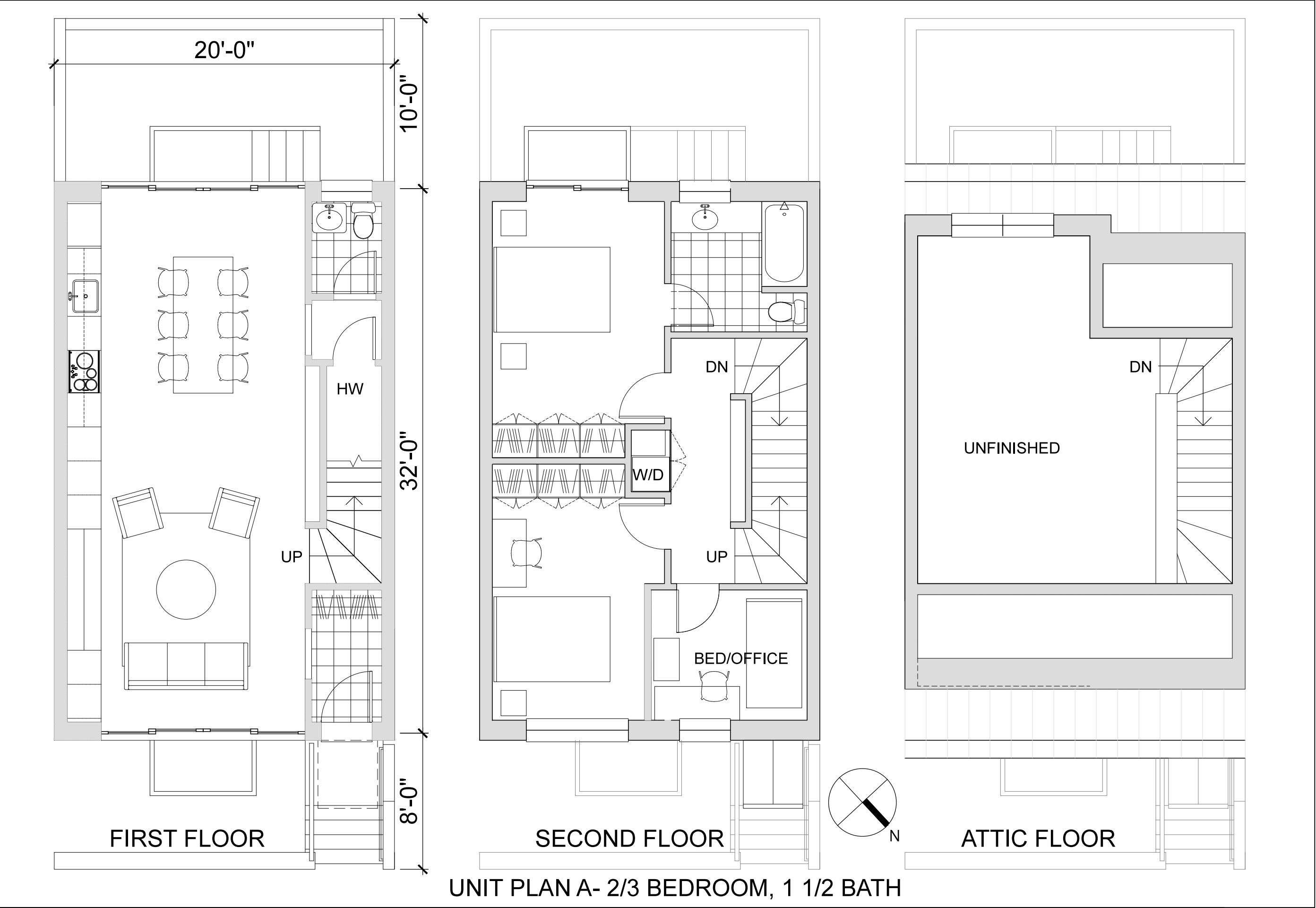
Attachment A – Drawings of 7 Rowhouse Option











Attachment B – Photographs and Maps of Site and Area



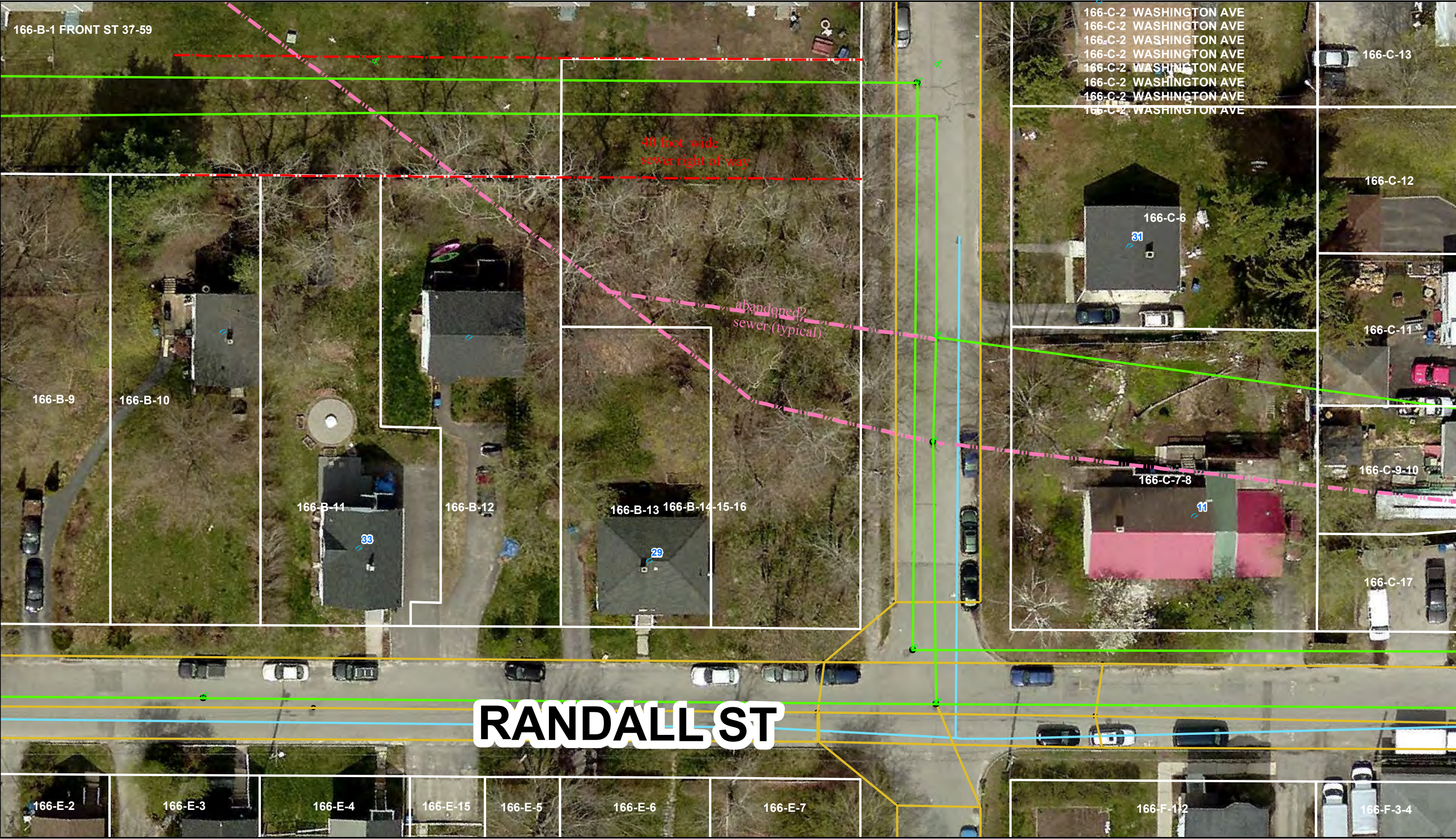




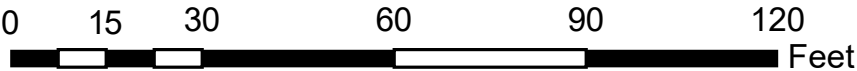








GIS SKETCH OF 21 RANDALL ST
AUGUST 8, 2019 1"=30'



CITY OF PORTLAND, MAINE
DEPT. OF PUBLIC WORKS
212 Canco Rd Suite B PORTLAND, MAINE 04106
PHONE (207) 874-8846 FAX (207) 874-8852





Attachment C – 7 Unit Financials

7 Unit capital stack: (Contingent on Grant/Subsidy)

Total Cost ¹	\$2,454,000	Does not include environmental cleanup
<u>Contingency Requirement</u>	<u>\$ 240,000</u>	
Total Capital Needs	\$2,694,000	
Bank Financing	\$1,467,000*	80% of Construction Costs
Genesis Fund	\$ 200,000*	Subordinate
CEI	\$ 200,000*	Subordinate
CEI	\$ 75,000*	Pre-construction
Community Solutions Grant	\$ 100,000	MHA/City matching \$50,000 each ⁴
Other Grant or Subsidy	\$ 564,000	To cover revenue shortfall and secure loans
<u>Portland Housing Fund</u>	<u>\$ 88,000</u>	<u>To be returned to the City in 12/14 months</u>
Total	\$2,664,000	

Simple P&L

Projected Revenue	\$2,030,000	120% of AMI
Projected Cost	\$2,454,000	
<u>Contingency Requirement</u>	<u>\$ 240,000</u>	estimated between \$180-\$240,000
Total	\$2,694,000	
Building Costs	\$1,833,000	
City Fees	\$ 78,000	Includes 10% performance guarantee hold back
Design/Eng/Dev	\$ 260,000	
Financing/Insurance	\$ 180,000	
Marketing/Legal/Realtor	\$ 103,000	
Revenue Shortfall	\$ 424,000	
<u>Contingency Requirement</u>	<u>\$ 240,000</u>	
Needed Grant/subsidy	\$ 664,000	

¹GPCLT understands from discussions with the City and the State that there are monies for Phase 1 and 2 site remediation. The City has funds for Phase I testing and GPCOG funds for actual site clean-up. This assumption is built into our financial model.

* This funding scenario has not been discussed with these entities and monies have not been secured or pledged. The funding would be contingent upon receiving a grant/subsidy to cover projected revenue shortfall plus some additional amount as a contingency.

Attachment D – Statement of Terms for a Loan from Genesis
Community Loan Fund and Coastal Enterprise, Inc.

June 11, 2020

Attn: Timothy Wells
Greater Portland Community Land Trust
PO Box 8223
Portland, ME 04104

Dear Tim:

Please accept this letter of interest and statement of terms for a loan for Greater Portland Community Land Trust. Upon approval by its Loan Committee, the Genesis Fund will be prepared to issue a Commitment Letter with the following terms for your construction financing.

Terms and parameters would be:

Borrower: Greater Portland Community Land Trust

Term: 12 months

Purpose: Construction

Amount: Up to three hundred fifty thousand dollars (\$350,000)

Origination Fee: \$3,500 (one percent)

Interest Rate: 5.5%

Collateral: Collateral for the Loan shall be a junior mortgage and security agreement on the property located at 21 Randall Street, Portland, Maine, and all related personal property.

Projected LTV: 100% or less

Conditions: Successfully meeting Genesis Fund and other lenders' terms and conditions

These terms represent a valid expression of interest in providing the loan. It does not represent a formal commitment or agreement to lend. Upon further investigation and underwriting and evidence of the borrower receiving the proposed financing, the Genesis Fund would be prepared to make this loan according to the terms stated above or as may be amended during the formal approval process by its Loan Committee.

Sincerely,

Elizabeth Fleming-Ives
Executive Director

Tim Wells
Greater Portland Community Land Trust
PO Box 8223
Portland, ME 04104

6/12/20

Dear Mr. Wells:

Please accept this letter of strong interest and statement of terms for potential subordinate construction financing for upcoming Randall Street project in Portland, ME. Upon receipt and confirmation of a list of due diligence items, CEI will be prepared to proceed with underwriting and potentially issue a Commitment Letter with the following terms for construction finance. Terms and parameters on the project would be:

Borrower: GPCLT

Purpose: To provide subordinated construction period financing for the build-out of 7-13 townhouse units to be sold at 21 Randall Street, Portland ME

Term: 12 months, interest-only (no amortization) during the construction period, commencing with start of the project. All accrued interest on advancing balance shall be paid monthly from periodic construction draws on the loan.

Amount: up to \$350,000 in shared 2nd position lien with another community CDFI lender such as Genesis Community Loan Fund

Interest Rate: CEI Loan Group sets all loan interest rates at the time of approval. For illustration purposes, please estimate the CEI rate at 6.75% annual, based on a 360 day year and calculated on daily basis of any advanced balance, payable every month from construction draws.

Origination Fee: 2% of total loan amount

Collateral and Guaranty:

Subordinated mortgage on the real estate located at 21 Randall Street, Portland ME in 2nd position. Additional Assignment of Construction Contract and all other construction loan collateral that secures lead lender Bank loan.

Conditions: A Construction Loan commitment would potentially be made, such loan to be conditioned on:

- Fully approved plans and specifications for the proposed project.
- Evidence of all land use and building permits (potential Land Use opinion), prior to Closing

- Final cost budget and evidence of contract to build the project according to plans and adhering to construction budget in financial model presented at time of underwriting.
- Evidence of builder's risk insurance, naming CEI as beneficiary and loss payee in place prior to Closing.
- Lender's Policy of title insurance showing no superior liens or encumbrances from other lenders or parties, other than those disclosed
- Borrower to pay all legal and other expenses of CEI

Other reasonable risk-mitigating conditions deemed appropriate by CEI counsel.

These terms represent a valid expression of interest in providing the loan. It **does not** represent a formal Commitment or agreement to lend. Upon further investigation and satisfactory underwriting of the borrower and project, CEI would be prepared to make this loan according to the terms stated above or as may be amended during the formal CEI approval process by its Loan Committee. Any loan commitment will provide that CEI's customary due diligence process will apply, including without limitation, title, environmental, land use and legal opinions.

Sincerely,

A handwritten signature in black ink, appearing to read "John Egan". The signature is fluid and cursive, with a large loop at the end.

John W. Egan
Chief Investment Officer

Attachment E – Letters of Interest from Bath Savings Institution,
Gorham Savings Bank, Norway Savings Bank and
Coastal Enterprises, Inc.



Benj. F. Packard

Bath Savings Institution

Since 1852

June 12, 2020

Tim Wells
Greater Portland Community Land Trust
P.O. Box 8223
Portland ME 04104

Subject: Randall Street Project

Dear Mr. Wells,

I reviewed the Greater Portland Community Land Trust proposal for either a 7-unit townhouse project or 13-unit condo development at the corner of Randall and Isley Streets, Portland Maine. Bath Savings Institution is interested in considering a loan request of up to 80% of the total project costs or as completed appraised value, whichever is lower. The loan decision will be based on satisfactory review of additional details of the construction budget, the builder, environmental due diligence, finalization of other funding sources for the project and a satisfactory level of pre-sales, as well as other documentation details as needed.

Thank you for sharing your plans with Bath Savings, and I look forward to continuing our review of your project.

Sincerely,

Julie Wagoner
Senior Vice President

June 12, 2020

City of Portland
389 Congress Street
Portland, ME 04101

RE: Randall Street Project

To Whom It May Concern:

We have been working with the Greater Portland Community Land Trust on their proposal for affordable housing at the Randall Street site. There is a tremendous need for affordable housing in Portland and this project will help alleviate some of that housing shortage. We are excited about their plans for Randall Street, and look forward to working with them in further support of the project.

Please feel free to contact me with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'MWE', with a stylized, looping flourish at the end.

Matthew W. Early
Senior Vice President

MWE/ckb



June 12, 2020

City of Portland, Maine
Planning Department
389 Congress Street
Portland, ME 04101

Re: Greater Portland Community Land Trust
RFP - Corner of Randall & Isley Streets, Portland, ME

To Whom It May Concern:

This letter is to notify the City of Portland that, based on our understanding of the project and subject to standard underwriting, Norway Savings Bank would be interested in potentially providing financing to the Greater Portland Community Land Trust for their proposed condominium project at the corner of Randall and Isley Streets in Portland, ME.

While this letter is in no way to be construed as a commitment to lend funds, based on the preliminary discussions and the project details and materials provided by the Greater Portland Community Land Trust we believe they are capable of taking on and completing the project.

I hope this letter meets your needs and expectations at this point in the process, but should you require any additional information please don't hesitate to contact me at rflagg@norwaysavingsbank.com or (207) 482-7902.

Sincerely,

A handwritten signature in black ink, appearing to read "Richard R. Flagg", is written over a horizontal line.

Richard R. Flagg
Regional Vice President, Commercial Lending
Norway Savings Bank, Portland, ME

Scott Vonnegut
Greater Portland Community Land Trust
PO Box 8223
Portland, ME 04104

6/2/2020

Dear Scott:

Thanks for sharing your new community land trust development plans of affordable housing in Portland. CEI has a long history helping new grass roots groups launch their first affordable housing projects in Maine, starting with the Community Housing Initiatives Program or CHIP in the mid-coast nearly 30 years ago in the early 1990's. CEI has provided financing, technical assistance, counseling and education services and linkage services for non-profit groups and their homeowners or renters. Affordable housing is in short supply nearly everywhere in Maine and CEI has worked statewide with projects in Aroostook County, Washington county, mid-coast Maine, Androscoggin county, York county, and other locations. Many times, CEI has also provided risk capital in the early stages of project development to propel the projects toward a conventional construction loan closing with a bank.

For the proposed project on Randall Street, CEI will be pleased to offer assistance with the following:

- Upon acquisition of the site by GPCLT, consideration of up to \$75,000 pre-development loan financing (pending project underwriting, this is not a loan commitment) for early stage design, permitting and marketing efforts
- Free pre-purchase counseling and home buyer education classes for your potential constituents conducted by the award-winning CEI Housing Counseling staff
- Early stage technical assistance in the pre-development process including budget work and help selecting the development team.
- Offer of a modest technical assistance contract for continuation and deeper involvement on the above issues.

You have permission to include this letter in your proposals. I look forward to the opportunity to work with your group and thanks for including CEI in your project plans. Please keep me informed on the timeline and milestones.

Sincerely,

A handwritten signature in black ink, appearing to read "John Egan", with a stylized, flowing script.

John W Egan
Chief Investment Officer

Attachment F – Operating Budgets

Income 7 Units

Condo Fees (7 @ \$165X12 months)	12,600
Parking (7 @ \$125x12 months)	10,500
	23,100

Expense

Hauling & Dumping	200
Parts & Supplies	400
Insurance	3,800
General Repairs	600
Fire Monitoring	2,000
Sprinkler Inspection	350
Snow Plowing, Shoveling & Sanding	4,000
Snow Removal (load, haul, & dump)	100
Util: Electric	400
Util: Water	1,600
Lawn Irrigation	400
General landscaping	1000
backflow testing	150
Parking lot maintenance	1000
Professional Fees	500
Ground Rent	3,000
Reserve (Savings) Transfer	2,400
Management (Accountant) Fees	1,200
Total Expense	23100
Net Operating Income	0

Income 13 Units

Condo Fees (8 @ \$200X12 months)	19,200
Condo Fees (5 @ \$100X12 months)	600
Parking (7 @ \$125x12 months)	10,500
	30,300

Expense

Maint Electric	400
Maint Clean	2400
Hauling & Dumping	200
Parts & Supplies	350
Insurance	4,100
General Repairs	600
Fire Monitoring	1,600
Sprinkler Inspection	400
Snow Plowing, Shoveling & Sanding	4,000
Snow Removal (load, haul, & dump)	100
Util: Electric	2500
Util: Trash	200
Util: Water	1,100
Lawn Irrigation	350
General landscaping	1100
backflow testing	200
Professional Fees	500
Ground Rent	2,000
Parking lot maint	700
Reserve (Savings) Transfer	3,500
Management Fees	4,000
Total Expense	30300
Net Operating Income	0

Attachment G – Team Biographies

Greater Portland Community Land Trust Board of Directors Biographies

Scott Vonnegut- Chairman of the Board of Directors

Scott has served as Chair of the Board of Directors for the Greater Portland Community Land Trust for the last couple of years. As Chair, he has used the skills he acquired in his over 35 years as Architect project manager for institutional, commercial, and residential projects to coordinate and direct the activities of the Board and outreach into the community. Besides managing the design of a variety of building types, Scott oversaw the production of construction documents and keeping projects on time and on budget.

Education: Rhode Island School of Design- Bachelor of Architecture

Professional Qualifications: Registered Architect in Maine

Timothy Wells

Tim, a native Mainer, served as a combat arms officer in the U.S. Army after graduating from Boston University with degrees in Finance and Marketing. After leaving the Army, Tim lead a multi-unit restaurant chain in Boise, Idaho. He then held several national and global roles at GE, most linked to the construction industry, where he worked with some of the largest architectural, engineering, general contractors and curtainwall installers in the world on large projects like Taipei 101, MGM and Caesar's Palace Resort in Las Vegas. Tim then helped lead a global business division of a Fortune 500 company in the telecom infrastructure space. Tim has lived in several countries and 15 U.S. States and done business in over 100 countries on 6 continents. He is currently developing several projects in Maine.

Education: Boston University- BSBA Business Administration w/ concentrations in Finance and Marketing

Greg Plimpton

Greg's education/training was as a ship's officer. He went to sea for several years before coming ashore to take a land-based position as a construction supervisor with Royal Dutch Shell. When it looked as if building oil refineries was next on the horizon, he decided on a different type of life. Greg moved to a Maine coastal resort town where he opened a restaurant that became a focal point of the village center. His lifelong interest in all things construction and real estate evolved into historic renovation, adaptive reuse of commercial buildings, multi-unit rehab, and new home construction. His favorite project was the conversion of a large brick warehouse into spaces for artists and makers of all kinds: painters, sculptors, potters, jewelry makers, photographers, cabinet shops, bookbinders, printmakers, a sign maker/ architectural designer, clothing manufacturers, book sellers and a cafe. They filled an 80,000 sq. ft. building where people and seemed to like each other and use each other's services. Greg has found that these experiences have created a strong desire to keep creating work and living environments where people can thrive with dignity.

Education: Maine Maritime Academy- B.S. Marine Engineering

Postgraduate studies at SUNY-Albany, N.Y.

Professional Qualifications: Ensign Commission U.S.N.R.

Michael Belleau

Michael grew up on Main Street in Orono Maine playing basketball, eating Pat's pizza, and sneaking into the UMO field house. Later, as a fisherman on a dragger out of Cape Cod, he developed a love of entanglement with the natural world and its rhythms. After studying architecture in Boston and London, Michael returned to work in Maine where he designed, among other projects, the award-winning fire station at Bangor International Airport. He opened his own office in Portland for a time before joining long established residential design-build firm Knickerbocker Group's Portland office.

Michael teaches theory at the University of Maine Augusta and has taught building, urban, and sustainable design at the college level. He has published many articles in the Portland Press Herald on urban design in Maine. Michael is a Certified Passive House Designer, the world's most adopted non mechanical-dependent low energy use standard.

A fourth generation Mainer, he is committed to moving Maine forward by designing buildings expressing regional materials, contemporary space, and sustainable science as well as enhancing our village atmosphere through walkable centers. Community land trusts are an important tool in allowing Mainers to live a walkable village life. His family lives and works in Portland.

For more on Michael's "Poetry of Place" approach go here: <https://mainehomedesign.com/design-theory/1948-the-poetry-of-place/>

Michael is lead architect for GPCLT who designed the 7 townhouse design contained in this proposal.

Education: Boston Architectural Center- Bachelor of Architecture

Architectural Association School of Architecture, London- Extension Studies

Professional Qualifications: Registered Architect in Maine

Ginny Schneider

Ginny has worked with Community Land Trusts (CLTs) in New England for over ten years, writing winning grants, conducting fund raising campaigns and serving as an interim Director. She brings her years of experience to help the Greater Portland Community Land Trust (GPCLT) reach out to the community to increase membership and identify families interested in the purchasing housing units GPCLT is working to develop. Besides her work with CLTs, Ginny has also served as a Director for Concord Area Transit (CAT) in New Hampshire, increasing the Concord City Council's funding of CAT and securing major financial support from a variety of sources.

Education: Harvard University- Bachelor of Arts

California State University- Master of Arts

Lado Lodoka

As a child, Lado had to leave his home in Sudan to escape from rampaging gunmen who were fighting a decades-long war. He walked and hitch hiked for thousands of miles from Sudan, through Ethiopia to a refugee camp in Kenya where he was lucky to be selected for relocation to the United States. He moved to Portland, Maine, when he was 15 years old. After graduating from High School, Lado joined the Army where he served as a supply clerk. His struggle as a refugee has led him to help people who have suffered being torn from their homelands. He has worked for the Kansas Department for Children and Families as Regional Refugee Coordinator and Program Consultant for Employment Service Provider Agreement. Lado currently leads Maine Center for Clean Elections voter engagement and advocacy work in immigrant and low-income communities. In addition, Lado has extensive experience in managing his own and others property, responsible for leasing/renting and maintaining apartment units and finding tenants for vacant units. Another one of his many interests is seeking solutions to the high cost of housing for working people. This has led

him to form the Immigrant Housing Coalition where he has Identified policy gaps in developing affordable housing in Maine. He brings his expertise to the Greater Portland Community Land Trust to help us develop workforce housing for ownership.

Education: University of Southern Maine- Bachelor of Arts
University of New Hampshire- Master of Arts

James Devine

Jim is a retired master electrician and licensed carpenter. He has served as an Advocate for Homeless Voices for Justice for over ten years and collaborates with local housing organizations to gain a better understanding of potential solutions for housing opportunities for all. He is a Board Member of Pine Tree Legal.

Zachary Barowitz (Assisting GPCLT Board of Directors)

Zack Barowitz is a residential property manager of over 350 units in the Portland. He specializes in Homeowner/Condominium association management where he provides guidance and execution on budgeting, reserve funding, maintenance, governance, conflict resolution, insurance, and day to day operations for 26 HOAs. Zack onboarded recent projects (Joy Place -12 condo units and West End Place - 39 residential units + 2 commercial) from pre-construction, construction, handover, punch list & warranty, to functioning HOA/rental property. He has over a decade of work in the trades, holds certification as a Manager of Community Associations through the Community Association Institute, and a Master's in Urban Design.

Education: Brandeis University- Bachelor of Arts
Newcastle University in the UK- Master of Arts in Urban Design
Professional Qualifications- Certified as a Manager of Community Associations through the Community Association Institute

Attachment H – Proposal Signature Page
and Signed Addenda 1-4

PROPOSAL

NOTE: THIS PAGE IS TO BE COMPLETED AND RETURNED

The UNDERSIGNED hereby declares that he/she or they are the only person(s), firm or corporation interested in this proposal as principal, which it is made without any connection with any other person(s), firm or corporation submitting a proposal for the same.

The UNDERSIGNED hereby declares that they have read and understand all conditions as outlined in the Request for Proposals, and that the proposal is made in accordance with same.

The UNDERSIGNED hereby declares that any person(s) employed by the City of Portland, Maine, who has direct or indirect personal or financial interest in this proposal or in any portion of the profits which may be derived therefrom has been identified and the interest disclosed by separate attachment. (Please include in your disclosure any interest which you know of. An example of a direct interest would be a City employee who would be paid to perform services under this proposal. An example of an indirect interest would be a City employee who is related to any officers, employees, principal or shareholders of your firm or to you. If in doubt as to status or interest, please disclose to the extent known).

The proposer acknowledges the receipt of Addenda numbered: Addendum # 1, #2

COMPANY NAME: Greater Portland Community Land Trust (a 501(c)(3) nonprofit organization)

AUTHORIZED SIGNATURE: *Scott Vonnegut* DATE: *6/13/2020*

PRINT NAME & TITLE: Scott Vonnegut, Chairman of Board of Directors, Greater Portland Community Land Trust

ADDRESS: 185 Edwards Street, Portland ME 04102

TELEPHONE: 704-650-9350

E-MAIL: svonnegut@outlook.com

FEDERAL TAX ID #: #02-02975

DUNS #: NA

STATE OF INCORPORATION Maine

(If incorporated in another State, businesses must be authorized to do business in the State of Maine.)

In your organizations preceding completed fiscal year, did the organization receive:

(1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; AND

(2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements? ☐ Yes ☐ No

Does the public have access to information about the compensation of the executives in the organization through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (18 U.S.C. 78m(a), 78o(d) or section 6104 of the Internal Revenue Code of 1986? ☐ Yes ☐ No

NOTE: All bids must bear the handwritten signature of a duly authorized member or employee of the organization making the bid. **This sheet must be signed and returned with the application package.**

CITY OF PORTLAND, MAINE

Request for Proposals for Development of City-Owned Property
Located at 21 Randall Street
RFP #20066

Current Date: April 23, 2020

The attention of firms submitting proposals for the work named in the above Invitation is called to the following modifications to the documents as were issued.

The items set forth herein, whether of clarification, omission, addition and/or substitution, shall be included and form a part of the Contractor's submitted material and the corresponding Contract when executed. No claim for additional compensation, due to lack of knowledge of the contents of this Addendum will be considered.

ALL BIDDERS ARE ADVISED THAT RECEIPT OF THIS NOTICE MUST BE DULY ACKNOWLEDGED ON THE BID PROPOSAL FORM OR BY THE INSERTION OF THIS SHEET, SIGNED, AND SUBMITTED WITH YOUR PROPOSAL.

**MATTHEW F. FITZGERALD
PURCHASING MANAGER**

Please see our response to a question received related to this RFP.

Receipt of **Addendum No. 1** to the City of Portland's **RFP #20066, Request for Proposals for Development of City-Owned Property Located at 21 Randall Street** is hereby acknowledged.

COMPANY NAME: GREATER PORTLAND COMMUNITY LAND TRUST

SIGNED BY: Scott Vonnegut DATE: 6/13/2020

PRINT NAME & TITLE: SCOTT VONNEGUT - CHAIRMAN, BOARD OF DIRECTORS

ADDRESS: 185 EDWARDS STREET, PORTLAND, ME 04102

ZIP CODE

CITY OF PORTLAND, MAINE

**Request for Proposals for Development of City-Owned Property
Located at 21 Randall Street
RFP #20066**

Question: *Can you tell us what the City considers is an affordable price for a housing unit for a household of four earning \$55,800 (60% of the AMI)? And what the City considers is an affordable price for a housing unit for a household of four earning \$111,600 (120 % of the AMI)?*

Please note: A four person household may live in a two, three or four-bedroom unit. Based on the 2020 Income Levels (Portland HUD Metro FMR Area) in which the 60% AMI for a household of four is \$60,540 and the 120% AMI for a household of four is \$121,080, and based on the assumptions the tax rate is 23.31, monthly utilities for a two bedroom unit (heat, cooking, hot water heating, water, sewage, other electrical) are \$250, \$328 for a three bedroom unit, and \$405 for a four bedroom unit, and a monthly HOA fee is not charged, the maximum sale prices are as follows:

60% AMI:

Two Bedroom- \$128,219
Three Bedroom- \$138,044
Four Bedroom- \$147,968

120% AMI:

Two Bedroom - \$262,939
Three Bedroom - \$289,566
Four Bedroom - \$316,326

The City webpage will be updated to reflect the FY 2020 Income Limits for Portland, ME HUD Metro FMR Area that were used in this quote.

CITY OF PORTLAND, MAINE

Request for Proposals for Development of City-Owned Property
Located at 21 Randall Street
RFP #20066

Current Date: May 28, 2020

The attention of firms submitting proposals for the work named in the above Invitation is called to the following modifications to the documents as were issued.

The items set forth herein, whether of clarification, omission, addition and/or substitution, shall be included and form a part of the Contractor's submitted material and the corresponding Contract when executed. No claim for additional compensation, due to lack of knowledge of the contents of this Addendum will be considered.

ALL BIDDERS ARE ADVISED THAT RECEIPT OF THIS NOTICE MUST BE DULY ACKNOWLEDGED ON THE BID PROPOSAL FORM OR BY THE INSERTION OF THIS SHEET, SIGNED, AND SUBMITTED WITH YOUR PROPOSAL.

**MATTHEW F. FITZGERALD
PURCHASING MANAGER**

Please see our response to a question received related to this RFP.

Receipt of **Addendum No. 2** to the City of Portland's **RFP #20066, Request for Proposals for Development of City-Owned Property Located at 21 Randall Street** is hereby acknowledged.

COMPANY NAME: GREATER PORTLAND COMMUNITY LAND TRUST

SIGNED BY: Scott Vonnegut DATE: 6/13/2020

PRINT NAME & TITLE: SCOTT VONNEGUT-CHAIRMAN, BOARD OF DIRECTORS

ADDRESS: 185 EDWARDS STREET, PORTLAND ME 04102

ZIP CODE

CITY OF PORTLAND, MAINE

**Request for Proposals for Development of City-Owned Property
Located at 21 Randall Street
RFP #20066**

1. Has the date for receiving proposals been changed or are they still due by 3:00 p.m. Tuesday, June 16, 2020?

No.

2. The soils report for the adjoining Portland Housing Authority Front Street project indicates contaminated soils. Does the City of Portland have a soils report or records indicating that the 21 Randall Street project has contaminated soils? If so can this information be provided to us?

The city has not undertaken any environmental investigation on this site.

3. If there are contaminated soils on the site, does the city have access to federal EPA or other funding to remediate the soils?

Regarding assessment for the other two properties, we are almost out of existing funds and our new \$250,000 of Assessment Funds will become available on Oct. 1, 2020 which is the beginning of the Federal fiscal year. However, we could use our Brownfields Closeout Funds if they were not tax acquired by the City, we may not be able to use our funds for more than Phase I ESAs as we'd likely be seen as responsible parties if they are contaminated. Again, GPCOG may be the source for Phase II Assessment Funds.

4. The RFP states "Other city financial incentives may be considered to support increase housing development opportunities or maximize the number of allowable housing units on the property". Would those financial incentives include:

- a) Assisting in paying the cost of remediating contaminated soil, if present?

See answer to #3 above

- b) Assisting in the rezoning the property from current R-5 zoning to R-6?

Yes.

- c) Financial assistance from the Housing Trust Fund or other sources from the City to develop affordable housing?

Financial assistance may be consider if funding is available.

5. The RFP indicate that housing units developed on the site must be affordable to households earning 60% to 120% of the area median income (AMI) Does the City have a price range in mind for these units?

Please see Section III. 1. In the RFP to find the definition of affordable; City staff will work with the successful bidder to determine allowable purchase price or monthly rent amount.

CITY OF PORTLAND, MAINE

Request for Proposals for Development of City-Owned Property
Located at 21 Randall Street
RFP #20066

Current Date: June 4, 2020

The attention of firms submitting proposals for the work named in the above Invitation is called to the following modifications to the documents as were issued.

The items set forth herein, whether of clarification, omission, addition and/or substitution, shall be included and form a part of the Contractor's submitted material and the corresponding Contract when executed. No claim for additional compensation, due to lack of knowledge of the contents of this Addendum will be considered.

ALL BIDDERS ARE ADVISED THAT RECEIPT OF THIS NOTICE MUST BE DULY ACKNOWLEDGED ON THE BID PROPOSAL FORM OR BY THE INSERTION OF THIS SHEET, SIGNED, AND SUBMITTED WITH YOUR PROPOSAL.

**MATTHEW F. FITZGERALD
PURCHASING MANAGER**

Please see our response to questions received related to this RFP.

Receipt of **Addendum No. 3** to the City of Portland's **RFP #20066, Request for Proposals for Development of City-Owned Property Located at 21 Randall Street** is hereby acknowledged.

COMPANY NAME: GREATER PORTLAND COMMUNITY LAND TRUST

SIGNED BY: Scott Vonnegut DATE: 6/13/2021

PRINT NAME & TITLE: SCOTT VONNEGUT - CHAIRMAN, BOARD OF DIRECTORS

ADDRESS: 135 EDWARDS STREET, PORTLAND, ME 04102

ZIP CODE

CITY OF PORTLAND, MAINE

Request for Proposals for Development of City-Owned Property
Located at 21 Randall Street
RFP #20066

QUESTIONS:

1. *Can you clarify if the sources of funding to assist in the development of the land have to be secured and in place by June 16th? Sources of subsidized funding appear to be the only way to make this development feasible.*

Sources of funding do not have to be secured, see Submission Information c); however, as indicated in the Readiness to Proceed section of the scoring, more points are available to projects that have secured sources of funding.

2. *Can you clarify how much funding is available through the following funding sources:*

Portland's Community Land Trust?

This is not a current funding source.

CDBG?

No CDBG funding will be available until the FY22 funding cycle which begins in October 2020.

HUD HOME funding?

\$493,265 is available through the HOME program; \$87,269 of that amount is reserved for Community Housing Development Organizations. The city's local Housing Trust Fund has \$1,073,700 available. Housing Trust Fund and HOME funds were made available through the Affordable Housing Development Application released on March 6 and is available on the city's website at <https://portlandmaine.gov/2449/Applications> . To date, the city has received three applications requesting a combined total of \$1,495,000 in financial assistance from the city.

CITY OF PORTLAND, MAINE

Request for Proposals for Development of City-Owned Property
Located at 21 Randall Street
RFP #20066

Current Date: June 9, 2020

The attention of firms submitting proposals for the work named in the above Invitation is called to the following modifications to the documents as were issued.

The items set forth herein, whether of clarification, omission, addition and/or substitution, shall be included and form a part of the Contractor's submitted material and the corresponding Contract when executed. No claim for additional compensation, due to lack of knowledge of the contents of this Addendum will be considered.

ALL BIDDERS ARE ADVISED THAT RECEIPT OF THIS NOTICE MUST BE DULY ACKNOWLEDGED ON THE BID PROPOSAL FORM OR BY THE INSERTION OF THIS SHEET, SIGNED, AND SUBMITTED WITH YOUR PROPOSAL.

**MATTHEW F. FITZGERALD
PURCHASING MANAGER**

Please see our response to questions received related to this RFP.

Receipt of **Addendum No. 4** to the City of Portland's **RFP #20066, Request for Proposals for Development of City-Owned Property Located at 21 Randall Street** is hereby acknowledged.

COMPANY NAME: GREATER PORTLAND COMMUNITY LAND TRUST

SIGNED BY: Scott Vonnegut DATE: 6/13/2020

PRINT NAME & TITLE: SCOTT VONNEGUT; CHAIR, BOARD OF DIRECTORS

ADDRESS: 185 EDWARDS STREET, PORTLAND, ME 04102

ZIP CODE

CITY OF PORTLAND, MAINE

**Request for Proposals for Development of City-Owned Property
Located at 21 Randall Street
RFP #20066**

QUESTIONS:

1. *The RFP states "4. Developments shall create housing options that are age inclusive." Please clarify what "age inclusive" means.*

The project cannot be restricted by age; for example only available to seniors age 55+.

2. *The RFP states under "Submission Information" that "Interested parties are asked to submit a concept development (including preliminary drawings) and a brief description of the project, no longer than two pages, to include the number and type of units, occupants (owners/renters) to be served, special features, the impact on the neighborhood and other ways the proposal meets the primary goals of the City." Do you mean the description of our project in words cannot exceed two pages and that we can have pages of drawings in addition to these two pages of text?*

Yes, that is what was meant.

3. *Can we have drawings on 11" x 17" pages that fold out of the 8^{1/2}" x 11" format of the rest of our proposal?*

Yes.

4. *Since City Hall is closed to the public, how should we submit our proposal?*

Sealed proposals shall be submitted electronically to biddropbox@portlandmaine.gov with the name of the Proposer, Contract Name and RFP number in the subject line will be received until 3:00 p.m., Tuesday, June 16, 2020 at which time they will be opened and read, or by submitting via USPS, UPS or FedEx to the City of Portland, Purchasing Rm. 103, 389 Congress St., Portland ME 04101. In-person submission is not currently allowed due to City Hall being closed to the public.

PROPERTY DISPOSITION & DEVELOPMENT

43 & 91 DOUGLASS STREET
PORTLAND, ME

SUBMITTED TO:
CITY OF PORTLAND
PURCHASING OFFICE
CITY HALL, ROOM 103
389 CONGRESS STREET
PORTLAND, ME 04101

Jack Soley

HEBERT
DEVELOPMENT

AVESTA
HOUSING

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01

LETTER OF INTEREST

LETTER OF INTEREST

June 16, 2020

City of Portland
City Hall
389 Congress Street
Portland, Maine 04101

To Whom This May Concern:

Jack Soley, Hebert Development, and Avesta Housing are pleased to provide the City of Portland with our proposal to acquire and develop the properties located at 43 and 91 Douglass Street, Portland, Maine. The development proposal presents a mixed-income, age-inclusive community. The community will provide both rental and homeownership opportunities for a diverse population of individuals and families.

Key highlights of our proposal include:

- A. A team with a proven expertise and ability to execute.
- B. Economically diverse housing meeting the market demand.
- C. Thoughtful sustainable project design elements to complement surrounding neighborhood.
- D. Building features and amenities that will enhance the lives of the residents and community.

Given our team's long history and extensive experience working in and with the City, we understand the importance of the City goals and the future development's impact on the surrounding community. We would welcome the opportunity to collaborate with the City of Portland to acquire this site and make it the future location of a new and exciting development.

Please feel free to reach out to us with any questions. Thank you for your time and consideration.

Sincerely,

Jack Soley
Owner
East Brown Cow Associates

Timothy Hebert
Owner
Hebert Development

Dana Totman
President | CEO
Avesta Housing

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02

DEVELOPMENT TEAM CONTACTS

DEVELOPMENT TEAM CONTACTS

JACK SOLEY

100 Commercial Street, Suite 306
Portland, ME 04101
o. (207) 775-2252

Contact:

Jack Soley | Owner
jsoley@eastbrowncow.com
c. (207) 808-4714

HEBERT DEVELOPMENT

62 India Street, Suite A
Portland, ME 04101
o. (207) 783-2091

Contact:

Timothy Hebert | Owner
thebert@hebertconstruction.com
c. (207) 212-2176

AVESTA HOUSING

307 Cumberland Avenue
Portland, ME 04101
o. (207) 553-7777

Primary Contact:

Rebecca Hatfield | Vice President of Real Estate Development Management
rhatfield@avestahousing.org

Alternative Contact:

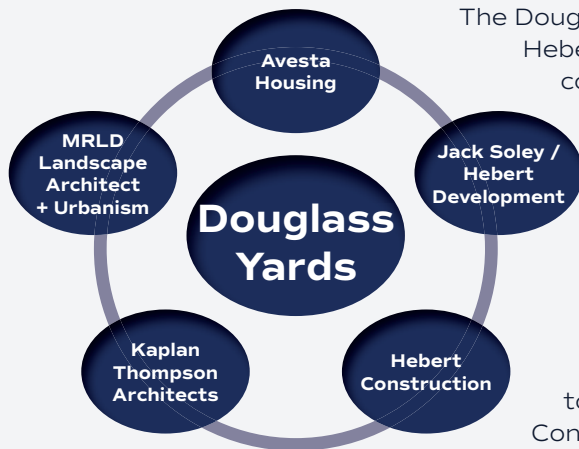
Nate Howes | Development Officer
nhowes@avestahousing.org
c. (207) 245-3374

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03

TEAM CAPACITY & QUALIFICATIONS

TEAM CAPACITY AND QUALIFICATIONS



The Douglass Street development team will comprise of Jack Soley, Hebert Development and Avesta Housing. We will collaborate as co-developers to create a cohesive development that fits the existing context of the neighborhood, meets the needs of future residents and embraces the larger community.

Our team brings significant expertise and experience in the areas of development, construction, design, and management. Collectively, we have successfully completed hundreds of developments. As highlighted in the list below, we have previously partnered in various capacities, which has allowed us to establish strong relationships and confidence in our ability to deliver. The team is also unique in that it includes Hebert Construction, a leading construction contractor in New England.

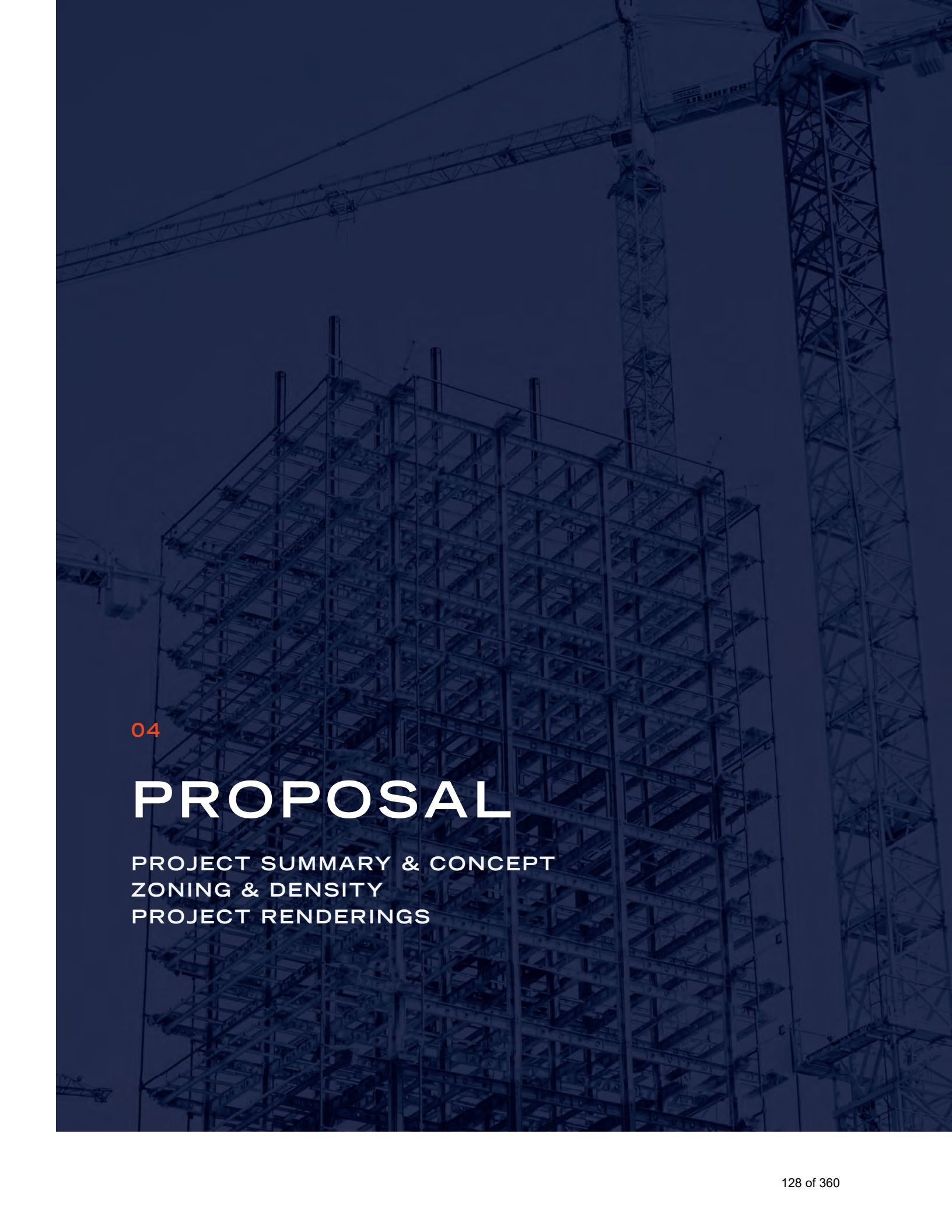
Hebert is a co-developer, but will also serve as the general contractor.

Because of this, the team will have the added benefit of Hebert's construction insight and guidance to make informed decisions from concept inception through completion based on shared knowledge and common goals.

We will use the same partners on all aspects of the development ensuring an efficient and cohesive execution of the project vision. In addition to Jack Soley, Hebert Construction and Avesta, the team will include Kaplan Thompson Architects, MRLD Landscape Architecture + Urbanism, and Norway Savings Bank. Kaplan Thompson Architects and MRLD Landscape Architecture + Urbanism will complete the design of the site and buildings. Norway Savings Bank will provide the financing to both owners/developers. Kaplan Thompson, MRLD and Norway Savings Bank have long established relationships with the developers and have partnered with them on previous projects.

Team member profiles including bios, qualifications, and relevant project experience highlighting the details of the projects listed below, are provided in the Appendix.

Project / Location	Units	Description	Team Members
Parris Terraces Portland	23	Condominiums	Jack Soley (Developer) Kaplan Thompson (Architect) Hebert Construction (Contractor)
Bayside Anchor Portland	45	Affordable & market (mixed income) rental housing	Avesta Housing (Developer) Kaplan Thompson (Architect)
Thomas Heights Portland	18	Affordable rental housing for veterans	Avesta Housing (Developer) Hebert Construction (Contractor)
Blackstone Apts. Falmouth	39	Affordable rental housing for seniors	Avesta Housing (Developer) Kaplan Thompson (Architect)
West End Apts I & II South Portland	116	Affordable & market (mixed income) rental housing	Avesta Housing (Developer) Kaplan Thompson (Architect)
Blake & Pine Apts.	35	Affordable & market (mixed income) rental housing	Avesta Housing (Developer) Hebert Construction (Contractor) Norway Savings Bank (Lender)

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04

PROPOSAL

PROJECT SUMMARY & CONCEPT
ZONING & DENSITY
PROJECT RENDERINGS

PROPOSAL

PROJECT SUMMARY & CONCEPT

Our proposed concept, Douglass Yards, will be a community that promotes equality and inclusiveness by providing both rental and homeownership options for a diverse population. Unlike other developments which typically are targeted to a specific demographic, Douglass Yards will embrace the idea of a democratic campus where residents of different ages, ethnicities and economic status will share the same community.

Douglass Yards will comprise of a 40-unit rental development, a 30-unit condominium, and 10 single family homes. The 40-unit multifamily rental housing will have efficiencies, one-bedrooms, two-bedrooms and three-bedrooms ranging from 375 to 950 square feet to accommodate households of all sizes. There will be six ADA compliant rental units, beyond the minimum account required by federal law, to promote and enhance accessibility for disabled and/or older residents. All rental units will be affordable to low and very-low income households through income and rent restrictions. The 30-unit condo building will include modest one- and two-bedroom condos ranging from approximately 475 to 600 square feet. The small size of the units will assure accessible prices in perpetuity. Twenty-four of the thirty condos will be priced to be affordable to households of moderate income (120% AMI), and 6 condo units will be sold at market rate. Details of affordability, including rent, income and condo price determination, is described further in the Occupancy and Management Plan section. The 10 single family homes will be made up of 950 sf single family home with 450 sf garage and 450 sf accessory dwelling unit. BrightBuilt Home will provide homes with efficient envelopes, net zero design, sustainable materials and a GREEN construction and delivery method where materials are locally sourced and transported from a factory within 50-miles of the site. Each home will be affordable in town living for a multitude of generations. These provide income for seniors who want to age at home, middle class families, young professionals and everyone in between seeking in-town home ownership.

Lower income residents, many of them recent immigrants to this country, may receive housing assistance in order to afford their apartments. As these tenants gain greater financial stability, there will be opportunities for accessible home ownership within their same familiar neighborhood. For residents that continue to attain upward mobility, our single-family homes may present a viable option with their attached Accessory Dwelling Units (ADUs).

Lower income residents, many of them recent immigrants to this country, may receive housing assistance in order to afford their apartments. As these tenants gain greater financial stability, there will be opportunities for accessible home ownership within their same familiar neighborhood. For residents that continue to attain upward mobility, our single-family homes may present a viable option with their attached Accessory Dwelling Units (ADUs).

Avesta Housing HomeOwnership Center provides home buyer classes and free credit, financial and budgeting capabilities counseling to individuals and/or families. These services will be offered to future Douglass Yards residents whether they may be buying a condo as the entry into home ownership or may be an existing resident who has the desire

PROPOSAL (CONT.)

to transition from the rental housing into home ownership. For those individuals that meet the criteria, the home buyer classes have the added benefit of providing a \$3,500 MaineHousing Advantage grant upon completion to be used towards a down payment or closing costs.

Building and Campus Features

Avesta Housing, Jack Soley, and Hebert Construction are committed to efficient and sustainable design that supports the goals of the City, the climate control efforts at the State level, and creates a healthy living environment for residents. Both structures will be 3-story, elevator buildings that are complementary to each other and incorporate similar materials and design features. The community, including the single-family homes, will aim to embrace the aesthetic of surrounding neighborhood while remaining consistent with City's planning objectives.

The campus will include a several features that will benefit and enhance the lives of the residents and surrounding community. There will be a large community room that may be used by residents, local community groups, or organizations. The site will provide sufficient parking, bike storage and is within close proximity of a bus stop facilitating various transportation options. Perhaps most importantly, given the sites proximity to existing high-trafficked outdoor areas of recreation, the proposed landscaping will be extensive. It's our intent to create a campus that not only serves as a continuation of the existing Libbytown neighborhood aesthetics but also acts as a nature-intensive gateway to the existing fields.

The landscape for Douglass Yards recalls great urban neighborhoods by making the streets civic spaces where people are safe and welcome. These shared space streets are activated urban open spaces defined by trees, narrow travel lanes, sidewalks, on-street parking, and biodiverse plantings. By using the street as framework for redevelopment, Douglass Yards integrates architecture and site into a seamless expression of place. As with many Portland neighborhoods, Douglass Yards includes open spaces that work with the scale and pattern of development providing opportunities for community gardens, gathering areas, urban rewilding, rain gardens, and connectivity. While the new homes are thoughtfully buffered from the existing neighborhood with trees and understory plantings, the site is a crossroads. Sidewalks, shared space streets, trails, and a boardwalk create connections to Douglass Street, Dougherty Field, and Dougherty Field Path allowing people of all ages to benefit from and identify with this new neighborhood.

As responsible stewards of the environment and community, we strive to not only create equitable and diverse housing but energy and water efficient housing that exceeds code and leverages green technology. To this end, we frequently incorporate numerous design features that reduce energy and water consumption and therefore at least partially offset our developments' carbon footprint. Our most frequently utilized green design features are as follows:

- Use of recycled-content building materials that are composed of at least 25% post-consumer or post-industrial material. Such materials include gypsum board (wall and ceiling), countertops, flooring (carpeting & resilient flooring) and acoustical panel ceilings.

PROPOSAL (CONT.)

- Building materials from regional manufacturers thus reducing the carbon producing transportation process while also supporting regional and local business.
- Better insulation, in conjunction with efficient air exchange vehicles, that result in lower energy usage and better internal air quality. We therefore typically install large R-value insulation, well in excess of currently building code requirements.
- Water-conserving fixtures – i.e. toilets, showerheads, kitchen faucets, and bathroom faucets. We find that these features, in conjunction with resident educational materials, can reduce water consumption at our properties.
- High performance appliances and lighting such as energy-star rated appliances, kitchen and bathroom fans, and LED lighting in interior, exterior and common areas.
- Extensive solar array. Our goal is to provide a significant portion of the energy consumption using an on-site PV system. We are exploring the possibility of creating a Solar Power Purchase Agreement (SPPA) which would provide a discounted electricity rate to the residents of Douglass Yards. We believe that by incorporating an economically viable solar framework during the design and planning process, this project can become a model for future developments.

Our Douglass Street development would incorporate many, if not all, of these features. Part of the impetus of choosing Kaplan Thompson Architects was their reputation as leaders in the field of sustainable building design. Their Bayside Anchor development, a certified energy efficient Passive House, has become a symbol of sustainable building practices in the greater Portland metro and beyond. With the assistance of architects on the forefront of sustainability, the design of the Douglass Street buildings and campus will incorporate many of these energy efficient design elements.

Neighborhood Context

A site's history and neighborhood context should inform any new campus' layout, site, and building aesthetics. To that end we plan to incorporate streetscape features that will allow for residents and the community at large to enjoy the new campus. First, we would construct sidewalks throughout the development so that residents of the Libbytown community can easily walk through the site on their way to the playing fields. Second, we would incorporate vehicle speed reducing features to ensure that traffic entering the campus would not travel in excess of posted limits; our sidewalks would remain safe. Third, to the extent that the City of Portland is willing and able to assist, we will advocate for increased transportation options along the Douglass Street section of Congress Street. Finally, we commit to the long-term maintenance of our facilities and site improvements. We have a proven track record of ensuring that our developments remain pristine. Our direct supervision of snow removal and other landscaping activities helps us ensure that our residents and properties are well cared for even when it snows. We are committed to ensuring everyone's ability to use our sidewalks, even in the dead of winter.

As stewards of the environment and as potential neighbors to the existing Libbytown community, we are committed to ensuring the complete remediation of environmental concerns related to the site's prior uses. Therefore, we plan to remove problematic soils and materials and replace them with lush indigenous landscaping including grass and local flora. Furthermore, we recognize that remediation of the existing conditions and subsequent

PROPOSAL (CONT.)

replacement with vegetation is not enough. We must also plan for the future and the site's impact post-completion. With the future in mind, we have designed a robust stormwater system that will slow, collect, and mitigate the effects of heavy rain events. Our design will therefore ensure that the local neighborhood will not be adversely impacted by the addition of our buildings and pavement. Excess water will be directed away from the neighborhood and our buildings thus allowing our extensive landscaping and green space to thrive. It will remain intact for resident and neighborhood use for decades to come.

Project Readiness

The 30 unit condominium building is not subject to the timeframes of federal financing. Therefore, it is expected that construction could begin within nine to twelve months of selection under the RFP or approximately the summer of 2021. The timeframe between selection and construction start would only be dependent on design development and the City/State permitting processes. The condominiums would be ready for occupancy in the summer of 2022.

The 40 unit building would use MaineHousing financing which is cyclical in nature; financing would be secured within approximately one year of selection. Construction would then start approximately nine to twelve months from the date financing is secured, anticipated summer of 2022. The apartment building would be ready for occupancy in the summer of 2023.

ZONING & DENSITY - Dynamic Rental and Homeownership Campus

The parcels on Douglass Street are currently in the R-5 zone. Under this ordinance, a PRUD development would allow for a maximum of 47 units in approximately four buildings based on the per building max of 12 units and the per square foot minimum of 3000 per dwelling unit. If the site was in the R-5A zone, the maximum of 12 units per building would not apply and there could be a total of approximately 90 units based on a minimum square footage of 1600 per dwelling unit. It is our contention that the size of parcels, and their location in central Portland, just off congress street in the Libbytown Neighborhood, makes the site ideal for a higher density development. This area of congress street is within .25 miles of the Portland Transportation Center with bus and rail service to Boston and beyond. In addition, the parcels are only .4 miles from the Union Station Plaza and .5 miles from the Maine Medical Center Campus. The proximity of these parcels to transportation, retail, and healthcare services make the Douglass Street campus an ideal location for a higher density development. In addition, the Douglass street parcels are within .25 miles of the nearest R-5A zone, which allows for the higher density noted above.

The enclosed proposal details a two-building and ten single family home development with approximately 80 units and abundant greenspace for resident and neighbor recreation. This scale of development would fit within the R-5A zone and existing neighborhood aesthetic, but it is not accommodated by the existing R-5 zone. Given the presence of other three-story buildings in the area, including two existing apartment buildings at 49-53 Douglass Street, the Douglass Street Campus fits seamlessly within the neighborhood context and aesthetic. The new campus would be an extension of the existing Libbeytown Neighborhood, it would not be an aberration.

PROPOSAL (CONT.)

We contend that a PRUD development is not the highest and best use of the site given its size and central location. Given the characteristics of the site, its central location, and the limited required zoning changes for this proposal's feasibility, we request zoning relief from the City Council. The form of such relief will be at the council's discretion as either a contract zone or a zoning change to R-5A. Such relief will allow for the addition of these affordable units to the City's housing stock. Furthermore, this proposal is unique in its aim to create a pathway from sustainable renting to homeownership on a single campus; providing a variety of avenues for housing stability and long-term financial success.

Homeownership remains the primary means for the American middle class to accumulate wealth and achieve long-term financial stability. The site concept, with rental units, condominiums, and single-family homes with ADU's allows residents who start as renters to move on to condominium or homeownership. The National Low-Income Housing Coalition's 2019 "Out of Reach" dataset indicates that a renter earning the State's minimum wage of \$11.00 an hour would need to work 58 hours per week to pay for the average one-bedroom apartment (\$823 monthly rent). This "minimum hours worked" statistic would be much more pronounced in Portland where one-bedroom apartments are frequently rented at \$1400 and two-bedroom units often reach \$1800-\$2000. Portland's rental landscape not only makes it difficult to live paycheck-to-paycheck, but the market makes it nearly impossible for low-income Mainers to save for a home. This predicament, the inability of Portland renters to save for an affordable home, is what we hope to resolve with this campus. A renter will enter the campus and pay rent that is below the Portland market standard. The resident can then remain in their unit as their savings and income increase preparing them to eventually buy one of the single family homes with ADU's on site.

ATTACHMENTS

Please see the following pages for:

- Site Plan and Project Renderings
- BrightBuilt Home Information & Energy Comparisons
- BrightBuilt Home Portfolio Photos



SITE PLAN

Kaplan
Thompson
Architects

102 Exchange Street Portland, ME 04101
(207) 843-2185 kaplanthompson.com





NET ZERO ENERGY HOMES

BRIGHTBUILT

●●●HOME



"The team at BrightBuilt turned my desire for a greener way of life into a national award-winning showcase for sustainable building. They far exceeded my expectations, and were a constant pleasure to work with."

—Keith Collins, Owner - BrightBuilt Barn

BRIGHTBUILT HOMES ARE BETTER BECAUSE...

- they are very **cozy and comfortable**;
- they are **sunnier, warmer, and quieter**;
- they can have **the same monthly cost** as traditional homes;
- they require **less maintenance**;
- they are **healthier** for you and your family;
- they are **energy efficient**; and
- they can **cut your utility bills in half...** or eliminate them entirely with our **Net Zero** option.

WHAT MAKES BRIGHTBUILT A HIGH-PERFORMANCE HOME?

- **Bigger, Better Windows.** They are specially engineered to capture the sun's heat without letting it escape, brightening and heating the house.
- **No Furnace.** Furnaces break down, chug oil, and leave you vulnerable to the unpredictability of changing fuel costs. BrightBuilt Homes feature triple-efficient heat pumps instead, which provide A/C as an added bonus.
- **Twice the Insulation.** This keeps you warmer in the winter and cooler in the summer.
- **Draft-Free, Toxin-Free, Leak-Tested.** Fresh, clean air is circulated year-round and safe, non-toxic materials are used throughout.
- **Efficient, High-Quality.** BrightBuilt Homes are precision-engineered and constructed primarily off-site to increase quality, efficiency, speed, and to extend the building season in colder climates.
- **Durable & Quiet.** Superior wall construction is nearly twice as thick as that of a traditional home, significantly reducing noise from outside.

WHICH BRIGHTBUILT IS THE BEST FIT?

3 LEVELS OF CUSTOMIZATION

READY HOME

One of our standard, high-performance home designs, with a simplified selection process and a speedier timeline.

CHOICE HOME

Our high-performance home with an option to customize windows, walls, porches, even whole room sizes & locations, to fit your unique building site and lifestyle.

CUSTOM HOME

A high performance home that uses the BrightBuilt construction system, but has a completely unique design — or we can adapt your existing design to the BrightBuilt system.

	READY HOME	CHOICE HOME	CUSTOM HOME
CUSTOMIZATION AVAILABLE	A LITTLE	A LOT	ALL OF IT!

12 CHOICE HOME & READY HOME STYLES TO CHOOSE FROM



ENERGY SPECIFICATION COMPARISONS

		CONVENTIONALLY BUILT HOME	BRIGHTBUILT HOME WITH SOLAR
WINDOWS	MANUFACTURERS	ANDERSEN OR JELD-WEN (TYP)	PARADIGM, MATHEWS BROTHERS, LOGIC
	R-VALUES	R-2.8 TO 3.7	R-4.8 TO R-5.6
INSULATION R-VALUES	FOUNDATION SUB-SLAB	R-10	R-20
	FOUNDATION WALLS	R-10 TO 19	R-20
	EXTERIOR WALLS	R-19	R-40
	ROOF	R-38 TO 49	R-60
INSULATION TYPE		FIBERGLASS	CELLULOSE AND RIGID FOAM
HEATING		OIL OR GAS FURNACE	ZERO FOSSIL FUEL MINI-SPLITS
COOLING		NONE	INCLUDED WITH MINI-SPLITS
FILTERED FRESH AIR EXCHANGE		NONE	ERV FRESH AIR SYSTEM
OPTION FOR WOOD STOVE		YES	YES
SOURCE OF ENERGY		UTILITY COMPANIES	ON-HOME SOLAR



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05

FINANCIAL FEASIBILITY

LAND ACQUISITION & PURCHASE PRICE
SOURCES & BUDGETS

FINANCIAL FEASIBILITY

LAND ACQUISITION AND PURCHASE PRICE

In an effort to determine a fair purchase price for the parcels at 43 and 91 Douglass St., we commissioned Malone Commercial Brokers to present us with a Broker Opinion of Value (BOV) to use as a guideline (attached). The parcels are very attractive given their proximity to City athletic fields as well as a commercial center and transportation hub. However, there are also well documented environmental issues with the site that must be addressed before a residential development could take place. In addition, the current zoning allows for a maximum of forty-seven units in the form of single family, two family, and Planned Residential Urban Developments (PRUDs). These types of projects are typically more costly to build and therefore more expensive to the consumer than larger multi-tenanted building. Our goal is to offer housing across the socioeconomic strata, with a strong emphasis on entry level home ownership and subsidized housing.

Based on the current zoning, the maximum build-out of forty-seven units at a land cost of \$10,000 per unit, Malone Commercial Brokers estimates the value of the property (before discounting due to environmental issues) to be \$470,000. Though a Phase 2 Environmental Study has been completed, the full extent of present issues and the cost of their remediation will not be fully known until a comprehensive survey of the site is complete. It is our professional opinion that given the current lack of affordable housing in the City of Portland, we feel that the highest and best use of the parcel is for a denser development. With zoning changes to reflect this density, and a discount to address the environmental expenses, we feel that the land has a value of \$575,000.

FINANCIAL FEASIBILITY (CONT.)

SOURCES AND BUDGETS

30-UNIT CONDO DEVELOPMENT

Sources:		Budgets:	
Investor Equity	1,035,491	Construction	5,224,760
Bank Financing	5,867,782	Soft Costs	261,238
		Financing	129,350
		Closing Costs	121,950
		Acquisition	215,625
		Permits & Fees	575,350
		Fees & Reserves	375,000
Total	\$6,903,273	Total	\$6,903,273

1. Investor Equity

Owners, Jack Soley and Tim Hebert will be investing the first 15% of the project costs as equity into the project.

2. Construction Loan

Jack & Tim will seek a construction loan from Norway Savings Bank. Norway Savings has a strong and established relationship with both Jack and Tim. Norway has partnered with Jack individually as the lender on another workforce housing development in addition to many other commercial lending situations. Norway has partnered with Tim Hebert in both business relationships and lending. Furthermore, Hebert Construction has partnered with Norway to build most of their newer facilities in Central and Southern Maine. Norway Savings Bank will issue a commitment upon review of the final underwriting.

FINANCIAL FEASIBILITY

SOURCES AND BUDGETS (CONT.)

10 SINGLE-FAMILY HOMES W/ ADU DEVELOPMENT

Sources:		Budgets:	
Investor Equity	756,623	Construction	4,387,500
Bank Financing	4,287,527	Soft Costs	105,650
		Financing	60,000
		Closing Costs	52,750
		Acquisition	71,875
		Permits & Fees	145,875
		Fees & Reserves	220,500
Total	\$5,044,150	Total	\$5,044,150

The 10 Single-family home development will be funded via the following sources:

1. Investor Equity

Owners, Jack Soley and Tim Hebert will be investing the first 15% of the project costs as equity into the project.

2. Construction Loan

Jack & Tim will seek a construction loan from Norway Savings Bank. Norway Savings has a strong and established relationship with both Jack and Tim. Norway has partnered with Jack individually as the lender on another workforce housing development in addition to many other commercial lending situations. Norway has partnered with Tim Hebert in both business relationships and lending. Furthermore, Hebert Construction has partnered with Norway to build most of their newer facilities in Central and Southern Maine. Norway Savings Bank will issue a commitment upon review of the final underwriting.

FINANCIAL FEASIBILITY

SOURCES AND BUDGETS (CONT.)

40-UNIT LIHTC DEVELOPMENT

Sources:		Budgets:	
MaineHousing Subsidy	800,000	Construction	7,947,574
MaineHousing Debt	3,400,000	Soft Costs	1,018,100
UHTC Equity	6,830,517	Financing	430,000
		Misc. Costs	172,500
		Acquisition	287,500
		Fees & Reserves	1,174,843
Total	\$11,030,517	Total	\$11,030,517

The 40-unit development will be funded via the following sources:

1. Low-Income Housing Tax Credit Capital (LIHTC)

Avesta will generate equity through the syndication of Low-Income Housing Tax Credits ("LIHTC"). Avesta has a proven track record of successful LIHTC applications. The timing of LIHTC commitment is as follows:

- Application Submission: July 2021
- Anticipated award date: October 2021

2. MaineHousing Debt and Subsidy

As a part of our LIHTC application, we will also request permanent debt through MaineHousing and MaineHousing subsidy. Avesta is in good standing with MaineHousing and has successfully secured both of these sources for several LIHTC developments.

- Application Submission: July 2021
- Anticipated award date: October 2021

3. City of Portland Affordable Housing Tax Increment Financing (AHTIF)

Avesta will apply for affordable housing tax increment financing (AHTIF) for purpose of supporting the development of the 40-unit LIHTC funded building. This funding mechanism is critical to the financial feasibility of the affordable housing development. The AHTIF will allow Avesta to leverage \$3.4 million in MaineHousing permanent financing, approximately \$1 million more than if an AHTIF was not granted.

We will submit the AHTIF application as soon as possible or in accordance with the City's timeline for AHTIFs.

4. Construction Loan

Avesta will seek a construction loan from Norway Savings Bank. Norway Savings has a strong and established relationship with Avesta and has partnered with Avesta as the lender on other affordable housing developments. Norway Savings Bank will issue a commitment upon review of the final underwriting.

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06

DEVELOPMENT TIMELINE

DEVELOPMENT TIMELINE

Douglass Yards is a unique shovel-ready neighborhood development. Our development approach allows for site buffering to be implemented during the first phase of construction to soften the impacts on the existing neighborhood. Both our workforce housing condo units along with our BrightBuilt single family homes are market ready, backed by private equity and traditional bank financing. The timeline for the project allows for housing to be available within a year.

Development Timeline	Projected
Site	
RFP Submission	06/16/2020
RFP Decision	07/31/2020
Purchase & Sale	08/10/2020
Acquisition (ready to close within 45 days)	10/01/2020
Municipal Approvals	04/01/2021
30-Unit Condo & 10 Single Family Home Development	
Planning board submission	12/01/2020
100% Construction Plans	02/25/2021
Construction loan closing	03/15/2021
Construction Start	04/01/2021
Substantial Completion	12/20/2021
Occupancy	12/30/2021
40-Unit LIHTC Development	
Financing	
MaineHousing Application	08/26/2021
MaineHousing Selection	10/31/2021
Construction Loan Commitment (CLC)	11/01/2022
Permanent Loan Commitment (CLC)	11/01/2022
Other Sources Committed (CLC)	11/01/2022
Plans and Specifications	
100% Construction Plans	09/30/2022
Construction Loan Closing	11/01/2022
Construction Start	11/02/2022
Substantial Completion	12/01/2023
Completion of Construction	02/01/2024
Lease-Up	
Lease-up Begins	02/2024
Sustained 95% Occupancy	07/2024

Our affordable housing development, the 40 unit Avesta building, takes a bit longer due to MaineHousing required timelines. Our timetable accounts for these various steps required to gain approvals in a realistic and proven sequence. The overall timeline is real, our approach is simple and our team is experienced and ready.

The background of the page is a dark, blue-tinted photograph of a construction site. A large tower crane is visible on the right side, and a building's steel framework is in the center. The overall image has a professional, industrial feel.

07

OCCUPANCY & MANAGEMENT PLAN

OCCUPANCY AND MANAGEMENT PLAN

Avesta Housing, Jack Soley and Hebert Development propose to build an equitable neighborhood where residents of different socio-economic status will live on a single campus. The rents and for sale price points will create housing opportunities for people ranging from below 50% of Area Median Income (“AMI”) to over 120% of AMI per federal income definitions. This approach will create a true economically diverse campus that is representative of demographics and housing need in the City of Portland.

Upon acquisition to the land parcel, the land will either be subdivided, or a land condominium will be formed. The campus will include two or three land units (“Land Unit X”) based on the development proposal selected by the City. Land Unit 1 will be owned by Avesta Housing (“Avesta”) for the purposes of developing a 40-unit affordable rental property. Land Unit 2 and Land Unit 3 will be owned by Jack Soley and Tim Hebert / Hebert Construction. The land associated with Unit 2 will be for purpose of the development of a 30-unit condominium, and Land Unit 3 will be retained for the potential development of single-family homes.

Land Unit 1 – Ownership and Affordability

The development located on Land Unit 1 will be funded by Low Income Housing Tax Credits (“LIHTC”). The LIHTC development will be owned by a single-purpose limited partnership, of which Avesta will serve as the General Partner and tax credit investors will serve as the limited partner. Avesta will also manage the property.

The 40-unit multifamily development will have long term affordability, with all of the units being restricted to households at 60% of AMI or below, and a portion may have deeper targeting restricted to 50% of AMI or below. The area median income and maximum affordable rents are governed by Internal Revenue Service LIHTC guidelines. The building will remain affordable for at least 45 years as enforced by an extended use agreement with Maine State Housing Authority. However, it is Avesta’s intent and mission to keep the building affordable and restricted to serve people of need beyond the required 45 years.

Land Unit 2 and 3 – Ownership and Affordability

Land Unit 2 will comprise a 30-unit condominium building. Twenty-four one- and two-bedroom condominiums will be sold at price points affordable to households and individuals with incomes up to 120% of AMI, based on federal income guidelines as defined by the US Department of Housing and Urban Development. The small size of these units will assure affordability in perpetuity. Using federal income guidelines creates consistency with Low Income Housing Tax Credit property also located on the site and facilitates an opportunity for households to graduate into home ownership. The remaining six modest one-bedroom condos will sell at market rate to folks looking to downsize and simplify their lives. The condominium association and building will be managed by Avesta Housing or another third-party manager.

The ten single family homes located on Land Unit 3 will be efficient in size and design to facilitate affordability as compared to other homeownership options within the City of Portland. The homes will be modest and include Accessory Dwelling Units to help buyers afford the high costs of home ownership.

08

APPENDIX

- A | PROFILE - JACK SOLEY
- B | PROFILE - HEBERT DEVELOPMENT / CONSTRUCTION
- C | PROFILE - AVESTA HOUSING
- D | PROFILE - KAPLAN THOMPSON ARCHITECTS
- E | PROFILE - MRLD LANDSCAPE ARCHITECTURE
+ URBANISM
- F | NEIGHBORHOOD SUPPORT LETTER
- G | BROKER'S OPINION OF VALUE
- H | LENDER INSTITUTION SUPPORT LETTERS

JACK SOLEY

Jack Soley is a founding partner of East Brown Cow, a real estate investment company. Jack has 31 years of experience in acquisition, development, construction, and management of commercial and residential projects. He owns individually and in partnership approximately two million square feet of commercial and hospitality space in the Portland area. For the past ten years, Jack has focused on residential real estate development including rental and home ownership.

Jack's most recent project was Parris Terraces, a twenty-three unit condominium development in the Bayside neighborhood. Built on land purchased from the City of Portland through an open RFP process, the project included twenty units sold at 120% of Area Medium Income (AMI). In order to achieve this challenging sales price point without using municipal, state or federal subsidies, the average unit size was kept below 500 square feet. Well-designed contemporary interior spaces and the inclusion of balconies created efficient and useful floor plans. Very high standards of insulation and heating and cooling by mini-split heat pumps holds ongoing costs of ownership down. ***Significantly, the small size of the units will also keep future re-sales at affordable prices, without deed restrictions.***

Jack is a former member of the Portland Planning Board. He is currently an Instructor and Trustee at the Hurricane Island Outward Bound School, a Maine Guide Examiner for the State of Maine, as well as a Board member of the Portland Museum of Art.

APPENDIX B

HEBERT DEVELOPMENT / HEBERT CONSTRUCTION

FOUR GENERATIONS OF LEADERSHIP & VALUE

Hebert Construction is a team of problem solvers first and foremost, and we do our best work amidst the most challenging environments and requirements. Our 4th-generation knowledge, engineering expertise, and rigorous field training lend to unrivaled forethought and upfront solutions that save every client time and money. Our unbeatable rate of repeat business and large number of multi-generational clients is a testament to the consistency of our work and our word.

We take great pride in maintaining long-term partnerships thanks to the long-term value we bring to every project.

Current Leadership



MICHAEL HEBERT

Michael started the third generation when he joined the business in 1985 after graduating from Northeastern University. As current owner & managing member of the company, Mike personally manages many of the company's larger projects and continues to grow the company.



TIMOTHY HEBERT

Tim joined the family business in 2002 after graduating from Wentworth Institute of Technology with a degree in Civil Engineering. As a project engineer he gained extensive experience in Healthcare Construction. As an owner of the company, Tim continues the third generation propelling the business to the next level.



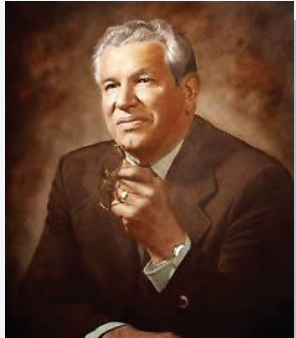
SIMON HEBERT

Simon, son of Michael, joined the family business in 2013 after graduating from Syracuse University with a degree in Civil Engineering, starting the fourth generation. Simon specializes in Healthcare, Institutional, and Commercial Construction.

APPENDIX B

HEBERT DEVELOPMENT / CONSTRUCTION (CONT.)

History



In 1943, Hebert Construction was founded by Edward Hebert of Van Buren, Maine. He began as a self-employed carpenter known simply as Edward Hebert Construction. He believed in the importance of honesty and quality services; Practices which have continued through the generations. In 1954, Richard joined his father's business. Together, they built many prominent homes throughout Lewiston and Auburn; Gaining a reputation for their quality craftsmanship. Edward's youngest son, Daniel, joined the business in 1969. While continuing to grow, the business shifted its focus from residential to commercial construction. Dan retired in June of 2015, leaving the business in the capable hands of the next generation.

WHAT MAKES US DIFFERENT

Consistency in Our Work and Our Word

Commitment to excellence is what sets us apart from other construction companies. We understand that our clients want value, quality and timely building solutions from a firm who has the expertise and experience to deliver successfully. Designing, planning, building and remodeling for over seven decades, we focus on accountability, honesty, superior customer service and delivering projects on time and on budget with maximum value.

We are passionate about what we do, and it shows through the satisfaction of our clients. We do what we say we will do. Senior management is actively involved with all our projects to ensure that our rigorous standards and customer's expectations are met or exceeded.

75 Years of Enduring Value

Value comes from accountability and ownership of each phase of the project. Quality construction not only means delivering a superior product at a competitive price but standing behind it well after the project has been completed.

APPENDIX B

HEBERT DEVELOPMENT / CONSTRUCTION (CONT.)

Unrivaled Forethought & Upfront Solutions

At Hebert Construction, we get involved in a project early. Our clients benefit from our preconstruction services and upfront planning. We establish and maintain cost-effective value engineering procedures and processes through effective and practical techniques to improve the overall performance and outcome of projects. We have a long history of saving costs, maximizing budgets and improving function through our process.

SELF-PERFORMANCE WORK

Hebert is one of the few remaining general contractors within the state of Maine to offer an in-house workforce to perform certain tasks on a job. This resource enables our clients to benefit from a more focused control on quality, cost, timeline, energy performance and safety, adding value to the project. Before Hebert self-performs any work, we collect proposals from other contractors to ensure the best value to the client and we only perform the scopes of work if we are the lowest bidder. This ensures the client is receiving the structure at the best possible price.

Hebert has the capabilities of self-performing the following trades:

- Design-Build Services
- Permitting
- Land Use Consultant
- Feasibility Studies
- Detailed Budgeting
- Project Management
- Scheduling
- Phasing
- Estimating
- Steel Erection
- Drywall
- Wood Framing
- Finish Carpentry
- Concrete
- Doors, Frames & Hardware
- Specialties

WE INTEND TO EARN YOUR BUSINESS

Hebert Construction is a full-service firm with the majority of our work negotiated. We assemble the best Architectural, Engineering, Mechanical, Electrical, Civil/Site and Land Planning Engineers. Our ability to coordinate all services in-house is a tremendous benefit to our clients. It allows us to consider multiple design build options as a tool in building consensus and improving the eventual solution.

Other services include Project Management, Conceptual Estimating, Planning, Scheduling, Value Engineering, Detail Estimating, Contractual Arrangements, Cost Control and Management through project completion.

APPENDIX B

HEBERT DEVELOPMENT / CONSTRUCTION (CONT.)

Quality Control and Assurance

- Ensure that quality of materials meets specifications
- Review the accuracy of installation and quality of workmanship
- Confirm strict adherence to program documents and specifications
- Continually adjust during the project to prevent delays
- Conduct and complete a majority of the punch list before completion
- Test systems prior to turnover to ensure complete working systems

Teamwork

Our policy is to promote openness, fairness and a spirit of teamwork as our essential elements in the administration of a successful construction team. Interaction and continued personal attention are key in developing any project. Having successfully demonstrated this need with both public and private groups, as indicated in our corporate history, we sincerely hope you select us as the Contractor for your next project.

Employment Profile

- | | |
|-------------------------------|--------------------------------|
| • Project Engineers | • Crane & Equipment Operators |
| • Construction Managers | • Draftsmen |
| • Estimators | • Accounting Department |
| • Superintendents | • Administrative Support Staff |
| • Millwork Craftsmen | • Marketing Department |
| • Skilled Carpenters | • Safety Department |
| • Certified Corian Fabricator | • Warehouse Division |

APPENDIX C AVESTA HOUSING

ORGANIZATIONAL SUMMARY

Avesta Housing, founded in 1972, is a Portland-based nonprofit organization with a mission is to improve lives and strengthen communities by promoting and providing quality affordable homes for people in need. Avesta focuses on five areas of affordable housing: advocacy, real estate development, property management, senior and assisted living, and homeownership. The organization has more than 280 employees, \$315 million in assets, and an annual budget of \$47 million.

The organization currently owns and manages nearly 100 affordable housing developments, for a total of more than 2,900 units in Maine and New Hampshire. The portfolio consists of state and federally assisted family and elderly/disabled housing, affordable rent-restricted apartments, mixed-income (affordable and market rate) rental developments, supportive housing for people experiencing long-term homelessness and visually impaired, and unrestricted workforce housing. Additionally, Avesta owns and operates two assisted-living facilities. Avesta was also the first in Maine to develop projects for chronically homeless people using the Housing First model and has since completed three projects. Because of the diversity of living options provided by Avesta, we have an incredibly diverse resident population.

Avesta Housing has developed more than 130 properties and/or housing communities in Maine and New Hampshire, totaling more than 3,500 apartments and homes. These initiatives range in size from less than a dozen units to more than 125 units. Some of these properties were developed or designed in collaboration with a mission-aligned community partner, a town resident committee, or other constituents. As a result, the Avesta development team has adopted a collaborative design process to ensure the needs of all stakeholders are met.

This collaborative approach underscores the breadth of experience Avesta development staff has across various types of developments, including new construction, adaptive reuse, historic renovation, occupied rehabs, mixed-use developments, affordable homeownership, and combinations thereof. Energy-efficient design construction is a key focus of our development team. With a Passive House consultant on staff, all new construction and renovations include strategies to optimize energy efficiency. Over the course of Avesta's work in sustainable construction, the team has built award-winning Passive House and LEED-certified buildings.

One of Avesta's greatest strengths is its ability to leverage various and complex funding sources to successfully develop and rehabilitate properties. Examples of funding used in previous developments include HUD financing, RD 515 with Rental Assistance, Low Income Housing Tax Credits, Federal and State Historic Tax Credits, solar tax credits, Community Development Block Grant funding, NeighborWorks capital grants, organizational grants, HOME funds, municipal housing funds, affordable housing tax increment financing, Federal Home Loan Bank Affordable Housing Program funds, project-based vouchers, continuum of care support, community development financial institution financing, and conventional bank financing. Work across these different funding platforms and underwriting requirements demonstrate the development team's agility, creativity, and dedication to seeing an early conceptual idea through to physical completion.

An important component to Avesta Housing's development success comes from the competency of its management division, which has significant experience working with diverse populations and administering numerous affordable programs under HUD, USDA Rural Development, Low Income Housing Tax Credits, and other local, state, and federal housing programs.

AVESTA HOUSING (CONT.)

The Avesta development team collaborates closely with the property management team throughout the development process to ensure that building design is responsive to the resident and management needs. Through this collaboration, the team makes strategic decisions to ensure finished buildings are sustainable, operate efficiently, serve resident needs well, and fit in a community.

Beyond property management and development services, Avesta Housing also provides leadership and support to the Maine Affordable Housing Coalition, the state's leading housing policy advocacy organization. It is a member of NeighborWorks America and Housing Partnership Network, both of which are extensive national networks of strong and sophisticated organizations across the affordable housing industry. Through these networks, Avesta Housing maintains its commitment to high quality development and property management services that use resources efficiently and are responsive to the needs and priorities of our current and future residents and the communities in which they live.

TEAM BIOS



Dana Totman, President and CEO

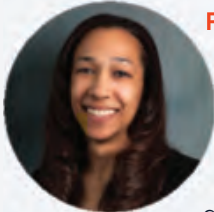
Dana Totman became the president & CEO of Avesta Housing in 2000, and his exceptional leadership and strategic guidance have led Avesta through significant growth over the past 20 years. His focus at Avesta is on developing staff leadership, cultivating partnerships and opportunities, and facilitating organizational change.

Dana has received many accolades for his influential work in affordable housing and community development, including the Catalyst Award from the Portland Regional Chamber of Commerce in 2020, induction into Maine's Business Hall of Fame by Junior Achievement of Maine in 2018, Maine State Housing Authority's Steven Mooers Affordable Housing Lifetime Achievement Award in 2017, recognition as Mainebiz's Business Leader of the Year in 2013, and the Maine Real Estate and Development Association's Robert B. Patterson, Jr. Founder's Award in 2013.

Dana was the deputy director of Maine State Housing Authority from 1994 to 2000 and was the executive director of the Coastal Economic Development Corporation from 1984 to 1994. His career has focused on nonprofit and government management and leadership, specializing in leading organizations through significant change. He has a BA in Public Management from the University of Maine and an MBA from Southern New Hampshire University. Dana attended Duke University's Government Leadership Program and completed programming with the Kennedy School of Government at Harvard University.

Dana has developed a vast network of organizational partnerships over his career. His current and past community service includes the Quality Housing Coalition (board vice chair), United Way of Greater Portland (board), 75 State Street (board), the Outdoor Sports Institute (board), Maine Real Estate and Development Association (board), Midcoast Regional Redevelopment Authority (board vice chair), Brunswick Planning Board, Federal HomeLoan Bank Advisory Council, Maine Affordable Housing Coalition (chairman), Interagency Task Force on Homelessness (chairman), Northern New England Housing Investment Fund (board), Bath Chamber of Commerce (board chair), Maine Community Action Association (president), and Midcoast Health Services (board).

AVESTA HOUSING (CONT.)



Rebecca Hatfield, Vice President of Real Estate Development and Management

Rebecca Hatfield joined Avesta Housing in 2015. She assumed her current role at Avesta in 2019 after previously serving in the positions of assets & acquisitions officer and director of real estate development. In her current role, Rebecca oversees Avesta's Real Estate Development and Property Management divisions. Her experience in this role has facilitated a deep understanding of how to balance the feasibility challenges of property development with the operational needs of property management to maintain Avesta's high standards in development and management. Prior to Avesta, Rebecca held a senior vice president position at Citigroup working in various roles within the commercial and corporate bank. She has more than a decade of experience in finance with a focus on deal structuring, underwriting, credit risk analysis, and portfolio management. Rebecca has worked with a range of clients from small businesses to multi-trillion-dollar entities and has seen a wide range of transactions. Additionally, she has extensive experience completing real estate transactions. Rebecca's previous employment also includes five years as a software and network management engineer, serving as project manager and lead developer.

Rebecca earned a BS in Computer and Information Science from University of Maryland and an MBA from University of California Los Angeles, Anderson School of Management. She is a Certified Compliance Professional (C3P) for Low Income Housing Tax Credits. She currently serves as a board member and loan committee chair for Genesis Community Loan Fund, a board member of Maine Real Estate Development Association (MEREDA), and previously served as a board member of the Maine Council on Aging.



Todd Rothstein, CHPC, Director of Construction Services

Todd Rothstein started at Avesta Housing in 2013. As the director of construction services, he is responsible for managing the construction design standards and processes for new and major-rehabilitation projects. He plays a major role in most pre-construction design and construction planning of new projects and works with the real estate development staff as an owner's representative during select construction projects. Todd also works with our Property Management division to improve energy efficiencies, purchasing and contract mechanisms, contractor warranty work, and the overall physical integrity of our properties.

Prior to joining Avesta, Todd worked for a construction management company as project manager and business development manager. Todd also worked for a commercial millwork manufacturing company, managing all facets of design, store layout, installation, and business development activities.

Todd earned a B.S. in Education from S.U.N.Y. Cortland and ROTC Certificate at Norwich University Military Academy in Northfield, VT. Todd is a Certified Passive House Consultant, and has completed OSHA training and Lead Smart Renovator training. He is a former board member of the Maine Association of Building Contractors. He is a part-time adjunct faculty member at Southern Maine Community College, teaching a portion of the Facilities Management Certification training. Todd is also a member of Efficiency Maine's Low-Income Advisory Group.

AVESTA HOUSING (CONT.)



Nate Howes, Development Officer / Project Manager

Nate Howes joined Avesta in 2019 as a development officer. Prior to Avesta, Nate worked as a multifamily underwriter and tax credit administrator for MaineHousing. At MaineHousing he oversaw projects from application to completion ensuring their financial solvency and regulatory compliance.

Nate earned a Bachelor of Arts in History from George Washington University and a Master of Science degree in International Affairs: Conflict Studies from the London School of Economics and Political Science. He is also a certified tax credit underwriter under the National Development Council's Rental Housing Development Financial Professional (RHDFP) program.



Hollie Sprague, Director of Property Management

Hollie Sprague joined Avesta Housing in 2007 after working for a community action agency for low-income families in southern Maine. As the director of property management, Hollie oversees all facets of the day-to-day operations of almost 100 properties. She brings more than 15 years of experience in the areas of resident service coordination, site management, portfolio management, building operations, and compliance. Hollie is a Certified Occupancy Specialist (COS), Low-Income Tax Credit Compliance Specialist (TaCCs) and Certified Manager of Housing (CMH). She received her Bachelor of Science in Social Work from the University of Southern Maine.

RELEVANT EXPERIENCE

Avesta's has completed several multifamily rental developments of similar size, both from a physical and financial aspect, to the proposed Douglass Street development. The projects highlighted below incorporated various components that are akin to the proposed project, including affordability, economic diversity, neighborhood integration, resident and community amenities and features, efficient design, and more.

Carleton Street



Location	Portland - West End
Units	37 (Efficiencies, 1 and 2 beds)
Income Mix	100% of units at or below 60% of AMI
Population	Individuals and Families
Cost	6,300,000
Features	Community room Bike storage
Architect	Archetype
Contractor	Benchmark Construction

Bayside Anchor



Location	Portland - Bayside East
Units	45 (Efficiencies, 1 and 2 beds)
Income Mix	80% of units at or below 60% of AMI 20% of units unrestricted
Population	Individuals and families
Cost	7,700,000
Features	Passive house Rooftop Solar Community room Bicycle storage Community Policing service hub Head Start community space
Architect	Kaplan Thompson
Contractor	Wright Ryan

409 Cumberland



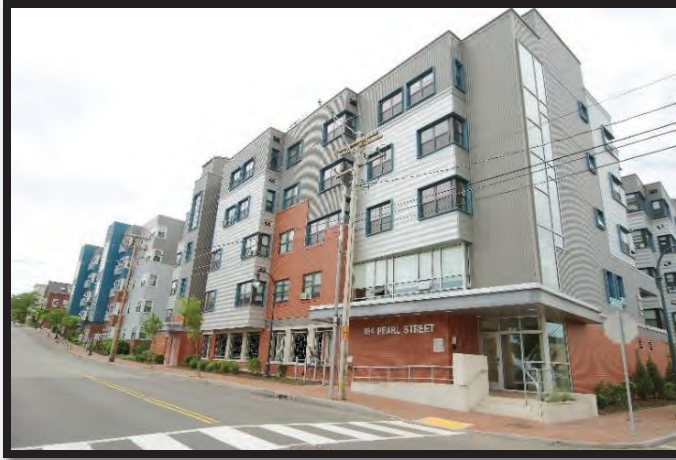
Location	Portland - Bayside
Units	57 (Efficiencies, 1 and 2 Beds)
Income Mix	80% of units at or below 60% of AMI 20% of units unrestricted
Population	Individuals and families
Cost	11,100,000
Features	Rooftop gardens Multi-use classroom space Community kitchen Community room Bicycle storage
Architect	CWS
Contractor	Wright Ryan

Oak Street Lofts



Location	Portland - Bayside
Units	37 (Efficiencies)
Income Mix	100% of units at or below 60% of AMI
Population	Individuals and families
Cost	6,300,000
Features	Community room/Art Space Covered parking Roof top solar LEED Platinum
Architect	CWS
Contractor	Wright Ryan

Pearl Place I and II



Location	Portland - Bayside
Units	Phase I: 60 (1, 2, and 3 beds) Phase II: 54 (1, 2, and 3 beds)
Income Mix	100% of units at or below 60% of AMI
Population	Individuals and families
Cost	Phase I: 12,900,000; Phase II: \$12,900,000
Features	Community room Covered parking LEED Gold / Platinum
Architect	Phase I: Winton Scott; Phase II: PDT
Contractor	Phase I: Ledgewood; Phase II: Wright Ryan

Deering Place (under construction)



Location	Portland - Parkside
Units	75 (Efficiencies, 1, 2 and 3 beds)
Income Mix	60% of units at or below 60% of AMI 40% of units unrestricted
Population	Individuals and families
Cost	16,200,000
Features	Community room Community policing hub Covered parking Bike storage
Architect	Archetype
Contractor	Zachau Construction

West End Apartments – Phase I (*under construction*)



Location	South Portland
Units	64 (Efficiencies, 1, 2 and 3 beds)
Income Mix	80% of units at or below 60% of AMI 20% of units unrestricted
Population	Individuals and families
Cost	15,500,000
Features	Community room Bike storage Outdoor plaza Ground floor retail Covered parking
Architect	Kaplan Thompson
Contractor	Allied Cook

Blake and Pine (*pre-construction*)



Location	Lewiston
Units	35 (1, 2, and 3 beds)
Income Mix	80% of units at or below 60% of AMI 20% of units unrestricted
Population	Individuals and families
Cost	8,400,000
Features	Community room Covered parking Outdoor Patio Bike storage
Architect	Platz Associates
Contractor	Hebert Construction

Firm Profile



Philosophy

Kaplan Thompson Architects is dedicated to helping interesting people bring their challenging projects to life. Our company mission is to responsibly design buildings that inspire meaningful connections, put people and the environment first, and make the world a better place. We hope it is visible in all the work that we help create, with a wide range of budgets, project types and locations, and an opportunity for creative solutions.

We work on a wide range of project types: new homes, renovations, multi-family buildings of all scales, restaurants, and schools. We pride ourselves in the technical practice of planning buildings and are dedicated to high quality in all aspects of design. Our dedication to high-performance building enclosures is one of the factors that has led to our reputation as one of the leading green architecture studios in the northeast.

We believe in “The Not So Big Ego,” a departure from architect as sole, independent creator of another’s space. This attitude is fostered by close collaboration with our clients to craft a design process where we together discover the wants, needs, and personalities of both the building site and the client. This insight from all members of the design team allows everyone to work together one step at a time and to ensure that client goals are met.

Our style is to carefully listen to, assimilate, and interpret our clients’ comments, and then to build ideas and concepts from that process, revealing a building both innovative and familiar. This process depends on frequent communication and early teamwork, often with builders at the table, and assures the best chance of meeting budgets. Designing a new space, or renovating an existing one should be a fulfilling experience.

Studio

Our studio is located on the top floor of an historic brick warehouse at the top of Portland’s Old Port. We have brought as much of the natural Maine landscape into our workspace as possible, from beach rocks within translucent walls, to a rippling galvanized steel ribbon tack space covered in our sketches.

We move easily between hand sketching and digital tools and have the capacity to create 3D printed models, animated walkthroughs, and sophisticated renderings. We commonly work remotely with clients using web meeting software, which allows full immersion in your building from any web browser regardless of location.

We work in a collaborative manner, sharing conversation, technical innovations, and design ideas in a free-flowing, energetic, and creative environment. Our careful drawings and accurate construction documents build on this atmosphere to bring your project to life.

Firm Details

Kaplan Thompson Architects was established by Phil Kaplan and Jesse Thompson as an LLC partnership in Maine in 2007. The company currently has twelve employees and was the first in Maine to acquire a JUST Label to demonstrate our commitment to social equity.

Awards and Press

Our work has been featured in the New York Times, Washington Post, Boston Globe, USA Today, NPR, France 24, HGTV, and MPBN as well as books, countless websites, and national, New England and Maine based publications.

Phil Kaplan

Principal, AIA, LEED AP

Phil was raised in a household of designers and creative thinkers, and he remembers being transfixed by a set of wooden blocks he received from his parents as a child. Since then, he's been dreaming in three dimensions, and his ideas draw from background in psychology, physics, geography, music, language, math, and literature. Phil talks fast and thinks even faster, and he gets his energy from asking questions, especially "what if?" He's a natural extrovert, and his passion is for designing spaces that truly match the needs, goals, and real lives of our clients.

Born and raised in Baltimore, Phil attended Boston University, received his B.Arch. (with a Psychology Minor) from Carnegie Mellon University in Pittsburgh in 1991, and moved to Maine in 1997. He is a Maine, Massachusetts, and New Hampshire Licensed Architect, a member of the AIA, and a LEED Accredited Professional. He's given talks about his firm's work and sustainability efforts throughout the Northeast and has served as an exhibition juror, guest critic, and Adjunct Professor. He was a founder, in 2006, of The Portland Society for Architecture (PSA), a local design advocacy group. He currently serves as Board Chair of the Northeast Sustainable Energy Association, which helps high-performance and energy efficiency professionals improve their practices through collaboration and learning throughout New England and beyond, and has served on local boards in his current hometown of Falmouth, Maine as well. His podcast, Green Architects' Lounge, is featured on the Green Building Advisor website.

He has been lead designer on multiple AIA, PSA, and LEED Award winning projects since 2003.

Phil is a big believer in a foundational concept at Kaplan Thompson Architects: the "Not So Big Ego." His work in the community seeks to demystify the process of working with architects and to make great design accessible and attainable for more people, including the PSA's "10-Minute Architect" program, which provides free services to the community.

He lives with his wife, Masey, his 2 sons, Owen and Satchel, and his niece, Lee.

RELEVANT PROJECTS:

Project Architect - Friends School of Portland, Phases 1 and 2

Project Architect - Maine Coast Waldorf School



Jesse Thompson

Principal, AIA, LEED AP, CPHC

Effecting social change both through his work and through community outreach, Jesse has become a national leader in building science and green design. Jesse is increasingly seen as an award-winning architect who is knowledgeable not just in the craft and details of the profession but who also has a deep holistic understanding of construction on the macro and micro level.

Jesse Thompson received his B.Arch from the University of Oregon in 1996. He is a Maine Licensed Architect (NCARB), a member of the AIA (The American Institute of Architects), a LEED (Leadership in Energy and Environmental Design) Accredited Professional and the first architect in northern New England to become a Certified Passive House Consultant. He also holds registrations in Virginia & Maryland. He was lead designer on three Maine AIA Award winning projects in 2012 and was recognized by MaineToday Media as one of its Forty Under 40 award recipients in 2011. Jesse was honored when his project, Flying Point, was selected as Fine Homebuilding's 2013 "Energy Smart Home of the Year." and by the USGBC for their LEED for Homes Best Single Family Home of 2014.

Jesse serves on the Board of Directors of the Maine Chapter of the American Institute of Architects and Co-chairs the Advocacy Committee of the Portland Society of Architects (PSA). He recently served on the steering committee for the PSA Symposium, "Rising Tides," a critical look at how the issues of climate change and rising sea levels will affect the city of Portland, which brought local and national experts on this topic together with concerned citizens in Maine.

Jesse's portfolio straddles the residential and commercial worlds, and has a deep knowledge of modern construction types and project planning. These projects have ranged from designing intimate residential additions to managing multi-million dollar construction projects. Jesse is Kaplan Thompson's director of technical and digital practices, maintaining our leadership in energy efficient construction techniques, software adoption, and digital construction management.

Jesse grew up in the Northeast Kingdom of Vermont, and lives in the Deering Center neighborhood of Portland with his family.

RELEVANT PROJECTS:

Project Architect - The Ecology School

Project Architect - Bayside Anchor



MRLD Landscape Architecture + Urbanism

APPENDIX E

MRLD LANDSCAPE ARCHITECTURE + URBANISM

Mitchell Rasor | Principal : RLA (ME & MA), CLARB

Mitchell Rasor has over 20 years of experience with landscape architecture and urban design, with a focus on integrating economic development with housing to create vibrant urban neighborhoods. He founded Rasor in 2000. Mitchell has been honored by numerous organizations including the Maine Association of Planners (seven times), The AIA, The ASLA, The National Association of Homebuilders, MaineBiz, MoMa/PS1, GrowSmart Maine, The Architect's Newspaper, and the Congress for the New Urbanism.

Select Projects

- 3 Lincoln Street (MERC site), Biddeford, ME
- 89 Main, Orono, ME
- Bayside Transportation and Urban Design Study, Portland, ME
- Beggar's Wharf, Rockland, ME
- Blake & Pine, Lewiston, ME
- Broadturn Workforce Housing, Scarborough, ME
- Downtown / Waterfront Master Plan, Belfast, ME
- DPW Site Redevelopment Study, Portland, ME
- Eastside Mixed-Use Waterfront Park, Boothbay Harbor, Maine
- Eastern Waterfront Study and Guidelines, Portland, ME
- Front Street and Harbor Village Master Plan, Belfast, ME
- HUD Infill Housing Studies for Gray, Steep Falls, and India Street
- Kimball Court, Portland, ME
- Kittery Foreside Neighborhood Plan, Kittery, ME
- Main Street Gateway TOD, Westbrook, ME
- Martel School Housing, Lewiston, ME
- Minot Avenue, Lewiston, ME
- Park Street & East Campus Housing, Orono, ME
- Parris Terraces, Portland, ME
- Reclaiming Franklin Street, Portland, ME
- The Riverway, New Auburn, ME
- Sheridan Heights, Portland, ME
- South End Neighborhood Plan, Bath, ME
- South Street Village TOD, Biddeford, ME
- Thorndike Block, Rockland, ME
- Topsham Crossing Great American Neighborhood, Topsham, ME
- Topsham Main Street Village Master Plan, Topsham, ME
- Vinalhaven Main Street Resiliency Planning and Design, Vinalhaven, ME
- Waterfront Area Redevelopment Plan and Street Design, Rockland, ME
- West Commercial Street Multi-Modal Corridor Study, Portland, ME
- Westbrook Downtown Pedestrian Study, Westbrook, ME

Education

- Harvard University Graduate School of Design, Cambridge, MA: Masters in Landscape

Architecture

- Oberlin College, Oberlin, OH: BA English/Environmental Art



- Strongly supports the commitment to *ethnic diversity* and the possibility of thereof (such as ESL training)
- Strongly support quality *community space* that is open and accessible
- Strongly support this projects commitment to *sustainability* especially the solar arrays, passive house standards and *tree & shrub* planting
- Support the commitment to *active transport* and the integration of transit, limited parking, and commitment to traffic demand management
- Strongly support community *garden/food forest*

The following items are community priorities in design and amenities that may be part of the program but that we did not see as explicit in this proposal. We believe that a strong commitment to the following would make the project better:

- Implementations of the recommendations of the Libbytown traffic study
- Acknowledgement of the history of the site in terms of project name and building materials (e.g., the site sits on or near a former brick foundry)
- Streetscape and Bicycle/Pedestrian improvements along Congress Street
- Public transit (such as trolley cars) on Congress Street, car share and other reductions to parking; secure and covered bicycle parking
- Stormwater design
- Environmental mitigation of the site
- ADA access within the site to community spaces in winter months

Overall we **recommend** this proposal for its commitment to neighborhood design improvements and amenities.

The Libbytown Neighborhood is grateful for your consideration of this proposal.

Sincerely,
Maureen Morse
Chair



June 11, 2020

Honorable Mayor and Councilors:

The Libbytown Neighborhood Association held a special meeting to consider the *Phoenix Fields* proposal for the redevelopment of 43 & 91 Douglass Street, aka, the old West School site. The meeting was well attended after a robust discussion, we are pleased to express support for this proposal. Please factor these recommendations into your consideration of *Design and Amenities* as specified in the *Impact on the Surrounding Neighborhood* section of the RFP score sheet.

With respect to design, the LNA supports projects of quality and distinction which may serve as a neighborhood landmark. Given that the existing fabric and architecture lacks a singular quality, the association would like to see something architecturally notable. Furthermore, the Libbytown Neighborhood is somewhat diverse socio-economically with a prevalence of low to moderate income. The Libbytown Neighborhood Association is strongly supportive of new housing particularly mixed income projects with a focus on low and middle income.

In terms of this projects' design program, we:

- Strongly support this project's *use of site and integration with park amenities*
- *Modest concern* this project's interaction with adjacent structures and would advocate for the largest possible set back buffers from adjacent properties on Douglass Street

The area is underserved as it lacks a school, community space, a vibrant commercial corridor, bus shelters, and other staples of urban life. As such, in terms of amenities we:

- Strongly support the overall commitment to *housing affordability* especially the commitment to mixed incomes and to low to moderate income housing

BROKER OPINION OF VALUE

43 - 91 DOUGLASS STREET, PORTLAND



Appendix G



43 - 91 DOUGLASS STREET, PORTLAND

Prepared for

Jack Soley and Tim Hebert

5.29.2020

Note: This opinion was prepared solely for you, the client, its purpose and function stated in this report and is not intended for subsequent use. It was not prepared by a licensed or certified appraiser and may not comply with the appraisal standards of the Uniform Standards of Professional Appraisal Practice.



PETER HARRINGTON

BROKER

207.772.0088 D • 207.318.8888 C

peter@malonecb.com

MALONE COMMERCIAL BROKERS

5 Moulton Street • Suite 3

Portland, ME 04101

207.772.2422 • info@malonecb.com

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May 29, 2020

Jack Soley
Tim Hebert
Dana Totman
Rebecca Hatfield

Dear Jack, Tim, Dana and Rebecca:

Thank you for the opportunity to present this Opinion of Value for the parcels on Douglass Street. At your request, I have reviewed the property to determine its' market value. This opinion is based primarily upon my market experience and professional judgement of the Subject Property's superiority and/or inferiority of various property specific features as well as the location as compared to similar Property types within Greater Portland.

Please let me know if you have any questions. Thank you.

Sincerely,

Peter Harrington
Malone Commercial Brokers

Appendix G

PROPERTY OVERVIEW

For the purpose of this Broker Opinion of Value (BOV), I am using general dimensions of 0.3981 AC for 43 Douglass Street and an estiated 2.85 AC of the 91 Douglass Street lot. I am also using the existing R-5 zone requirements, which will allow about 47 units.

The goal of the City of Portland in selling these lots is to provide housing opportunities. All units must be affordable to households earning 60% to 120% of the Area Median Income (AMI). Currently, 60% AMI for a family of four is \$55,800 and 120% AMI for a family of four is \$111,600. Restrictions of units must be in place for a minimum of 30 years for home ownership units and the longest period allowed by law for rental units.

On another note, my BOV does not take into account any environmental issues related to the site, as the cost to deal with existing environmental issues is currently unknown.

It was very difficult to find comparables for this location. The majority of land sales in Portland in the past few years has been for development of hotels, higher-end condos and other market rate housing, and other commercial uses. Furthermore the Douglass site is a unique location.

The site, the former site of a school, is located at the end of a public park and behind some single family homes. The site is also close to I-295 and it's Congress Street off ramp.

I do think the site does have some great positives going for it however. The park is really nice and and highly utilized, with a pool, skate park, baseball, softball and soccer fields. Douglass Street is close to Congress Street and Brighton Avenue. It's also located close to both the train and bus station.

Appendix G

There are a great number of retail stores and food establishments within walking distance, including a CVS and a Shaw's.

As I mentioned, there weren't a great number of close comparables based on lot size and location. I used three, 100 Parris Street, 60 Parris Street and 450 Clarks Pond Parkway in South Portland.

COMPARABLES

100 Parris Street is a small 0.22 AC urban site. The property is being built currently into a six story apartment building with a 5,360 SF commercial unit on the first floor. The lot sold for \$233,700 plus the lot owner gets to buy the first floor for a pre-determined favorable price. The per unit cost for this project is \$4,582/unit.

60 Parris Street was a city owned 0.23 AC lot. This sale was part of Portland's move to sell off the former public works sites in the Bayside area. The City wanted housing in this area, it was one of the goals they hoped to achieve in selling. This site sold for \$175,000 in 2018. The developer developed work force condos, without any public, financing or other incentive. The sale price per unit was \$7,291.66. The result was a beautiful building with small efficient units that sold quickly to work force owners.

450 Clark's Pond Parkway in South Portland was a sale of a vacant land parcel, originally marketed as a hotel site in the Maine Mall neighborhood. This site closed after the purchaser secured full approvals. For 256 market rate units in four six-story buildings. The 7.9 AC site sold in June 2018 for 1.6Million, or \$6,250/unit. This site wound up being included in an opportunity zone and the developer sold the site to URS Capital for significantly more.

The per unit price range I used was between \$4,582 for the six-story Parris building to \$7,291 for 56 Parris Street. From my research, I found that the sweet spot for developing affordable housing is between \$5,000 to around \$10,000/unit. I believe that the Douglass Street lots are worth about \$10,000 per unit. Currently at about 47 units, this would value the site at about \$470,000.

COMPARABLE PROPERTY ONE

450 CLARK'S POND PARKWAY, SOUTH PORTLAND



Appendix G



Property	450 Clark's Pond Parkway, South Portland
Lot Size	7.5 ACRES
Sale Price	\$1,600,000 \$213,333/AC 256 units (in four and six story buildings) = \$62,250/unit
Sale Date	June 2018
Notes	This was a sale of a vacant land parcel in the Maine Mall neighborhood. The property sold after the purchaser secured full approvals from the City for 256 market rate units. The property is in an opportunity zone and resold for significantly more.

COMPARABLE PROPERTY TWO

60 PARRIS STREET, PORTLAND



Appendix G



Property	60 Parris Street, Portland
Lot Size	0.23 ACRES
Sale Price	\$175,000 24 units/condos = \$7,291.66/unit
Sale Date	April 6, 2018
Notes	This lot was owned by the City of Portland. The developer built 24 affordable condo units without public financing and made sure they sold as “work force” units.

COMPARABLE PROPERTY THREE

100 PARRIS STREET, PORTLAND



Appendix G



Property 100 Parris Street, Portland

Lot Size 0.2217 ACRES

Sale Price \$233,700 - \$1,054,127/ACRE

51 units = \$4,582/unit

Sale Date August 2019

Notes This is an apartment building with the ground floor unit condo to be sold to the land owner for a pre-determined price based upon a specific formula.



May 18, 2020

City of Portland, Maine
Planning Department
389 Congress Street
Portland, ME 04101

Re: City of Portland RFP for 43 & 91 Douglass Street, Portland, ME

To Whom It May Concern:

This letter is to verify for the City of Portland Planning Department that, based on our understanding of the project, Norway Savings Bank believes that James J. "Jack" Soley and Timothy R. Hebert and their various business entities are financially capable of taking on the proposed project at 43 & 91 Douglass Street, Portland, ME.

While this letter is in no way to be construed as a commitment to lend funds, Jack Soley and Tim Hebert have been customers of Norway Savings Bank since 2008 and 2013 respectively. We have worked successfully with both customers on similar projects in the past and believe they have the financial capacity, management skills, and marketing finesse to successfully develop this site and complete the project.

I hope this letter meets your needs and expectations, but should you require any additional information please don't hesitate to email me at rflagg@norwaysavingsbank.com or call me at (207) 482-7902.

Sincerely,

A handwritten signature in blue ink, appearing to read "Richard R. Flagg", is written over a horizontal line.

Richard R. Flagg
Regional Vice President, Commercial Lending



May 18, 2020

City of Portland, Maine
Planning Department
389 Congress Street
Portland, ME 04101

Re: City of Portland RFP for 43 & 91 Douglass Street, Portland, ME

To Whom It May Concern:

This letter is to verify for the City of Portland Planning Department that, based on our understanding of the project, Norway Savings Bank believes that Avesta Housing Development Corporation is financially capable of developing and managing the proposed project at 43 & 91 Douglass Street, Portland, ME.

While this letter is not a commitment to lend, Avesta Housing Development Corporation has been a customer of Norway Savings Bank for over 5 years. We have worked successfully with them on similar projects in the past and believe they have the financial capacity, and management skills to develop this site and complete the project.

With permission from our client, I am happy to provide additional information you may require. I can be reached at hpepin@norwaysavingsbank.com or call me at (207) 284-8355.

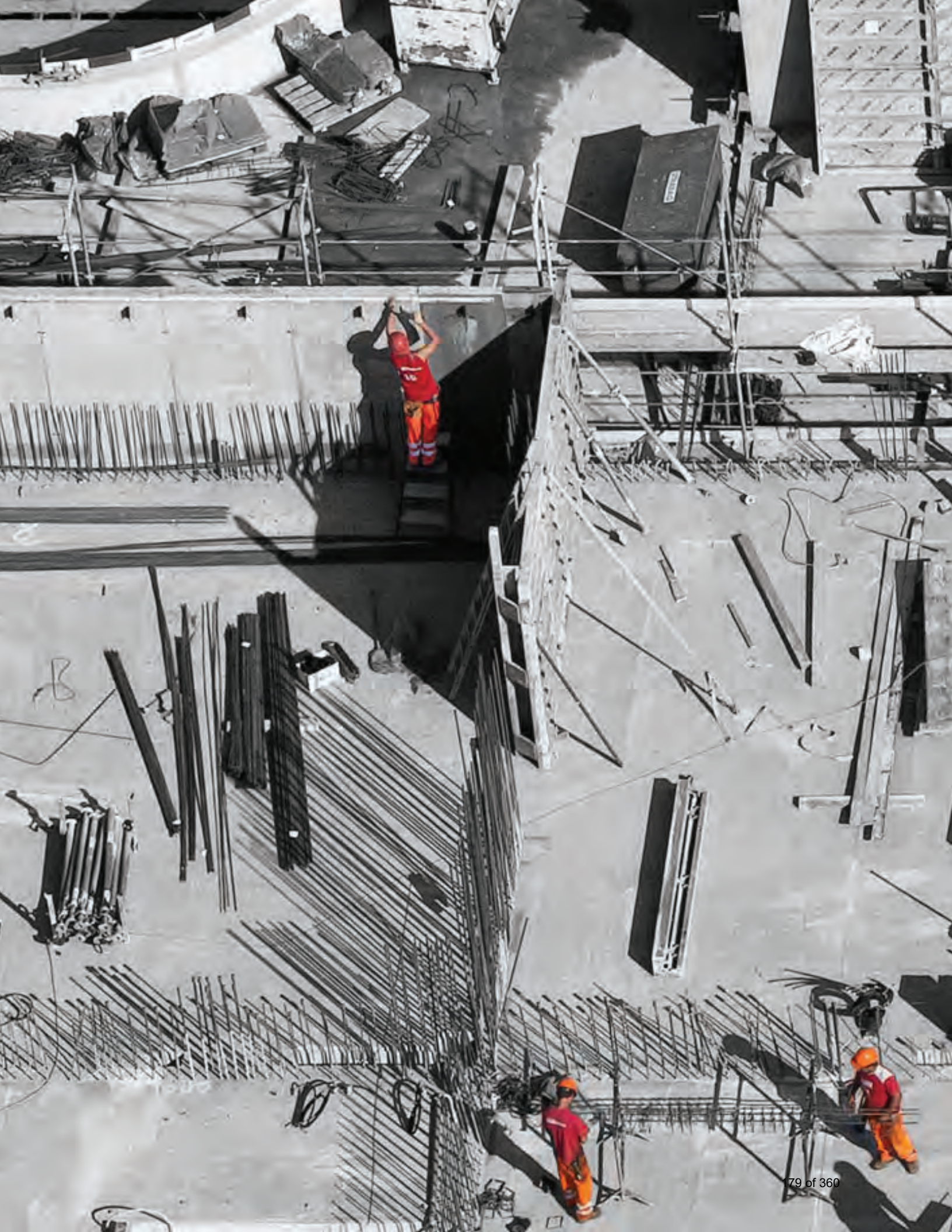
Norway Savings Bank looks forward to working with Avesta as this project moves forward in the development process.

Sincerely,

Holly Pepin JR

Holly Pepin
Vice President, Commercial Lending

HP/tbm



PROPOSAL**NOTE: THIS PAGE IS TO BE COMPLETED AND RETURNED**

The UNDERSIGNED hereby declares that he/she or they are the only person(s), firm or corporation interested in this proposal as principal, which it is made without any connection with any other person(s), firm or corporation submitting a proposal for the same.

The UNDERSIGNED hereby declares that they have read and understand all conditions as outlined in the Request for Proposals, and that the proposal is made in accordance with same.

The UNDERSIGNED hereby declares that any person(s) employed by the City of Portland, Maine, who has direct or indirect personal or financial interest in this proposal or in any portion of the profits which may be derived therefrom has been identified and the interest disclosed by separate attachment. (Please include in your disclosure any interest which you know of. An example of a direct interest would be a City employee who would be paid to perform services under this proposal. An example of an indirect interest would be a City employee who is related to any officers, employees, principal or shareholders of your firm or to you. If in doubt as to status or interest, please disclose to the extent known).

The proposer acknowledges the receipt of Addenda numbered N/A
If Applicable

COMPANY NAME: Avesta Housing Development Corporation
(Individual, Partnership, Corporation, Joint Venture)

AUTHORIZED SIGNATURE:  DATE: 6-9-20
(Officer, Authorized Individual or Owner)

PRINT NAME & TITLE: Dana Totman, President & CEO

ADDRESS: 307 Cumberland Avenue, Portland ME 04101

TELEPHONE: 207-232-1021 E-MAIL: nhowes@avestahousing.org

FEDERAL TAX ID #: 01-0315296 DUNS #: 071749287

STATE OF INCORPORATION Maine
(If incorporated in another State, businesses must be authorized to do business in the State of Maine.)

In your organizations preceding completed fiscal year, did the organization receive:

(1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; AND

(2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements? ☐ Yes ☒ No

Does the public have access to information about the compensation of the executives in the organization through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (18 U.S.C. 78m(a), 78o(d) or section 6104 of the Internal Revenue Code of 1986? ☒ Yes ☐ No

NOTE: All bids must bear the handwritten signature of a duly authorized member or employee of the organization making the bid. **This sheet must be signed and returned with the application package.**

PROPOSAL**NOTE: THIS PAGE IS TO BE COMPLETED AND RETURNED**

The UNDERSIGNED hereby declares that he/she or they are the only person(s), firm or corporation interested in this proposal as principal, which it is made without any connection with any other person(s), firm or corporation submitting a proposal for the same.

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The proposer acknowledges the receipt of Addenda numbered N/A
If Applicable

COMPANY NAME: Hebert Development, LLC
(Individual, Partnership, Corporation, Joint Venture)

AUTHORIZED SIGNATURE:  DATE: 06/12/2020
(Officer, Authorized Individual or Owner)

PRINT NAME & TITLE: Timothy Hebert | Owner

ADDRESS: 62 India Street, Suite A, Portland, ME 04101

TELEPHONE: (207) 783-2091 E-MAIL: thebert@hebertconstruction.com

FEDERAL TAX ID #: 45-2653836 DUNS #: N/A

STATE OF INCORPORATION Maine

(If incorporated in another State, businesses must be authorized to do business in the State of Maine.)

In your organizations preceding completed fiscal year, did the organization receive:

(1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; AND

(2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements? ☐ Yes ☒ No

Does the public have access to information about the compensation of the executives in the organization through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (18 U.S.C. 78m(a), 78o(d) or section 6104 of the Internal Revenue Code of 1986? ☐ Yes ☒ No

NOTE: All bids must bear the handwritten signature of a duly authorized member or employee of the organization making the bid. **This sheet must be signed and returned with the application package.**

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The proposer acknowledges the receipt of Addenda numbered _____
If Applicable

COMPANY NAME: HORTON LLC
(Individual, Partnership, Corporation, Joint Venture)

AUTHORIZED SIGNATURE: _____ DATE: 6/10/20
(Officer, Authorized Individual or Owner)

PRINT NAME & TITLE: JACK SOLEY

ADDRESS: 100 COMMERCIAL ST., PORTLAND, ME.

TELEPHONE: 207-808-4714 E-MAIL: jsdyeast@maine.com

FEDERAL TAX ID #: 83-0733364 DUNS #: _____

STATE OF INCORPORATION MAINE

(If incorporated in another State, businesses must be authorized to do business in the State of Maine.)

In your organizations preceding completed fiscal year, did the organization receive:

(1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; AND

(2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements? ☐ Yes ☒ No

Does the public have access to information about the compensation of the executives in the organization through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (18 U.S.C. 78m(a), 78o(d) or section 6104 of the Internal Revenue Code of 1986? ☐ Yes ☒ No

NOTE: All bids must bear the handwritten signature of a duly authorized member or employee of the organization making the bid. **This sheet must be signed and returned with the application package.**

Douglas Yards: 40 Unit Rental Housing Soley, Hebert & Avesta Proposal 43 & 91 Douglass Street		
Efficiency (7)	at or below 60% area median income	2
	at or below 50% area median income	5
	Market Rate	0
One-bedroom (13)	at or below 60% area median income	4
	at or below 50% area median income	9
	Market Rate	0
two-bedroom (12)	at or below 60% area median income	7
	at or below 50% area median income	5
	Market Rate	0
three-bedroom (8)	at or below 60% area median income	3
	at or below 50% area median income	5
	Market Rate	0
Total	at or below 60% area median income	16
Total	at or below 50% area median income	24
Total	Market Rate	0
Total Units		40

Douglas Yards: 30 Unit Condominium Soley, Hebert & Avesta Proposal 43 & 91 Douglass Street		
One-bedroom (24)	at or below 120% area median income	24
	Market Rate	0
two-bedroom (6)	at or below 120% area median income	0
	Market Rate	6
Total	at or below 120% area median income	24
Total	Market Rate	6
Total Units		30

Douglas Yards: 10 Single Family Homes Soley, Hebert & Avesta Proposal 43 & 91 Douglass Street		
Single Family Homes (10)	Market Rate	10

Douglas Yards: 10 Accessory Dwelling Units Soley, Hebert & Avesta Proposal 43 & 91 Douglass Street		
Accessory Dwelling Units (10)		10

43 and 91 Douglass Street

A. Developer

RFP#20067

Nathan Szanton
482 Congress, Suite 203
Portland, ME 04101
nszanton@szantoncompany.com
Phone: 207-871-9811
Fax: 207-245-6442

Alternative Contact:
Carl Szanton
cszanton@szantoncompany.com
Phone: 207-712-6191

B. Douglass Commons Proposal

Imagine a neighborhood that has gardens, courtyards, and green alleys where children of diverse backgrounds play and ride their bikes. Where adults chat about how to manage the grounds, while gardening in raised beds. Where in winter, a single mom and a retiree can share a cup of coffee in a warm, plant-filled space, while watching kids on the snowy playground outside. A neighborhood where retirees, immigrant families, and single parents have the option to rent or own their home, at an affordable cost, and share outdoor gardens and play space.

Douglass Commons aims to be that neighborhood, by building a mix of affordable apartments and Limited Equity Ownership homes on the former West School Site in the Libbytown Neighborhood of Portland, Maine. We hope that our vision will become a replicable model of diversity, equity, cooperation, and community throughout the city and region.

Proposed Use to Achieve the City of Portland's Goals: Market Demand (20 Points)

85% of homes will be priced to be affordable for households earning between 60%-100% of Area Median Income (AMI). Affordability restrictions on Limited Equity Co-op units will be permanent, and for the Apartments, the longest period allowed by law, secured by covenants.

Economic Diversity (10 Points) Douglass Street Commons provides housing options which promote economic diversity in the neighborhood by creating a mixed-income community with long-term affordability in both the Apartments and Co-op homes.

	LIHTC Apartments		Co-op Ownership		Apartments + Co-op	
Income Level: % of Area Median Income (AMI)	Homes	%	Homes	%	Homes	%
50% AMI	16	29%	0	0%	16	15%
60% AMI	24	43%	14	27%	38	35%
80% AMI	0	0%	17	33%	17	16%
Market Rate	16	29%	0	0%	16	15%
100% AMI	0	0%	21	40%	21	19%
Total	56	100%	52	100%	108	100%
Total homes between 60-100% AMI					92	85%

Age Inclusive (10 Points) Both the Co-op and Apartments provide housing which is age-inclusive. There will be large homes and play space for families with children, and small homes, social rooms, and gardens for adults of all ages. Cooperative ownership, shared spaces, and management of co-op by the Cooperative Development Institute will help cultivate community cohesion. We estimate 250 new residents, including 100 children.

Impact on Surrounding Neighborhood: Project Design (15 points)

Our proposal is consistent with the existing pattern, scale, massing, and materials of the surrounding neighborhood. The 3.24 acre site is a vacant lot bounded by playing fields, a site for a future playground, single family and multifamily homes, and a highway ramp. We hosted two design charrettes with both existing neighbors and future residents, and won support from the neighborhood association for our design. Douglass Commons will improve the neighborhood by:

- Creating green space and pathways, connecting transit, trails, and sidewalks that are welcoming to existing neighbors, bikers, pedestrians, and children.
- Facing new homes towards the future Douglass Street playground, fields, and skate park, will make them safer for neighborhood children.
- Replacing the road behind the existing homes on Douglass Street with trees.
- Placing new two-story homes near existing homes and larger buildings farther away.
- Providing community meeting space to the existing neighborhood.
- Accommodating storm water runoff with rain gardens.

Amenities and unit design (10 points)

Amenities & unit design have been well thought out and are appropriate for residents. A mix of unit sizes accommodate a wide range of household sizes and types. The Co-op is a combination of townhomes and 12 unit buildings with community rooms that look out onto patios and green spaces for outdoor eating and play, shared guest rooms, balconies, shared cars, garden plots, and EV charging stations. The Apartments will have a fitness room, community room, bike storage room, and an on-site resident services coordinator and property manager. The Apartments and Co-ops buildings will likely be built to passive house standards and have solar panels, exceeding the city's green building standards. The current unit mix estimates for the Apartments are as follows: 28 one-bedroom; 17 two-bedroom; 10 three-bedroom units. The current unit mix for the Co-op is as follows: 18 one-bedroom, 12 two-bedroom, 6 three-bedroom + 16 three-bedroom townhomes.

Applicant's ability to complete the project, including financial feasibility, development team experience, capacity, and timeframe for completion. (35 points total)

- **Readiness to proceed (15 points)** We have letters of commitment or interest from all projected sources of funding except where procurement rules disallow.
- **Track record of development team (10 points)** Every development team member has a successful track record with this type of project and at this scale.
- **Current capacity of development team (10 points)** Our development team members have exceptional depth of human and financial resources to complete this project.
(See attachments for details)

Proposed Re-Zoning

The current zoning, R-5, allows a maximum of 47 units as planned residential unit development (PRUD). Based on the city's stated willingness to rezone to maximize the number of affordable

homes, to allow higher density to further exceptional projects, and to further the city's comprehensive plan, we plan to request a rezone to R-6 to allow for approximately 108 units.

C. Financial Feasibility

Prospective and Committed Sources of Funding & Letters from Lending Institutions

Apartments

- MaineHousing (Affordable housing tax credits, debt) - letter attached
- Northern New England Housing Investment Fund (investment in tax credits) - letter attached
- Bangor Savings Bank (construction loan) - letter attached
- City of Portland Affordable Housing TIF (75% for 30 years)

Co-op

- Centennial Mortgage HUD Section 213 Loan - letter attached
- Cooperative Fund of New England (CFNE) - Pre-development Funds - letter attached
- Share sales from prospective residents - equivalent of down payment on condo (Approximately \$20,000/unit, variable by income level) - letter attached
- City of Portland Affordable Housing TIF (75% for 30 years) - letter not allowed
- City of Portland Housing Trust Fund (\$400,000 est.) - letter not allowed
- Maine Housing Community Solutions Grant (\$400,000 est) - letter not allowed
- GPCOG & EPA Brownfield Funds (up to \$750,000, if needed) - letter now allowed

Attachments:

Attachment 1: Site Images

Site Photographs and Maps

Proposed Site Plan & Rendering

Attachment 2: Letters of Interest and Support

Letters: Libbytown Neighborhood Association, Cooperative Development Institute, Prospective Residents, MaineHousing, Northern New England Housing Investment Fund, Bangor Savings Bank, Centennial Mortgage, Cooperative Fund of New England

Attachment 3: Team Portfolios. Examples of prior projects that indicate the proven ability to develop a project of similar type and scale from a fiscal perspective.

Portfolios: Szanton Company, Maine Cooperative Development Partners, Kaplan Thompson Architects, Aceto Landscape Architects, Archetype Architects, UHAB, Cooperative Development Institute, Acorn Engineering, Credere Associates.

C. Financial Feasibility cont. Development and Operating Budgets

Co-op Development Budget

Project Costs			Project Sources	
Land Acquisition	\$100,000		HUD 213 Loan	\$13,038,000
Construction	\$11,866,328		Co-op Member Equity	\$1,162,050
Brownfields	\$750,000		EPA Brownfields	\$750,000
Professional & Consulting / Soft Costs	\$1,216,198		Housing Trust + Community Solutions Grants	\$800,000
Financing Costs	\$1,022,836			
Architect	\$794,688			
Total	\$15,750,050		Total	\$15,750,050

Co-Op Operating Budget

Annual Income	
Income from Rents	\$1,149,415
AHTIF Income	\$193,000
Total Income	\$1,342,415
Annual Expenses	
Admin: Advertising, legal, software	\$50,500
CDI Resident Services, Training	\$25,000
Utilities: Electricity, Water & Sewer, Internet	\$76,600
Replacement Reserve	\$25,000
Taxes & Insurance	\$277,000
Maintenance: snow, trash, landscape, repairs	\$50,400
Total Expenses before Debt Service	\$504,500
Net Income before Debt Service	\$837,915
Debt Service	\$803,900
Net surplus	\$34,015

C. Financial Feasibility cont. Development and Operating Budgets

Apartments Development Budget

Project Costs		Project Sources	
Land Acquisition	\$375,000	Equity – Federal Housing Tax Credits	\$6,879,312
Construction Including Environmental Remediation	\$10,876,172	Interest-Only Mortgage from Maine Housing	\$6,474,690
Consulting & Professional Fees	\$845,500	Deferred Loan from MaineHousing	\$800,000
Financing Fees & Construction Loan Interest	\$604,398		
Architectural /Engineering	\$457,000		
Operating Escrows	\$609,932		
Legal	\$176,000		
City/State/Federal Fees	\$135,000		
Insurance	\$55,000		
Taxes	\$20,000		
Total	\$14,154,002	Total	\$14,154,002

Apartments Operating Budget

Annual Income	
Annual Residential Rents	\$782,507
Laundry Income	\$13,440
Proposed TIF returned from City	\$75,600
Total Income	\$871,547
Annual Expenses	
Administrative	\$112,579
Utilities	\$75,400
Maintenance	\$105,000
Taxes & Insurance	\$106,400
Debt Service	\$388,482
Required Reserve Contributions	\$25,200
Total Expenses	\$813,061
Annual Cash Flow	\$58,486

D. Timetable:

Provide an overview of how the proposal will be implemented. Include approximate schedule for completion of each element, closing, construction start-up, substantial completion, final completion, and occupancy. Include applications for public or private financing.

Month	Apartments	Co-op
April 2020	RFP Released, Form team	
May 2020	Outreach to future residents, and neighborhood groups for Design Charrettes	
June 2020	RFP Deadline	
Aug 2020	RFP Award, Obtain site control, Apply for new EPA Phase 1, do additional Brownfield tests, apply for CFNE funds for Co-op	
Oct 2020	Apply for EPA Brownfield Grant	
Jan 2021-July 2022	Start TIF request to City of Portland, LIHTC apply for CDBG Funds from Maine DECD, Work on obtaining Zone Change from City of Portland	
Mar 2021	EPA Brownfield Award Notification	
Mar 2021	Market Study, Obtain renewed letters of interest from investor and construction loan support	Apply for Housing Trust Fund and Community Solutions Grant, Start HUD Concept Package
Jun 2021	Planning Board Review	Market Study, Marketing, Start Pre-sales
Jul-Sep 2021	Prepare & submit Tax Credit Application to Maine Housing	Start HUD Phase I application, Design & Permitting, HUD Processing
Nov 2021- Apr 2022	Get results of LIHTC Application Review, Design Development and Construction Documentation	Design Development and Construction Documentation
Dec 2021 - Jan 2022	Interview and select construction manager	Interview and select construction manager
Mar 2022	Start Construction Bidding Process	Start Construction Bidding Process
May 2022	Receive Construction Bids	Receive Construction Bids
Jul 2022	Construction Loan Closing	HUD 213 Loan Closing
Jul 2022- Aug 2023	Construction	Construction
Aug 2023	Doors Open	

E. Developer Capacity:

Identify the qualifications and experience of the development team for the project including a list of previously completed projects similar to the proposed project. This team may include key staff of the developer, architect, general contractor and future property management. Also, discuss the ability to complete the project including the qualifications of the development team, management plan, experience, capacity, project readiness to proceed, and timeframe for completion. Examples of prior projects that indicate the proven ability to develop a project of similar type and scale from a fiscal perspective.

We have assembled an experienced and qualified team where every core member of this team has completed projects of this size and scale. The Szanton Company has an exceptional depth of human and financial resources to complete this project. They have currently completed 9 projects of this size and scale, and their 10th and 11th are currently in construction. The Szanton Company has brought on a number of its specialists to aid with designing this innovative village that excel in green design, site planning, and environmental remediation. The Szanton Company is committed to long-term ownership of its apartment assets. In 2013, it founded Saco Falls Management, its property management arm, to ensure the highest standards of appearance and livability for our residents, neighbors, and communities. The Co-op team has assembled a team of local professionals with excellent reputations, supported by outside consultants to cover every aspect of a new construction limited equity cooperative of this size. The HUD 213 program is designed specifically for cooperatives, and offers favorable terms which support long-term affordability. Project completion is projected for summer 2023. The Apartment and Co-op teams will work together on overall site design, civil engineering, zone change, and brownfields cleanup.

See Attachment 3: Portfolios

Team Member	Company	Role	Similar Projects Completed
Nathan Szanton	The Szanton Company	Apartment Developer President	Casco Terrace, Walker Terrace, 53 Danforth, Furman Block, The Squamscott Block, 48 Hampshire, Huse School Apartments, Mill at Saco Falls, Lofts at Saco Falls, Lofts at Bates Mill
Robert Monks	The Szanton Company	Partner	Created over 6,000 units of affordable housing across the country; In Portland, redeveloped the Portland Performing Arts Center, Baxter Library, and Oak Street Dorms

Amy Cullen	Saco Falls Management	Apartment Management President	Casco Terrace, Walker Terrace, 53 Danforth, Furman Block, The Squamscott Block, Huse School Apartments, Mill at Saco Falls, Lofts at Saco Falls, Lofts at Bates Mill
David Lloyd	Archetype Architects	Apartment Architect	Verdante, Hobson's Landing, 20 Thames Street, Bramhall Row, 118 on Munjoy Row, One Joy Place, Luminato, 81 Danforth, Casco Terrace, Walker Terrace, 53 Danforth, Furman Block, The Squamscott Block
Brian Eng	Partner, Maine Cooperative Development Partners	Co-op Development Team	M North in Orlando, 288-units in Orlando, Florida. (https://www.mnorthorlando.com/) Master developer of city-owned land on the former Maine Energy Recovery Corp. in Biddeford
Liz Trice	Partner, Maine Cooperative Development Partners	Co-op Development Team	645 Congress Street (with Shinberg/Alfond), Danforth on High (Rando Orbit/Peter Bass), 58 Boyd (Portland Housing Authority), all Portland.
Matt Peters	Partner, Maine Cooperative Development Partners	Co-op Development Team	Young St Apartments, South Berwick; Ridgewood II, Gorham One Meeting Pl, Exeter, NH; Meadows, North Hampton, NH; Carleton St, Portland; Bayside Anchor, Portland; Bartlett Woods, Yarmouth
Jesse Thompson	Kaplan Thompson Architects	Co-op Architect	Parris Terraces, Portland ME; Harborview Townhomes, Portland ME; Blackstone Senior Living, Falmouth, ME; Bayside Anchor Apartments, Portland, ME
Nick Aceto	Aceto Landscape	Landscape	The Downs, Scarborough ME (510

	Architects	Architect	Acre Mixed-Use Master Planned Community); Phases 1 & 3; Jackson Laboratory, Bar Harbor ME (37 Acre Employee Co-Housing Community); Cumberland Multi-Gen COmmunity https://www.mainebiz.biz/article/future-proofing-development-designers-are-ready-for-climate-change
Rip Patten	Credere Associates LLC	Brownfield Assessment & Cleanup Consultant	Marada Adams School, 48 Moody Street, Portland; Thornton Heights Commons, 611 Main Street, South Portland; State Street School, 261 Center Street, Brewer
Jonah Fertig-Burd	Cooperative Development Institute	Co-op Formation & Management	Mountainside Cooperative, Camden, ME (52 units); Charter Oaks, Arundel, ME (40 units); Sunset Terrace, Rockland, ME (76 units); Wardtown Cooperative, Freeport, ME (60 units); Halifax Mobile Home Estates Association, Halifax, MA (430 units); Farrington's/North Avenue Co-op, Burlington, VT (117 units)
Andy Reicher	UHAB	Co-op Formation Consultant	In Manhattan: 3603-3605 Broadway, 42 unit conversion, 520, 540-550 West 144th Street, 90 units, 421-555 West 148th Street, 98 units; 110 Madison Ave & Jupiter 21, Off-site Inclusionary
Will Savage	Acorn Engineering	Civil Engineer	Meeting House Hill Park Redevelopment; Munjoy Heights; 200 Valley St - Avesta; Little Dolphin Drive & Jocelyn Place, 89 Anderson; The Hiawatha

F. Occupancy and Management Plan: *Present a plan detailing the ownership structure (condominium, cooperative, etc.), resale restrictions and resale process, to ensure mixed income and long-term affordability.*

The Co-op and Apartments will be managed separately.

The Cooperative Development Institute (CDI) will be responsible for the creation of the cooperative ownership structure, management, and will ensure implementation of the permanent affordability provisions. Andy Reicher, executive director of UHAB in New York City, will be a consultant to set up a structure to train future residents in managing their buildings, and help seed future cooperative ownership projects.

The Co-op ownership structure is a Limited Equity Cooperative as defined in Maine State Law, meaning that residents rent from an entity that they co-own. This type of cooperative is democratically owned and operated similar to a condo structure, but allows for a wider range of income affordability, as residents do not have to qualify for a mortgage. Resident-owners pay a share price similar to a small down payment, then have a monthly payment similar to rent or mortgage. The Co-op itself holds the mortgage for the property, and over time, the homes become more affordable as expenses increase only with actual expenses - there is no profit motive. New residents must meet income requirements, and monthly costs must not exceed 30% of the Area Median Income (AMI) income bands. These rules continue in perpetuity.

There are currently over 20 households of prospective residents that have been meeting for over a year. The group includes multiple established immigrant families that share a vision of mixed-income ownership housing with shared community facilities and outdoor space. The development team will continue to work with these residents to crystalize their vision for site design, for self-governance, and to recruit more households.

The Apartments will be managed by Saco Falls Management, which manages all of The Szanton Company's buildings. Saco Falls Management was founded in 2013 to manage properties developed by The Szanton Company, of which Nathan Szanton, Robert C. S. Monks, and Amy Cullen are the primary owners. Upon its founding, Saco Falls Management took over management of six properties with the addition of three properties since its opening. Its portfolio includes Casco Terrace, Walker Terrace, and 53 Danforth in Portland, ME; The Mill at Saco Falls and The Lofts at Saco Falls in Biddeford, ME; The Lofts at Bates Mill and The Hartley Block in Lewiston, ME; The Huse School Apartments in Bath, ME; and The Squamscott Block in Exeter, NH. Nathan Szanton, Robert C. S. Monks, and Amy Cullen are the owners of Saco Falls Management.

Both Apartment and Co-op homes will be principal residences and will not be used to conduct business (except for a home occupation allowed under the City of Portland zoning ordinance) or as investment properties. Units may not be rented for short-term periods of one to thirty days.

G. Purchase Price:

The City expects to receive Fair Market Value (“FMV”) for the property. This is a desirable location with many nearby amenities, but its environmental history makes it a difficult and expensive site to develop housing, especially affordable, quality housing with safe outdoor space for families.

Historically, the former West School site and most of Dougherty Field were part of the salt marsh that ran from Back Cove almost to the Fore River. The site was under water until 1869, then was excavated for its clay to use in brick manufacturing. The site was then used from the early 1900s until the 1950s by the City of Portland as a municipal dump. In 1961, the City planned and built the West School on the site, then used it as an education, continuing education, and community center until 1997. The site still has solid waste buried 18 to 24 inches under the surface and soil contaminated with lead. The former West School building experienced structural and environmental problems from 1981 to 1997, as a result of settling and methane gas from the former landfill. There are also a gas company easement and sewer easement making significant portions of the site unbuildable.

We are committed to avoiding the environmental and site design mistakes that resulted in safety and structural issues for the West School, and creating permanent spaces for future residents, just as we are planning for long-term affordability. Because of the seriousness of the contamination, the environmental remediation costs will be significant.

We began our estimate by assuming a value for clean land in this location of \$450,000/ acre. Of the 141,487 SF of lot area, we currently estimate 40,000 SF of building footprint, and an additional 5,000 SF of areas for community garden and child play that requires clean soil, and an additional 10% for planning, management, and contingency. At an estimated \$20/sf to remove and/or replace soil, our estimate ranges from \$750,000 to \$1,000,000 in anticipated costs. So we estimate \$1,458,000 minus up to \$1,000,000 in remediation costs, many of which won't be known until we are fully committed to the development of the site, and the delay of up to a year's worth of staff time, property taxes, and uncertainty, while we apply for EPA Brownfield funds and conduct remediation.

Taking into account the best interests of the existing and prospective neighbors, and the city's intention to provide affordable housing to families, and development budget feasibility, we are able to offer \$475,000 for the property, which we believe to be Fair Market Value.

PROPOSAL

NOTE: THIS PAGE IS TO BE COMPLETED AND RETURNED

The UNDERSIGNED hereby declares that he/she or they are the only person(s), firm or corporation interested in this proposal as principal, which it is made without any connection with any other person(s), firm or corporation submitting a proposal for the same.

The UNDERSIGNED hereby declares that they have read and understand all conditions as outlined in the Request for Proposals, and that the proposal is made in accordance with same.

The UNDERSIGNED hereby declares that any person(s) employed by the City of Portland, Maine, who has direct or indirect personal or financial interest in this proposal or in any portion of the profits which may be derived therefrom has been identified and the interest disclosed by separate attachment. (Please include in your disclosure any interest which you know of. An example of a direct interest would be a City employee who would be paid to perform services under this proposal. An example of an indirect interest would be a City employee who is related to any officers, employees, principal or shareholders of your firm or to you. If in doubt as to status or interest, please disclose to the extent known).

The proposer acknowledges the receipt of Addenda numbered 1-4
If Applicable

COMPANY NAME: The Szanton Company
(Individual, Partnership, Corporation, Joint Venture)

AUTHORIZED SIGNATURE: Nathan Szanton DATE: 6/15/20
(Officer, Authorized Individual or Owner)

PRINT NAME & TITLE: Nathan Szanton, President

ADDRESS: 482 Congress St, Suite 203, Portland, ME 04101

TELEPHONE: 207-712-6191 E-MAIL: CSzanton@szantoncompany.com

FEDERAL TAX ID #: 01-0533208 DUNS #: 11-700-3073

STATE OF INCORPORATION Maine
(If incorporated in another State, businesses must be authorized to do business in the State of Maine.)

In your organizations preceding completed fiscal year, did the organization receive:

(1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; AND

(2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements? ☐ Yes ☒ No

Does the public have access to information about the compensation of the executives in the organization through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (18 U.S.C. 78m(a), 78o(d) or section 6104 of the Internal Revenue Code of 1986? ☐ Yes ☒ No

NOTE: All bids must bear the handwritten signature of a duly authorized member or employee of the organization making the bid. **This sheet must be signed and returned with the application package.**



June 11, 2020

Honorable Mayor and Councilors:

The Libbytown Neighborhood Association held a special meeting to consider the *Douglass Commons* proposal for the redevelopment of 43 & 91 Douglass Street, aka, the old West School site. The meeting was well attended after a robust discussion, we are pleased to express our support for this proposal. Please factor these recommendations into your consideration of *Design and Amenities* as specified in the *Impact on the Surrounding Neighborhood* section of the RFP score sheet.

With respect to design, the LNA supports projects of quality and distinction which may serve as a neighborhood landmark. Given that the existing fabric and architecture lacks a singular quality, the association would like to see something architecturally notable. Furthermore, the Libbytown Neighborhood is somewhat diverse socio-economically with a prevalence of low to moderate income. The Libbytown Neighborhood Association is strongly supportive of new housing particularly mixed income projects with a focus on low and middle income.

In terms of this projects' design program, we:

- Strongly support this project's *use of site and integration with Park amenities*
- *Modestly Support* this project's interaction with adjacent structures and would advocate for the largest possible set back buffers from adjacent properties on Douglass Street

The area is underserved as it lacks a school, community space, a vibrant commercial corridor, bus shelters, and other staples of urban life. As such, in terms of amenities we:

- Strongly support community *garden/food forest*
- Strongly support the overall commitment to *housing affordability* especially the commitment to mixed incomes and to low to moderate income housing



- Strongly support the commitment to *ethnic diversity* and the possibility of thereof (such as ESL training)
- Strongly support this projects commitment to *sustainability* especially the solar arrays, passive house standards and *tree & shrub* planting
- Strongly support quality *community space* that is open and accessible
- Strongly supports *shared street concept* or piazza concept which can become a flexible community gathering space
- Support commitment to *active transport* and the integration of transit, limited parking, and commitment to traffic demand management

The following items are community priorities in design and amenities that may be part of the program but that we did not see as explicit in this proposal. We believe that a strong commitment to the following would make the project better:

- Implementations of the recommendations of the Libbytown traffic study
- Streetscape and bicycle/pedestrian improvements along Congress Street
- Acknowledgement to the history of the site in terms of project name and building materials (e.g., the site sits on or near a former brick foundry)
- Public transit (such as trolley cars), car share, and other reductions to parking
- Stormwater design
- Environmental mitigation of the site
- ADA access within the site to community spaces in winter months

Overall we **highly recommend** this proposal for its commitment to neighborhood design improvements and amenities.

The Libbytown Neighborhood is grateful for your consideration of this proposal.

Sincerely,

Maureen Morse

Chair



COOPERATIVE DEVELOPMENT INSTITUTE

P.O. Box 1051, Northampton, Massachusetts 01061-1051
PH 413-665-1271 • FX 413-541-8300 • www.cdi.coop • info@cdi.coop

June 8, 2020

To whom it may concern:

The Cooperative Development Institute (CDI) is happy to support the proposal for the creation of a new construction limited equity co-op on Douglass Street.

CDI is a 501(c)3 nonprofit founded in 1994 by co-op leaders to work with people in the Northeast to create cooperative businesses and networks that grow a prosperous, equitable economy.

CDI provides expert assistance, organizational development, and support to groups undertaking cooperative development. In the past decade, CDI has helped create 47 new Resident Owned Communities (ROCs) in New England, representing 4,479 households. 8 of the ROCs are conversions of manufactured home parks in Maine. CDI's role is to help form new cooperatives, train residents, and ensure that the cooperative has the support it needs to remain permanently affordable.

Our intention is that at Douglass Street, CDI will:

- Lead the creation of the new Co-op entity.
- Lead resident training and resident participation in the construction phase.
- Create and administer a long-term management plan that would meet the city's TIF requirements to ensure that the property meets the city's affordability metrics for at least 30 years.
- Be the long term training & support organization for the Co-op.

We are pleased with the proposal and the development team, and hope to be part of this exciting project!

Sincerely,

Noémi Giszpenc
Executive Director

THE SOURCE FOR COOPERATIVE BUSINESS DEVELOPMENT IN NEW ENGLAND & NEW YORK

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination write USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, DC 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (voice and TDD).

Future Residents of Douglass Commons Co-op

June 2020

To whom it may concern:

We are writing in support of the Douglass Commons proposal to build housing on the parcel put to RFP by the City of Portland.

Many of us have been meeting for the last 2 years to explore strategies to build affordable home ownership housing in Portland that builds community among people of different ages, incomes, and cultural backgrounds. Several months ago, we came to the conclusion that Limited Equity Cooperative Housing was the best way to accomplish this. Limited Equity Cooperatives combines the accessibility of renting with the long-term stability and autonomy of homeownership.

We are delighted that this development team has come together to bring Limited Equity Cooperative Housing to Portland and enthusiastically support their projects. We are especially excited about the effort to create designs that will maximize interaction with outdoor spaces, gardens and shared spaces that can be used by residents. We also appreciate their effort to include us and existing neighbors in their early design efforts.

We are excited about the location, and hope that we will have the opportunity to become future residents!

Sincerely,

1. Rachel Ackoff & Lee Leviter, 19 Lewis St Apt 1F Portland, ME 04102
2. Eric Muteba Kalala, 11 Massachusetts Avenue Apt #2 Portland, ME 04102
3. Cynthia A. Grier, 1227 Westbrook Street, Apt #2, Portland, ME 04102
4. Elisabeth C. Heij, 97 Pitt Street, Portland, ME 04103
5. Valerie and Matthew Todd, 68 Black Sparrow Drive, Portland, ME 04102
6. Nicole Ivins and Richard Bennett, 93 Pitt St #1, Portland, Me 04103
7. Jules Mutoni & Yvette Unezase, 77 Grant St Apt B13, Portland, ME 04101
8. Wendy Herbert & Peter Ackoff 112 Park St. #2, Portland, Me
9. Apollo Karara, 326 Auburn Street #16, Portland, ME 04103
10. Andrea Levinsky 39 Cumberland Rd Apartment 1 South Portland, ME
11. Jacques Kubwimana & Ange Christelle Abaribeza 61 Deering St.Apt #E 04101
12. Arthur Sabiliti & Vanice Busingye, 240 Cumberland st, Westbrook 04092 ME
13. Jackson Ntambara & Peace Kobusinge, 2 Walker Street # 1203 Westbrook 04092 ME

June 1, 2020

Matthew F. Fitzgerald
Purchasing Manager
The City of Portland
389 Congress Street
Portland, ME 04101

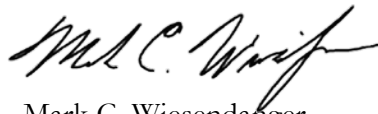
RE: Request for Proposals for 43 & 91 Douglass Street

Dear Mr. Fitzgerald:

MaineHousing is pleased to provide this letter of interest for The Szanton Company's proposal to redevelop a portion of the former West School site. Our understanding is that there will be a mixed-income housing project constructed on the site, potentially financed in part by MaineHousing resources. In our 24-year relationship with The Szanton Company, the applicant has demonstrated an exceptional track record in navigating the processes of market research, site acquisition, design, regulatory approvals, financing, construction, and marketing of a high-quality housing product.

While this letter of interest is not a commitment to allocate affordable housing tax credits, MaineHousing would welcome an application in connection with this project. Based on The Szanton Company's track record, an application would have a strong likelihood of success. Please feel free to contact me directly with any questions.

Sincerely,



Mark C. Wiesendanger
Director of Development



NORTHERN NEW ENGLAND
HOUSING INVESTMENT FUND

5/28/2020

Carl Szanton
Development Associate
482 Congress Street, Suite 203
Portland, ME 04101

RE: Letter of Interest – Douglass Street Project ("Partnership")

Dear Carl:

We are pleased to provide this letter of interest for the creation of affordable and market rate housing in Portland, Maine. As you know, Northern New England Housing Investment Fund ("NNEHIF") invests in community-based projects receiving the Federal Low Income Housing Tax Credit. We understand that you anticipate generating approximately \$800,000 in annual Low Income Housing Tax Credits.

Upon satisfactory resolution of any funding requirements and satisfactory completion of our due diligence we would be interested in investing \$6,878,980 in exchange for a 99.99% limited partnership interest in the Partnership. Approximately 50% of these funds may be available from closing and throughout construction.

This letter of interest is conditioned on the Fund conducting all customary underwriting and due diligence and receipt a final pro-forma, approved by MaineHousing, that addresses any additional loans, grants, fees or other sources.

A more detailed letter of interest will be provided once all the capital sources have been committed.

We wish you great success in your application and look forward to our continued work together.

Sincerely,

Mark Brooks
VP of Underwriting
Northern New England Housing Investment Fund



May 27, 2020

The City of Portland
Planning Department
389 Congress Street
Portland, ME 04101

RE: 43 & 91 Douglass Street

To Whom It May Concern:

On behalf of Bangor Savings Bank I am pleased to provide this letter in support of The Szanton Company for the above-referenced project. Based on our review of the financial elements of the proposal for the development site, we believe that that the applicant has the ability to finance projected costs and develop a project of similar type and scale from a fiscal perspective.

While this letter of support is not a commitment to lend, Bangor Savings Bank would welcome the opportunity to be a resource to The Szanton Company for financing and sponsorship of any equity awards necessary in connection with this project. Please feel free to call me with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Ronald B. Hunt". The signature is fluid and cursive, with a stylized "H" and a trailing flourish.

Ronald B Hunt
Vice President
Bangor Savings Bank - Commercial Lending
280 Fore Street, Suite 200
Portland, ME 04101
(207) 420-3967



June 12, 2020

Liz Trice
Principal
Maine Co-op Development Partners
795 Congress Street
Portland, ME 04102

RE: Douglas Commons Cooperative

To whom it may concern:

Centennial Mortgage has been engaged by Maine Co-op Development Partners to secure mortgage insurance through the FHA 213 program for cooperative housing and fund a construction/permanent mortgage for Douglas Commons Cooperative, a new cooperative housing project in Portland, ME. We have reviewed a financing request, including initial plans, pro forma operating budget, the construction budget and initial market information for Douglas Commons Cooperative in Portland, ME. In addition, we have reviewed the experience of the overall development team. Based on this review, we feel that this project is an excellent candidate for financing and will conform to all the requirements to qualify for construction and permanent financing through the FHA 213 program. We feel that this is the right time and place to create a new affordable cooperative given the advantages this particular form of housing provide to its members, primarily affordable home ownership and a greater sense of community.

We have now entered the formal application stage for the FHA 213 mortgage insurance and believe that Douglas Commons Cooperative has a high likelihood of obtaining a 40 year, low interest loan for the project of \$13,308,200. Additional subordinated financing would serve to further increase that likelihood. We also believe that success at Douglas Commons Cooperative will open an entirely new avenue for affordable housing finance in the state of Maine by making the FHA 213 program finance accepted in the market.

Centennial Mortgage has substantial expertise and experience completing FHA financing transactions. We are very active in lending to cooperative housing projects throughout the country. Personally, I have been involved in cooperative housing for over 20 years, through financing and serving on the board of the National Association of Housing Cooperatives.

We encourage other funding sources to join us in supporting this innovative project and creating up to 98% leverage for future projects through this program. Please let me know should you have any questions or require any additional information.

Sincerely,

A handwritten signature in blue ink, appearing to read "H. Jeffers", is written over a faint, light blue circular stamp.

Hugh Jeffers
Vice President of Originations



June 12, 2020

Liz Trice, Principal
Maine Co-op Development Partners
795 Congress Street
Portland, ME 04102

Dear Liz:

Please let this letter serve as an expression of interest in working with Maine Co-op Development Partners to provide financing for the land purchase and predevelopment costs associated with the development of "Douglass Village" cooperatively-owned limited equity housing in Portland, Maine.

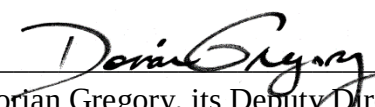
Since CFNE's founding in 1975, we have made over 1,000 loans, totaling over \$60 million, including many loans to support the purchase of cooperatively-owned real estate property. We look forward to seriously consider an application to provide a loan of up to \$855,000 for the above-mentioned purpose.

The terms of any loan would depend on the strengths of the application, collateral, other funders and financing, and the project's *pro forma* for expected cash flow and ability to make payments. Our customary range for interest is 5 -7% and most loans are made with terms of 5-10 years, with a longer amortization possible so that the actual loan payment amounts are affordable.

Our loan committee meets the second or third Thursday of each month, and the deadline for an application is the 15th of the previous month. The process for consideration takes a total of three to four weeks, though sometimes longer, and includes a site visit. My colleague, Deborah Hawkins, will be your loan outreach officer and will usher your application through our committee.

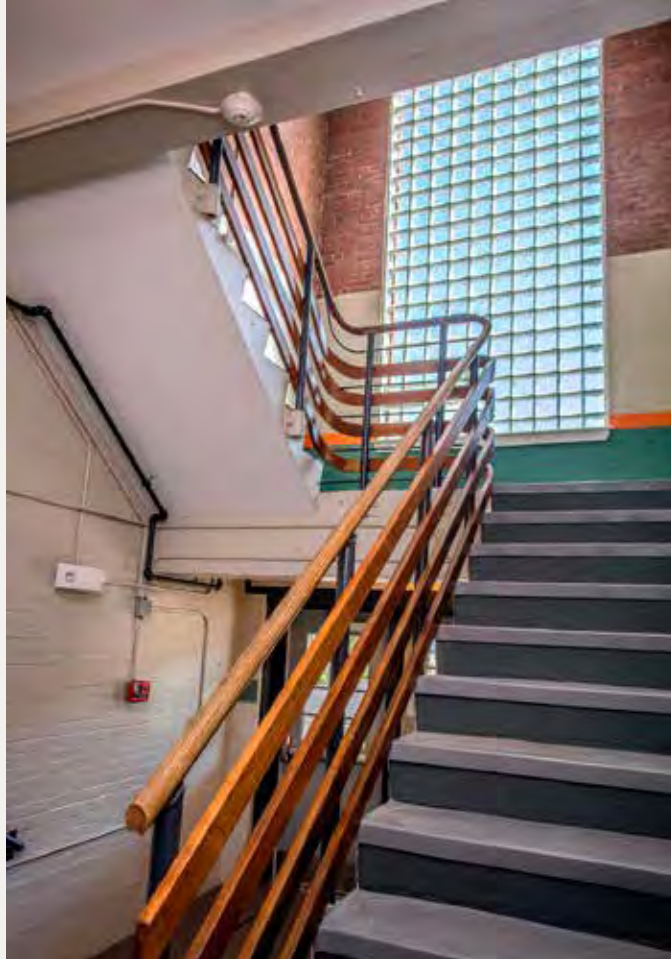
Please let us know if we can provide any other information and we look forward to working with your loan application and other capital needs. Thank you for using the services of the Cooperative Fund.

COOPERATIVE FUND OF NEW ENGLAND, INC.

By: 
Dorian Gregory, its Deputy Director

THE SZANTON COMPANY

an Affiliate of the Monks Companies



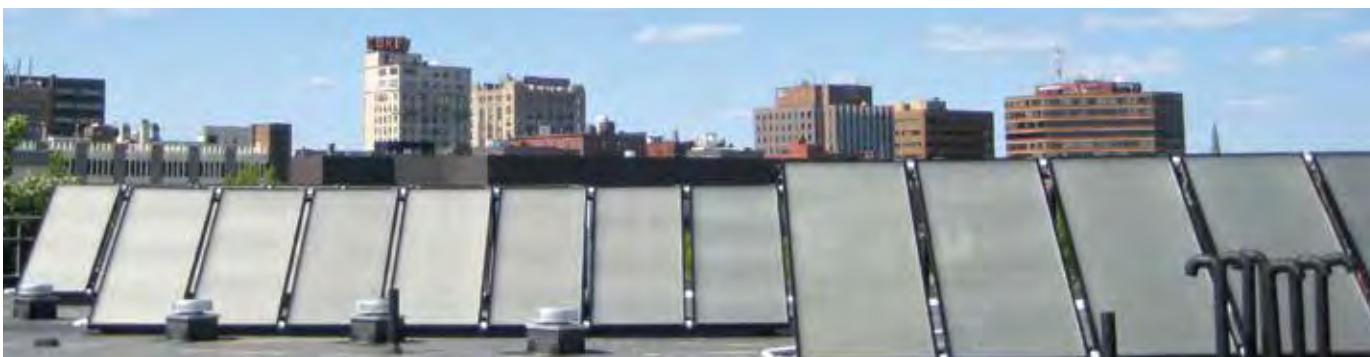
ABOUT THE SZANTON COMPANY

The Szanton Company, an affiliate of the Monks Companies, specializes in developing mixed-income rental housing in or near downtowns. We have completed eight apartment projects in Maine and New Hampshire totaling 393 units.

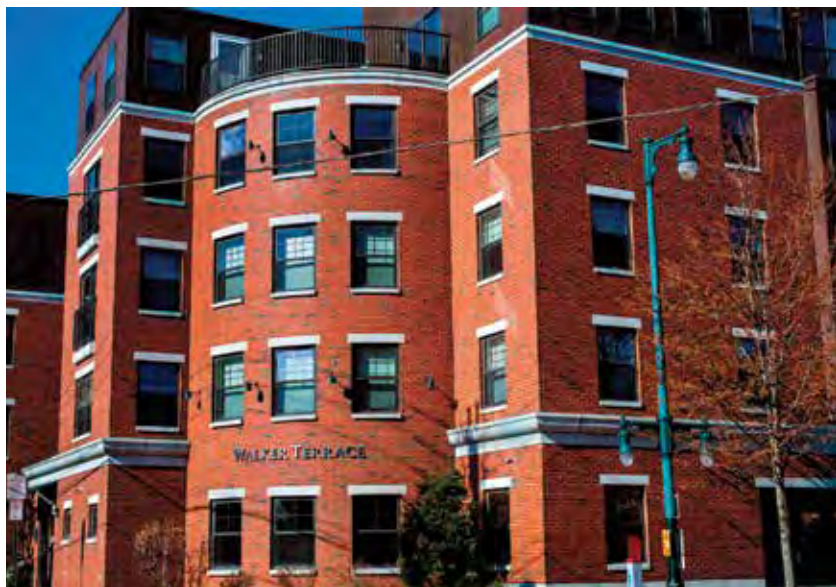
The mission of The Szanton Company is to create attractive and affordable rental housing that our residents are proud to call home. We do this by:

- Creating beautiful apartments of high quality in locations in or near downtowns, adding vitality to our cities and towns;
- Developing properties which provide a consistent, long-term return to their owners, thus ensuring their stability for residents, lenders, and neighborhoods;
- Serving people with diverse incomes;
- Creating amenities for our residents which enhance the quality of their lives;
- Incorporating environmental and energy sustainability in our properties, thereby reducing their impact on the earth's environment.

The Szanton Company is committed to long-term ownership of our apartment assets. In 2013, we founded Saco Falls Management, our property management arm, to ensure the highest standards of visual appearance and livability for our residents, neighbors, and communities.



Rooftop solar panels at 53 Danforth



PRINCIPALS & STAFF

NATHAN SZANTON, PRESIDENT

Nathan founded the company in 1996. Since then he has been responsible for developing 617 apartment units in 24 projects. As manager or principal partner in these projects, Nathan has successfully navigated the process of market research, site acquisition, design, regulatory approvals, financing, construction, and marketing.

He has committed himself to creating comfortable and affordable rental homes for residents with diverse incomes. Some of these have been adaptive reuses for underused historic buildings; others have been thoughtfully designed new construction. Nathan holds a B.A. from Harvard University and a J.D. from the University of Maine School of Law.



ROBERT C.S. MONKS, PRINCIPAL

Robert C.S. Monks is an active capital partner and also provides a deep understanding of real estate development and financing. Throughout his career he has founded, led, and grown 19 businesses in the financial services, real estate, technology and communications sectors.

In 2011, Bobby became an owner and Chairman of Spinnaker Trust, a Maine based trust company managing over \$1 billion in assets. Bobby attended Duke University and graduated from the University of Southern Maine with a Bachelor's Degree in Political Science.

Above: Walker Terrace
Left: The Mill at Saco Falls

Facing Page: The Lofts at Bates Mill

AMY CULLEN, VICE PRESIDENT AND PROJECT PARTNER

Amy joined The Szanton Company in 2006. Her responsibilities include: discovering new project locations, creating financing packages, and working with all development team members to help projects come to life.

Amy also serves as president of our sister company, Saco Falls Management, where she oversees all operations.

Prior to joining The Szanton Company, Amy was on active duty with the U.S. Army for six years, and served as a Training Program Manager for the Department of Defense in Minneapolis, MN. She holds a Bachelors of Science Degree in Accounting from Husson University.

KRISTIN MARTIN, DEVELOPMENT OFFICER

Kristin joined our company in 2013. Her responsibilities include finding and researching sites for new projects, preparing financial analyses, and evaluating development options. She coordinates with lenders, attorneys, architects, engineers, contractors and others on all aspects of The Szanton Company's development projects from concept to completion.

Prior to joining The Szanton Company as a Development Officer, Kristin worked for Saco Falls Management as an Assistant Development Officer, Property Manager and Director of Property Management. She holds a Bachelor of Health Science and a Masters of Occupational Therapy from Quinnipiac University.



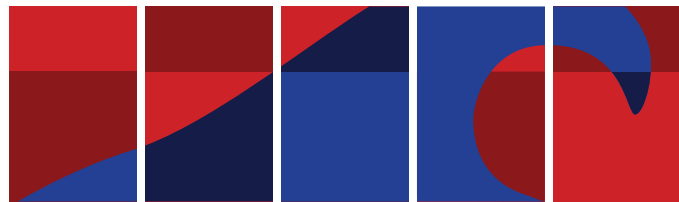
ABOUT SACO FALLS MANAGEMENT

HISTORY

Saco Falls Management is a full-service management company formed by The Szanton Company in 2013 to manage its rental properties, both residential and retail. Since then, the physical condition of the buildings has improved, tenant satisfaction has increased, and the profitability of the properties has grown. We are committed to managing our properties for the long-term with the highest sense of responsibility to our residents, financial partners, and host communities.

OUR MISSION

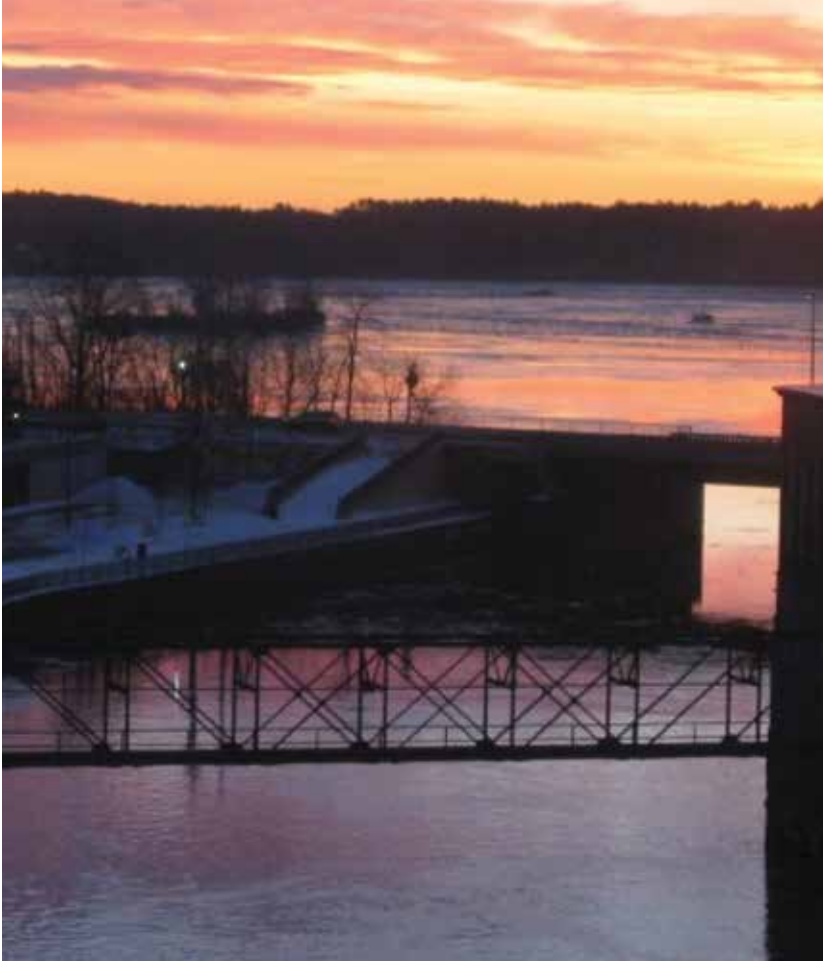
Our mission is creating rental properties that exceed expectations. We are guided by the following core values: honesty, integrity, candor, high standards of quality, respect for all with whom we deal, openness to new ideas, and a culture of continuous learning and enhancement of our knowledge and skills.



SACO FALLS MANAGEMENT



Walker Terrace



View from an apartment at The Mill at Saco Falls

RESIDENT SELECTION

Saco Falls Management Company complies with all state, local, and federal laws regarding fair housing practices or occupancy and resident selection procedures. In addition to program-specific requirements, all adult applicants are screened by our management staff. To be considered for residency at one of our properties, all applicants must have:

- References from prior landlords that show a history of good tenancy. This includes paying rent on time, keeping their unit in good repair and being a good neighbor by following the community rules.
- A favorable credit report.
- An absence of criminal history. We run a criminal background check on all applicants. Any applicant with a history of public disturbances, arrests, criminal activity, listing on the sex offender registry or other law enforcement problems that may indicate behavior inconsistent with lease obligations will be denied.



BATH, MAINE



Huse School Apartments (2017)

LEWISTON, MAINE



The Lofts At Bates Mill (2012)



The Hartley Block (2019)

AUBURN, MAINE



48 Hampshire (2020)

PORTLAND, MAINE



Casco Terrace (2004)



Walker Terrace (2006)



53 Danforth (2009)



The Furman Block (2020)

BIDDEFORD, MAINE



The Mill At Saco Falls (2010)



The Lofts At Saco Falls (2016)

EXETER, NEW HAMPSHIRE



The Squamscott Block (2007)

CASCO TERRACE

41 STATE STREET, PORTLAND, MAINE



Above Left: Casco Terrace, after. Right: Casco Terrace, before

*Facing page: Top: Casco Terrace from State Street
Bottom: Casco Terrace interior*



**“...CITY OFFICIALS SAY THE STATE-FINANCED PROJECT IS THE
KIND OF DEVELOPMENT PORTLAND NEEDS...”** —*Portland Press Herald*

CASCO TERRACE is a 27-unit vertical addition on an existing 27-car parking garage (see before and after photos opposite). The pre-construction newspaper story below describes the project's highlights and the need it addresses in a city desperate for affordable housing.

From the *Portland Press Herald*, May 28, 2003:

“It began as one of the first parking garages in Portland, at a time when few people owned cars ...

...City officials say the state-financed project is the kind of development Portland needs to help stem suburban sprawl and provide affordable rental housing for its workforce. They also give it high marks for being attractive and practical, and making the most of an under-used lot with desirable views of the waterfront.

...‘It’s a project with a lot going for it’, said Mark Adelson, Executive Director, Portland Housing Authority.”



YEAR COMPLETED: 2004

UNITS: 27 (14 Market-Rate + 13 Income-Restricted)

ARCHITECT: Archetype, P.A.

CONSTRUCTION MANAGER: Wright-Ryan Construction

FINANCING: MaineHousing and TD Bank

WALKER TERRACE

1 WALKER STREET, PORTLAND, MAINE



WALKER TERRACE is a six-story building that replaced an abandoned gas station, transforming the site and the neighborhood around it. It also helps to fulfill the city's goal of providing greater housing density along public transportation arteries. Walker Terrace is the first apartment building in Maine built to Maine State Housing Authority's Green Building Standards.

From the *Portland Press Herald*, September 21, 2004:

"Eager for any smart-growth infill opportunity to augment urban housing and curb Greater Portland sprawl, the Portland City Council unanimously let developer Nathan Szanton build 40 varied-income rental units on 0.4 acres of a former gas station in the West End, more than twice the number the current zoning allows, with Mayor Nathan Smith saying, 'This project does just about everything we as a city have been asking for.'"



YEAR COMPLETED: 2006

UNITS: 40 (18 Market-Rate + 22 Income-Restricted)

ARCHITECT: Archetype, P.A.

CONSTRUCTION MANAGER: Portland Builders

FINANCING: MaineHousing; the City of Portland;
Centerline Capital; Bank of America.

**“...THIS PROJECT DOES JUST ABOUT EVERYTHING WE AS A CITY
HAVE BEEN ASKING FOR...”** —Portland Mayor Nathan Smith



Above: Walker Terrace, after
Left: Walker Terrace, before

Previous page: Top: Walker Terrace Sidewalk Gallery
Bottom: Walker Terrace interior

“THIS IS AN AWESOME PROJECT FOR DOWNTOWN.” —Sylvia Von Aulock, Town Planner
Exeter News-Letter 2/22/05

THE SQUAMSCOTT BLOCK addresses the severe lack of affordable rental housing in Seacoast New Hampshire; adds vitality to Exeter’s downtown district; fills a gap in the streetscape of one of Exeter’s most important and beautiful streets; and promotes smart growth by adding density near public infrastructure.

Previously a surface parking lot next to Exeter’s historic 1856 Town Hall, the Squamscott Block is on the site of two historic structures torn down in the mid-20th century to make way for parking. The four-story building features 2,600 square feet of retail space along busy Water Street, currently housing an art gallery and a therapeutic salt cave. Two hidden levels of parking provide 36 spaces for the residents and 58 spaces for neighboring businesses.

YEAR COMPLETED: 2007

UNITS: 30 (14 Market-Rate + 16 Income-Restricted)

ARCHITECT: Archetype, P.A.

CONSTRUCTION MANAGER: North Branch Construction

FINANCING: New Hampshire Housing; the Town of Exeter, New Hampshire; the New Hampshire Community Development Finance Authority; TD Bank; Unitil; and HUD.



53 DANFORTH

53 DANFORTH STREET, PORTLAND, MAINE



Above Left: 53 Danforth, after. Right: 53 Danforth, before

**“THE BUILDING AT 53 DANFORTH STREET WILL HELP MAKE PORTLAND
THE MOST LIVABLE CITY IN AMERICA.”** —Portland Mayor Jill Dusen, *Portland Press Herald* 8/13/09

53 DANFORTH is located in the heart of the Portland Peninsula, a few blocks from downtown, the Arts District, the Old Port, the West End, and the Waterfront. It replaced a 50 year-old one-story garage and gravel parking lot. It includes 35 one-bedroom apartments, 8 two-bedroom apartments, and covered on-site parking. Many of the units boast views of Portland’s harbor and downtown Portland. This was our first project to include solar energy.



YEAR COMPLETED: 2009
UNITS: 43 (13 Market-Rate + 30 Income-Restricted)
ARCHITECT: Archetype, P.A.
CONSTRUCTION MANAGER: Wright-Ryan Construction
FINANCING: MaineHousing; TD Bank;
and the City of Portland, Maine.



Above: 53 Danforth interior
Bottom: Rooftop solar panels, 53 Danforth

THE MILL AT SACO FALLS

100 SACO FALLS WAY, BIDDEFORD, MAINE



YEAR COMPLETED: 2010

UNITS: 66 (26 Market-Rate + 40 Income-Restricted)

ARCHITECT: Archetype, P.A.

CONSTRUCTION MANAGER: Wright-Ryan Construction

FINANCING: MaineHousing; TD Bank; HUD; Northern New England Housing Investment Fund; the City of Biddeford; and The America Recovery and Reinvestment Act of 2009.

THE MILL AT SACO FALLS is an adaptive re-use of an 1845 textile mill building adjacent to the Saco River falls in Biddeford. It is a key component of the Biddeford Mill District renaissance—from a collection of aging industrial buildings to a vibrant, mixed-use neighborhood featuring public access to the Saco River.

Features of the project include magnificent views of the Saco River and falls, and a short walk to both the Amtrak station on Saco Island and Biddeford's historic downtown. Residents enjoy a fitness center, outdoor play area, home theater room, and community room with computers.



“THE PROPERTY WILL BE A PHENOMENAL ASSET TO THE CITY AND REFLECTS THE COMMUNITY’S WORKING MILL TRADITION.” –City Council President Bob Mills, *The Courier* 1/28/10



Above: The Mill at Saco Falls, after
Left: The Mill at Saco Falls, before

Previous Page: Left: The Mill at Saco Falls corridor
with mill artifact steel door
Right: The Mill at Saco Falls interior

THE LOFTS AT BATES MILL

36 CHESTNUT STREET, LEWISTON, MAINE



*Bottom Left: The Lofts at Bates Mill, west facade and Fountain Park, before
Above: Same view, after renovations*

Facing page:

Top: The Lofts at Bates Mill entrance

Bottom: Lobby with display of historic artifacts

**“THE QUALITY HOUSING IS AN ESSENTIAL COMPONENT OF
THE DOWNTOWN REVITALIZATION.”** –Mayor Bob MacDonald at his Grand Opening speech

THE LOFTS AT BATES MILL, the Szanton Company’s first Lewiston project, is the adaptive re-use of an 1854 Bates Manufacturing Company textile mill, Mill #2. The Lofts at Bates Mill features 25 one-bedroom, 16 two-bedroom, and 7 three-bedroom apartments. The Lofts at Bates Mill is the first apartment housing built in Lewiston’s Mill District.

The project completely transformed the west facade of this classic red-brick mill structure. Features of the project include 13-foot ceilings, exposed timber framing, large windows with abundant natural light, and an expansive view across Fountain Park and the Bates Mill Complex to the Androscoggin River. The project is a short three-block walk to the services in downtown Lewiston and is on a local bus line. Residents enjoy complimentary wi-fi, fitness center and spacious community room with computer.



YEAR COMPLETED: 2012

UNITS: 48 (15 Market-Rate + 33 Income-Restricted)

ARCHITECT: Platz Associates

CONSTRUCTION MANAGER: Platz Associates

FINANCING: MaineHousing, The City of Lewiston, People’s United Bank, Hunt Capital Partners, and Maine Preservation.

THE LOFTS AT SACO FALLS

75 SACO FALLS WAY, BIDDEFORD, MAINE



Right: The Lofts at Saco Falls, before
Above: Completed project

Facing Page:
The Lofts at Saco Falls renovated interiors



**“IT’S A THRILL TO SEE OLD MILL BUILDINGS BEING RENOVATED.....TODAY WE LOOK
AT MILLS AS BEING SPECIAL, ARCHITECTURALLY AND EVEN CULTURALLY.”**

—Mayor Alan Casavant at his Groundbreaking speech

THE LOFTS AT SACO FALLS is the newest in a series of adaptive re-use projects which The Szanton Company began in 2010. It consists of two connected buildings, built in 1842 and 1867, totaling 92,000 square feet and sitting directly adjacent to our 2010 project, The Mill at Saco Falls.

The Lofts offers 80 (mostly 1-bedroom) apartments, as well as a landscaped courtyard, fitness center, waterfront park next door, and a short walk to downtown Biddeford and Saco. It also includes the features typical of historic New England mill buildings: high ceilings, large windows, revealed brick and exposed timber framing.



YEAR COMPLETED: 2016

UNITS: 80 (14 Market-Rate + 66 Income-Restricted)

ARCHITECT: Archetype, P.A.

CONSTRUCTION MANAGER: Wright-Ryan Construction

FINANCING: MaineHousing; Northern New England Housing Investment Fund; People’s United Bank; Coastal Enterprises; Genesis Fund; City of Biddeford; Southern Maine Planning and Development Commission.

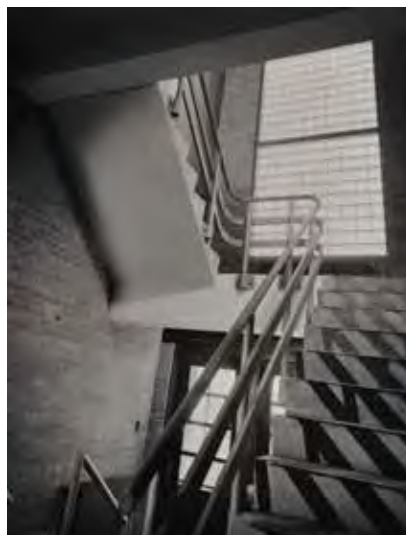
HUSE SCHOOL APARTMENTS

39 ANDREWS ROAD, BATH, MAINE



Above: Renovated Huse School gym

Right: Original design elements such as this stairwell have been maintained in the renovated space.



HUSE SCHOOL APARTMENTS involved the renovation and rehabilitation of the former John E.L. Huse Memorial School, built in 1942 and 1949. We re-purposed this elementary school to create 31 apartments and added a new construction wing with 28 apartments, for a total of 59 units.

The existing building was restored to its original 1942 appearance, designed by notable Maine architect and Bath native, Alonzo Harriman. Included are new windows consistent with the originals, restored masonry, and new signage which reproduced the original distinctive design. The apartments in the existing building feature original wood floors, high ceilings, and large windows with abundant natural light. Building amenities include wi-fi, fitness center, community room, and secure bike storage.

The Huse School Apartments are located steps from the modern YMCA, the 5-mile Whiskeag Trail, and a short walk to downtown Bath with its variety of shops, restaurants, library and more.

YEAR COMPLETED: 2017

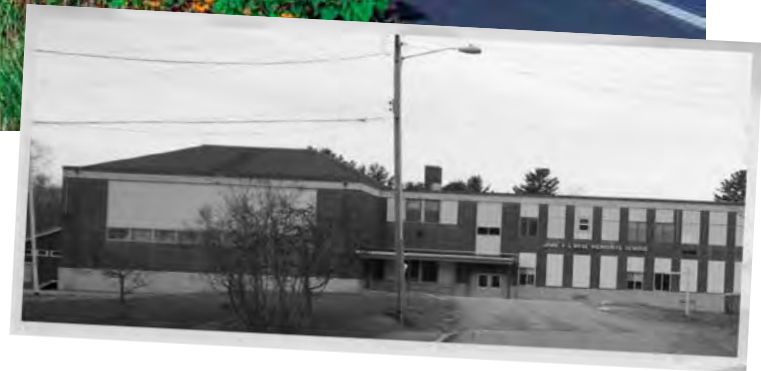
UNITS: 59 (16 Market-Rate + 43 Income-Restricted)

ARCHITECT: Archetype, P.A.

CONSTRUCTION MANAGER: Zachau Construction

FINANCING: MaineHousing; Northern New England Housing Investment Fund; Bangor Savings Bank; Coastal Enterprises; Maine Department of Economic and Community Development.

“THE PROJECT PROTECTS AND SAVES THIS HISTORICAL BUILDING...AND WILL PROVIDE PROPERTY TAX REVENUES FOR THE CITY...” –Lorena Coffin, Director of Sagadahoc Preservation Inc.



Top: Huse School Apartments
Above: Before renovation
Left: Interior of renovated Huse School apartment

THE HARTLEY BLOCK

155 LISBON STREET, LEWISTON, MAINE



Above: The Hartley Block
Left: Historic images of same location

Facing Page Top: The Hartley Block façade
Facing Page Bottom: Before construction

“WE ARE THRILLED THAT THE SZANTON COMPANY WILL BE REINFORCING OUR DOWNTOWN HISTORIC AND COMMERCIAL CORRIDOR BY BUILDING THIS IMPORTANT PROJECT.”

—Lewiston Mayor Shane Bouchard

THE HARTLEY BLOCK brings new life to a prominent 175' x 100' empty lot on downtown Lewiston's Lisbon Street. In 2004 and 2006, four connected historic buildings on Lisbon Street suffered extensive fire damage and were condemned and demolished, leaving a gaping hole in the city's most iconic street. One of the buildings was the site of the 1906 art studio of Marsden Hartley, an important early modern American painter born and raised in Lewiston.

A mixed-use, mixed-income project, The Hartley Block features 63 apartments aimed at a diversity of income groups and 4,000 sq. ft. of retail space along Lisbon Street. The project includes a fitness center, community room, children's playroom, dedicated bike storage, wi-fi and covered parking directly behind the building. The site is within easy walking distance of the public library (across the street), shops, restaurants, cafes, and two major parks.

This project adds momentum to downtown Lewiston's resurgence, including street-level public art at the entrance. Two 9-foot mosaic tile works, after Marsden Hartley paintings, animate its façade.



YEAR COMPLETED: 2019

UNITS: 63 (22 Market-Rate + 41 Income-Restricted)

ARCHITECT: Platz Associates

CONSTRUCTION MANAGER: Hebert Construction

FINANCING: MaineHousing; TD Bank; Northern New England Housing Investment Fund; City of Lewiston.

48 HAMPSHIRE

48 HAMPSHIRE STREET, AUBURN, MAINE



Located at the corner of Hampshire and Troy Streets, 48 HAMPSHIRE will aid the revitalization of downtown Auburn's important Hampshire Street corridor by bringing 53 high-quality new apartments to the neighborhood.

These will be a mixture of one, two and three-bedroom units, varying in size from 590-950 square feet. Included in the rent are heat and hot water, off-street parking, wi-fi, fitness center, community room and indoor bike storage.

48 Hampshire is located within easy walking distance of the public library, YMCA, shops, restaurants, grocery store, drugstores, and all the amenities of downtown Auburn.

The Szanton Company broke ground in March 2019 and expects to open to residents in April 2020.



Above: Rendering of completed project
Left: Same location, prior to construction

“WE ARE LOOKING FORWARD TO WATCHING YET ANOTHER MAJOR CONSTRUCTION PROJECT IN OUR DOWNTOWN TAKE SHAPE — ONE THAT WILL PROVIDE QUALITY WORKFORCE HOUSING, INJECT CAPITAL INTO OUR LOCAL ECONOMY, AND ENHANCE THE IMAGE OF AUBURN AS WE BECOME THE BEST SMALL CITY IN NEW ENGLAND”

—Auburn Mayor Jason Levesque



Above: Rendering of East elevation

PROJECTED COMPLETION: 2020

UNITS: 53 (11 Market-Rate + 42 Income-Restricted)

ARCHITECT: Platz Associates

CONSTRUCTION MANAGER: Benchmark Construction

FINANCING: MaineHousing; Boston Financial;
NBT Bank; City of Auburn.

THE FURMAN BLOCK

100 PARRIS STREET, PORTLAND, MAINE



Above: Rendering of completed project, from corner of Kennebec and Brattle Streets

Right: Before construction, Nathan Szanton and Amy Cullen on project site



“I THINK THIS IS THE NEXT BIG STEP IN CREATING A MULTI-USE NEIGHBORHOOD IN THIS PART OF BAYSIDE. IT’S PRETTY EXCITING TO GET THIS MOVING.”

—Portland City Councilor David Brenerman

THE FURMAN BLOCK is The Szanton Company’s first mixed-income project specifically for seniors, ages 55 and over. Located in the heart of Portland’s West Bayside neighborhood, it’s a short walk to Whole Foods and Trader Joe’s, small restaurants and delis, the 3.5 mile trail that loops around Back Cove and a few blocks from downtown Congress Street’s arts, business, and shopping district.

The property will feature 46 1-bedroom and five studio apartments. Some residents will have water views of Back Cove; others will enjoy views of Deering Oaks Park or Portland’s downtown. All will have abundant natural light. Included in rent are heat and hot water, a fitness center, indoor bike storage and wi-fi. The property also features a community room and coin-op laundry. The street-level commercial space, to be owned and managed by Ross Furman, will be a combination of artists’ studios and gallery space.

Repurposing an empty gravel lot at the corner of Parris and Kennebec Streets, The Furman Block contributes to the revitalization of this former industrial neighborhood.

PROJECTED COMPLETION: 2020

UNITS: 51 (11 Market-Rate + 40 Income-Restricted)

ARCHITECT: Archetype, P.A.

CONSTRUCTION MANAGER: Hebert Construction

FINANCING: MaineHousing; Northern New England Housing Investment Fund; City of Portland.



Above: Rendering of completed project, from corner of Kennebec and Parris Streets

REFERENCES

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Maine Cooperative Development Partners

MAINE COOPERATIVE DEVELOPMENT PARTNERS

build neighborhoods where the elements that constitute quality of life—access to green space, healthy lifestyles, community, privacy, and affordability—are not at odds with each other. Grounding principles for this work are creating equitable communities; complementing walkable neighborhoods; building healthy buildings; and celebrating beauty, art, and the natural environment. We use Limited Equity Cooperatives as a form of ownership to create options for people of all ages, backgrounds, and incomes to live in harmony with nature and their neighbors.

WE ENVISION small towns, urban neighborhoods, and suburban neighborhood centers that are walkable to daily needs and adjacent to recreational facilities, trails, and transit corridors; homes that use energy efficient construction, and shared gardens, patios, and play spaces for people to get to know and enjoy their neighbors.

WE GIVE BACK by partnering with organizations that support trails and green space, transit, local businesses, social equity, and efforts to mainstream energy efficient building and land use.



PRINCIPALS



MATTHEW PETERS has been involved in the completion of over 20 new construction, major rehab, and acquisition deals. Matt worked for eight years at Avesta Housing, one of Northern New England's largest non-profit housing developers and owners, project managing affordable housing developments, building out and overseeing the Asset Management department, and ending in an executive role overseeing the entire development and acquisitions pipeline as Vice President of Real Estate Services. In 2018 he began to consult for Housing Authorities, housing non-profits, and Community Development Finance Institutions in Maine supporting these organizations in acquisition, ground-up development, and underwriting of affordable housing properties. Matt also is the Executive Director of Freeport Housing Trust based in Freeport, Maine. He has strong working relationships with MaineHousing, Rural Development, lenders, tax credit syndicators, and other professionals in the design and construction field, holds a Masters in Urban Planning from the University of Washington, and certifications such as Spectrum's C3P and Rural Development STAR trainings and LEED Accredited Professional.



BRIAN ENG is a real estate investor who has worked on commercial projects in Florida, Connecticut, New Jersey, and Maine. He has worked as a principal on developments of over 200 units, is a principal on redeveloping the MERC site in Biddeford, and has redeveloped several smaller properties in Portland. He brings strong expertise in financials, fundraising, advocacy, and public speaking. He grew up in a co-op in New York City, and is on the board of UHAB, the entity that manages 20,000 units of cooperative housing in New York.



LIZ TRICE is a policy professional who builds multidisciplinary partnerships across real estate, economic development, entrepreneurship, and public health. Liz holds a masters degree in Public Policy & Management with a certificate in Community Planning & Development from the Muskie School at the University of Southern Maine. She has worked on multi-unit projects in Portland to obtain zone changes, lead the public engagement process with neighboring residents and businesses, apply for TIFs and grants, and direct the design of shared spaces. Her work includes award-winning research on the regulatory barriers to people living alone achieving home ownership, leading the process to redesign Bramhall Square, and working with medical and economic development institutions to develop strategic plans. Her projects to re-envision urban spaces for livability and natural ecosystems won two of three awards given by the 2019 Portland Society of Architecture's Complete City Competition. Liz trained as a cohousing developer and Passive House Design Consultant and has visited over 20 cohousing developments in the United States. She is currently the owner of PelotonLabs, a coworking space in Portland.



PROJECTS



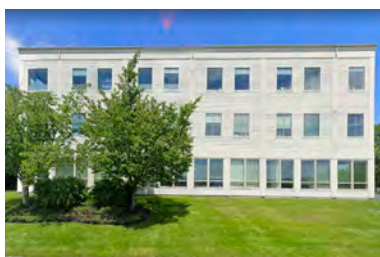
M NORTH ORLANDO—As a principal of Clay Cove Capital, Brian was the control capital partner in the ground-up development of M North in Orlando, a \$37.1M, 288-unit multifamily development in Orlando, Florida. www.mnorthorlando.com



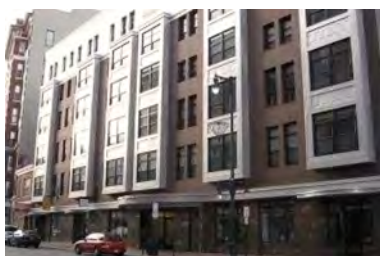
BIDDEFORD MERC REDEVELOPMENT Brian worked with Jim Brady of Fathom Companies, to serve as master developer of city-owned land on the former Maine Energy Recovery Corp. incinerator through a public-private partnership with the City of Biddeford.



6 CITY CENTER IN PORTLAND—Brian redeveloped and retenanted a largely vacant Old Port mixed use building including executive office suites. www.sixcitycenter.com, and bringing in a law firm condo, law firm tenant, Lio Restaurant, and HE Paintbar nail salon.



1685 CONGRESS IN PORTLAND—Brian redeveloped a 50% vacant office/medical building and retenanted it including Maine Plastic Surgery Center and Maxim Healthcare. www.maineplasticsurgery.com

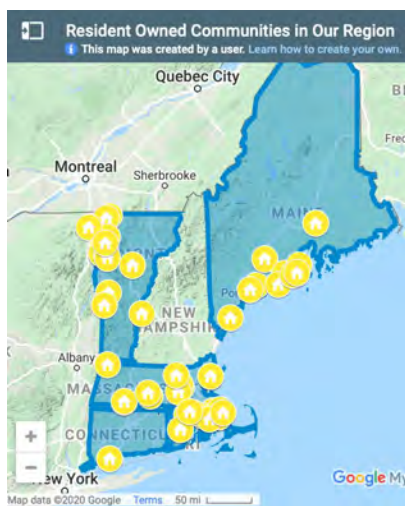


645 CONGRESS STREET—This former downtown college dormitory was converted to 55 one-bedroom and studio apartments with retail on the first floor. Liz worked for developers Shinberg and Alford on the initial concept, conducted a market analysis, developed relationships and communication with neighbors and businesses, creating a bike storage and parking plan, created a community management plan, and assisted with lease-up.



The Cooperative Development Institute (CDI) is a regional 501(c)3 non-profit founded in 1994 by co-op leaders in the Northeast. CDI's mission is to build a cooperative economy through the creation and development of successful cooperative enterprises. We are transforming ownership of our economy, so all people can meet their basic needs. CDI has 30 staff across the Northeast including six staff members in Southern Maine.

New England Resident Owned Community Projects (NEROC)



One of our primary activities is creating cooperative housing in Maine and the Northeast. When a park is for sale we help residents form a cooperative, get financing to buy the park, and learn how to run it with democratic resident control. This program gives residents control of the land beneath their homes and protects the affordability of their housing.

The Resident Owned Community (ROC) model began in NH with the NH Community Loan Fund and became a national model with the formation of ROC USA in 2008. The program has helped people in over 50 parks – comprising more than 4,800 homes — convert to resident ownership. Those communities are part of the ROC USA Network, which has helped secure over 15,000 units of affordable housing

nation-wide. CDI provides ongoing support as trainers and advisers for the ROCs and other cooperatives in the region. We assist in governance, management, financial oversight, communications, conflict resolution, compliance, and securing financing.

Charter Oaks Village Cooperative



With the support and technical assistance of the Cooperative Development Institute (CDI), the residents of Charter Oaks Village acquired the land on the 40 unit Arundel manufactured housing park on June 11, 2019 for \$1,170,000, helping to preserve the affordable housing community within it.

Charter Oaks Village joins nine other Maine manufactured housing communities supported by CDI and financed by Genesis Community Loan Fund, representing 440 homes now under resident control. The newly formed housing cooperative was a recipient of a GrowSmart Maine's honorary 2019 Smart Growth Award.

Mountainside Community Cooperative



CDI's newest Maine Cooperative is the 52-unit Mountainside Community Cooperative in Camden, Maine. Securing affordable housing in a community like Camden is increasingly challenging as housing costs escalate and its population ages. The residents of Mountainside Community purchased the community on December 11, 2019 for \$1,900,000 with financing provided by Camden National Bank, Genesis Community Loan Fund and the Local Enterprise

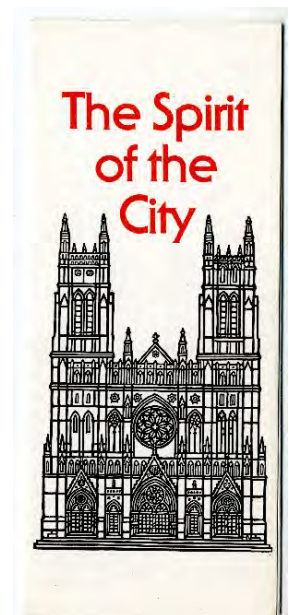
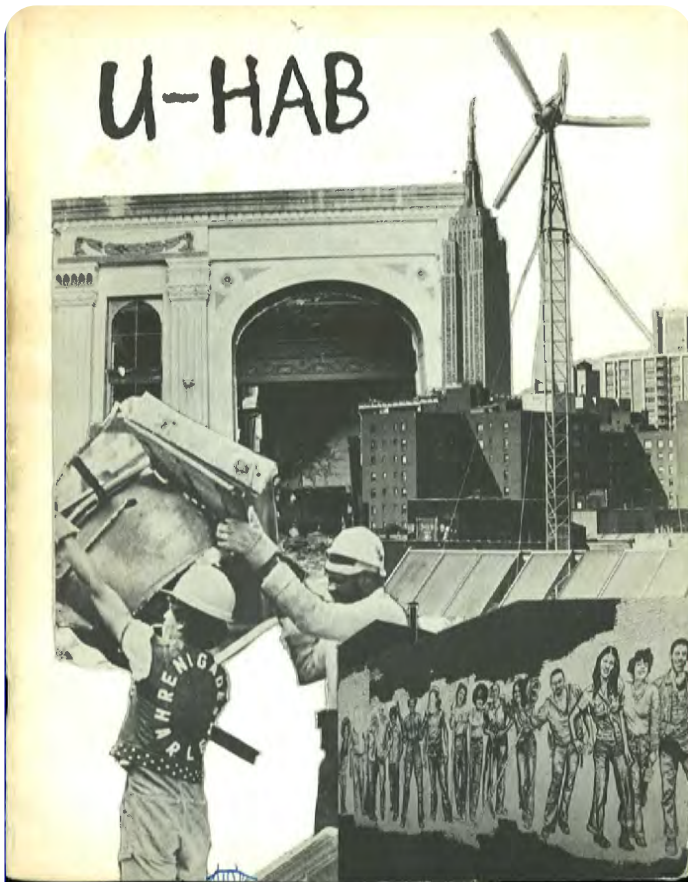
Assistance Fund. "We are so pleased to be able to help the residents of the Mountainside Community Cooperative become property owners today," said Bill Floyd, Executive Director of the Genesis Fund.

Wardtown Mobile Home Cooperative



The residents of the 60-unit Wardtown Mobile Home Cooperative voted to form the cooperative and purchase the community in May 2015, with assistance from CDI, and combined financing from Maine State Housing and The Genesis Community Loan Fund. As with all of the CDI's Resident Owned Communities (ROCs), Wardtown members continue to engage in extensive training and organizational development. As Bill Hodgkins, Cooperative Treasurer explains, "We all gained valuable new skill sets as we went through the process of establishing and financing our

cooperative...Now we have a very strong board of directors and feel very organized, to the point we are able to assist other ROC mobile home parks with advice about the process."



2019 UHAB ANNUAL REPORT

Building for Us

This year, UHAB made a considerable effort to build an archive. In doing so, the lesson we learned from decades of growth is very simple: what has always mattered most for affordable housing is community. It is the strength and support that comes from the community inside a co-op that is just as essential as the affordable housing itself.

With this in mind, UHAB is proud to offer new and expanded programs to low-income homeowners with a refined lens on our work. We have more data and research than ever on the long-term impacts of redlining policies and how communities of color have been resilient in their efforts to remain in their homes, whether in the 1970s or today. By building new affordable co-ops, strengthening tenants' rights statewide, making share loans through our HomeOwnership Lending program, and working in cooperation with our Interboro Community Land Trust partners to create the first Citywide CLT in New York City, we are actively working to dismantle the detrimental legacies of redlining and community disinvestment.

As we look toward the future, our work is expanding in several ways. We are offering more services like Co-ops Go Solar and our energy programs that are tackling the most pressing issue of our lifetime: the climate crisis. Without renewable energy and carbon reduction, low-income residents more than anyone will be affected. Most importantly, we need to recognize that it is not just low-income communities, but people of color in particular who are disproportionately affected by this crisis, just as they have been marginalized from fair and stable housing. UHAB's CDFI, HomeOwnership Lending, helps ensure that a family is not denied the opportunity to purchase because they don't have the money to be an all cash buyer. This program makes small loans where other lenders are reluctant and in this way supporting our HDFC and Mitchell Lama co-op communities in continuing to provide affordable housing.

The interest in co-ops and our work is expanding not just in New York City, but in upstate New York where residents can securely remain in their mobile homes; to New Haven, CT where the nearly 50-year old Seabury Co-op struggles to keep up with its aging infrastructure; and to Seattle, WA where a new permanently affordable co-op is being created. UHAB is excited to be assisting a new City financed co-op development program in Oakland, CA and we continue to meet with organizations and officials in other cities who are seriously considering the limited-equity model.

We have come a long way and welcome our next chapter of growth.

Sincerely,

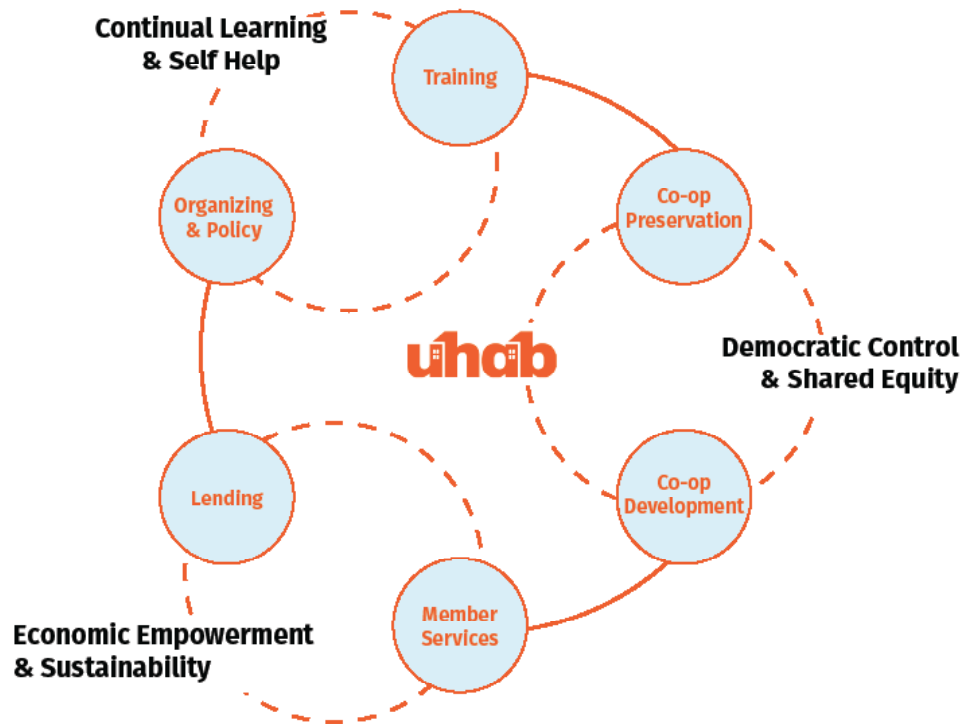
A handwritten signature in blue ink, appearing to read 'A. Reicher', with a stylized flourish at the end.

Andrew Reicher, Executive Director

Community through Cooperation

UHAB empowers low- to moderate-income residents to take control of their housing and enhance communities by creating strong tenant associations and lasting affordable co-ops.

Our Principles



I. Continual Learning & Self Help

When residents take the lead on everything from creating, managing, and preserving their own co-ops to advocating for affordable housing policy reform, this not only improves buildings and neighborhoods, but it transforms lives as well. Ongoing education and training is the key to preserving affordable housing cooperatives and strong tenant associations.

II. Democratic Residential Control & Shared Equity

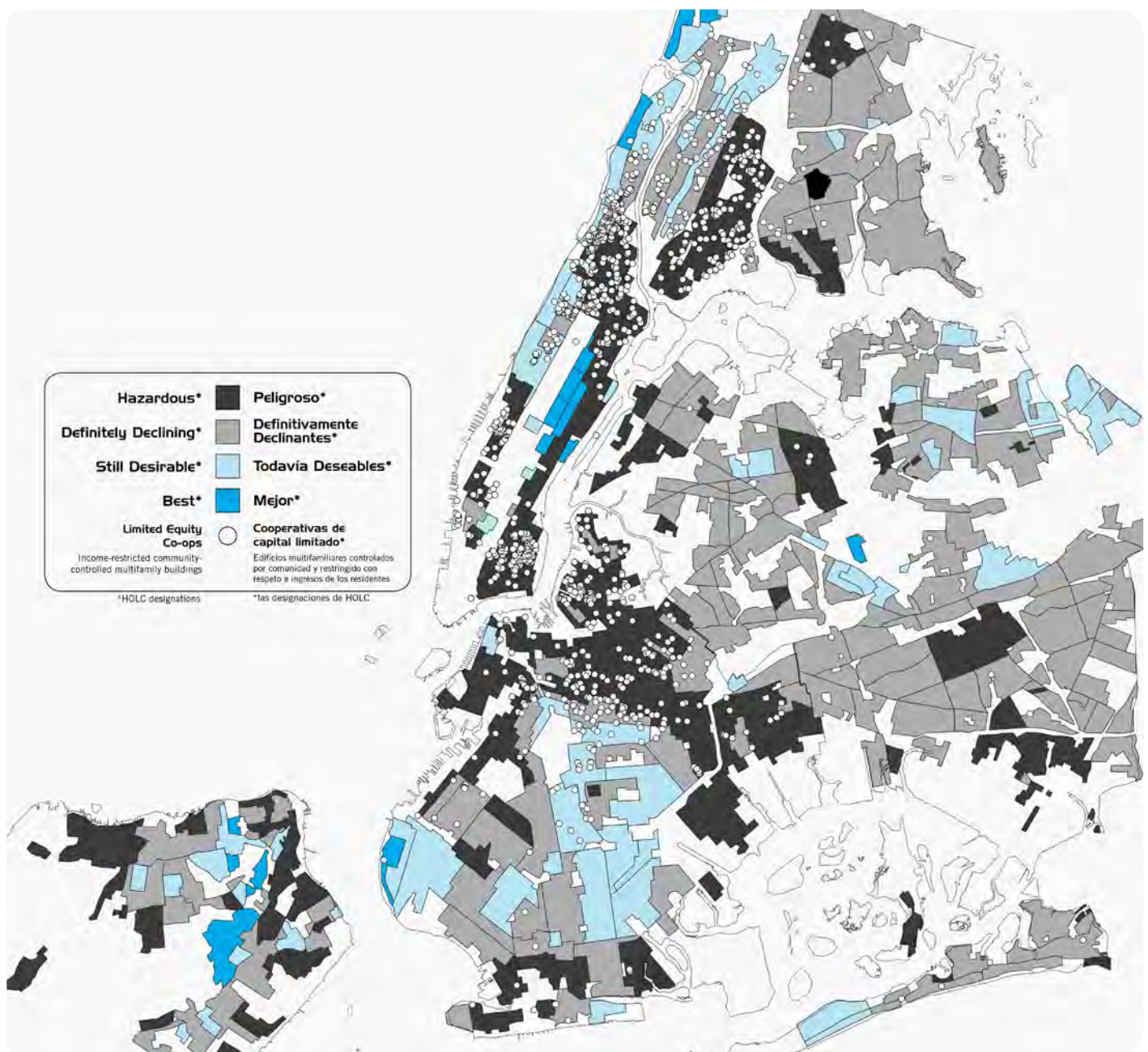
Transparent leadership and the participation of a majority of residents—each contributing unique skills and perspectives—make democratic governing and organizing possible. This collective control of housing helps prioritize a shared equity that keeps affordability manageable for future incoming residents.

III. Economic Empowerment & Sustainability

UHAB provides access to affordable, high-quality resources covering areas of energy, finance, democratic participation and education. These tools help residents maintain lower costs of living while helping to demystify financial technicalities. With support and guidance, all residents should be able to read and manage their finances, in order to make informed decisions about their operating costs.

Housing Justice is Racial Justice

This map overlays the location of modern-day HDFC co-ops with redlined neighborhoods from the 1930s. Redlining was a discriminatory housing practice that devalued neighborhoods where people of color lived and made it difficult for people of color to secure safe, affordable housing. In this map, the deepest shade of grey represents the least economically desirable neighborhoods. In the 1970s and 1980s, landlord abandonment and arson led to City foreclosure on thousands of occupied buildings in these same neighborhoods, creating the conditions for the self-help housing movement and the creation of thousands of HDFCs.



Through organizing and self-help initiatives, community-controlled housing arose as a way for low-income people and people of color to take control of their housing solutions when the government and private sector would not. Today, neighborhoods like Harlem, the South Bronx, and Central Brooklyn still struggle with the legacy of redlining; high air pollution, increased heat waves, higher poverty rates, and gentrification all threaten to displace longtime residents from neighborhoods that were once widely abandoned.

Through it all, community control remains a tool to provide New Yorkers with decent, affordable housing. HDFC co-ops are anchors in their neighborhoods, providing a safe haven to raise families and age in place. Tenant unions build power among renters and win victories like stronger rent laws.



Through our work, UHAB helps people of color control, manage, and improve their homes. We know from experience that most of the low- to moderate- income residents in the buildings we serve are Black or Latinx. Our goal is to have as many people from the communities we serve reflected in our organization's leadership and programs.

Currently, around 60% of our Board and program staff are people of color, and more than half of our organization is bilingual in English and Spanish, fulfilling an essential need for our Spanish-speaking HDFC board members and residents. We provide our technical assistance, homeownership advisement, energy advisement, bookkeeping services, quarterly newsletter, and entire training curriculum in both English and Spanish.

UHAB BY THE NUMBERS: 2019

125 fair elections monitored
in practice of democratic
community control



9 HDFCs
adopted solar,
bringing the total
number to
28

3,500,000 tenants protected
under stronger rent laws



115 budgets planned to
preserve HDFCs' financial
stability & affordability



5
affordable
homeowner-
ship loans
totaling
\$242,011

203
trainings for
affordable
co-op
residents

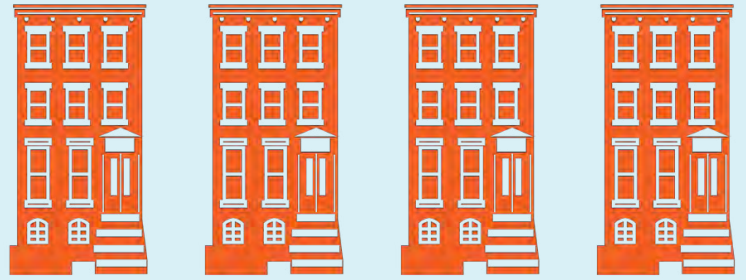


\$9,197,000
secured in loans to
help HDFCs make
capital
improvements



Our Co-op
Preservation
team helped
15 co-ops
secure necessary
loans to avoid City
foreclosure last year.

This represents over
350 families
that were able to
retain their equity
and control of their
homes through
technical assistance
and guidance
from
UHAB staff.



To date, UHAB is the
foremost developer of
limited-equity housing
co-ops in NYC. we have
developed **over**
1,300 units of
affordable housing
with the support of a
variety of City and State
programs.



FIRM BIO



ACETO LANDSCAPE ARCHITECTS

ALA is a process-driven, landscape architecture and urban design firm committed to thoughtful, creative intervention at the intersection of environment, economics, art, and culture. ALA was founded on the notion that great design is a product of careful listening, inclusive decision-making, and unrelenting passion for enduring built spaces. We believe landscape architecture lies at the nexus of the built form and the ephemeral qualities of an ever-changing environment. ALA's team offers a unique set of skills and perspective, well-equipped to harmonize and reconcile the roles and value systems of varied design disciplines. We integrate expertise and intuition to craft powerful places, built upon a commitment to resiliency and sustainability. Our studio's passion for craft and technical savvy affords us the opportunity to collaborate across a broad geographic range and myriad project scales from intimate private spaces to large-tract master plans.

ALA was founded in 2014 by Principal, Nick Aceto. ALA has 5 employees, all of which are landscape architects, licensed in the states of Maine, Massachusetts, New York and Colorado.

PROJECT TEAM KEY PERSONNEL



NICK ACETO, PLA, ASLA

ACETO LANDSCAPE ARCHITECTS

FOUNDING PARTNER, LANDSCAPE ARCHITECT | NA@ACETOLA.COM

Nick is a licensed landscape architect and urban designer with a deep passion for the creative process. Nick believes in landscape as a framework for organizing the patterns and behaviors through which we live. From the private garden to the region, Nick has the ability to recognize and translate patterns into visual narratives which tell the unique story of a place through built form. Nick grew up in Portland, Maine where he developed a deep appreciation for the rich and varied New England landscape, from rocky shorelines of the Atlantic to the forested peaks of the Appalachians. As both a consummate urbanist and adventure-seeking outdoorsman, Nick is intrigued by the interplay between urban form, economics, wild nature, and ecology.



CAITLIN ACETO, PLA, ASLA

ACETO LANDSCAPE ARCHITECTS

FOUNDING PARTNER, LANDSCAPE ARCHITECT | CA@ACETOLA.COM

Caitlin is a licensed landscape architect in the states of Maine, New Hampshire, and Colorado, who's passion for art and design began in the Chicagoland area where she was exposed to the architectural works of Frank Lloyd Wright and Olmsted's historic planned community of Riverside. Caitlin's project experience ranges in scale from circulation and wayfinding design at Grand Canyon National Park, to security barrier conceptualization for the Thomas Jefferson Memorial, to signage programming and design. Caitlin brings a distilled clarity to design that strives to embody the contextual heritage, textural richness and cultural integrity of place.



SETH KIMBALL, PLA, ASLA

ACETO LANDSCAPE ARCHITECTS

PRINCIPAL, LANDSCAPE ARCHITECT | SK@ACETOLA.COM

Seth has been practicing Landscape Architecture for over 15 years. He has a Bachelor's degree in Landscape Architecture from the University of Massachusetts Amherst. Seth's project experience includes serving as project manager/lead designer for a master plan for the new Al Guhair University in Dubai, the Al Ain Oasis Cultural Quarter Master Plan in Abu Dhabi, institutional experience including Phillips Andover Academy, Bates College, George Stevens Academy, and Southern New Hampshire University, and a range of residential project including homes in Texas, Idaho, Montana, New York, Arizona, and several throughout the northeast. Seth joined ALA in 2018, bringing to the practice his experience in civic, institutional, and residential projects. further ALA's commitment to achieve sustainable and resilient project outcomes.



LIST OF SELECT CURRENT & ONGOING OR COMPLETED ALA PROJECTS

ALA has been fortunate to have made meaningful contributions to a vast array of projects across a wide gamut of scales over the last 5-6 years. Below is an abbreviated list of select project examples intended to provide a sense of our professional skill set, experience, and range as a design studio. We would be happy to provide more information about any of the below projects upon request.

RESIDENTIAL

DBX 11 RESIDENCE	ASPEN, CO
WHITE HORSE SPRINGS RESIDENCE	ASPEN, CO
TELLURIDE AGUIRRE ROAD RESIDENCE	TELLURIDE, CO
PRIVATE RESIDENCE	SOUTH FREEPORT, ME
SHADOW MOUNTAIN CONDOMINIUMS	ASPEN, CO
SMYTH RESIDENCE	SNOWMASS, CO

COMMERCIAL/CAMPUS

100 FORE STREET OFFICE BUILDING	PORTLAND, ME
66 STATE STREET	PORTLAND, ME
LAAM 525 LIVE-WORK	BASALT, CO
HOTEL ASPEN	ASPEN, CO
MEMORIAL PLAZA	QUANTICO, VA
CUMBERLAND CLUB SITE PLAN	PORTLAND, ME
RIVERSIDE LIVE-WORK	PORTLAND, ME
WILLITS BEND LIVE-WORK	BASALT, CO
RED HAWK ELEMENTARY SCHOOL	ERIE, CO
CSU UNDERPASS STUDY	FORT COLLINS, CO
ANDERSON RANCH ARTS CAMPUS	SNOWMASS VILLAGE, CO

HOUSING & DEVELOPMENT

SCARBOROUGH DOWNS MASTER PLAN	SCARBOROUGH, ME
THE TREE FARM	BASALT CO
66 STATE STREET	PORTLAND, ME
BLOCK 11 MASTER PLAN	BRECKENRIDGE, CO
BROKEN COMPASS BREWERY	BRECKENRIDGE, CO
RIVERBEND COMMERCIAL CENTER	TIMNATH, CO
CUMBERLAND MULTI-GEN	CUMBERLAND, ME

PUBLIC

COMMERCIAL STREET TRANS. STUDY	PORTLAND, ME
LIBBYTOWN PLAYSCAPE	PORTLAND, ME
PORTLAND DOWNTOWN SQUARE	PORTLAND, ME
BASALT POST SIGNAGE	BASALT, CO
TOWN WAYFINDING SIGNAGE	BASALT, CO
BAYSIDE ADAPTS MASTER PLAN	PORTLAND, ME
ARBANEY PARK MASTER PLAN	BASALT, CO
BASALT OUR TOWN	BASALT, CO
TIMNATH COMMUNITY PARK	TIMNATH, CO
PACTS SMART CORRIDOR STUDY	PORTLAND, ME
LIBBYTOWN VISIONING	PORTLAND, ME
BERTHOUD PARKS & OPEN SPACE PLAN	BERTHOUD, CO

REFERENCES

CAITLIN CAMERON

CITY OF PORTLAND, URBAN DESIGNER
207-874-8901
CCAMERON@PORTLANDMAINE.GOV

"In my capacity as Urban Designer for the City of Portland, I interacted with Aceto Landscape Architects (ALA) on the 100 Fore Street project where they demonstrated thoughtful and creative design strategies for a challenging urban site. Speaking from my experience working with a diversity of landscape and urban design professionals in Southern Maine, I found ALA to have an innovative approach that demonstrates a value for and understanding of the role of public space and urban landscape for the livability and resiliency of cities and towns." - Caitlin Cameron

BRUCE HYMAN

CITY OF PORTLAND, TRANSPORTATION PROGRAM MANAGER
207-874-8717
BHYMAN@PORTLANDMAINE.GOV

"Aceto Landscape Architecture's compelling graphics as part of the Portland-South Portland Smart Corridor Plan effort in 2017 enabled the public to readily visualize the benefits and trade-offs of various transportation alternatives being considered and highlighted the opportunities those alternatives could also have for placemaking, a key goal of the Plan." - Bruce Hyman

RICH CIECIUCH

PROJECT WORKSHOP
970-729-0126
RICH@PROJECT-WORKSHOP.COM

"ALA is a key design collaborator in our design build approach, helping to navigate complex approval issues, participating seamlessly in the iterative design process that succeeds best when site attribute identification and organization melds with building design concepts. They are excellent listeners and always come back with creative and unexpected solutions. Community and Neighbor impacts of any development must be carefully contemplated and negotiated to a successful outcome, and ALA has all the skills and experience to shape and illustrate how new projects relate to the existing fabric of community and neighborhoods." - Rich Ciecuch

DAN BACON

DEVELOPMENT DIRECTOR MR.HOLDINGS
207.232.5154
DBACON@MR.HOLDINGS

MARK RUDOLF

PRINCIPAL / OWNER VELLUM ARCHITECTS
970 618 1889
MARK@VELLUMAD.COM

JAY CHACE

PLANNING DIRECTOR, TOWN OF SCARBOROUGH
207-730-4042
JCHACE@SCARBOROUGHMAINE.ORG

TROY MOON

CITY OF PORTLAND SUSTAINABILITY COORDINATOR
THM@PORTLANDMAINE.GOV
207.756.8362



THE DOWNS | 510-ACRE MASTER PLAN & TOWN CENTER SCARBOROUGH ME

ALA has worked collaboratively with Gorrell Palmer Consulting Engineers along with a large team of consultants and stakeholders in developing a master plan for this 500+ acre former harness racing facility. The project was recently granted a TIF agreement based in large part on the attributes ALA visualized in their plans for the proposed Town Center which included a 4 acre community park with music venue, playground, and sport courts.

KEY STAFF SERVICES STATUS REFERENCE

Nick Aceto, Seth Kimball
Master Planning, Urban Design, Landscape Architecture, Visualization
Planned
Jay Chace, Planning Director, Town of Scarborough | Jchace@Scarboroughmaine.org

ALA worked closely with an experienced Southern Maine builder to develop a neighborhood plan which begins to challenge conventional subdivision development rules with a compact pattern and highly walkable streetscape organized around a central woodland preserve which serves as a neighborhood playscape.

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FRONTRUNNER PARK

SCARBOROUGH ME

This third phase of The Downs master plan includes over 200 homes across a broad range of affordability including compact, lane-loaded single family and pocket homes as well as more than 75 apartment units and ground floor office space. The plan is organized around a series of small parks and a highly-walkable street grid.

KEY STAFF

Nick Aceto, Seth Kimball

SERVICES

Master Planning, Urban Design, Landscape Architecture, Visualization

STATUS

Permitted, Expected Construction Fall 2020

REFERENCE

Jay Chace, Planning Director, Town of Scarborough | Jchace@Scarboroughmaine.org



LAAM 525

BASALT CO

Aceto Landscape Architects worked closely with architect, owner and contractor on this urban infill development, providing creative streetscape and urban plaza design interventions. The project included 8 affordable residential units, 5,000 SF of commercial / light industrial space, parking, and integration with the town's transit system.

KEY STAFF

Caitlin Aceto, Nick Aceto

SERVICES

Landscape Architecture, Urban Design

STATUS

Under Way Summer 2020

REFERENCE

Glenn Rappaport | grappa@blackshack.net



FREEPORT LIVE-WORK

FREEPORT ME

Freeport Live-Work is a community master plan envisioned as a series of mixed-density neighborhoods including more compact, single-family pocket homes as well as mixed-use townhomes and commercial-office buildings

KEY STAFF	Nick Aceto, Caitlin Aceto
SERVICES	Landscape Architecture, Urban Design, Planning
STATUS	Planned
REFERENCE	Undisclosed



BASALT ON-CALL PLANNING

BASALT CO

ALA was tasked with the study of two parcels within the Town of Basalt Growth Management Area for feasibility of alternative 'affordable' housing development options. ALA explored options for pocket neighborhoods, compact lot scenarios, and consolidation of infrastructure as a means to offset development cost and in turn reduce home pricing.

KEY STAFF

Lisa Cowan, Caitlin Aceto

SERVICES

Landscape Architecture, Visualization

STATUS

Planning Document Complete 2016

REFERENCE

Undisclosed | Undisclosed



BRECKENRIDGE SUSTAINABLE COMMUNITY

BRECKENRIDGE CO

ALA provided master planning, urban design and landscape architecture services for the larger mixed-use community surrounding the Broken Compass Brewery site in Breckenridge, Colorado.

KEY STAFF	Nick Aceto, Caitlin Aceto
SERVICES	Landscape Architecture, Visualization
STATUS	On-Hold
REFERENCE	Rich Ciuciuch, Project Workshop



RAISE-OP | BLAKE STREET CHARETTE LEWISTON ME

ALA worked collaboratively with this Lewiston CO-OP via a series of charrettes and workshops to help develop a plan for a new CO-OP building which could be replicated across a number of typical infill sites across Lewiston. Working with residents, ALA and BILD Architecture built consensus around parking, site utilization, program, and amenities.

KEY STAFF	Nick Aceto, Caitlin Aceto
SERVICES	Site Planning, Urban Design, Public Engagement
STATUS	Planned, On-Hold
REFERENCE	Craig Saddlemire, Evan Carroll



RAILROAD SQUARE LIVE-WORK YARMOUTH ME

Situated on a former commercial shipping yard between an existing railroad corridor and historic Main Street, Railroad Square is conceived as a compact, walkable, mixed-use residential community which celebrates the site's historic commercial character while testing new models for living and working.

KEY STAFF	Nick Aceto, Caitlin Aceto
SERVICES	Landscape Architecture, Site Planning
STATUS	Planned
REFERENCE	Kevin Bunker, Alex Jaegerman



JAX SCHOONER HEAD EAST CO-HOUSING

BAR HARBOR, ME

The Jackson Laboratories is an institution with a long history in Bar Harbor and one of the State of Maine's largest employers. ALA was tasked with developing a site inventory and analysis and conceptual master and site plans for employee and guest housing on a 36.5 acre parcel directly adjacent to the main campus.

KEY STAFF	Nick Aceto
SERVICES	Site Planning, Urban Design
STATUS	Planned, Under Way
REFERENCE	John Fitzpatrick



WILLITS BEND | LIVE-WORK COMMUNITY

BASALT CO

ALA has worked closely with Black Shack Office to develop plans and visualization for expansion of this live-work community in Basalt, CO. The community is comprised of 6 buildings with commercial, light-industrial space on the ground floor with tenant-finish residences above.

KEY STAFF	Nick Aceto
SERVICES	Master Planning, Urban Design, Landscape Architecture, Visualization
STATUS	Completed 2019
REFERENCE	Glenn Rappaport



LIBBYTOWN PLAYSCAPE

PORTLAND ME

ALA worked closely with the Libbytown Neighborhood Association to provide conceptual design and visuals for a new playground planned in Dougherty Field Park in Portland. Due in large part to ALA's imaginative design in conjunction with the neighborhood association's proposal, the project was awarded more than \$130,000 in CDBG funding in 2018 through the competitive selection process with the City of Portland.

KEY STAFF	Nick Aceto, Caitlin Aceto
SERVICES	Landscape Architecture, Visualization
STATUS	Under Way Summer 2020
REFERENCE	Ethan Hipple, Zack Barowitz

Blackstone Senior Living

Location: Falmouth, Maine

Completion Date: February 2018

Size: 15,000 square feet new

Program: 19 units new, 1-bedroom, and 2- bedroom apartments to Passive House performance levels; plus significant rehabilitation of 20 existing units

Cost: \$185 / sf

Scope: New Construction and rehabilitation

Reference:

Catherine Elliott

Avesta Housing

(207) 553-7780

CElliott@avestahousing.org





48 Union Wharf | Portland, ME. 04101 | tel. 207.772.6022

www.archetype-architects.com

Company Background and History

Archetype Architects has, since 1983, developed an extensive portfolio of building projects in Maine and New England. We are a commercial architectural firm specializing in business, retail and housing developments. Our areas of service include master- planning, architectural design, and interior design. Prior to 1983 David Lloyd and Bill Hopkins maintained separate practices after having begun their careers in Boston and New York, respectively.

Archetype regularly designs and completes commercial projects in a very diverse field of typologies. Everything from hospitality and multi-family residential to offices and light industrial projects is well within our purview.

Personnel:

Principals: David Lloyd
William Hopkins

Architects: David Mele
Barry Yudaken
Virginie Stanley
Katherine Detmer
James Broadbent

Architectural Associates: Michael Hutchins
Mike Coyne
Devin Cough

Architectural Interns: Maryna Nelson
Sam Berry

Interior Designer: Sally Anderson

Office Manager: Susan Geffers

Registration Status:

Maine, New Hampshire, Massachusetts, Connecticut, New York, New Jersey, RI and US Virgin Islands

Professional Affiliations:

National Council of Architectural Registration Board
International Building Code
National Fire Protection Association

RELATED PROJECT EXPERIENCE

Archetype has provided Design Services for the following residential projects.

Project & Location	Type of Project	Client
Osprey Circle S. Portland, ME	48 Units Apartments 2 large multi-unit buildings	Kevin Bunker - Developers Collaborative (207) 766-1632 - bunker.kevin@gmail.com
Oriole Way Ellsworth, ME	50 Units Apartments 7 Buildings, Flats and Townhouses	Kevin Bunker - Developers Collaborative (207) 766-1632 - bunker.kevin@gmail.com
Webster Point Orono, ME	15 Units Condos 7 Buildings Townhouses	Kevin Bunker - Developers Collaborative (207) 766-1632 - bunker.kevin@gmail.com
Summer Street Gardiner, ME	15 Units Apartments 2 Buildings, Flats and Townhouses	Kevin Bunker - Developers Collaborative (207) 766-1632 - bunker.kevin@gmail.com
Minot Ave. Auburn, ME	36 Units Apartments 3 Buildings, Flats and Townhouses	Kevin Bunker - Developers Collaborative (207) 766-1632 - bunker.kevin@gmail.com
Maple Street Augusta, ME	29 Units Apartments 3 Buildings, Flats and Townhouses	Kevin Bunker - Developers Collaborative (207) 766-1632 - bunker.kevin@gmail.com
Deering Place Portland, ME	75 Units Apartments	Avesta Housing (207) 553-7780
Motherhouse Portland, ME	88 Units Elderly Apartments	Kevin Bunker - Developers Collaborative (207) 766-1632 - bunker.kevin@gmail.com
Fox School S. Paris, ME	12 Units Elderly Apartments	Avesta Housing (207) 553-7780
Larrabee Commons Westbrook, ME	38 Units Elderly Apartments	Christopher LaRoche – Westbrook Housing (207) 854-6805-claroche@westbrookhousing.org
Millbrook Estates Westbrook, ME	38 Units Elderly Apartments	Christopher LaRoche – Westbrook Housing (207) 854-6805-claroche@westbrookhousing.org
St. Ignatius Sanford, ME	66 Units Apartments	Kevin Bunker - Developers Collaborative (207) 766-1632 - bunker.kevin@gmail.com
Eliot Housing Eliot, ME	38 Units Elderly Apartments HUD	David Bateman - Bateman Partners, LLC (207) 772-2992-David@batemanpartnersllc.com
Carleton Street Portland, ME	37 Units Apartments	Avesta Housing (207) 553-7780
Huse School Bath, ME	58 Units Apartments	Nathan Szanton - The Szanton Company (207) 8719811- nszanton@szantoncompany.com
Hodgkins School Augusta, Me	47 Units Apartments	Amanda Bartlett - Augusta Housing amanda.bartlett@augustahousing.org
134 Washington Ave. Portland, ME	18 Units Veterans Housing	Avesta Housing (207) 553-7780

RELATED PROJECT EXPERIENCE

Archetype has provided Design Services for the following residential projects.

Project & Location	Type of Project	Client
Village Green Cumberland, ME	38 Units Apartments	David Bateman - Bateman Partners, LLC (207) 772-2992-David@batemanpartnersllc.com
Sanford Mill Sanford, ME	36 Units Apartments	Northland Enterprises, LLC Rex Bell
Danforth on High Portland, ME	30 Units Apartments	Random Orbit, Inc. Peter Bass
Hyacinth Place Westbrook, ME	37 Units Apartments	Avesta Housing (207) 553-7780
Sullivan School Apartments South Berwick, ME	34 Units Apartments	David Bateman - Bateman Partners, LLC (207) 772-2992-David@batemanpartnersllc.com
Emery School Apartments Biddeford, ME	24 Units Apartments	Avesta Housing (207) 553-7780
The Mill at Saco Falls Biddeford, ME	66 Units Apartments	The Szanton Company (207) 8719811- nszanton@szantoncompany.com
Spring Crossing Elderly Housing Westbrook, ME	34 Elderly Apartments	Christopher LaRoche – Westbrook Housing (207) 854-6805-claroche@westbrookhousing.org
53 Danforth Portland, ME	43 Units Apartments	The Szanton Company (207) 8719811- nszanton@szantoncompany.com
Walker Terrace Portland, ME	40 Units Apartments	The Szanton Company (207) 8719811- nszanton@szantoncompany.com
Casco Terrace Portland, ME	27 Units Apartments	The Szanton Company (207) 8719811- nszanton@szantoncompany.com





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Acorn Engineering, Inc. is a Portland-based civil and environmental engineering firm of nine full-time employees and four construction inspectors. Acorn's team has a diverse portfolio providing Maine with quality engineering and environmental services as well as state-wide construction administration on behalf of the Maine Department of Transportation.

A cornerstone of Acorn Engineering is the attention to quality and exceptional level of service on every project, regardless of size. Our engineers and scientists pride themselves on their extensive experience, which is backed by a broad knowledge of civil and environmental engineering practices from smaller residential projects to larger commercial projects that integrate environmental assessment and site redevelopment.

Acorn Engineering has demonstrated the ability to breakdown and synthesize widely disseminated regulations into accepted engineering practices and practical site assessment and development. As a result of Acorn's efforts, the Cumberland County Soil & Water Conservation District recently recognized Acorn as the Contractor of the Year. This was the first award associated with the nationally recognized Long Creek Restoration Project and the first time the Cumberland County Soil & Water Conservation District ever recognized an engineering firm as their Contractor of the Year.

Acorn's expertise covers the areas of: civil/site design, evaluation, development, and permitting; and construction phase services such as construction administration, construction documents, project bidding, and site inspection including erosion and sedimentation control. Acorn's experience also includes the field of environmental engineering and compliance such as: Phase I and Phase II environmental site assessments, soil and groundwater remediation planning and design; Maine's Voluntary Response Action Program (VRAP); and stormwater treatment system design and permitting.

Acorn's engineers have designed, permitted, and overseen construction on numerous single-family and multifamily residential projects including traditional subdivision designs featuring on-site sewage/septic disposal and drilled wells. Furthermore, Acorn has demonstrated extensive experience and capabilities with municipalities, the Maine Department of Transportation (MDOT), Maine Department of Environmental Protection (MDEP), soil & water conservation districts, conservation commissions, municipalities, and the private sector on environmental and site development projects as demonstrated by the following:

- Listed on Maine DEP's Pre-Qualified Vendor List for Environmental Consulting Services
- Listed on Maine DOT's Pre-Qualified Consultants for eight service areas (listed under Section I.D)
- Cumberland County Soil & Water Conservation District Contractor of the Year for work on the Long Creek Restoration Project

- **Public Works Redevelopment – Meeting House Hill**

Over the past two years, Acorn Engineering has worked in close association with the City of South Portland, neighbors, and private clients on the redevelopment of the former Public Works facility. The 6-acre site is nestled in the middle of the Meeting House Hill residential neighborhood and is currently



a mix of storage buildings, fuel fill stations, miscellaneous stockpiles, and pavement. The site will be redeveloped into a mix of multifamily townhomes and single-family dwellings comprising 38 units along with a public park and community gardens.

In addition to the environmental remediation, Voluntary Response Action Program (VRAP), and other environmental considerations given the previous land use, the project is subject to a Maine DEP stormwater management law. The redevelopment design results in a reduction in impervious area of over 50% and reduces land use intensity across the site. Though not required, several stormwater BMP's have been implemented into the site as a best practice, further attenuating and treating stormwater runoff. In addition to the significant redevelopment plan, Acorn has designed an infrastructure plan to separate the storm and sewer mains. This will include installing 400 feet of new storm drain along the existing O'Neil Street right-of-way and 700 feet of new storm drain along the proposed O'Neil Street right-of-way extension. Overall, this effort will reduce the effects of combined sewer overflows (CSO) into Casco Bay which occur due to wet-weather events and the wastewater treatment plant's inability to provide capacity for both storm and sanitary sewer flows.

As part of this project, Acorn held a multitude of meetings with the City including the assistant City manager, the former Mayor, the entire planning division, and the chief engineer of Public Works. Furthermore, Acorn has collaborated with department heads of the Fire, Parks, Public Works, and Water Resource departments to ensure a feasible and ideal project for all parties. As a result, the process was truly a collaborative effort with a number of stakeholders weighing in on the design.

- **Munjoy Heights**

Acorn provided civil/site engineering and permitting for the design of Munjoy Heights – a six townhome, 29-unit development on the steep slopes of Munjoy Hill in the City of Portland. Acorn designed and developed construction drawings for the sanitary sewers, storm drains, water mains, driveways and pedestrian circulation, retaining wall locations, building locations, and drainage infrastructure to be built in compliance with City standards.



A key component to the project was coordinating with the City on the future combined sewer separation project and the site's overall stormwater management. Additionally, discussions with neighbors and stakeholders were paramount in the project's success.

The innovative urban infill project compliments the Munjoy Hill neighborhood with a communal design and plentiful native landscaping that replaced invasive species which previously dominated the eroding banks prior to the development. The \$22 million project features a courtyard, terraced landscaping, a Portland Trails-maintained path that connects the redevelopment to the existing trail system, and low impact development (LID) techniques that meet MDEP Chapter 500 regulations. The stormwater management includes an underdrained sand filter and chambers that detain and treat stormwater on site in tandem with strategically placed rain gardens.

The project required extensive coordination and collaboration between the client, City of Portland, Portland Trails, the structural engineer, the architect, and the contractor to successfully complete the project with the first “woonerf” in the state and maintaining the existing public walking path through the property.

- **200 Valley St**

Working with Avesta Housing, Acorn Engineering provided civil engineering and permitting for Avesta's 60-unit project in the St. John Valley neighborhood. This urban infill project replaces the existing single-family house and abutting vacant lots into new affordable housing opportunities with two levels of covered parking, amenities, and a rebuilt project frontage with new sidewalks, street trees, and bicycle hitches.



As part of the project, Acorn developed a transportation and parking analysis to ensure that the provided parking will adequately serve the redevelopment. Furthermore, the design team identified and implemented multiple strategies to encourage residents to efficiently utilize the many modes of transportation available on the Portland peninsula.

- **Little Dolphin Drive & Jocelyn Place**

In collaboration with the South Portland Housing Authority and Risbara Holdings, Acorn provided civil engineering design and permitting of a multi-use subdivision at the end of Little Dolphin Drive in Scarborough. Proposed uses include a two-story office building and a three-story 60-unit senior housing facility with associated parking and landscaped areas.



In addition to a voluntary neighborhood meeting, the project went through a 3-step master plan phase with the Town of Scarborough in which the project was collaborated on with Planning Staff, the Planning Board, and neighbors.

The project is subject to Maine DEP and US Army Corps permits. To adequately treat stormwater on the site, Acorn has designed multiple stormwater BMPs meeting Maine DEP Chapter 500 regulations resulting in a low impact design.

- **89 Anderson Street**

In collaboration with Redfern properties and the East Bayside neighborhood, Acorn developed the civil/site engineering design of a mixed use 53-unit redevelopment of an existing under-utilized, urban infill lot in the East Bayside neighborhood. Acorn's scope of services included in the initial phase applying for and obtaining a zone change and



conducting Phase I and Phase II Environmental Site Assessments to evaluate potential environmental contamination at the site.

After conducting the environmental remediation efforts, Acorn developed the site layout and design of sanitary sewers, storm drains, water mains, site driveway, retaining wall locations, building locations, parking lot design, building drainage structures, utility connections and landscaping plan (with a landscape architecture subconsultant) to meet the City of Portland Technical Standards. Acorn also integrated sidewalk and improvements associated with the project into the City's Anderson Street ByWay project. Furthermore, the project team worked with a non-profit organization, the Telling Room, to provide public art along the Fox Street streetcape in lieu of traditional fencing.

Overall, the project established an important mixed use building on a prominent corner lot adjacent to Kennedy Park which contains popular recreation space. The building houses a restaurant and the Gear Hub bicycle school on the first floor with residential apartments above which encourages an active street presence with housing, goods, and services that help tie the neighborhood together and keep eyes on the street.

- **667 Congress Street – The Hiawatha**

The \$28 million project included the civil/site engineering design for the 8-story, first floor retail and 139-unit apartment building on Congress Street in Portland. Vehicle parking is served by two levels with separate access from Vernon and Avon St. The project featured building and site design in an historic district adjacent to Longfellow Square.

Services included, but is not limited to, permitting with the City of Portland, layout and design of sanitary sewers, storm drains, water mains, pedestrian and vehicle entrances, building locations, parking lot design, and parking garage grading and drainage. Acorn provided significant coordination between the Architect, Structural Engineer, Geotechnical Engineer, Construction Management Company, Owner, and the City.





CREDERE

ASSOCIATES, LLC

Brownfield Assessment & Cleanup

Credere specializes in redevelopment planning, engineering, and environmental sciences with a goal of providing services that positively impact the community, economy, and environment using Smart Growth principles. Credere is SBA certified 8(a); DOT certified DBE in ME, NH and MA; and Self-Certified EDWOSB/WOSB.

The word “credere” means “to believe” in Italian. Credere is also an acronym for community revitalization, economic development, environmental remediation, and engineering. It was very important to Theresa and Rip Patten when naming the company that the name communicates something more than crediting the owners. The name should embody the company mission: what the company believes, what it aspires to do for its clients, and the means through which it can be achieved. To us, Credere is the perfect name. We believe that we can use our engineering education and our knowledge of environmental remediation to help our clients achieve community revitalization by successful completion of redevelopment projects. It is our small way to make the world a little better. Credere works with planning commissions, municipalities, economic development boards, private developers, and local and federal government agencies to overcome environmental issues that are hindering the redevelopment process.

Credere’s mission is to provide services that positively impact the community, economy, and environment that our clients and employees work, live and play.

Credere has extensive experience in completing long-term, sustainable Brownfields Programs and private redevelopment projects, which use smart growth principles. The projects include various tasks, such as, environmental assessment, re-use planning and remediation and redevelopment engineering.



Marada Adams School – 48 Moody Street, Portland, Maine

The 1.5-acre Marada Adams Community School was used as an educational facility from 1958 until 2006, when the school was closed and the property was vacated. Historically, the property contained a complex of buildings occupied by the Portland Railroad Company and a trolley railroad crossed the middle of the site. During the late 1800s, a portion

of the property was also used as the Burgess, Forbes & Company White Lead & Color Works facility (a can and hand grenade manufacturer). Credere performed a Phase I assessment at the property in anticipation of a transfer of ownership from the City of Portland to a private non-profit affordable housing developer, AVESTA Housing. Following the sale of the property, Credere performed Phase II activities to investigate potential hazardous building materials and contaminated soil. Based on the Phase II data, the developer was able to anticipate concerns with worker and future residential exposure, and waste soil disposal. Credere helped the development team minimize the financial and logistical impact of these issues through the re-design of the site layout, enrollment in the Maine DEP VRAP program, and attainment of a \$200,000 Brownfields cleanup grant. Between 2012 and 2013, Credere oversaw the remediation of hazardous building materials, contaminated soils, and the redevelopment of this site into 16 units of affordable homeownership housing, a public greenway and a playground. The project transformed an underutilized Brownfields site located in an otherwise vibrant neighborhood and returned it to the community.



Thornton Heights Commons – 611 Main Street, South Portland, Maine

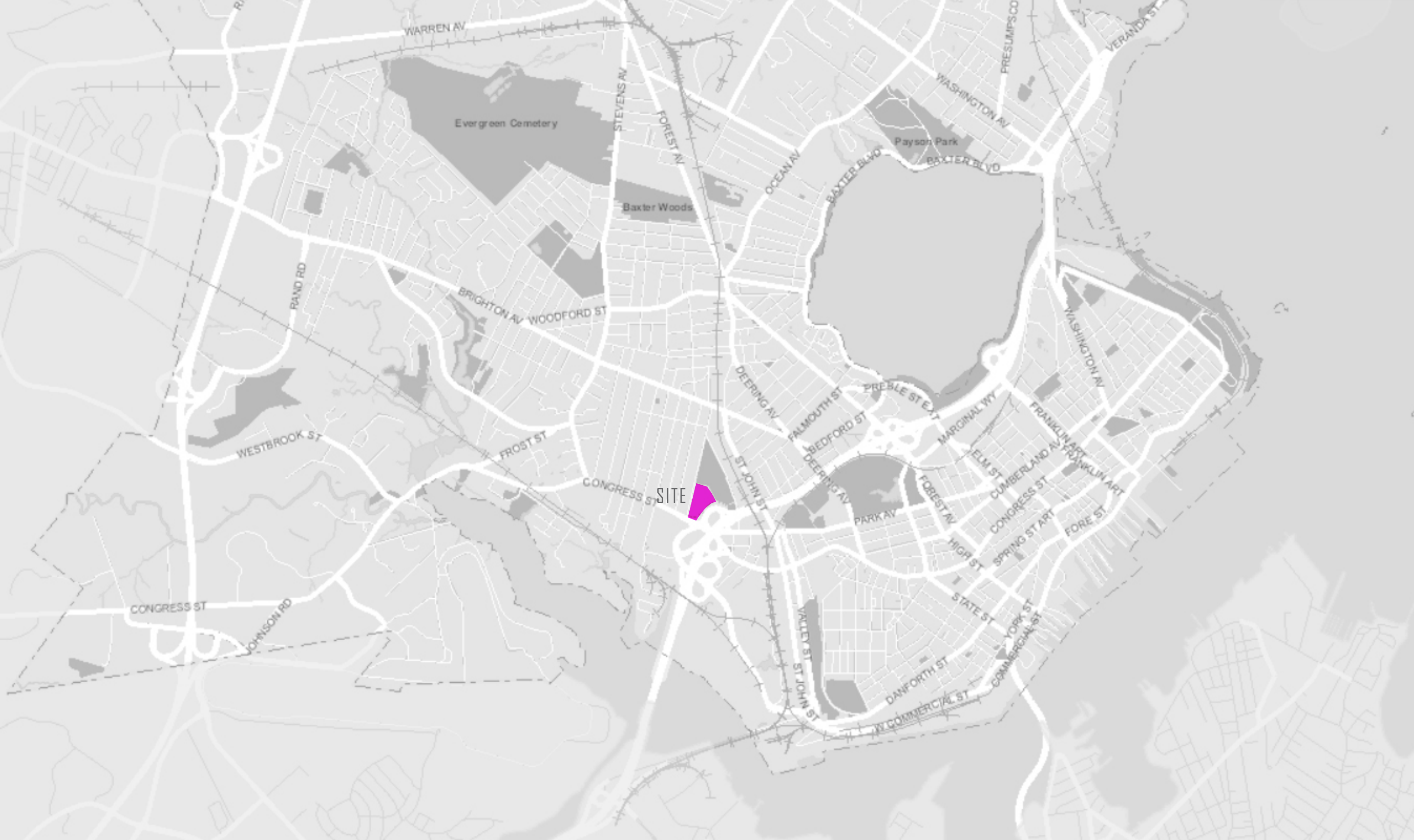
The South Portland Housing Authority acquired the former St. John parish church, rectory (i.e. a residence for clergy), and a church school in Thornton Heights or South Portland, Maine. The buildings on the 1.81-acre site were severely dilapidated and contained substantial hazardous

building materials including lead, asbestos, and PCBs, and soil was contaminated from lead paint around all of the Site buildings. Credere performed several phases of environmental investigation, geotechnical investigation, assisted the housing authority in obtaining a \$500,000 EPA Brownfields cleanup grant, and cleanup and redevelopment planning. In 2020, Credere oversaw the solicitation of bids from cleanup contractors and subsequently implemented the abatement and remediation of the site, demolition of the Site buildings, and preparation of the site for redevelopment. The project is currently moving to construction of a 46,000 square foot four-story mixed-use affordable housing projected that will include parking for seventy vehicles,

a 10,000 s.f. community open space, and three new single-family house lots. The building will consist of 42 apartments on the three upper floors, a community space, and 7,000 s.f. of commercial space on the ground floor.

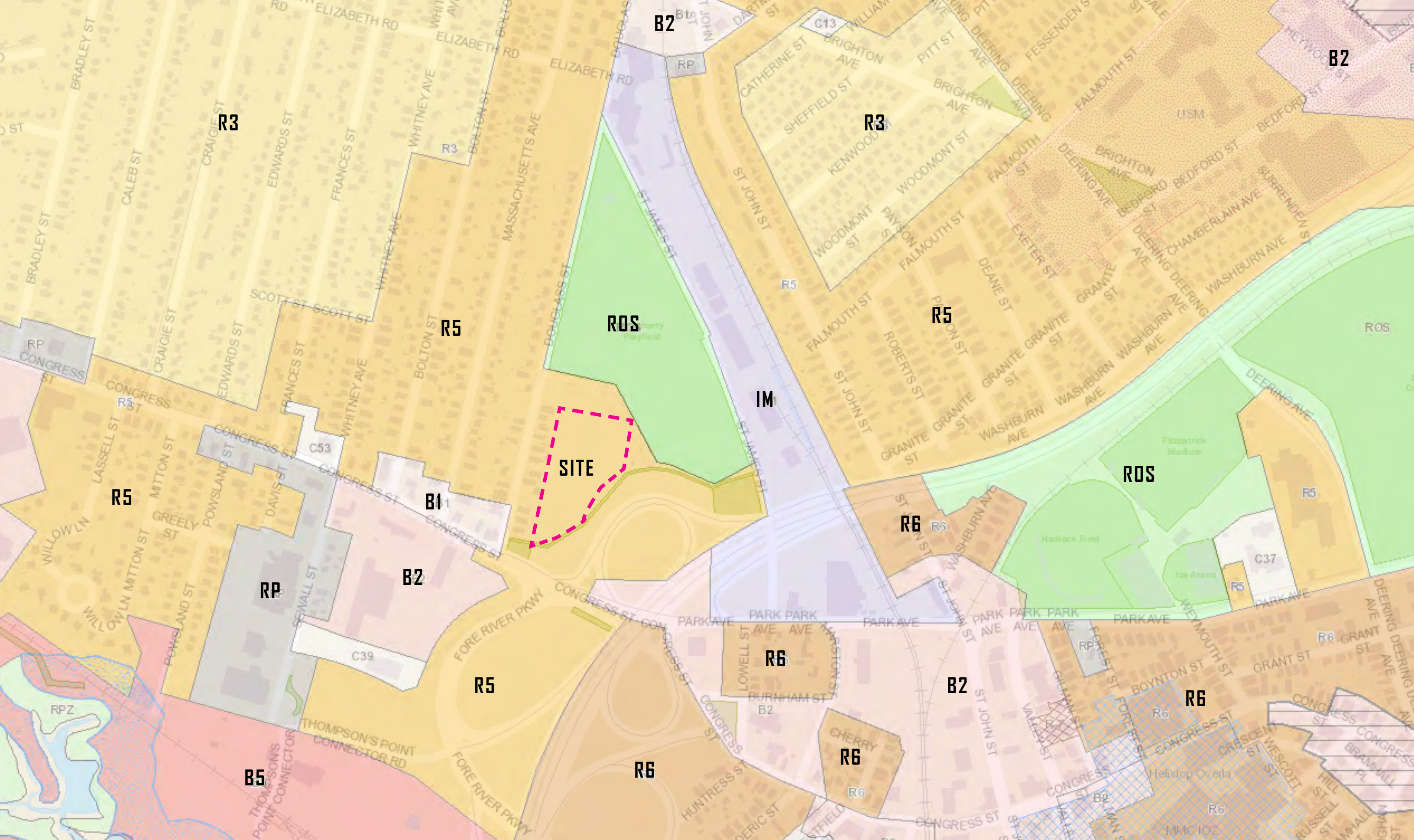
State Street School – 261 Center Street, Brewer, Maine

The State Street School was a 6,630-square foot two-story building that was constructed in 1948. The Site building was operated as an elementary school from 1948 until June 2011 and was vacant thereafter. Based on assessment work completed at the Site by Credere and others, asbestos, lead, and universal and/or hazardous waste were considered to be contaminants of concern. Credere assisted the City in remediation planning and environmental clean activities, which included abatement and removal of asbestos; universal, special, and hazardous waste; and lead-based paint building debris in accordance with the Maine DEP VRAP. To support the redevelopment of the Site, Credere completed a geotechnical engineering evaluation and provided recommendations for the design and construction of the 48-unit Community Housing of Maine (CHOM) affordable housing development. This was the first multi-family passive building in ME and in New England, and at the time, was the largest passive housing building anywhere in the country. As part of this work, Credere conducted a subsurface exploration program, which included laboratory testing, evaluating subsurface conditions, and completing geotechnical engineering analyses including settlement and bearing capacity calculations and limited stability assessment of proposed excavations.





SITE





SITE

TRANSIT STOP

TRANSIT STOP





DOUGLASS STREET

EXISTING HOMES, SINGLE AND MULTI-FAMILY

R.O.W.

TOTAL AREA
1.9 +/- ACRES

DOUGHERTY FIELD PARK

EXISTING TRAIL

I-295 INTERCHANGE

CONGRESS STREET



LAND USE SUMMARY			
BLDG	HT	UNITS	GSF
A (CO-OP)	3ST.	12	~11,760
B (CO-OP)	2 ST.	4	~4,080
C (CO-OP)	2 ST.	4	~4,080
D (CO-OP)	2 ST.	4	~4,080
E (CO-OP)	2 ST.	4	~4,080
F (CO-OP)	3 ST.	12	~11,760
G (CO-OP)	3 ST.	12	~11,760
H (CO-OP)	4 ST.	56	~63,964
TOTAL		108	~115,564

PARKING SUMMARY	
81 SPACES	(.75/UNIT)

LOT COVERAGE	
TOTAL ENVELOPE	~3.08 AC.
TOTAL BLDG COVERAGE	~40,230 SF
TOTAL IMPERVIOUS PAVING	~40,163 SF
TOTAL LOT COVERAGE	80,393 SF (~60%)

CONNECTION TO
BUS STOP

RAIN GARDEN

COVERED
PARKING/
BIKE PARKING

BLDG A
3-STORY
12 CO-OP
HOMES

BLDG B
2-STORY
4 CO-OP
HOMES

BLDG B
2-STORY
4 CO-OP
HOMES

BLDG B
2-STORY
4 CO-OP
HOMES

BLDG B
2-STORY
4 CO-OP
HOMES

BLDG F
3-STORY
12 CO-OP
HOMES

FUTURE PLAYGROUND LOCATION

DOUGHERTY FIELD
PARK

RAIN GARDEN

SHARED STREET

BLDG H
4-STORY
56 APARTMENTS

BLDG F
3-STORY
12 CO-OP
HOMES

FUTURE BASKETBALL LOCATION

APPROX. DEVELOPMENT ENVELOPE

POTENTIAL FOOD FOREST

EXIT 5

DOUGLASS COMMONS CO-OP+
OVERALL SITE PLAN

EXISTING LITTLE LEAGUE FIELD

NORTH

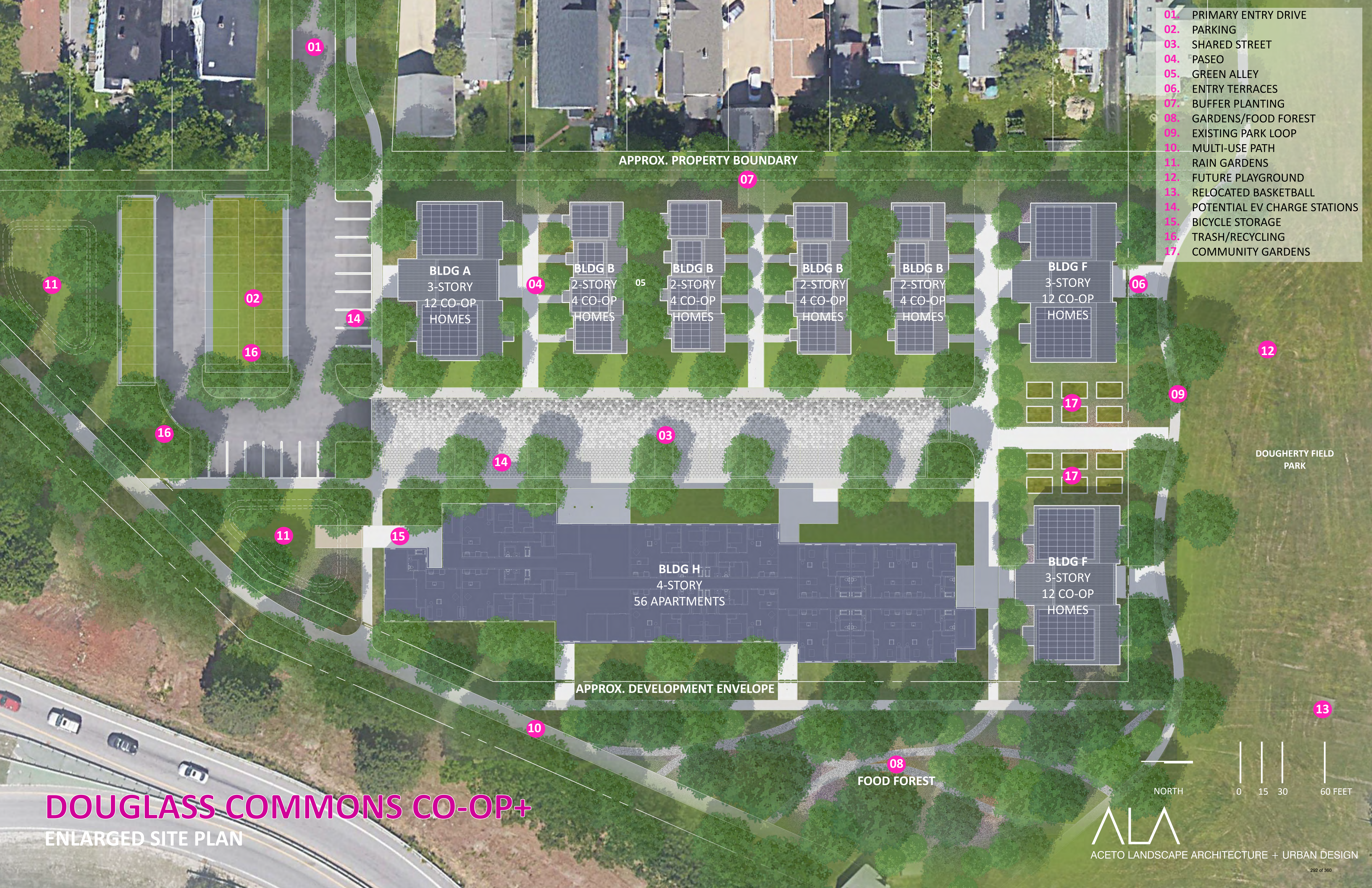
0153060 FEET

ACETO LANDSCAPE ARCHITECTURE + URBAN DESIGN

0153060

291 of 360

- 01. PRIMARY ENTRY DRIVE
- 02. PARKING
- 03. SHARED STREET
- 04. PASEO
- 05. GREEN ALLEY
- 06. ENTRY TERRACES
- 07. BUFFER PLANTING
- 08. GARDENS/FOOD FOREST
- 09. EXISTING PARK LOOP
- 10. MULTI-USE PATH
- 11. RAIN GARDENS
- 12. FUTURE PLAYGROUND
- 13. RELOCATED BASKETBALL
- 14. POTENTIAL EV CHARGE STATIONS
- 15. BICYCLE STORAGE
- 16. TRASH/RECYCLING
- 17. COMMUNITY GARDENS



DOUGLASS COMMONS CO-OP+

ENLARGED SITE PLAN

08
FOOD FOREST

NORTH



ACETO LANDSCAPE ARCHITECTURE + URBAN DESIGN



DOUGLASS COMMONS CO-OP+

PERSPECTIVE

ALA
ACETO LANDSCAPE ARCHITECTURE + URBAN DESIGN



Douglas Commons: 56 Unit Rental Housing Szanton Company, Maine Cooperative Development Partners 43 & 91 Douglass Street		
One-bedroom (28)	at or below 60% area median income	8
	at or below 50% area median income	12
	Market Rate	9
two-bedroom (17)	at or below 60% area median income	5
	at or below 50% area median income	7
	Market Rate	5
three-bedroom (10)	at or below 60% area median income	3
	at or below 50% area median income	5
	Market Rate	2
Total	at or below 60% area median income	16
Total	at or below 50% area median income	24
Total	Market Rate	16
Total Units		56

Douglas Commons: 52 Unit Cooperative Housing Szanton Company, Maine Cooperative Development Partners 43 & 91 Douglass Street		
One-bedroom (18)	at or below 100% area median income	7
	at or below 80% area median income	6
	at or below 60% area median income	5
	Market Rate	0
Two-bedroom (12)	at or below 100% area median income	5
	at or below 80% area median income	4
	at or below 60% area median income	3
	Market Rate	0
Three-bedroom (6)	at or below 100% area median income	0
	at or below 80% area median income	0
	at or below 60% area median income	6
	Market Rate	0
Three-bedroom Town Homes (16)	at or below 100% area median income	9
	at or below 80% area median income	7
	at or below 60% area median income	0
	Market Rate	0
Total	at or below 100% area median income	21
Total	at or below 80% area median income	17
Total	at or below 60% area median income	14
Total	Market Rate	0
Total Units		52

A. Developer

RFP 20068

Brian Eng
6 City Center, Floor 3
Portland, ME 04101
bri.d.eng@gmail.com
Phone: 413-262-2610
Fax: 207-899-4870

Alternative Contact:
Liz Trice
liztrice@gmail.com
Phone: 207-776-0921

B. Lambert Village Proposal (RFP 20068)

Overarching goal: "Beautiful, Sustainable, Attainable, High Performance Co-operative Village"

Lambert Village creates a pedestrian friendly, closely knit "pocket neighborhood" of highly energy efficient, family-oriented, factory-built, single-family-style homes and neighborhood amenities at the two sites totaling 13.39 acres at 165 Lambert Street in the North Deering neighborhood of Portland, Maine. Lambert Village will be structured as a limited-equity housing co-operative ("Co-op") developed by a partnership of highly experienced development and co-op professionals. We see this as a unique opportunity to use innovative legal, financial and design models to create an environmentally sustainable, family-oriented homeownership community with permanent affordability. Co-op housing communities are democratically owned and operated. From a governance and decision-making standpoint, co-ops are inherently the most participatory and collaborative form of housing. Traditional single family homeownership is autocratic. Condominium ownership is like a United Nations of autocracies. Co-op homeownership builds closer, more collaborative communities --- a village. The innovative, clustered landscape and building design of Lambert Village honors and supports these democratic and community building principles.

In addition to collaborative governance, the co-op structure permits innovative financing through the HUD Section 213 program. The favorable loan-to-cost, interest rate and amortization terms of Section 213 loans are far more supportive of the high-cost of new construction than conventional residential financing. Furthermore, the model deemphasizes individual credit scores by placing a blanket mortgage on the entire cooperative rather than individual mortgages on each home. We expect that Lambert Village will appeal primarily to renters who desire the control that homeownership affords but might otherwise have difficulty qualifying for a sufficient individual mortgage. Secondly, we imagine that Lambert Village will appeal to households that value the Village's innovative design and community characteristics. Finally, Lambert Village will form under the Maine Cooperative Affordable Housing Act (13 M.R.S. §§ 1741, et seq.) which is specifically designed to create permanently affordable housing consistent with the City's goals.

Proposed Use to Achieve the City of Portland's Goals

Market Demand (20 Points)

100% of Lambert Village's homes will be permanently affordable for households earning between 60%-100% of Area Median Income (AMI).

Economic Diversity (10 Points)

Lambert Village provides housing options which promote economic diversity in the neighborhood by serving a range of incomes. The ability to support economic diversity will be directly proportional to the City's ability to support the project through the contribution of land, tax increment financing, etc.

Age Inclusive (10 Points)

Lambert Village will provide age-inclusive housing. The homes of Lambert Village will be efficiently sized (~1,250 square feet) yet with enough bedrooms (3) and bathrooms (2) to serve young couples, families, empty nesters and multigenerational families. Co-op ownership, shared spaces, and management of the Co-op by the Cooperative Development Institute will cultivate community cohesion which will both benefit from and serve multigenerational households.

Impact on Surrounding Neighborhood: Project Design (15 points)

Our proposal is consistent with the design characteristics of the surrounding neighborhood. The 13.39 acre site is currently bounded by open space, single family homes and streets. By using a single family home form factor in an innovative “pocket neighborhood” site design, the structures will be consistent with existing homes. The site design offers separation from neighbors and the streets while also improving access to existing trails by creating green space and pathways connecting transit, trails, and sidewalks that are welcoming to existing neighbors, bikers, pedestrians, and children. Our site design preserves the existing wetlands and open space for wildlife. The site also offers the potential to create community center resources for the neighboring community if the Co-op and the City can agree on an appropriate partnership.

Amenities and unit design (10 points)

Amenities & unit design have been well thought out and are appropriate for residents. The layout of the neighborhood is intended to foster a sense of community and initiate interaction amongst home owners, while providing privacy and sense of personal ownership. Front porches and stoops face the green, cars are consolidated outside the communal green, and a network of trails connect to Washington Avenue extension transit stop as well as regional trail networks.

The current unit mix for the Co-op is twenty to forty-five 3br, 2ba, 1,250 sf single family homes depending on the success of rezoning as discussed below.

Applicant's ability to complete the project, including financial feasibility, development team experience, capacity, and timeframe for completion. (35 points total)

- **Readiness to proceed (15 points)** We have letters of commitment or interest from all projected sources of funding except where procurement rules disallow.
- **Track record of development team (10 points)** Every development team member has a successful track record with this type of project and at this scale.
- **Current capacity of development team (10 points)** Our development team members have exceptional depth of human and financial resources to complete this project.
See attachments for details.

Proposed Re-zoning

To accommodate the innovative clustering of single-family style homes in the attached plans, based on discussions with City Staff, we will likely require a contract zone (or a judgment by the planning board that the co-operative structure would classify the homes as Multifamily under the Zoning Ordinance). Alternatively, the project should also work as a R-3 or R-5 PRUD (which would require a form-factor change of some or all homes from single-family style to duplex style). Either approach should be financially feasible and create the maximum number of affordable homes while honoring the design characteristics of the surrounding neighborhood and the innovative site plan.

C. Financial Feasibility

Please note that the financial feasibility numbers are for a 20-home Phase 1. The site design also contemplates a Phase 2 of 26 homes for a total of 46 homes.

Prospective and Committed Sources of Funding & Letter from Lending Institutions

- Centennial Mortgage HUD Section 213 Loan - letter attached
- Share sales from prospective residents - equivalent of down payment on condo (Approximately \$4,300/unit, potentially variable by income level) - letter attached
- City of Portland Affordable Housing TIF (75% for 30 years) - letter not allowed
- City of Portland Housing Trust Fund (\$200,000 est.) - letter not allowed
- Maine Housing Community Solutions Grant (\$200,000 est) - letter not allowed

Attachments:

Attachment 1: Site Images

Site Photographs and Maps
Proposed Site Plan Rendering

Attachment 2: Letters of Interest and Support

Letters: Cooperative Development Institute, Prospective Residents, Centennial Mortgage

Attachment 3: Team Portfolios. Examples of prior projects that indicate the proven ability to develop a project of similar type and scale from a fiscal perspective.

Portfolios: Maine Cooperative Development Partners, BrightBuilt Home, Aceto Landscape Architects, UHAB, Cooperative Development Institute, Acorn Engineering.

C. Financial Feasibility cont. Development and Operating Budgets

Development Budget (20 Units in Phase 1)

Project Costs		Project Sources	
Land Acquisition	\$0	HUD 213 Loan	\$6,935,200
Construction	\$6,334,711	Co-op Member Equity	\$86,799
Soft Costs	\$782,139	Housing Trust + Community Solutions	\$400,000
Financing Costs	\$305,149		
Total	\$7,421,999		\$7,421,999

Operating Budget (20 Units in Phase 1)

Annual Income	
Income from Rents (after vacancy and concessions)	\$502,000
AHTIF Income	\$69,000
Total Income	\$582,000
Annual Expenses	
Admin: Advertising, legal, software	\$20,000
CDI Resident Services, Training	\$10,000
Utilities: Electricity, Water & Sewer, Internet	\$30,000
Replacement Reserve	\$15,000
Taxes & Insurance	\$100,000
Maintenance: snow, trash, landscape, repairs	\$20,000
Total Expenses before Debt Service	\$195,000
Net Income before Debt Service	\$387,000
Debt Service	\$375,960
Net surplus	\$40

D. Timetable

Provide an overview of how the proposal will be implemented. Include approximate schedule for completion of each element, closing, construction start-up, substantial completion, final completion, and occupancy. Include applications for public or private financing.

Month	
Jun 2020	RFP Deadline
Aug 2020	RFP Award. Obtain site control and commence market study, marketing and pre-sales. Start HUD Concept Package.
Oct 2020	Close pre-development funding
Nov 2020-Feb 2021	Start HUD Phase I application, Design & Permitting, HUD Processing. Create co-op docs, develop marketing materials, Apply for TIF and seek zone change.
April 2021	Apply for Housing Trust Fund and Community Solutions Grant
Sep 2021	Planning Board Review
Nov 2021-Apr 2022	Design Development and Construction Documentation, select Construction Manager
Mar -May 2022	Construction Bidding process
Jul 2022	HUD 213 Loan Closing, start construction (homes factory manufactured concurrently with site work)
Oct 2022	Doors open

E. Developer Capacity

Identify the qualifications and experience of the development team for the project including a list of previously completed projects similar to the proposed project. This team may include key staff of the developer, architect, general contractor and future property management. Also, discuss the ability to complete the project including the qualifications of the development team, management plan, experience, capacity, project readiness to proceed, and timeframe for completion. Examples of prior projects that indicate the proven ability to develop a project of similar type and scale from a fiscal perspective.

We have assembled an experienced and qualified team where every core member of this team has completed projects of this size and scale. Project completion is projected for Fall 2022.

Team Member	Company	Role	Similar Projects Completed
Brian Eng	Maine Cooperative Development Partners	Developer	M North in Orlando, 288-units in Orlando, Florida. https://www.mnorthorlando.com/ , Master developer of city-owned land on the former Maine Energy Recovery Corp. in Biddeford
Liz Trice	Maine Cooperative Development Partners	Developer	645 Congress Street (with Shinberg/Alfond), Danforth on High, 58 Boyd
Matt Peters	Maine Cooperative Development Partners	Developer	Involved in over a dozen affordable housing developments in Southern Maine and New Hampshire including Deering Place and Park Street Apartments
Parlin Meyer	BrightBuilt Home (an affiliate of Kaplan Thompson Architects)	Architectural Designer	Over 60 BrightBuilt factory-built homes completed and over 100 designed and planned
Mike White	Island Carpentry	Builder	Eco-Village One, Bath ME (http://island-carpentry.com/eco-village-one/)
Nick Aceto	Aceto Landscape Architects	Landscape Architect	The Downs, Scarborough ME (510 Acre Mixed-Use Master Planned Community), Phases 1 & 3; Jackson Laboratory, Bar Harbor ME (37 Acre Employee Co-Housing Community); Cumberland Multi-Gen Community https://www.mainebiz.biz/article/future-proofing-development-designers-are-ready-for-climate-change
Jonah Fertig-Burd	Cooperative Development Institute	Co-op Formation & Management	Mountainside Cooperative, Camden, ME (52 units), Charter Oaks, Arundel, ME (40 units), Sunset Terrace, Rockland, ME (76 units) Wardtown Cooperative, Freeport, ME (60 units), Halifax

			Mobile Home Estates Association, Halifax, MA (430 units), Farrington's/North Avenue Co-op, Burlington, VT (117 units)
Andy Reicher	UHAB	Co-op Formation Consultant	In Manhattan: 3603-3605 Broadway, 42 unit conversion, 520, 540-550 West 144th Street, 90 units, 421-555 West 148th Street, 98 units; 110 Madison Ave & Jupiter 21, Off-site Inclusionary
Will Savage	Acorn Engineering	Civil Engineer	Meeting House Hill Park Redevelopment, Munjoy Heights, Stroudwater Preserve, Sunset Place
David Pierson	Eaton Peabody	Legal	Many construction and public-private partnership representations including the Bates Mill in Lewiston and Downeast Broadband Utility

F. Occupancy and Management Plan

Present a plan detailing the ownership structure (condominium, cooperative, etc.), resale restrictions and resale process, to ensure mixed income and long-term affordability.

The Cooperative Development Institute (CDI) will be responsible for the creation of the cooperative ownership and management structure and ensure implementation of the permanent affordability provisions. Andy Reicher, executive director of UHAB, which manages 25,000 units of limited equity cooperative housing in New York City, will be a consultant to CDI to set up a structure to train future residents in managing their buildings, and using lessons learned and management fees to seed future cooperative ownership projects.

Lambert Village will be a limited equity cooperative, meaning that residents rent from an entity of which they are an owner. This type of cooperative is democratically owned and operated similar to a condo structure, but allows for a wider range of income affordability, as the share price is low and residents do not have to qualify for a mortgage. The construction loan becomes a long-term loan paid by the association. Resident-owners pay an up-front share price similar to a down payment, then have a monthly payment similar to rent or a mortgage based on the actual operating costs of the property. New residents must meet the income requirements, and monthly carrying costs must not exceed 30% of the income bands based on Area Median Income (AMI). These rules continue in perpetuity.

There are currently over 20 households of prospective residents that have been meeting for over a year. The group includes multiple established immigrant families that share a vision of mixed-income ownership housing with shared community facilities and outdoor space. The development team will continue to work with these residents to crystalize their vision and recruit more households.

The homes will be principal residences and will not be used for the conduct of business (except for a home occupation allowed under the City of Portland zoning ordinance) or as investment properties. Units may not be rented for short-term periods of one to thirty days.

G. Purchase Price

We propose that the City contribute the land to the Lambert Village cooperative at no cost. Doing so would serve to balance the cost of new construction against the objective of maximizing permanent affordability for an economically diverse range of households. That said, the financial model is very favorable and could support the twenty cooperative households paying the city for land acquisition, either upfront or over time. We welcome a discussion of these possible outcomes.



City of Portland Maine Parcel Viewer

+

-

▼

165 lambert

X

Q

Show search results for 165 la...



0 150 300ft

2,917,950.718 324,271.561 Feet



LEGEND

- PROPERTY BOUNDARY
- UPLAND AREA
- ▨ VERNAL POOL BOUNDARY
- ▨ WETLANDS

NOTES:

1. PROPERTY BOUNDARY OBTAINED FROM MAINE OFFICE OF GIS.
2. WETLANDS WERE REVIEWED, IDENTIFIED, AND DELINEATED BY BOYLE ASSOCIATES IN JULY 2009 FOR THE CITY OF PORTLAND'S WETLAND COMPENSATION OPPORTUNITIES ASSESSMENT. APPROXIMATE WETLAND BOUNDARIES ARE BASED ON GPS-LEVEL FIELD INVESTIGATION.
2. AERIAL IMAGERY OBTAINED FROM GOOGLE EARTH.

WETLAND SKETCH PLAN CITY OF PORTLAND LOT 15 - 165 LAMBERT ST AND 622 AUBURN ST (385-D-8 AND 385-A-1) PORTLAND, MAINE

PREPARED BY:

**JONES
ASSOCIATES INC.**

Foresters, Surveyors And
Environmental Consultants



280 POLAND SPRING ROAD, AUBURN, MAINE 04210
(207) 241-0235

PLAN DATE:

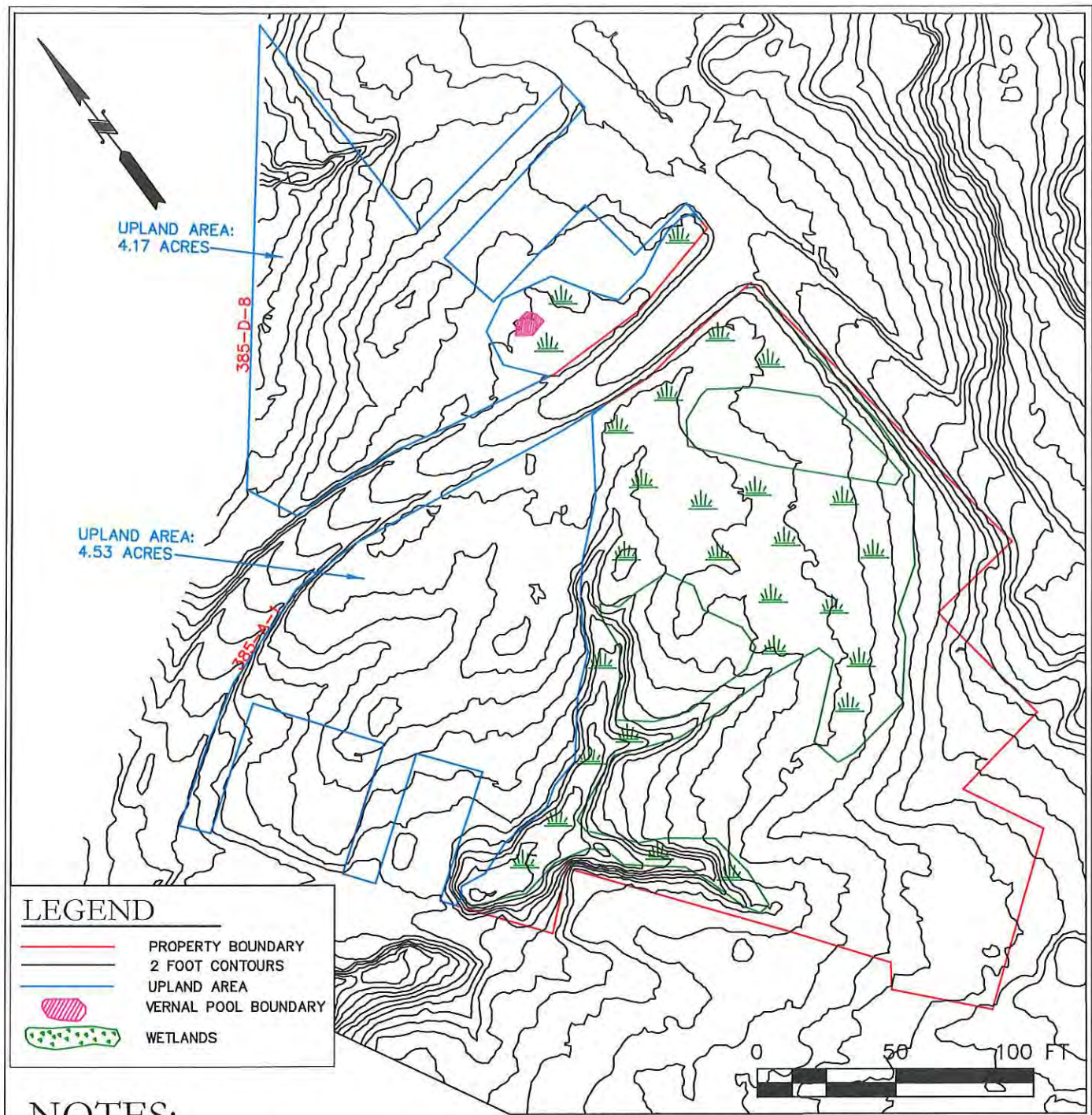
OCTOBER 18, 2019

FIELD WORK DATE:

SEPTEMBER 2019

SCALE: 1"=100'

PROJ. #: 19-005PO



NOTES:

1. PROPERTY BOUNDARY OBTAINED FROM MAINE OFFICE OF GIS.
2. WETLANDS WERE REVIEWED, IDENTIFIED, AND DELINEATED BY BOYLE ASSOCIATES IN JULY 2009 FOR THE CITY OF PORTLAND'S WETLAND COMPENSATION OPPORTUNITIES ASSESSMENT. APPROXIMATE WETLAND BOUNDARIES ARE BASED ON GPS-LEVEL FIELD INVESTIGATION.
2. 2 FOOT CONTOUR LINES OBTAINED FROM THE MAINE OFFICE OF GIS.

WETLAND SKETCH PLAN CITY OF PORTLAND LOT 15 - 165 LAMBERT ST AND 622 AUBURN ST (385-D-8 AND 385-A-1) PORTLAND, MAINE

PREPARED BY:

**JONES
ASSOCIATES INC.**

Foresters, Surveyors And
Environmental Consultants

280 POLAND SPRING ROAD, AUBURN, MAINE 04210
(207) 241-0235

PLAN DATE:

OCTOBER 18, 2019

FIELD WORK DATE:

SEPTEMBER 2019

SCALE: 1"=100'

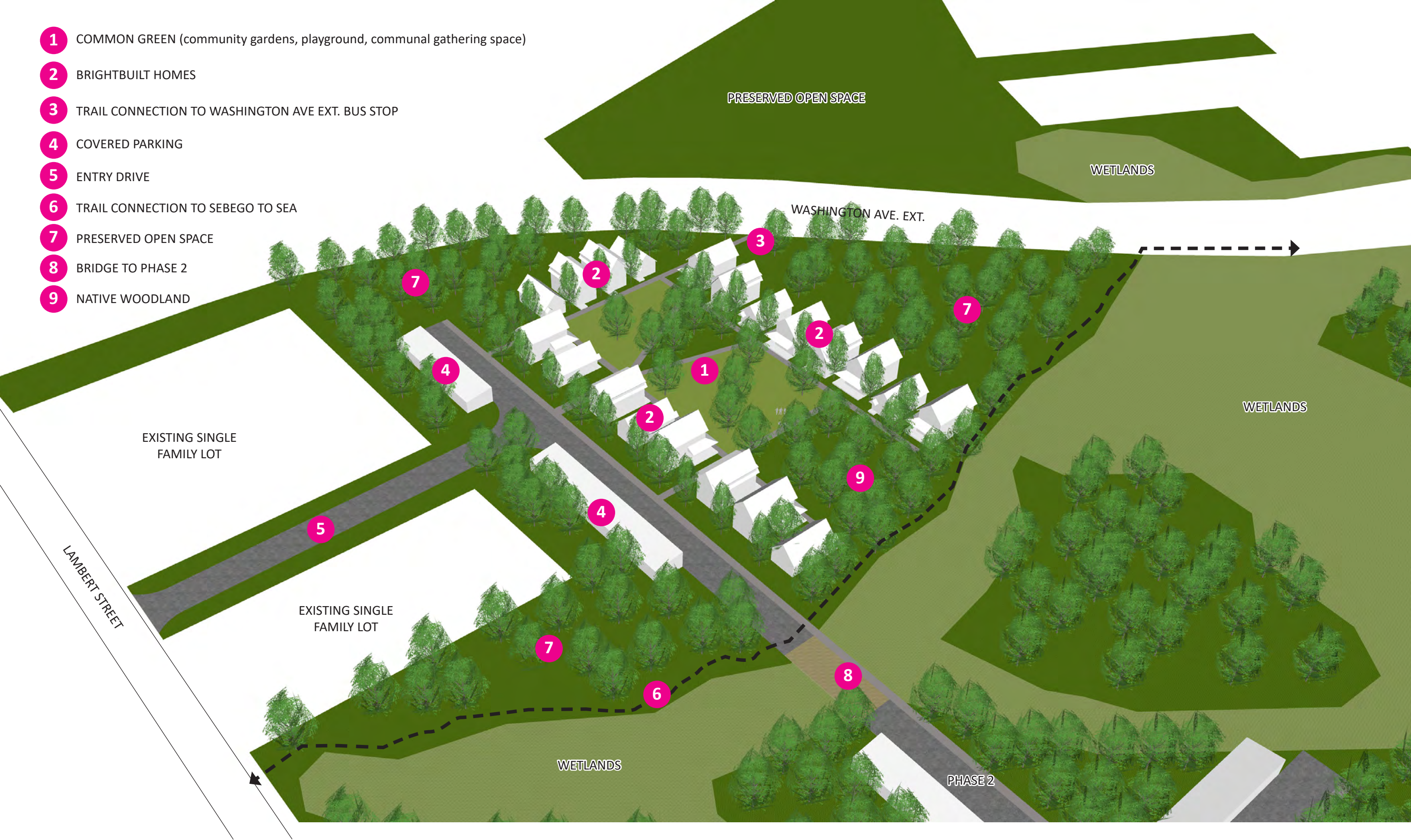
PROJ. #: 19-065PO







- 1 COMMON GREEN (community gardens, playground, communal gathering space)
- 2 BRIGHTBUILT HOMES
- 3 TRAIL CONNECTION TO WASHINGTON AVE EXT. BUS STOP
- 4 COVERED PARKING
- 5 ENTRY DRIVE
- 6 TRAIL CONNECTION TO SEBEGO TO SEA
- 7 PRESERVED OPEN SPACE
- 8 BRIDGE TO PHASE 2
- 9 NATIVE WOODLAND





- 1 COMMON GREEN (community gardens, playground, communal gathering space)
- 2 BRIGHTBUILT HOMES
- 3 COVERED PARKING
- 4 ENTRY DRIVE
- 5 TRAIL CONNECTION TO SEBEGO TO SEA
- 6 PRESERVED OPEN SPACE
- 7 BRIDGE TO PHASE 1







COOPERATIVE DEVELOPMENT INSTITUTE

P.O. Box 1051, Northampton, Massachusetts 01061-1051
PH 413-665-1271 • FX 413-541-8300 • www.cdi.coop • info@cdi.coop

June 8, 2020

To whom it may concern:

The Cooperative Development Institute (CDI) is happy to support the proposal for the creation of a new construction limited equity co-op on Lambert St.

CDI is a 501(c)3 nonprofit founded in 1994 by co-op leaders to work with people in the Northeast to create cooperative businesses and networks that grow a prosperous, equitable economy.

CDI provides expert assistance, organizational development, and support to groups undertaking cooperative development. In the past decade, CDI has helped create 47 new Resident Owned Communities (ROCs) in New England, representing 4,479 households. 8 of the ROCs are conversions of manufactured home parks in Maine. CDI's role is to help form new cooperatives, train residents, and ensure that the cooperative has the support it needs to remain permanently affordable.

Our intention is that at Lambert St., CDI will:

- Lead the creation of the new Co-op entity.
- Lead resident training and resident participation in the construction phase.
- Create and administer a long-term management plan that would meet the city's TIF requirements to ensure that the property meets the city's affordability metrics for at least 30 years.
- Be the long term training & support organization for the Co-op.

We are pleased with the proposal and the development team, and hope to be part of this exciting project!

Sincerely,

Noémi Giszpenc
Executive Director

THE SOURCE FOR COOPERATIVE BUSINESS DEVELOPMENT IN NEW ENGLAND & NEW YORK

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination write USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, DC 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (voice and TDD).

June, 2020

To whom it may concern:

We are writing in support of the Lambert Village proposal to build housing on the parcel put to RFP by the City of Portland.

Some of us have been meeting for the last 2 years to explore strategies to build affordable home ownership housing in Portland that builds community among people of different ages, incomes, and cultural backgrounds. Several months ago, we came to the conclusion that Limited Equity Cooperative Housing was the best way to accomplish this. Limited Equity Cooperatives combines the accessibility of renting with the long-term stability and autonomy of homeownership.

We are delighted that this development team has come together to bring Limited Equity Cooperative Housing to Portland and enthusiastically support their projects. We are especially excited about the effort to create designs that will maximize interaction with outdoor spaces, gardens and shared spaces that can be used by residents. We also appreciate their effort to include us and existing neighbors in their early design efforts.

We are excited about the location, and hope that we will have the opportunity to become future residents!

Sincerely,

1. Cynthia A. Grier, 1227 Westbrook Street, Apt #2, Portland, ME 04102
2. Elisabeth C. Heij, 97 Pitt Street, Portland ME 04103
3. Valerie and Matthew Todd, 68 Black Sparrow Drive, Portland ME 04102
4. Nicole Ivins and Richard Bennett, 93 Pitt St #1, Portland, Me 04103
5. Jules Mutoni & Yvette Unezase, 77 Grant St, Apt # 13,
6. Portland, ME 04101
7. Wendy Herbert & Peter Ackoff 112 Park St. #2, Portland, Me
8. Andrea Levinsky 39 Cumberland Rd Apartment 1 South Portland ME
9. Jacques Kubwimana & Ange christelle Abaribeza 61 Deering St , Apt #E 04101
10. Arthur Sabiti & Vanice Busingye, 240 Cumberland st, westbrook 04092 ME
11. Jackson Ntambara & Peace Kobusinge, 2 walker street # 1203 westbrook 04092 ME



June 12, 2020

Brian Eng
Principal
Maine Co-op Development Partners
6 City Ctr, Fl 3
Portland, ME 04101

RE: Lambert Street Cooperative

To whom it may concern:

Centennial Mortgage has been engaged by Maine Co-op Development Partners to secure mortgage insurance through the FHA 213 program for cooperative housing and fund a construction/permanent mortgage for Lambert Street Cooperative, a new cooperative housing project in Portland, ME. We have reviewed a financing request, including initial plans, pro forma operating budget, the construction budget and initial market information for Lambert Street Cooperative in Portland, ME. In addition, we have reviewed the experience of the overall development team. Based on this review, we feel that this project is an excellent candidate for financing and will conform to all the requirements to qualify for construction and permanent financing through the FHA 213 program. We feel that this is the right time and place to create a new affordable cooperative given the advantages this particular form of housing provide to its members, primarily affordable home ownership and a greater sense of community.

Having now completed this structuring phase, we have now entered the formal application stage for the FHA 213 mortgage insurance and believe that Lambert Street Cooperative has a high likelihood of success over the coming year in obtaining a 40 year, low interest loan for the project of approximately \$6,935,200. Additional subordinated financing would serve to further increase that likelihood. We also believe that success at Lambert Street Cooperative will open an entirely new avenue for affordable housing finance in the state of Maine by making the FHA 213 program finance accepted in the market.

Centennial Mortgage has substantial expertise and experience completing FHA financing transactions. We are very active in lending to cooperative housing projects throughout the country. Cooperative housing provides a unique form of home ownership and we are actively working with several groups to create new home ownership at affordable prices. Personally, I have been involved in cooperative housing for over 20 years, through financing and serving on the board of the National Association of Housing Cooperatives.



We encourage other funding sources to join us in supporting this innovative project and creating up to 98% leverage for future projects through this program. Please let me know should you have any questions or require any additional information.

Sincerely,

A handwritten signature in dark ink, appearing to read "H. Jeffers", is written over a light blue rectangular background.

Hugh Jeffers
Vice President of Originations



Maine Cooperative Development Partners

MAINE COOPERATIVE DEVELOPMENT PARTNERS

build neighborhoods where the elements that constitute quality of life—access to green space, healthy lifestyles, community, privacy, and affordability—are not at odds with each other. Grounding principles for this work are creating equitable communities; complementing walkable neighborhoods; building healthy buildings; and celebrating beauty, art, and the natural environment. We use Limited Equity Cooperatives as a form of ownership to create options for people of all ages, backgrounds, and incomes to live in harmony with nature and their neighbors.

WE ENVISION small towns, urban neighborhoods, and suburban neighborhood centers that are walkable to daily needs and adjacent to recreational facilities, trails, and transit corridors; homes that use energy efficient construction, and shared gardens, patios, and play spaces for people to get to know and enjoy their neighbors.

WE GIVE BACK by partnering with organizations that support trails and green space, transit, local businesses, social equity, and efforts to mainstream energy efficient building and land use.



PRINCIPALS



MATTHEW PETERS has been involved in the completion of over 20 new construction, major rehab, and acquisition deals. Matt worked for eight years at Avesta Housing, one of Northern New England's largest non-profit housing developers and owners, project managing affordable housing developments, building out and overseeing the Asset Management department, and ending in an executive role overseeing the entire development and acquisitions pipeline as Vice President of Real Estate Services. In 2018 he began to consult for Housing Authorities, housing non-profits, and Community Development Finance Institutions in Maine supporting these organizations in acquisition, ground-up development, and underwriting of affordable housing properties. Matt also is the Executive Director of Freeport Housing Trust based in Freeport, Maine. He has strong working relationships with MaineHousing, Rural Development, lenders, tax credit syndicators, and other professionals in the design and construction field, holds a Masters in Urban Planning from the University of Washington, and certifications such as Spectrum's C3P and Rural Development STAR trainings and LEED Accredited Professional.



BRIAN ENG is a real estate investor who has worked on commercial projects in Florida, Connecticut, New Jersey, and Maine. He has worked as a principal on developments of over 200 units, is a principal on redeveloping the MERC site in Biddeford, and has redeveloped several smaller properties in Portland. He brings strong expertise in financials, fundraising, advocacy, and public speaking. He grew up in a co-op in New York City, and is on the board of UHAB, the entity that manages 20,000 units of cooperative housing in New York.



LIZ TRICE is a policy professional who builds multidisciplinary partnerships across real estate, economic development, entrepreneurship, and public health. Liz holds a masters degree in Public Policy & Management with a certificate in Community Planning & Development from the Muskie School at the University of Southern Maine. She has worked on multi-unit projects in Portland to obtain zone changes, lead the public engagement process with neighboring residents and businesses, apply for TIFs and grants, and direct the design of shared spaces. Her work includes award-winning research on the regulatory barriers to people living alone achieving home ownership, leading the process to redesign Bramhall Square, and working with medical and economic development institutions to develop strategic plans. Her projects to re-envision urban spaces for livability and natural ecosystems won two of three awards given by the 2019 Portland Society of Architecture's Complete City Competition. Liz trained as a cohousing developer and Passive House Design Consultant and has visited over 20 cohousing developments in the United States. She is currently the owner of PelotonLabs, a coworking space in Portland.



PROJECTS



M NORTH ORLANDO—As a principal of Clay Cove Capital, Brian was the control capital partner in the ground-up development of M North in Orlando, a \$37.1M, 288-unit multifamily development in Orlando, Florida. www.mnorthorlando.com



BIDDEFORD MERC REDEVELOPMENT Brian worked with Jim Brady of Fathom Companies, to serve as master developer of city-owned land on the former Maine Energy Recovery Corp. incinerator through a public-private partnership with the City of Biddeford.



6 CITY CENTER IN PORTLAND—Brian redeveloped and retenanted a largely vacant Old Port mixed use building including executive office suites. www.sixcitycenter.com, and bringing in a law firm condo, law firm tenant, Lio Restaurant, and HE Paintbar nail salon.



1685 CONGRESS IN PORTLAND—Brian redeveloped a 50% vacant office/medical building and retenanted it including Maine Plastic Surgery Center and Maxim Healthcare. www.maineplasticsurgery.com

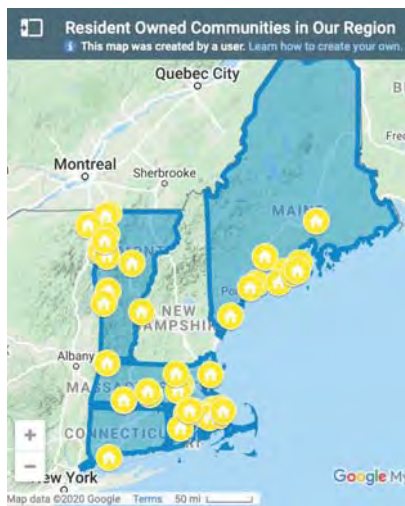


645 CONGRESS STREET—This former downtown college dormitory was converted to 55 one-bedroom and studio apartments with retail on the first floor. Liz worked for developers Shinberg and Alford on the initial concept, conducted a market analysis, developed relationships and communication with neighbors and businesses, creating a bike storage and parking plan, created a community management plan, and assisted with lease-up.



The Cooperative Development Institute (CDI) is a regional 501(c)3 non-profit founded in 1994 by co-op leaders in the Northeast. CDI's mission is to build a cooperative economy through the creation and development of successful cooperative enterprises. We are transforming ownership of our economy, so all people can meet their basic needs. CDI has 30 staff across the Northeast including six staff members in Southern Maine.

New England Resident Owned Community Projects (NEROC)



One of our primary activities is creating cooperative housing in Maine and the Northeast. When a park is for sale we help residents form a cooperative, get financing to buy the park, and learn how to run it with democratic resident control. This program gives residents control of the land beneath their homes and protects the affordability of their housing.

The Resident Owned Community (ROC) model began in NH with the NH Community Loan Fund and became a national model with the formation of ROC USA in 2008. The program has helped people in over 50 parks – comprising more than 4,800 homes — convert to resident ownership. Those communities are part of the ROC USA Network, which has helped secure over 15,000 units of affordable housing

nation-wide. CDI provides ongoing support as trainers and advisers for the ROCs and other cooperatives in the region. We assist in governance, management, financial oversight, communications, conflict resolution, compliance, and securing financing.

Charter Oaks Village Cooperative



With the support and technical assistance of the Cooperative Development Institute (CDI), the residents of Charter Oaks Village acquired the land on the 40 unit Arundel manufactured housing park on June 11, 2019 for \$1,170,000, helping to preserve the affordable housing community within it.

Charter Oaks Village joins nine other Maine manufactured housing communities supported by CDI and financed by Genesis Community Loan Fund, representing 440 homes now under resident control. The newly formed housing cooperative was a recipient of a GrowSmart Maine's honorary 2019 Smart Growth Award.

Mountainside Community Cooperative



CDI's newest Maine Cooperative is the 52-unit Mountainside Community Cooperative in Camden, Maine. Securing affordable housing in a community like Camden is increasingly challenging as housing costs escalate and its population ages. The residents of Mountainside Community purchased the community on December 11, 2019 for \$1,900,000 with financing provided by Camden National Bank, Genesis Community Loan Fund and the Local Enterprise

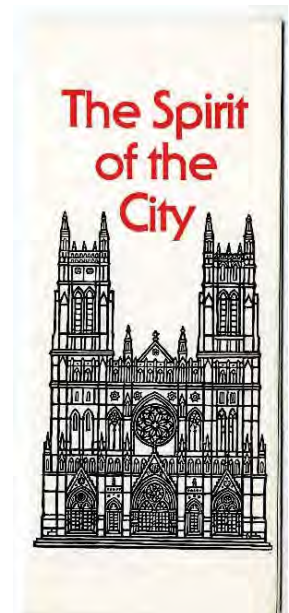
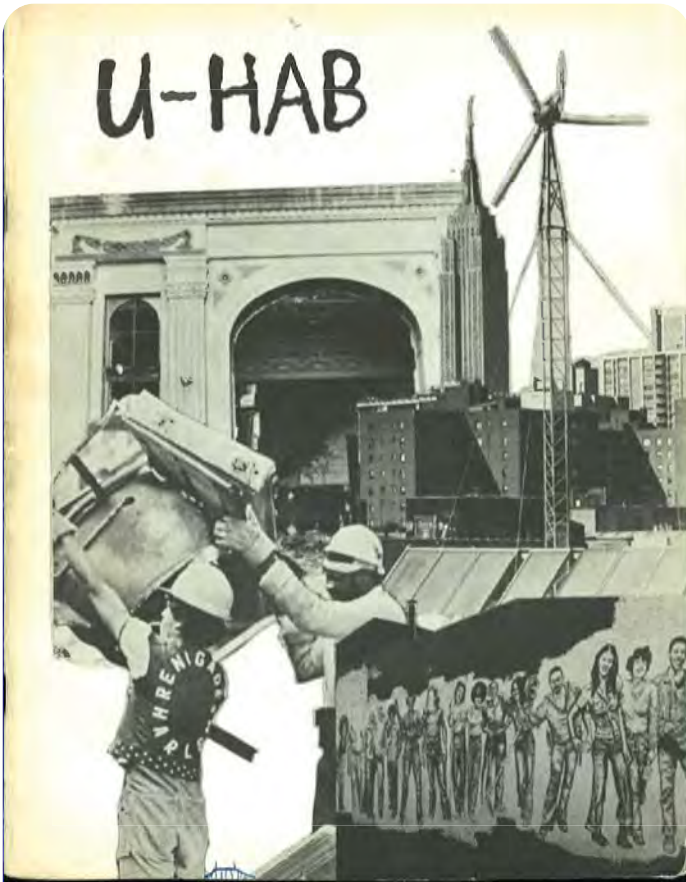
Assistance Fund. "We are so pleased to be able to help the residents of the Mountainside Community Cooperative become property owners today," said Bill Floyd, Executive Director of the Genesis Fund.

Wardtown Mobile Home Cooperative



The residents of the 60-unit Wardtown Mobile Home Cooperative voted to form the cooperative and purchase the community in May 2015, with assistance from CDI, and combined financing from Maine State Housing and The Genesis Community Loan Fund. As with all of the CDI's Resident Owned Communities (ROCs), Wardtown members continue to engage in extensive training and organizational development. As Bill Hodgkins, Cooperative Treasurer explains, "We all gained valuable new skill sets as we went through the process of establishing and financing our

cooperative...Now we have a very strong board of directors and feel very organized, to the point we are able to assist other ROC mobile home parks with advice about the process."



2019 UHAB ANNUAL REPORT

Building for Us

This year, UHAB made a considerable effort to build an archive. In doing so, the lesson we learned from decades of growth is very simple: what has always mattered most for affordable housing is community. It is the strength and support that comes from the community inside a co-op that is just as essential as the affordable housing itself.

With this in mind, UHAB is proud to offer new and expanded programs to low-income homeowners with a refined lens on our work. We have more data and research than ever on the long-term impacts of redlining policies and how communities of color have been resilient in their efforts to remain in their homes, whether in the 1970s or today. By building new affordable co-ops, strengthening tenants' rights statewide, making share loans through our HomeOwnership Lending program, and working in cooperation with our Interboro Community Land Trust partners to create the first Citywide CLT in New York City, we are actively working to dismantle the detrimental legacies of redlining and community disinvestment.

As we look toward the future, our work is expanding in several ways. We are offering more services like Co-ops Go Solar and our energy programs that are tackling the most pressing issue of our lifetime: the climate crisis. Without renewable energy and carbon reduction, low-income residents more than anyone will be affected. Most importantly, we need to recognize that it is not just low-income communities, but people of color in particular who are disproportionately affected by this crisis, just as they have been marginalized from fair and stable housing. UHAB's CDFI, HomeOwnership Lending, helps ensure that a family is not denied the opportunity to purchase because they don't have the money to be an all cash buyer. This program makes small loans where other lenders are reluctant and in this way supporting our HDFC and Mitchell Lama co-op communities in continuing to provide affordable housing.

The interest in co-ops and our work is expanding not just in New York City, but in upstate New York where residents can securely remain in their mobile homes; to New Haven, CT where the nearly 50-year old Seabury Co-op struggles to keep up with its aging infrastructure; and to Seattle, WA where a new permanently affordable co-op is being created. UHAB is excited to be assisting a new City financed co-op development program in Oakland, CA and we continue to meet with organizations and officials in other cities who are seriously considering the limited-equity model.

We have come a long way and welcome our next chapter of growth.

Sincerely,

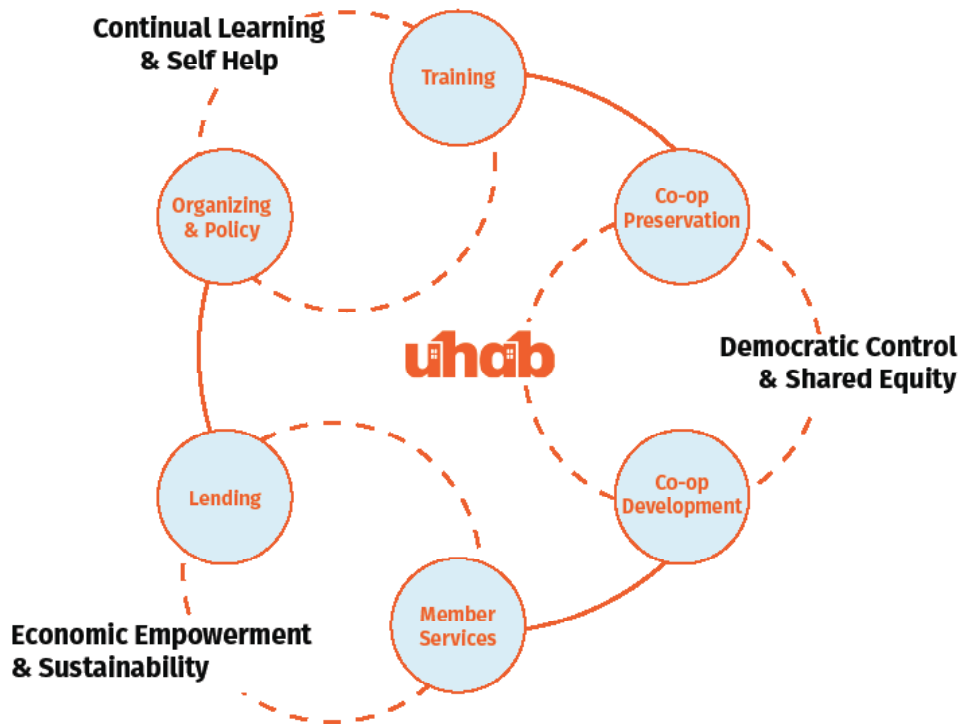
A handwritten signature in blue ink, appearing to read 'A. Reicher', with a stylized, flowing script.

Andrew Reicher, Executive Director

Community through Cooperation

UHAB empowers low- to moderate-income residents to take control of their housing and enhance communities by creating strong tenant associations and lasting affordable co-ops.

Our Principles



I. Continual Learning & Self Help

When residents take the lead on everything from creating, managing, and preserving their own co-ops to advocating for affordable housing policy reform, this not only improves buildings and neighborhoods, but it transforms lives as well. Ongoing education and training is the key to preserving affordable housing cooperatives and strong tenant associations.

II. Democratic Residential Control & Shared Equity

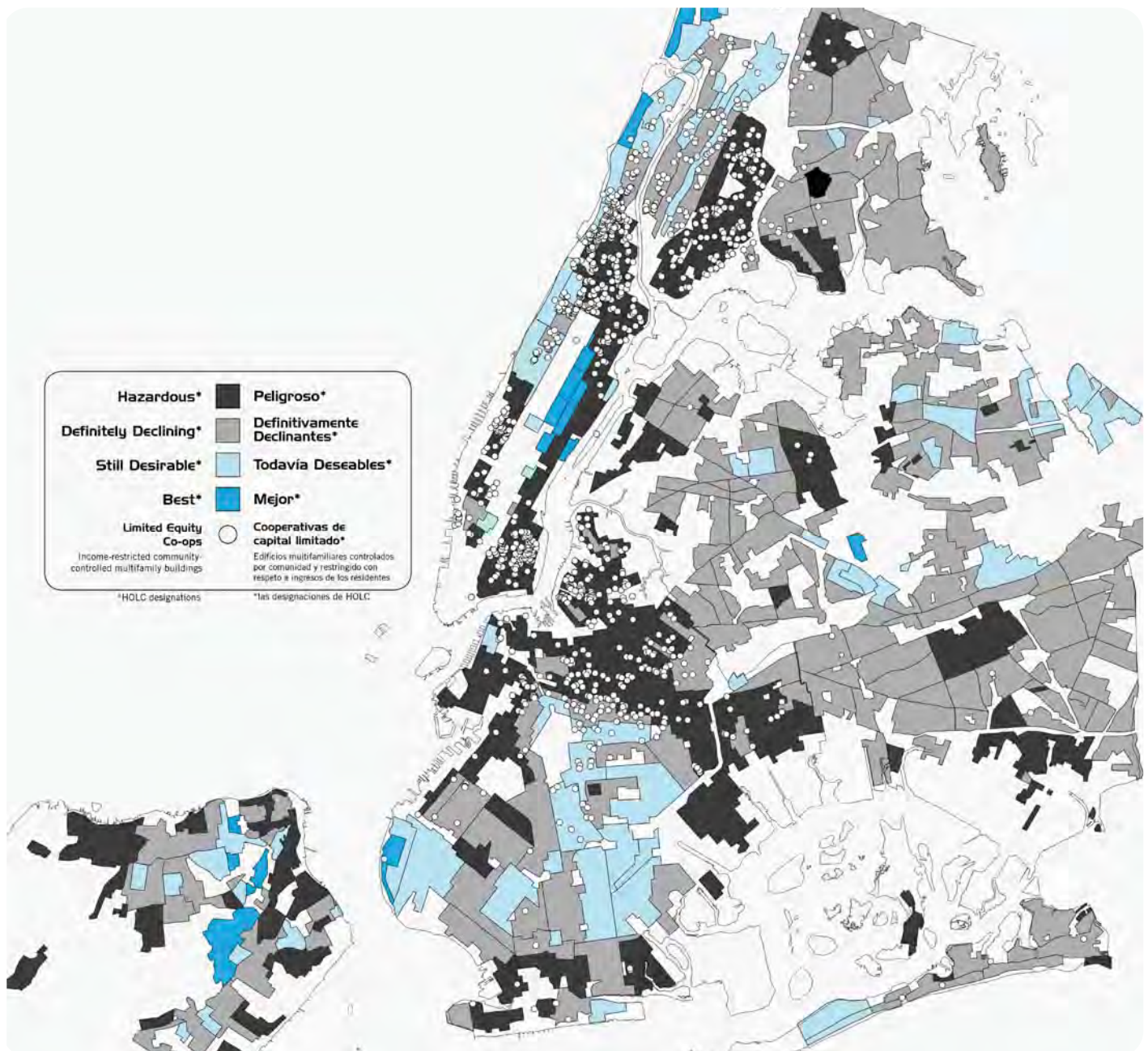
Transparent leadership and the participation of a majority of residents—each contributing unique skills and perspectives—make democratic governing and organizing possible. This collective control of housing helps prioritize a shared equity that keeps affordability manageable for future incoming residents.

III. Economic Empowerment & Sustainability

UHAB provides access to affordable, high-quality resources covering areas of energy, finance, democratic participation and education. These tools help residents maintain lower costs of living while helping to demystify financial technicalities. With support and guidance, all residents should be able to read and manage their finances, in order to make informed decisions about their operating costs.

Housing Justice is Racial Justice

This map overlays the location of modern-day HDFC co-ops with redlined neighborhoods from the 1930s. Redlining was a discriminatory housing practice that devalued neighborhoods where people of color lived and made it difficult for people of color to secure safe, affordable housing. In this map, the deepest shade of grey represents the least economically desirable neighborhoods. In the 1970s and 1980s, landlord abandonment and arson led to City foreclosure on thousands of occupied buildings in these same neighborhoods, creating the conditions for the self-help housing movement and the creation of thousands of HDFCs.



Through organizing and self-help initiatives, community-controlled housing arose as a way for low-income people and people of color to take control of their housing solutions when the government and private sector would not. Today, neighborhoods like Harlem, the South Bronx, and Central Brooklyn still struggle with the legacy of redlining; high air pollution, increased heat waves, higher poverty rates, and gentrification all threaten to displace longtime residents from neighborhoods that were once widely abandoned.

Through it all, community control remains a tool to provide New Yorkers with decent, affordable housing. HDFC co-ops are anchors in their neighborhoods, providing a safe haven to raise families and age in place. Tenant unions build power among renters and win victories like stronger rent laws.



Through our work, UHAB helps people of color control, manage, and improve their homes. We know from experience that most of the low- to moderate- income residents in the buildings we serve are Black or Latinx. Our goal is to have as many people from the communities we serve reflected in our organization's leadership and programs.

Currently, around 60% of our Board and program staff are people of color, and more than half of our organization is bilingual in English and Spanish, fulfilling an essential need for our Spanish-speaking HDFC board members and residents. We provide our technical assistance, homeownership advisement, energy advisement, bookkeeping services, quarterly newsletter, and entire training curriculum in both English and Spanish.

UHAB BY THE NUMBERS: 2019

125 fair elections monitored
in practice of democratic
community control



9 HDFCs
adopted solar,
bringing the total
number to
28

3,500,000 tenants protected
under stronger rent laws



115 budgets planned to
preserve HDFCs' financial
stability & affordability



5
affordable
homeowner-
ship loans
totaling
\$242,011

203
trainings for
affordable
co-op
residents



\$9,197,000
secured in loans to
help HDFCs make
capital
improvements



Our Co-op
Preservation
team helped

15 co-ops

secure necessary
loans to avoid City
foreclosure last year.

This represents over

350 families

that were able to
retain their equity
and control of their
homes through
technical assistance
and guidance
from
UHAB staff.



To date, UHAB is the
foremost developer of
limited-equity housing
co-ops in NYC. we have

developed **over**

1,300 units of

affordable housing
with the support of a
variety of City and State
programs.



Call Mike White Today! 207-371-2030



ISLAND CARPENTRY

ENERGY EFFICIENT and ZERO ENERGY HOMES



Home

Island Carpentry's 1st Bright
Built Home

Energy Independent Cape Cod
Style Home

Another Net Zero Cape Design

What Is A Zero Energy Home

Eco Cape

Energy Efficient Home in the
Forest

Net Zero Energy on
Cumberland Ave. Portland

Kelsey Brook Green
Subdivision

Weatherization & Deep Energy
Retrofit Projects

Older Projects

Blog

Contact

Eco-Village One: Maine's First Affordable Zero-Energy Housing Development

We propose to build Maine's first zero-energy affordable housing subdivision. Homes are designed with energy saving systems and priced to sell within the guidelines of Maine State Housing.

Department of Energy defines a zero energy house as being 70% more efficient than a conventionally built home. We know that we can do better. Our proposed homes will feature:

- Super insulation
- Air exchange system
- Passive solar
- Energy star rated appliances
- Compact fluorescent lights

The above list will achieve more than 70% energy savings.

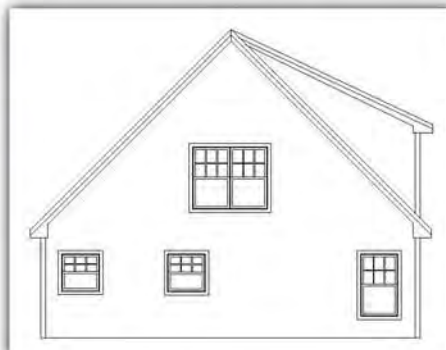
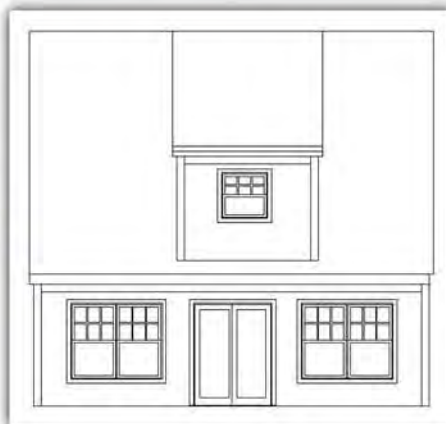
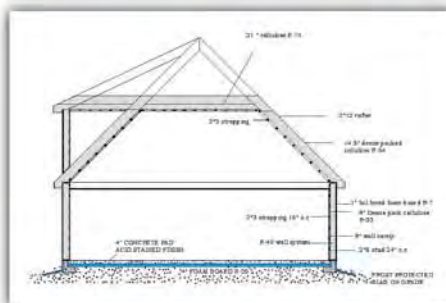
We will also offer options:

- Photovoltaic solar array for clean green electricity
- Solar thermal for domestic hot water
- Solar thermal for hot air heating

Our demonstration project will show that it is possible to achieve near zero energy in an affordable home. Investors will share the credit for helping to achieve this in the State of Maine. With a bottom-up impact on the housing industry, our project will serve as a model for all houses, proving we can have an impact on creating energy independence at any price level.

Eco-Village One: Bath, Maine

Island Carpentry proposes to develop an innovative four-lot subdivision near downtown Bath. Eco-Village One will be developed as a first-time home buyer's subdivision, located within walking distance of schools and City amenities. The homes will be built to zero-energy standards and will be priced within Maine State Housing guidelines for first time home buyers. The homes will be superinsulated, passive solar, and will have renewable energy systems.



This innovative project, the first affordable zero energy development in Maine, will be a credit to the City of Bath. Our demonstration project will show that it is possible to achieve near zero-energy in an affordable home. With a bottom-up impact on the housing industry, this development will serve as a state-wide model, demonstrating the practicality of zero-energy homes.

The owners of these homes will enjoy the benefits of high performance building techniques. The homes will be very energy efficient, reducing heating costs by about 70%, compared to conventionally built homes. The homes will be very air tight and ventilated with heat recovery ventilation systems to insure a healthy interior environment. A thermal solar collector to produce domestic hot water is an option we will offer. These will be healthy green homes that provide energy independence to the owners.

The homes will be ready for photovoltaic solar arrays that produce electricity. Electricity produced from renewable sources can make a home one hundred percent self-sufficient, achieving total energy independence for the home owner.

We feel that this is a win-win situation for all involved. For Island Carpentry it will create a model that we can duplicate in other towns. For the buyers these homes will provide long-term energy security; the homes will always remain affordable. For the City of Bath the project demonstrates a commitment to progress and sustainability, and a commitment to residential development within the City.

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FIRM BIO



ACETO LANDSCAPE ARCHITECTS

ALA is a process-driven, landscape architecture and urban design firm committed to thoughtful, creative intervention at the intersection of environment, economics, art, and culture. ALA was founded on the notion that great design is a product of careful listening, inclusive decision-making, and unrelenting passion for enduring built spaces. We believe landscape architecture lies at the nexus of the built form and the ephemeral qualities of an ever-changing environment. ALA's team offers a unique set of skills and perspective, well-equipped to harmonize and reconcile the roles and value systems of varied design disciplines. We integrate expertise and intuition to craft powerful places, built upon a commitment to resiliency and sustainability. Our studio's passion for craft and technical savvy affords us the opportunity to collaborate across a broad geographic range and myriad project scales from intimate private spaces to large-tract master plans.

ALA was founded in 2014 by Principal, Nick Aceto. ALA has 5 employees, all of which are landscape architects, licensed in the states of Maine, Massachusetts, New York and Colorado.

PROJECT TEAM KEY PERSONNEL



NICK ACETO, PLA, ASLA

ACETO LANDSCAPE ARCHITECTS

FOUNDING PARTNER, LANDSCAPE ARCHITECT | NA@ACETOLA.COM

Nick is a licensed landscape architect and urban designer with a deep passion for the creative process. Nick believes in landscape as a framework for organizing the patterns and behaviors through which we live. From the private garden to the region, Nick has the ability to recognize and translate patterns into visual narratives which tell the unique story of a place through built form. Nick grew up in Portland, Maine where he developed an deep appreciation for the rich and varied New England landscape, from rocky shorelines of the Atlantic to the forested peaks of the Appalachians. As both a consummate urbanist and adventure-seeking outdoorsman, Nick is intrigued by the interplay between urban form, economics, wild nature, and ecology.



CAITLIN ACETO, PLA, ASLA

ACETO LANDSCAPE ARCHITECTS

FOUNDING PARTNER, LANDSCAPE ARCHITECT | CA@ACETOLA.COM

Caitlin is a licensed landscape architect in the states of Maine, New Hampshire, and Colorado, who's passion for art and design began in the Chicagoland area where she was exposed to the architectural works of Frank Lloyd Wright and Olmsted's historic planned community of Riverside. Caitlin's project experience ranges in scale from circulation and wayfinding design at Grand Canyon National Park, to security barrier conceptualization for the Thomas Jefferson Memorial, to signage programming and design. Caitlin brings a distilled clarity to design that strives to embody the contextual heritage, textural richness and cultural integrity of place.



SETH KIMBALL, PLA, ASLA

ACETO LANDSCAPE ARCHITECTS

PRINCIPAL, LANDSCAPE ARCHITECT | SK@ACETOLA.COM

Seth has been practicing Landscape Architecture for over 15 years. He has a Bachelor's degree in Landscape Architecture from the University of Massachusetts Amherst. Seth's project experience includes serving as project manager/lead designer for a master plan for the new Al Guhair University in Dubai, the Al Ain Oasis Cultural Quarter Master Plan in Abu Dhabi, institutional experience including Phillips Andover Academy, Bates College, George Stevens Academy, and Southern New Hampshire University, and a range of residential project including homes in Texas, Idaho, Montana, New York, Arizona, and several throughout the northeast. Seth joined ALA in 2018, bringing to the practice his experience in civic, institutional, and residential projects. further ALA's commitment to achieve sustainable and resilient project outcomes.



LIST OF SELECT CURRENT & ONGOING OR COMPLETED ALA PROJECTS

ALA has been fortunate to have made meaningful contributions to a vast array of projects across a wide gamut of scales over the last 5-6 years. Below is an abbreviated list of select project examples intended to provide a sense of our professional skill set, experience, and range as a design studio. We would be happy to provide more information about any of the below projects upon request.

RESIDENTIAL

DBX 11 RESIDENCE	ASPEN, CO
WHITE HORSE SPRINGS RESIDENCE	ASPEN, CO
TELLURIDE AGUIRRE ROAD RESIDENCE	TELLURIDE, CO
PRIVATE RESIDENCE	SOUTH FREEPORT, ME
SHADOW MOUNTAIN CONDOMINIUMS	ASPEN, CO
SMYTH RESIDENCE	SNOWMASS, CO

COMMERCIAL/CAMPUS

100 FORE STREET OFFICE BUILDING	PORTLAND, ME
66 STATE STREET	PORTLAND, ME
LAAM 525 LIVE-WORK	BASALT, CO
HOTEL ASPEN	ASPEN, CO
MEMORIAL PLAZA	QUANTICO, VA
CUMBERLAND CLUB SITE PLAN	PORTLAND, ME
RIVERSIDE LIVE-WORK	PORTLAND, ME
WILLITS BEND LIVE-WORK	BASALT, CO
RED HAWK ELEMENTARY SCHOOL	ERIE, CO
CSU UNDERPASS STUDY	FORT COLLINS, CO
ANDERSON RANCH ARTS CAMPUS	SNOWMASS VILLAGE, CO

HOUSING & DEVELOPMENT

SCARBOROUGH DOWNS MASTER PLAN	SCARBOROUGH, ME
THE TREE FARM	BASALT CO
66 STATE STREET	PORTLAND, ME
BLOCK 11 MASTER PLAN	BRECKENRIDGE, CO
BROKEN COMPASS BREWERY	BRECKENRIDGE, CO
RIVERBEND COMMERCIAL CENTER	TIMNATH, CO
CUMBERLAND MULTI-GEN	CUMBERLAND, ME

PUBLIC

COMMERCIAL STREET TRANS. STUDY	PORTLAND, ME
LIBBYTOWN PLAYSCAPE	PORTLAND, ME
PORTLAND DOWNTOWN SQUARE	PORTLAND, ME
BASALT POST SIGNAGE	BASALT, CO
TOWN WAYFINDING SIGNAGE	BASALT, CO
BAYSIDE ADAPTS MASTER PLAN	PORTLAND, ME
ARBANEY PARK MASTER PLAN	BASALT, CO
BASALT OUR TOWN	BASALT, CO
TIMNATH COMMUNITY PARK	TIMNATH, CO
PACTS SMART CORRIDOR STUDY	PORTLAND, ME
LIBBYTOWN VISIONING	PORTLAND, ME
BERTHOUD PARKS & OPEN SPACE PLAN	BERTHOUD, CO

REFERENCES

CAITLIN CAMERON

CITY OF PORTLAND, URBAN DESIGNER
207-874-8901
CCAMERON@PORTLANDMAINE.GOV

"In my capacity as Urban Designer for the City of Portland, I interacted with Aceto Landscape Architects (ALA) on the 100 Fore Street project where they demonstrated thoughtful and creative design strategies for a challenging urban site. Speaking from my experience working with a diversity of landscape and urban design professionals in Southern Maine, I found ALA to have an innovative approach that demonstrates a value for and understanding of the role of public space and urban landscape for the livability and resiliency of cities and towns." - Caitlin Cameron

BRUCE HYMAN

CITY OF PORTLAND, TRANSPORTATION PROGRAM MANAGER
207-874-8717
BHYMAN@PORTLANDMAINE.GOV

"Aceto Landscape Architecture's compelling graphics as part of the Portland-South Portland Smart Corridor Plan effort in 2017 enabled the public to readily visualize the benefits and trade-offs of various transportation alternatives being considered and highlighted the opportunities those alternatives could also have for placemaking, a key goal of the Plan." - Bruce Hyman

RICH CIECIUCH

PROJECT WORKSHOP
970-729-0126
RICH@PROJECT-WORKSHOP.COM

"ALA is a key design collaborator in our design build approach, helping to navigate complex approval issues, participating seamlessly in the iterative design process that succeeds best when site attribute identification and organization melds with building design concepts. They are excellent listeners and always come back with creative and unexpected solutions. Community and Neighbor impacts of any development must be carefully contemplated and negotiated to a successful outcome, and ALA has all the skills and experience to shape and illustrate how new projects relate to the existing fabric of community and neighborhoods." - Rich Ciecuch

DAN BACON

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MARK RUDOLF

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TROY MOON

CITY OF PORTLAND SUSTAINABILITY COORDINATOR
THM@PORTLANDMAINE.GOV
207.756.8362



THE DOWNS | 510-ACRE MASTER PLAN & TOWN CENTER SCARBOROUGH ME

ALA has worked collaboratively with Gorrell Palmer Consulting Engineers along with a large team of consultants and stakeholders in developing a master plan for this 500+ acre former harness racing facility. The project was recently granted a TIF agreement based in large part on the attributes ALA visualized in their plans for the proposed Town Center which included a 4 acre community park with music venue, playground, and sport courts.

KEY STAFF SERVICES STATUS REFERENCE

Nick Aceto, Seth Kimball
Master Planning, Urban Design, Landscape Architecture, Visualization
Planned
Jay Chace, Planning Director, Town of Scarborough | Jchace@Scarboroughmaine.org

ALA worked closely with an experienced Southern Maine builder to develop a neighborhood plan which begins to challenge conventional subdivision development rules with a compact pattern and highly walkable streetscape organized around a central woodland preserve which serves as a neighborhood playscape.

338 of 360



FRONTRUNNER PARK SCARBOROUGH ME

This third phase of The Downs master plan includes over 200 homes across a broad range of affordability including compact, lane-loaded single family and pocket homes as well as more than 75 apartment units and ground floor office space. The plan is organized around a series of small parks and a highly-walkable street grid.

KEY STAFF

Nick Aceto, Seth Kimball

SERVICES

Master Planning, Urban Design, Landscape Architecture, Visualization

STATUS

Permitted, Expected Construction Fall 2020

REFERENCE

Jay Chace, Planning Director, Town of Scarborough | Jchace@Scarboroughmaine.org



LAAM 525

BASALT CO

Aceto Landscape Architects worked closely with architect, owner and contractor on this urban infill development, providing creative streetscape and urban plaza design interventions. The project included 8 affordable residential units, 5,000 SF of commercial / light industrial space, parking, and integration with the town's transit system.

KEY STAFF

Caitlin Aceto, Nick Aceto

SERVICES

Landscape Architecture, Urban Design

STATUS

Under Way Summer 2020

REFERENCE

Glenn Rappaport | grappa@blackshack.net



FREEPORT LIVE-WORK

FREEPORT ME

Freeport Live-Work is a community master plan envisioned as a series of mixed-density neighborhoods including more compact, single-family pocket homes as well as mixed-use townhomes and commercial-office buildings.

KEY STAFF	Nick Aceto, Caitlin Aceto
SERVICES	Landscape Architecture, Urban Design, Planning
STATUS	Planned
REFERENCE	Undisclosed



BASALT ON-CALL PLANNING

BASALT CO

ALA was tasked with the study of two parcels within the Town of Basalt Growth Management Area for feasibility of alternative 'attainable' housing development options. ALA explored options for pocket neighborhoods, compact lot scenarios, and consolidation of infrastructure as a means to offset development cost and in turn reduce home pricing.

KEY STAFF

Lisa Cowan, Caitlin Aceto

SERVICES

Landscape Architecture, Visualization

STATUS

Planning Document Complete 2016

REFERENCE

Undisclosed | Undisclosed



BRECKENRIDGE SUSTAINABLE COMMUNITY

BRECKENRIDGE CO

ALA provided master planning, urban design and landscape architecture services for the larger mixed-use community surrounding the Broken Compass Brewery site in Breckenridge, Colorado.

KEY STAFF	Nick Aceto, Caitlin Aceto
SERVICES	Landscape Architecture, Visualization
STATUS	On-Hold
REFERENCE	Rich Ciueciuch, Project Workshop



RAISE-OP | BLAKE STREET CHARETTE LEWISTON ME

ALA worked collaboratively with this Lewiston CO-OP via a series of charrettes and workshops to help develop a plan for a new CO-OP building which could be replicated across a number of typical infill sites across Lewiston. Working with residents, ALA and BILD Architecture built consensus around parking, site utilization, program, and amenities.

KEY STAFF	Nick Aceto, Caitlin Aceto
SERVICES	Site Planning, Urban Design, Public Engagement
STATUS	Planned, On-Hold
REFERENCE	Craig Saddlemire, Evan Carroll



RAILROAD SQUARE LIVE-WORK YARMOUTH ME

Situated on a former commercial shipping yard between an existing railroad corridor and historic Main Street, Railroad Square is conceived as a compact, walkable, mixed-use residential community which celebrates the sites historic commercial character while testing new models for living and working.

KEY STAFF	Nick Aceto, Caitlin Aceto
SERVICES	Landscape Architecture, Site Planning
STATUS	Planned
REFERENCE	Kevin Bunker, Alex Jaegerman



JAX SCHOONER HEAD EAST CO-HOUSING BAR HARBOR, ME

The Jackson Laboratories is an institution with a long history in Bar Harbor and one of the State of Maine's largest employers. ALA was tasked with developing a site inventory and analysis and conceptual master and site plans for employee and guest housing on a 36.5 acre parcel directly adjacent to the main campus.

KEY STAFF	Nick Aceto
SERVICES	Site Planning, Urban Design
STATUS	Planned, Under Way
REFERENCE	John Fitzpatrick



WILLITS BEND | LIVE-WORK COMMUNITY

BASALT CO

ALA has worked closely with Black Shack Office to develop plans and visualization for expansion of this live-work community in Basalt, CO. The community is comprised of 6 buildings with commercial, light-industrial space on the ground floor with tenant-finish residences above.

KEY STAFF	Nick Aceto
SERVICES	Master Planning, Urban Design, Landscape Architecture, Visualization
STATUS	Completed 2019
REFERENCE	Glenn Rappaport



LIBBYTOWN PLAYSCAPE

PORTLAND ME

ALA worked closely with the Libbytown Neighborhood Association to provide conceptual design and visuals for a new playground planned in Dougherty Field Park in Portland. Due in large part to ALA's imaginative design in conjunction with the neighborhood association's proposal, the project was awarded more than \$130,000 in CDBG funding in 2018 through the competitive selection process with the City of Portland.

KEY STAFF	Nick Aceto, Caitlin Aceto
SERVICES	Landscape Architecture, Visualization
STATUS	Under Way Summer 2020
REFERENCE	Ethan Hipple, Zack Barowitz



Acorn Engineering, Inc. is a Portland-based civil and environmental engineering firm of nine full-time employees and four construction inspectors. Acorn's team has a diverse portfolio providing Maine with quality engineering and environmental services as well as state-wide construction administration on behalf of the Maine Department of Transportation.

A cornerstone of Acorn Engineering is the attention to quality and exceptional level of service on every project, regardless of size. Our engineers and scientists pride themselves on their extensive experience, which is backed by a broad knowledge of civil and environmental engineering practices from smaller residential projects to larger commercial projects that integrate environmental assessment and site redevelopment.

Acorn Engineering has demonstrated the ability to breakdown and synthesize widely disseminated regulations into accepted engineering practices and practical site assessment and development. As a result of Acorn's efforts, the Cumberland County Soil & Water Conservation District recently recognized Acorn as the Contractor of the Year. This was the first award associated with the nationally recognized Long Creek Restoration Project and the first time the Cumberland County Soil & Water Conservation District ever recognized an engineering firm as their Contractor of the Year.

Acorn's expertise covers the areas of: civil/site design, evaluation, development, and permitting; and construction phase services such as construction administration, construction documents, project bidding, and site inspection including erosion and sedimentation control. Acorn's experience also includes the field of environmental engineering and compliance such as: Phase I and Phase II environmental site assessments, soil and groundwater remediation planning and design; Maine's Voluntary Response Action Program (VRAP); and stormwater treatment system design and permitting.

Acorn's engineers have designed, permitted, and overseen construction on numerous single-family and multifamily residential projects including traditional subdivision designs featuring on-site sewage/septic disposal and drilled wells. Furthermore, Acorn has demonstrated extensive experience and capabilities with municipalities, the Maine Department of Transportation (MDOT), Maine Department of Environmental Protection (MDEP), soil & water conservation districts, conservation commissions, municipalities, and the private sector on environmental and site development projects as demonstrated by the following:

- Listed on Maine DEP's Pre-Qualified Vendor List for Environmental Consulting Services
- Listed on Maine DOT's Pre-Qualified Consultants for eight service areas (listed under Section I.D)
- Cumberland County Soil & Water Conservation District Contractor of the Year for work on the Long Creek Restoration Project

- **Public Works Redevelopment – Meeting House Hill**

Over the past two years, Acorn Engineering has worked in close association with the City of South Portland, neighbors, and private clients on the redevelopment of the former Public Works facility. The 6-acre site is nestled in the middle of the Meeting House Hill residential neighborhood and is currently



a mix of storage buildings, fuel fill stations, miscellaneous stockpiles, and pavement. The site will be redeveloped into a mix of multifamily townhomes and single-family dwellings comprising 38 units along with a public park and community gardens.

In addition to the environmental remediation, Voluntary Response Action Program (VRAP), and other environmental considerations given the previous land use, the project is subject to a Maine DEP stormwater management law. The redevelopment design results in a reduction in impervious area of over 50% and reduces land use intensity across the site. Though not required, several stormwater BMP's have been implemented into the site as a best practice, further attenuating and treating stormwater runoff. In addition to the significant redevelopment plan, Acorn has designed an infrastructure plan to separate the storm and sewer mains. This will include installing 400 feet of new storm drain along the existing O'Neil Street right-of-way and 700 feet of new storm drain along the proposed O'Neil Street right-of-way extension. Overall, this effort will reduce the effects of combined sewer overflows (CSO) into Casco Bay which occur due to wet-weather events and the wastewater treatment plant's inability to provide capacity for both storm and sanitary sewer flows.

As part of this project, Acorn held a multitude of meetings with the City including the assistant City manager, the former Mayor, the entire planning division, and the chief engineer of Public Works. Furthermore, Acorn has collaborated with department heads of the Fire, Parks, Public Works, and Water Resource departments to ensure a feasible and ideal project for all parties. As a result, the process was truly a collaborative effort with a number of stakeholders weighing in on the design.

- **Munjoy Heights**

Acorn provided civil/site engineering and permitting for the design of Munjoy Heights – a six townhome, 29-unit development on the steep slopes of Munjoy Hill in the City of Portland. Acorn designed and developed construction drawings for the sanitary sewers, storm drains, water mains, driveways and pedestrian circulation, retaining wall locations, building locations, and drainage infrastructure to be built in compliance with City standards.



A key component to the project was coordinating with the City on the future combined sewer separation project and the site's overall stormwater management. Additionally, discussions with neighbors and stakeholders were paramount in the project's success.

The innovative urban infill project compliments the Munjoy Hill neighborhood with a communal design and plentiful native landscaping that replaced invasive species which previously dominated the eroding banks prior to the development. The \$22 million project features a courtyard, terraced landscaping, a Portland Trails-maintained path that connects the redevelopment to the existing trail system, and low impact development (LID) techniques that meet MDEP Chapter 500 regulations. The stormwater management includes an underdrained sand filter and chambers that detain and treat stormwater on site in tandem with strategically placed rain gardens.

The project required extensive coordination and collaboration between the client, City of Portland, Portland Trails, the structural engineer, the architect, and the contractor to successfully complete the project with the first “woonerf” in the state and maintaining the existing public walking path through the property.

- **200 Valley St**

Working with Avesta Housing, Acorn Engineering provided civil engineering and permitting for Avesta's 60-unit project in the St. John Valley neighborhood. This urban infill project replaces the existing single-family house and abutting vacant lots into new affordable housing opportunities with two levels of covered parking, amenities, and a rebuilt project frontage with new sidewalks, street trees, and bicycle hitches.



As part of the project, Acorn developed a transportation and parking analysis to ensure that the provided parking will adequately serve the redevelopment. Furthermore, the design team identified and implemented multiple strategies to encourage residents to efficiently utilize the many modes of transportation available on the Portland peninsula.

- **Little Dolphin Drive & Jocelyn Place**

In collaboration with the South Portland Housing Authority and Risbara Holdings, Acorn provided civil engineering design and permitting of a multi-use subdivision at the end of Little Dolphin Drive in Scarborough. Proposed uses include a two-story office building and a three-story 60-unit senior housing facility with associated parking and landscaped areas.



In addition to a voluntary neighborhood meeting, the project went through a 3-step master plan phase with the Town of Scarborough in which the project was collaborated on with Planning Staff, the Planning Board, and neighbors.

The project is subject to Maine DEP and US Army Corps permits. To adequately treat stormwater on the site, Acorn has designed multiple stormwater BMPs meeting Maine DEP Chapter 500 regulations resulting in a low impact design.

- **89 Anderson Street**

In collaboration with Redfern properties and the East Bayside neighborhood, Acorn developed the civil/site engineering design of a mixed use 53-unit redevelopment of an existing under-utilized, urban infill lot in the East Bayside neighborhood. Acorn's scope of services included in the initial phase applying for and obtaining a zone change and



conducting Phase I and Phase II Environmental Site Assessments to evaluate potential environmental contamination at the site.

After conducting the environmental remediation efforts, Acorn developed the site layout and design of sanitary sewers, storm drains, water mains, site driveway, retaining wall locations, building locations, parking lot design, building drainage structures, utility connections and landscaping plan (with a landscape architecture subconsultant) to meet the City of Portland Technical Standards. Acorn also integrated sidewalk and improvements associated with the project into the City's Anderson Street ByWay project. Furthermore, the project team worked with a non-profit organization, the Telling Room, to provide public art along the Fox Street streetcape in lieu of traditional fencing.

Overall, the project established an important mixed use building on a prominent corner lot adjacent to Kennedy Park which contains popular recreation space. The building houses a restaurant and the Gear Hub bicycle school on the first floor with residential apartments above which encourages an active street presence with housing, goods, and services that help tie the neighborhood together and keep eyes on the street.

- **667 Congress Street – The Hiawatha**

The \$28 million project included the civil/site engineering design for the 8-story, first floor retail and 139-unit apartment building on Congress Street in Portland. Vehicle parking is served by two levels with separate access from Vernon and Avon St. The project featured building and site design in an historic district adjacent to Longfellow Square.

Services included, but is not limited to, permitting with the City of Portland, layout and design of sanitary sewers, storm drains, water mains, pedestrian and vehicle entrances, building locations, parking lot design, and parking garage grading and drainage. Acorn provided significant coordination between the Architect, Structural Engineer, Geotechnical Engineer, Construction Management Company, Owner, and the City.



Attachment A

PROPOSAL

NOTE: THIS PAGE IS TO BE COMPLETED AND RETURNED

The UNDERSIGNED hereby declares that he/she or they are the only person(s), firm or corporation interested in this proposal as principal, which it is made without any connection with any other person(s), firm or corporation submitting a proposal for the same.

The UNDERSIGNED hereby declares that they have read and understand all conditions as outlined in the Request for Proposals, and that the proposal is made in accordance with same.

The UNDERSIGNED hereby declares that any person(s) employed by the City of Portland, Maine, who has direct or indirect personal or financial interest in this proposal or in any portion of the profits which may be derived therefrom has been identified and the interest disclosed by separate attachment. (Please include in your disclosure any interest which you know of. An example of a direct interest would be a City employee who would be paid to perform services under this proposal. An example of an indirect interest would be a City employee who is related to any officers, employees, principal or shareholders of your firm or to you. If in doubt as to status or interest, please disclose to the extent known).

The proposer acknowledges the receipt of Addenda numbered 1 and 2

COMPANY NAME: Maine Cooperative Development Partners
(Individual, Partnership, Corporation, Joint Venture)

AUTHORIZED SIGNATURE: [Signature] DATE: 6/16/2020
(Officer, Authorized Individual or Owner)

PRINT NAME & TITLE: Brian Eng, Principal

ADDRESS: 6 City Ctr, Fl 3, Portland, ME 04101

TELEPHONE: 413-262-2610 E-MAIL: bri.d.eng@gmail.com

FEDERAL TAX ID #: 273467906 DUNS #: 009932723

STATE OF INCORPORATION: Maine

(If incorporated in another State, businesses must be authorized to do business in the State of Maine.)

In your organizations preceding completed fiscal year, did the organization receive:

(1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; AND

(2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

☐ Yes ☒ No

Does the public have access to information about the compensation of the executives in the organization through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (18 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

☐ Yes ☒ No

NOTE: All bids must bear the handwritten signature of a duly authorized member or employee of the organization making the bid. **This sheet must be signed and returned with the application package.**

CITY OF PORTLAND, MAINE

**Request for Proposals for Development of City-Owned
Property Located at 165 Lambert Street
RFP #20068**

Current Date: May 28, 2020

The attention of firms submitting proposals for the work named in the above Invitation is called to the following modifications to the documents as were issued.

The items set forth herein, whether of clarification, omission, addition and/or substitution, shall be included and form a part of the Contractor's submitted material and the corresponding Contract when executed. No claim for additional compensation, due to lack of knowledge of the contents of this Addendum will be considered.

ALL BIDDERS ARE ADVISED THAT RECEIPT OF THIS NOTICE MUST BE DULY ACKNOWLEDGED ON THE BID PROPOSAL FORM OR BY THE INSERTION OF THIS SHEET, SIGNED, AND SUBMITTED WITH YOUR PROPOSAL.

**MATTHEW F. FITZGERALD
PURCHASING MANAGER**

The City has received an Environmental Report regarding the lack of vernal pools for the property located at 165 Lambert Street.

The report from Jones Associates is attached.

Receipt of **Addendum No. 1** to the City of Portland's RFP #20068, **Request for Proposals for Development of City-Owned Property Located at 165 Lambert Street** is hereby acknowledged.

COMPANY NAME: Maine Cooperative Development Partners
SIGNED BY: Brian Eng DATE: 6/16/2020
PRINT NAME & TITLE: Brian Eng, Principal
ADDRESS: 6 City Ctr, FL3
Portland, ME 04101 ZIP CODE

CITY OF PORTLAND, MAINE

Request for Proposals for Development of City-Owned
Property Located at 165 Lambert Street
RFP #20068

Current Date: June 9, 2020

The attention of firms submitting proposals for the work named in the above Invitation is called to the following modifications to the documents as were issued.

The items set forth herein, whether of clarification, omission, addition and/or substitution, shall be included and form a part of the Contractor's submitted material and the corresponding Contract when executed. No claim for additional compensation, due to lack of knowledge of the contents of this Addendum will be considered.

ALL BIDDERS ARE ADVISED THAT RECEIPT OF THIS NOTICE MUST BE DULY ACKNOWLEDGED ON THE BID PROPOSAL FORM OR BY THE INSERTION OF THIS SHEET, SIGNED, AND SUBMITTED WITH YOUR PROPOSAL.

**MATTHEW F. FITZGERALD
PURCHASING MANAGER**

Please see our response to questions received related to this RFP.

Receipt of **Addendum No. 2** to the City of Portland's **RFP #20068, Request for Proposals for Development of City-Owned Property Located at 165 Lambert Street** is hereby acknowledged.

COMPANY NAME: Maine Cooperative Development Partners
SIGNED BY: B. Va DATE: 6/16/2020
PRINT NAME & TITLE: Brian Eng, Principal
ADDRESS: 6 City Ctr. Fl 3
Portland, ME 04101 ZIP CODE

21 Randall Street Request for Proposal

	Ducas Construction
Developer	
Option	
Project	3-story 12 units
Type	Rental
Zone change	Yes (R6)
One-bedroom	5
Two-bedroom	5
Three-bedroom	2
50% AMI	0
60% AMI	12
80% AMI	0
100% AMI	0
120% AMI	0
Subsidy request	
LIHTC	Yes 9%
Community Solutions Grant	No
Brownfield	Yes
Housing Trust	Amount TBD
Other	No
Construction Start	Jun-21
Completion	May-22
Development Budget	\$3.2 Million

Greater Portland Community Land Trust	Greater Portland Community Land Trust
Option 1	Option 2
7 2½-story row houses	3-story bldg with 13 one-level homes
CLT model	CLT model
Yes (R6)	Yes (R6)
0	5
0	0
7	8
0	0
0	0
0	0
0	0
7	13
No	No
\$100,000	\$100,000
Yes	Yes
\$88,000	\$400,000*
\$564,000	No
Mar-21	Mar-21
4Q 2021	4Q 2021
\$2.3 Million	\$3.4 Million

* to be returned in 12-14 months

43 & 91 Douglass Street Request for Proposal

Developer	Jack Solely, Hebert Development, Avesta	The Szanton Company
Project	3-story 40 unit rental bldg, 3-story 30 unit condo bldg, 10 single-family homes w/ ADU	4-story 56 unit rental bldg, 3 3-story 12 unit co-ops, 4 2-story 4 unit co-ops, 16 townhouse Co-ops (52 Co-ops)
Type	Rental/Homeownership	Rental/ Co-op
Zone change	Yes (R-5A)	Yes (R-6)
Efficiency	7	0
One-bedroom	13	Rental = 28 , Co-op = 18
Two-bedroom	12	Rental = 17, Co-op = 12
Three-bedroom	8	Rental = 10, Co-op = 6, Townhouses = 16
50% AMI	24	Rental = 24, Co-op = 0
60% AMI	16	Rental = 16, Co-op = 14
80% AMI	0	Rental = 0, Co-op = 17
100% AMI	0	Rental = 0, Co-op = 21
120% AMI	24 one-bdrm condos at approx. \$228,436	0
Market Rate	6 two-bdrm condos + 10 SF homes + 10 ADU	Rental = 16, Co-op = 0
Subsidy request		
LIHTC	Rental = yes 9%, Ownership = no	Rental = yes 9%, Co-op = no
AHTIF	Rental = yes, Ownership = no	Rental = yes, Co-op = yes
Community Solutions Grant	No	Rental= no, Co-op = \$400,000
Brownfield	?	up to \$750,000
Housing Trust	No	Rental = no, Co-op = \$400,000
Construction Start	Rental= 3Q 2022, Condo & SFH = 2Q 2021	Rental = 2Q 2022, Co-op = 2Q 2022
Completion	Rental= 1Q 2024, Condo & SFH = 2Q 2022	Rental = 1Q 2023, Co-op = 2Q 2023
Development Budget	Rental= \$11. mill, Condo & SFH = \$6.9 mill	Rental = 14.1 mill, Co-op = \$15.7 mill

165 Lambert Street Request for Proposal

Developer	Maine Cooperative Development Partners
Project	Phase 1 = 20 single-family homes, Phase 2 = 26 single-family homes
Type	Co-op
Zone change	Yes
One-bedroom	0
Two-bedroom	0
Three-bedroom	46
50% AMI	0
60% AMI	0
80% AMI	0
100% AMI	46
120% AMI	0
Market Rate	0
Subsidy request	
LIHTC	No
AHTIF	Phase 1 = Yes, Phase 2 = TBD
Community Solutions Grant	Phase 1 = \$200,000, Phase 2 = TBD
Brownfield	No
Housing Trust	Phase 1 = \$200,000, Phase 2 = TBD
Construction Start	Phase 1 = 2Q 2022, Phase 2 = TBD
Completion	Phase 1 = 3Q 2022, Phase 2 = TBD
Development Budget	Phase 1 = \$7.4 million, Phase 2 = TBD



CITY OF PORTLAND
Economic Development
Gregory A. Mitchell, Director

MEMORANDUM

To: Economic Development Committee

From: Greg Mitchell

Date: August 17, 2020

**Subject: 21 Randall and 43/91 Douglass Street Affordable Housing Project
Proposals – Estimated Impact upon city of Portland Education
Student Enrollment and State Funding**

This memorandum will estimate the impact upon the city of Portland Education Student Enrollment (number of children) and State Education EPS Funding associated with the 21 Randall Street and 43/91 Douglass Street Affordable Housing Development Proposals.

HOUSEHOLD SIZE

The city of Portland Inclusionary Zoning (IZ) Implementation Guidelines set forth standards for determining eligible household size for workforce housing units. Staff utilized these guidelines to determine the size of the household likely to occupy the units proposed in these developments. The IZ Guidelines state that household size/composition should be appropriate to the size of the unit as outlined in the chart below. For the qualification of households by unit size, the head of the household and spouse/partner are assumed to share a bedroom. Two children, whose ages are not excessively disparate, may share a bedroom. On average, there will be no fewer than one, nor more than two persons per bedroom.

The following chart outlines the minimum and maximum persons allowable per bedroom assuming the occupants meet all other requirements related to qualifications for determining a household such as age of children sharing bedrooms.

Household Size By Bedroom	Studio/One-Bed	Two-Bed	Three-Bed
Minimum	1	2	3
Maximum	2	4	6

ESTIMATED OCCUPANCY AND NUMBER OF CHILDREN

Each development proposal is profiled based upon unit type and number of bedrooms. *The number of children occupying the units is estimated based upon maximum occupancy utilizing the previous City IZ Guidelines. The analysis assumes all children are school age.*

21 RANDALL STREET

Ducas Construction Proposal

Type	# of Units	Maximum Household Occupancy per unit		Total Number of Children All Units
		Adult	Children	
One-bedroom	5	2	0	0
Two-bedroom	5	2	2	10
Three-bedroom	2	2	4	8
Total	12	6	6	18

Greater Portland Community Land Trust Proposals

Option 1: Back Cove Row Houses: 2 ½ story row houses with 7 units

Type	# of Units	Maximum Household Occupancy per unit		Total Number of Children All Units
		Adult	Children	
Three-bedroom	7	2	4	28
Total Units	7	2	4	28

Option 2: Back Cove Flats: 3-story building with 13 one-level units

Type	# of Units	Maximum Household Occupancy per unit		Total Number of Children All Units
		Adult	Children	
One-bedroom	5	2	0	0
Three-bedroom	8	2	4	32
Total Units	13	4	4	32

43 & 91 DOUGLASS STREET

Douglass Yards (Soley/Avesta/Hebert)

40 Unit Rental Housing

Type	# of Units	Maximum Household Occupancy per unit		Total Number of Children All Units
		Adult	Children	
Efficiency	5	2	0	0
Efficiency	2	2	0	0
One-bedroom	9	2	0	0
One-bedroom	4	2	0	0
Two-bedroom	5	2	2	10
Two-bedroom	7	2	2	14
Three-bedroom	5	2	4	20
Three-bedroom	3	2	4	12
Subtotal	40	16	12	56

30 Unit Condominium

Type	# of Units	Maximum Household Occupancy per unit		Total Number of Children All Units
		Adult	Children	
One-bedroom	24	2	0	0
Two-bedroom	6	2	2	12
Subtotal	30	4	2	12

10 Single Family Homes with ADU units

Type	# of Units	Maximum Household Occupancy per unit		Total Number of Children All Units
		Adult	Children	
Single-family unit with ADU	10	2	4	40
Subtotal	10	2	4	40
Grand Total	80	22	18	108

43 & 91 DOUGLASS STREET

Douglass Commons (The Szanton Company & Maine Cooperative Development Partners)

56 Unit Rental Housing

Type	# of Units	Maximum Household Occupancy per unit		Total Number of Children All Units
		Adult	Children	
One-bedroom	12	2	0	0
One-bedroom	8	2	0	0
One-bedroom	9	2	0	0
Two-bedroom	7	2	2	14
Two-bedroom	5	2	2	10
Two-bedroom	5	2	2	10
Three-bedroom	5	2	4	20
Three-bedroom	3	2	4	12
Three-bedroom	2	2	4	8
Subtotal	56	18	18	74

52 Unit Cooperative Housing

Type	# of Units	Maximum Household Occupancy		Total Number of Children All Units
		Adult	Children	
One-bedroom	5	2	0	0
One-bedroom	6	2	0	0
One-bedroom	7	2	0	0
Two-bedroom	3	2	2	6
Two-bedroom	4	2	2	8
Two-bedroom	5	2	2	10
Three-bedroom	6	2	4	24
Three-bedroom Town Home	7	2	4	28
Three-bedroom Town Home	9	2	4	36
Subtotal	52	18	18	112
Grand Total	100	36	36	186

ESTIMATED FINANCIAL IMPACT UPON STATE EDUCATION FUNDING

The estimated impact of State EPS Education Funding for each of 21 Randall and 43/91 Douglass Street Proposals include the following along with the analysis assumptions:

Analysis Assumptions:

>Preliminary 2020-2012 STATE CALCULATION FOR FUNDING PUBLIC EDUCATION (PreK-12) REPORT, Portland Public Schools

>Attending Pupils Average for October 2018 and 2019 = 6,721.5 students

>Number of Students PreK-8 = 4,659 (or 69%) and Grades 9-12 = 2,062.5 (31%). This student breakdown was used for estimating the number of school age students for each of the development project proposal.

>Calculated EPS Rates Per Pupil: PreK-8 = \$7389 and Grades 9-12 = \$7,842.

21 Randall Street

Number of Students	Estimated State of Maine EPS Funding		
	PreK-8 (12 students)	9-12 (6 students)	Total
18	\$88,668	\$47,052	\$135,720

Greater Portland Community Land Trust Proposals

Option 1: Back Cove Row Houses: 2 ½ story row houses with 7 units

Number of Students	Estimated State of Maine EPS Funding		
	PreK-8 (19 students)	9-12 (9 students)	Total
28	\$140,391	\$70,578	\$210,969

Option 2: Back Cove Flats: 3-story building with 13 one-level units

Number of Students	Estimated State of Maine EPS Funding		
	PreK-8 (22 students)	9-12 (10 students)	Total
32	\$162,558	\$78,420	\$240,978

43 & 91 Douglass Street

Douglass Yards (Soley/Avesta/Hebert)

Number of Students	Estimated State of Maine EPS Funding		
	PreK-8 (75 students)	9-12 (33 students)	Total
108	\$554,175	\$258,786	\$812,961

Douglass Commons (The Szanton Company & Maine Cooperative Development Partners)

Number of Students	Estimated State of Maine EPS Funding		
	PreK-8 (128 students)	9-12 (58 students)	Total
186	\$945,792	\$454,836	\$1,400,628