



## **ECONOMIC DEVELOPMENT COMMITTEE**

**DATE: Tuesday, September 15, 2020**

**TIME: 5:30 PM**

**LOCATION:**

**Please click the link below to join the Zoom webinar:**

**<https://zoom.us/j/95012612796>**

**Or iPhone one-tap :**

**US: +13017158592,,95012612796# or +13126266799,,95012612796#**

**Or Telephone:**

**Dial(for higher quality, dial a number based on your current location):**

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**Webinar ID: 950 1261 2796**

**International numbers available: <https://zoom.us/u/aywer9QL>**

- 1. Review and accept Minutes of previous meeting held on August 18, 2020.**
  - a. See attached draft Minutes.
- 2. Discussion and Committee Direction related to the Downtown Entertainment Overlay District - Presentation by Jessica Hanscombe.**
  - a. See attached Memoranda from the Corporation Counsel's Office and from the Police Dept.
- 3. Update of City Pilot Tax Increment Financing Workforce Training Program and City Staff Recommendation on Unused Funds - Presentation by Julia Trujillo Luengo and Greg Mitchell.**
  - a. See attached Memorandum from Julia Trujillo Luengo.
- 4. Public Hearing on Possible Disposition of City-Owned Property Located at 157 Brackett and 176 Clark Streets. Committee to Provide Direction to Staff - Presentation by Mary Davis**

- a. See attached Memorandum from Mary Davis.
- b. See attached recent public comment received.

**5. Update of Housing Committee's Discussion and Direction to Staff Related to Possible City Property Disposition of 622 Auburn Street and 0 Gray Road Properties - Presentation by Mary Davis.**

- a. See attached Memorandum from Mary Davis.

Next Meeting Date: October 6, 2020

**Minutes**  
**Remote Economic Development Committee**  
**August 18, 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, August 18, 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 Pious Ali also joined the meeting. Present from the City staff were Housing and Community Development Division Director Mary Davis, Associate Corporation Michael Goldman, Economic Development Director Greg Mitchell, and Senior Executive Assistant Lori Paulette.

**Item #1: Review and vote on July 21, 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: Public Hearing and vote on a recommendation to the City Council on the annual documentation for Portland Downtown (PD) special assessment for Fiscal Year 2021, including Master Agreement, Fiscal Year Work Plan, and Budget.**

Mr. Mitchell noted that this is an annual requirement for the City Council to authorize the mil rate for PD, as well as associated Master Agreement and Work Plan.

Cary Tyson, Executive Director of PD, thanked the Committee for their time and looked forward to working with the City in his new position as Executive Director. He then noted that

the mil rate for FY2021 is being reduced from FY2020 of 1.09 to 1.05. Mr. Tyson then highlighted seasonal activities, particularly creative ones for the downtown Winter shoulder season, and noted a conservative budget for FY2021.

Casey Gilbert, consultant for PD and its former Executive Director, thanked the City Council for their support of PD over the past 30 years, and looked forward to consulting for PD.

Chair Costa opened the meeting for public comment; seeing none, the public comment session was closed.

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

Councilor Thibodeau suggested that PD reconsider having the Old Port Festival as a way to try to get people downtown.

Chair Costa thanked PD for their efforts and always being a tremendous partner. The proposed mil rate going down will be appreciated by its members. Chair Costa then asked about timing to bring this to the City Council, and Mr. Jennings noted that it would be done with the City operations budget process.

Chair Costa then asked for a vote on the motion and it passed unanimously (4-0).

**Item #3: Public Hearing and vote on a recommendation to the City Council to acquired 204 Rand Road vacant property to be placed in the Land Bank.**

Pat Bailey, Chair of the Land Bank Commission (LBC), thanked the Committee for taking up this item today, noting that it has been on the LBC's high priority list for a while with its 28 acres of largely wooded area, steep terrain, and an extensive trail system by Portland Trails, as well as the old Cumberland/Oxford Canal. Owned by Avangrid, LBC has negotiated a

bargain price for the property at \$50,000. A City-wide Department survey was conducted, which resulted in positive interest in placing it in the Land Bank.

Mr. Mitchell noted that the packet included a profile on the real estate and a proposed Purchase and Sale Agreement. The property has sat idle for a number of years, noting that it is a very challenging property. The LBC has the funds to purchase this property.

Chair Costa opened the meeting for public comment; seeing none, the public comment session was closed.

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

Councilor Thibodeau questioned buying the property versus leaving it be. He also noted that a conceptual site plan from 2006 showed approximately 7 acres for possible development. Would this be an option if all 28 acres were placed in the Land Bank.

Ms. Bailey said that it has been on the market for 2-3 years, asking \$250,000. The LBC had talked with the owner, noting if it sold the 7 acres, the LBC would like to purchase the remainder at a bargain price. The property with its limitations is now being offered in total at \$50,000. Ms. Bailey further noted that if in the future the City wanted to develop that 7 acres, it would take a Council super-majority vote to take that 7 acres out of the Land Bank.

Mr. Mitchell noted that at the Council meeting, there would be two actions: authorizing the Purchase and Sale Agreement, and placing the property into the Land Bank.

Councilor Chong said that he lives in this area, and more people use that part of Portland Trails, which is near Rowe School, so it could also be used for educational field trips.

Ms. Bailey concurred, noting there has been much more use of the trail system due to the current pandemic, noting interesting wildlife and more signage in the future.

Chair Costa said that he has been on the LBC as a Council appointee a couple of times and knows the analysis that is done to prioritize areas. He thanked staff and LBC for bringing this forward. He then asked for a vote on the motion and it passed unanimously (4-0).

Ms. Bailey thanked the Committee, and also thanked the Mayor, City Council, City Manager and all City staff for their efforts during the pandemic, noting how their jobs changed tremendously and applauded all.

**Item #4: Second Public Hearing and vote 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:**

- a) **21 Randall Street**
- b) **Douglass Street**

**NOTE: Public comment will be taken only from those who did not comment at the July 21, 2020, public hearings for these two properties.**

**The Committee may go into executive session per 1 M.R.S.A 405(6)(C) and 5 M.R.S.A. 13119-A to provide staff direction on negotiations.**

Councilor Thibodeau recused himself from the 21 Randall Street property discussion and vote due to his employer having a relationship with one of the respondents to the RFP; he then left the meeting.

Chair Costa noted that the Committee previously heard presentations on the development projects and received public comment at the July 21 meeting. This meeting is to review additional information requested at that meeting and to move forward with a recommendation to staff on which proposals to begin negotiations with for a Purchase and Sale Agreement (PSA).

Ms. Davis provided an overview, noting this would be followed by 5-minute presentations from each developer. Most questions from the last meeting centered around additional financial information of each, and the cover Memo details this information, and thanked Victoria Volent in her office for her assistance. The memo includes information on rent schedules by bedroom count and AMI levels, estimated sale price for homeownership units, as

well estimates working with the City Assessor for annual taxes from each development. She also noted that per the RFP, affordable means rentals/home ownership that do not to exceed 30% of income. Ms. Davis added that Mr. Mitchell did an analysis on education impacts. Ms. Davis also made note that the Housing Committee met on August 12 and requested City staff explore sole sourcing 622 Auburn Street with Maine Cooperative Development Partners, which the City is currently negotiating a PSA with for the 165 Lambert Street property.

Councilor Chong asked about a breakdown of 3-bedroom units in the past two years, and the economic impact of low-income housing renters who became homeowners.

Ms. Davis noted p. 4 of the backup shows projects from 2016 forward and the number of bedroom units for each for a total of 157 3-bedroom units. Regarding the low-income renters who become homeowners, she indicated that she does not have that data.

In response to Councilor Mavodones, Mr. Mitchell referred to his Memo and summarized the estimated educational impact on the projects, using maximum occupant size from the Inclusionary Zoning Ordinance for both the Randall Street and Douglass Street projects.

Councilor Mavodones asked about TIF sheltering savings, and Mr. Mitchell noted the 30-year average TIF sheltering savings for the Douglass Yards project is estimated at \$25,935 on the 40-unit rental project. For the Douglass Commons 56-units of rental housing it is estimated at \$36,688 average; and, for the Cooperative Housing project it is estimated at \$63,256 annual savings.

Councilor Mavodones requested a review of property taxes for each project, and Ms. Davis provided that review for the Committee referring to her memo.

Chair Costa then asked for up to 5-minutes summaries from the developers for the 21 Randall Street project.

### **21 Randall Street**

Patrick Ducas thanked the Committee for their time in reviewing the proposals. His proposal is for 12 units with a mix of bedrooms and parking for all, for those at or below 60% AMI, and offering \$7,500 for the land. His project includes applying for LIHTC and \$175,000 from the Housing Trust Fund, standard debt, and \$150,000 equity. He would have liked to applied for the September 2020 round of LIHTC, but that is now unlikely so project would be delayed a year.

Chair Costa asked if Committee members had any questions. There being none, he asked for Greater Portland Community Land Trust (GPCLT) update.

Mr. Wells noted that the proposal is for 13 homes all with 1- and 3-bedrooms designed for workforce home ownership. He described the financing sources, including \$400,000 from the Housing Trust Fund which would be paid back. He then described the GPCLT model, with GPCLT owning the land, and noting that when a homeowner sells, it gets back some equity.

Councilor Mavodones asked about any interested parties in this model, and Mr. Wells noted that he had 20 interested parties, with the majority employed by the public school system.

Councilor Chong asked if it had any match programs for seller's equity, and Mr. Wells noted that as the project builds, this can be looked into but it is much better than renting, and you would also get the down-payment back.

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

Dale Belanger of 61 Randall Street noted that home ownership is needed and supported the GPCLT model.

Nick Zaccaro, long term resident of Portland, supported GPCLT model.

Michelle Amato, 93 Ashland Street, supported the GPCLT model and its diversity. Being a teacher in Portland, salaries do not provide enough for homeownership in Portland. This model will help.

Edward Laboko noted support for GPCLT project.

Ginny Sheriden supported GPCLT for its home ownership in perpetuity.

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

Councilor Chong made a motion to have staff move forward with PSA negotiations for the GPCLT proposal; Councilor Mavodones seconded the motion.

Councilor Chong favored the GPCLT home-ownership model for families, for increased students in the school system, and preserving the family neighborhood.

Councilor Mavodones noted these were two very good proposals. With the EDC's financial lens, there would be more economic benefit to Portland with the GPCLT model.

Chair Costa agreed. He noted that this property is in his District and this is a good project to get to affordable home ownership. He thanked both proposers.

A vote was then take on the motion and it passed unanimously (3-0).

### **Douglass Street**

(Councilor Thibodeau rejoined the meeting.)

Ms. Davis summarized the estimated taxes for each project.

### **Douglass Commons Project**

Mr. Szanton thanked the Committee and introduced the team. He noted that the issue is

what does the City want for a product. The City wanted units at 60% to 120% AMI, with his proposal having 108 units, and the other 90. He then described the differences between the two proposals, particularly the deed restrictions for units to remain affordable. Mr. Szanton said that it is a unique property and a great family project, which is why they prioritized 2- and 3-bedroom units, particularly for workforce housing.

### **Douglass Yard Project**

Rebecca Hatfield of Avesta Housing thanked the Committee for their time. She noted that this project scored highest between the two proposals. This project has the highest tax revenue return to the City and does not need HOME or Housing Trust Fund funds. This project team is very sensitive to Portland's housing challenges, and, with financing in place, is ready to move forward.

Councilor Thibodeau questioned the AHTIF for the Co-Op model, particularly at the end of the 30-year TIF would costs go up for the homeowners.

Mr. Eng said that there are a variety of costs. As the TIF gets to the end of the 30-years, the Cooperative would evaluate it to remain affordable for the homeowners. A Cooperative is also limited by statute for it to remain affordable at 100% AMI or less.

Ms. Trice added that a refinancing would most likely occur at the end of the 30-year TIF period.

Councilor Thibodeau questioned the Douglass Yards project having 40 rental units, while the Commons had more.

Ms. Hatfield said that the Yards proposal looked at the entire layout and it made sense for 40 rental units, 30 condos, and 10 single-family homes each with accessory dwelling unit (ADU).

Councilor Thibodeau asked if the 10 single-homes with ADU are proposed or would be they built, and Jack Soley indicated that they would be built with the ADUs as an integral part of the campus. Their plan would allow family living at all income levels, with the 10 single-family homes built as passive homes.

Councilor Chong asked about the equity in the Co-Op models and can members obtain a collateral loan from that equity.

Mr. Eng explained that members will always build equity. They tap into it when they move out and sell their share. Regarding collateral loans, this can be further looked into.

In response to Councilor Ali, Mr. Eng indicated that there are many successful models in New York City, DC, and across the country. They are a small percentage of overall housing but successful.

Chair Costa then opened the meeting for public comment.

Eric Anderson who lives on Douglass Street supported the Douglass Commons project with more family homes and permanent affordability, a very important element. He liked the Co-Op model and lived in one which helped him to save money for the down-payment on the house he owns now.

Craig Saddlemire, manager of a Lewiston Co-op, sent in his letter of support for the Douglass Commons proposal, noting such developments promote community engagement.

Rachel Alcott of Maine Peoples Alliance supported the Douglass Commons proposal, noting it provides diversity in mixed income, community building, and offering help if needed.

Data Totman of Avesta Housing provided some background noting the development team will get this project done. Jack Soley got the first development done in Bayside when the

City sold its Public Works Bayside properties. This proposal will get the 90 units developed and ready for occupation. Financing is in place and it is not using the HUD 213 Program.

Charles O'Rourke of 79 Douglass Street supported the Douglass Commons project, noting that it would promote affordable housing and community engagement.

Andrea Levisky also supported the Douglass Commons proposal. She is a Portland school employee and cannot afford to buy in Portland. This concept may provide her an opportunity to live in a 2-generational community.

Hugh Jeffers supported Douglass Commons. He noted that he has been involved in cooperative lending for 25 years, working extensively with Co-Ops and the HUD 213 Program is successful in creating such developments.

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

Councilor Chong asked Ms. Davis if both proposals were shovel ready, financing in place, and zoning all set.

Ms. Davis noted that both proposals are going to need a re-zone and site plan approval with the Planning Board. The timing for that is 4 months for rezoning, and then 3 months for the site plan approval.

Regarding funding in place, Ms. Davis indicated that the Douglass Commons had requested HTF Funds and noted that at a recent City Council meeting it authorized the use of HTF funds for AHTIF projects at 83 Middle Street, 377 Cumberland Avenue, and 200 Valley Street. This would leave a balance of \$698,000 in the Fund, and staff prefers to reserve \$500,000 in case of emergencies. Financing is in place for the Douglass Yards project.

Ms. Trice indicated that the Douglass Commons project can work without the HTF; it is not necessary to the project.

Councilor Ali noted that when the Housing Committee reviewed these two proposals, he and Councilor Cook supported the Douglass Commons project.

Councilor Mavodones asked for clarification on the use of HTF funds.

Ms. Davis said that initially Douglass Commons did include use of HTF funds. However, knowing what was going to the City Council as just noted, she asked about the possibility of HTF not being available. Ms. Trice had indicated to her that the project could continue.

Chair Costa asked Ms. Davis about the HUD 213 program, and Ms. Davis said that it is not a program she is familiar with. With limited research she found that it is a HUD program that provides mortgage insurance on loans that facilitate building Co-ops and HUD data shows it has been used mostly in the west.

Councilor Mavodones made a motion to authorize staff to move forward with negotiations for a PSA with the Douglass Yards project; Councilor Chong seconded the motion.

Councilor Mavodones said both offer great opportunities for Portland and the development teams are known, high quality affordable housing developers. The funding sources and revenues tip the scale for him, as does the diversity in the Douglass Yards proposal. He thanked both development teams.

Councilor Thibodeau said he is in a similar boat as Councilor Mavodones, and appreciated both proposals. After weighing options, the Douglass Yards is more compelling because of the need for diverse housing in this area, noting he wished Portland could have both development projects. At the end of the day, Councilor Thibodeau said that it was an extremely close decision but is leaning toward Douglass Yards.

Councilor Chong agreed that both were good proposals and the best affordable housing developers, but he will support the Douglass Commons proposal. The number of children attending school at the Douglass Commons project is approximately 200, almost double of Douglass Yards. Permanent families would be created at the Commons at a price point they can afford. Low-income residents can be there and build equity. Public benefit piece is better at Commons to own and begin a life-long housing ownership. Losing school enrollment is a big factor for Portland. Commons provides housing security for families with permanent ownership.

Chair Costa also agreed that the City received two outstanding proposals and cannot go wrong with either, noting that he has a slight preference for Douglass Yards as it is easier for him to see this project coming to fruition, particularly because of the financing in place. These proposals may need a full Council discussion.

Councilor Chong agreed with the funding, but the City should try new models. This population is one we want to help – the low income. If Maine gets 213 HUD funding, it could bring other financing pieces in as well.

Councilor Thibodeau said that the City is clear in that it wants to assist in creating more affordable housing by using its City-owned property, and not to fund high end housing. Both are good projects, suggesting that the one not chosen could put in a proposal for another piece of City-owned property that the Housing Committee is working on.

Councilor Chong noted at 60% AMI, you could own at the Commons.

Seeing no further discussion, a vote was then taken on the motion and it passed 3-1 (Chong).

Councilor Thibodeau noted that the EDC may be taking up in September a discussion of proposed disposition of City-owned property at 157 Brackett Street and 176 Clark Street, which

had been discussed previously in 2014/2015. It would be interesting to have a summary of those meetings.

On motion made by Councilor Chong, seconded by Councilor Mavodones, the Committee voted unanimously (4-0) to adjourn at approximately at 8:47 p.m.

Respectfully, Lori Paulette

## MEMORANDUM

**TO:** Economic Development Committee  
**CC:** Jon P. Jennings  
**FROM:** Anne Torregrossa, Esq.  
**DATE:** February 10, 2020  
**RE:** Options for Downtown Entertainment Overlay District

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The Council requested options for, and staff input on, potentially amending the entertainment licensing and the Downtown Entertainment Overlay District to allow additional entertainment venues in the Old Port. The Portland Police Department has submitted a separate memo providing input on the policy implications on any change. This memo lays out options for the Council to consider and the path for proceeding with any of those options.

1. **No modifications.** One option is certainly to leave the Entertainment Overlay District as it is, and not modify the business licensing. In 2006, the mayor convened a task force to study the issue of crime and violence in the Old Port. The current version of the Entertainment Overlay District came out of that task force, and that legislation has been largely effective at mitigating the effects of large crowds emptying from establishments with entertainment in close proximity to each other. This is the option supported by the Police Department as laid out in their memo. Even with this option, however, the Council could refine the existing process as discussed in options 2 and 3 below, neither of which would require an ordinance change.
2. **Conduct site visits.** If the Council is concerned about differing measurements, the Council could conduct a site visit for some or all entertainment applications in the Entertainment Overlay District. Site visits would need to be noticed and open to the public. I do not recommend that individual Councilors conduct their own site visit.
3. **Request alternative measurement procedures from the City Manager.** There was some concern raised at the Council meeting that the measurement standards are unclear and/or that measurement procedures have changed over time. In 2017, I wrote a memo on the legal interpretation of the language in the City ordinance with respect to measuring. A copy of that memo is attached. The City has measured all entertainment licenses in Entertainment Overlay District in conformity with that memo since at least that time. Although licensing staff has changed, it is believed that this method of measurement was used previously as well for entertainment licenses.

The Council could provide guidance to the City Manager on preferred ways of communicating measurements and/or procedures for measuring, such as notice to the owners and abutters of when measurements will be taken, an educational flyer on how measurements are taken, etc.

4. **Request that the Planning Board consider modifying measurement standards or procedures in Chapter 14.** The Council could ask the Planning Board to review, and

consider amending, the language of the ordinance with respect to measuring distances for purposes of the Entertainment Overlay District. Options include:

- a. adding language to clarify the existing standard;
- b. changing the way of measuring, such as a measuring “as the crow flies”;
- c. adding a requirement that the measurement be made by a surveyor, the cost of which would be borne by the applicant; or
- d. increasing or reducing the distance between entertainment licenses, which would directly impact the number of licenses in the District. Again, this last option is not supported by the Police Department.

5. **Request that the Planning Board consider modifying the Entertainment Overlay District to allow single events.** Currently, Chapter 4 allows up to five individual entertainment events to be conducted on any one premises without getting a full entertainment license. However, those conducting the entertainment must still get a single event entertainment license. The 100’ restriction on entertainment in the Overlay District applies to holders of all entertainment licenses, including single event entertainment licenses. The City Council could request that the Planning Board consider a modification to the Entertainment Overlay District to exempt single event entertainment licenses from the 100’ restriction.
6. **Create a new category of entertainment license and request that the Planning Board consider modifying the Entertainment Overlay District to allow holders of that new category of license to operate not subject to the 100’ distance restriction.** This last option would require a modification to both Chapter 4 and Chapter 14. Chapter 4 could be amended to allow a sixth category of entertainment license, potentially limiting hours, days, number of guests, etc. Once Chapter 4 was amended, the Council could ask the Planning Board to consider a modification to the Entertainment Overlay District to exempt this new type of license from the 100’ restriction, and/or impose different distance restrictions.

**PORTLAND POLICE  
DEPARTMENT  
INTERDEPARTMENTAL MEMORANDUM**

February 24, 2020

**TO:** Frank T. Clark, Chief of Police

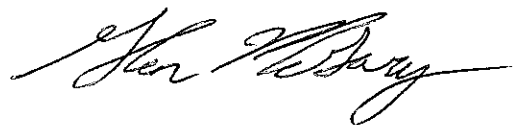
**FROM:** Lt. Glen McGary, Lt. Dan Hondo

**SUBJECT :** Entertainment Licensing

On January 22, 2020, the City Council requested additional information on the possibility of making changes to the Downtown Entertainment Overlay District, which requires a separation of 100' between businesses with an entertainment license in the Old Port. Among options discussed were decreasing the 100' separation, and creating a separate class of entertainment license for event spaces that would not be subject to the 100' separation requirement.

The current version of the Entertainment Overlay District was put in place in 2006, after significant effort by the Old Port Nightlife Task Force to come up with a proposal to make the Old Port safer. The resulting 100' separation requirement was designed to allow the safe disbursement of patrons during closing time. Previously, there had been many establishments with entertainment licenses that were less than 100' from each other. At closing time, the patrons leaving these locations at the same time would result in large crowds in close proximity and would result in many patrons fighting. Since 2006, and the current version of the Entertainment Overlay District restrictions, the Old Port has become safer and there are fewer fights. With the 100' restriction in place, there are fewer crowds in front of establishments with entertainment licenses and less fights because of it. For this reason, we do not recommend changing the ordinance from the current restriction of 100 feet.

We also do not recommend adding a separate class of entertainment license that would be exempt from the 100' separation. In our experience, events such as weddings or other functions with entertainment do not produce a substantially different crowd than bars or clubs with entertainment. Without the 100' separation requirement, attendees at a function space will still contribute to the crowds in the Old Port and undermine the progress that has been made since 2006 to make the Old Port Safer. Even if event spaces are required to end their entertainment earlier in the evening, those attendees will likely stay in the Old Port drinking and contributing to the crowds. Further, it will be extremely difficult for our officers to distinguish between an event space and a business with a full entertainment license in order to enforce an earlier end time for event spaces.

A handwritten signature in black ink, appearing to read "Glen McGary", is located at the bottom right of the page. The signature is fluid and cursive, with a long horizontal stroke extending to the right.



**CITY OF PORTLAND**  
**Economic Development**  
**Gregory A. Mitchell, Director**

**MEMORANDUM**

**TO:** Economic Development Committee

**FROM:** Julia Trujillo, Office of Economic Opportunity Director  
Greg Mitchell, Department Director

**DATE:** September 15th, 2020

**SUBJECT:** CITY PILOT TIF FY2020 WORKFORCE TRAINING  
PROGRAM RESULTS AND STAFF RECOMMENDATION

**PURPOSE**

This memorandum provides an update on the results of the City Pilot FY2020 Workforce Training Program results and City staff recommendation on unused funds.

**BACKGROUND**

Discussions regarding the use of Tax Increment Financing (TIF) investment in workforce training started during 2018 under the direction of the EDC during updates and amendments to three City area-wide TIF Districts (Bayside, Downtown/Transit and Waterfront). The option for the City to invest TIF funding in workforce training was added to all three area-wide TIF Districts. The specific language to utilize TIF funds for workforce training includes:

***Workforce Training Funds. Costs of services and equipment to provide skills development and training, including scholarships to in-state educational institutions or to online learning entities when in-state options are not available for jobs created or retained.***

In April, 2019, the Economic Development Committee proposed a two pronged initial allocation of DTIF investment to cover instructional and administrative costs for workforce training candidates whose needs were not being met by existing programmatic or funding supports (WIOA, FEDCAP, PAS, etc.) thus filling the service gap.

The first allocation provided \$100,000 in funding for Portland Adult Education to augment their existing workforce training programming to include a brand new ELL Banking Training Module, the successful continuation of their Education Academy, as well as two Intensive English courses.

The second allocation was for a total of \$150,000 as a City pilot program to invest in Portland employer workforce training needs. MaineHealth and Coastal Counties Workforce, Inc., won an RFP issued in 2019 with their project ***Frontline Health Care Careers for New Immigrants Program*** to train 65 incumbent foreign trained workers for health care careers that do not require a Bachelor's degree.

## **KEY PROGRAM HIGHLIGHTS AND OUTCOMES**

Both programs have been in operation for almost a full calendar year, but due to myriad of challenges from the COVID-19 pandemic, both vendors requested a no cost time extension to complete their contract deliverables. However, while Portland Adult Education's programming started in September 2019, CCWI's project did not begin until February 2020.

### **Portland Adult Education**

**Overall goal:** Support Portland's English Speakers of Other Languages (ESOL) with intensive English instruction to improve their career readiness and introduce foreign trained individuals to key growing industries (banking/finance and education) with training and direct industry-specific entry job opportunities.

**Timeline:** September 2019 - November 2020 (with extension)

\*PAE's school year ends in June.

### **Persistent Workforce Challenge Trying to Address:**

- Support workforce training for those ineligible for federal or state funding.
- Ensure availability of Intense English options for those with the time available to improve their English proficiency with higher frequency and intensity.
- Connect foreign trained individuals with industry specific training and jobs that link them to a career pathway.

**Population Served:** Unemployed or underemployed immigrants and refugees looking for a job in their preferred industry (education or finance/banking) and an opportunity to improve their English more rapidly through an English Intensive option.

### **Key Highlights and Results:**

- 6 of 14 New Mainer Teller Training Program graduates have been hired as Tellers with an average wage of \$15.21/hour. Hired by 6 different financial institutions since March: Bangor Savings, Infinity Credit Union, TD Bank, Bath Savings, Gorham Savings Bank, CPort Credit Union
- 10 of 14 (71%) Education Academy students have their Ed Tech 3 Certification, and 7 (50%) are eligible to be hired as a Teacher with a Conditional Teaching Certification in a range of subjects
- Education Academy employment outcomes: 2 Ed Tech 3s, and 3 Teachers (Long term sub, PT, and FT)
- 74%, (23/31) of ELL Intensive Job Readiness graduates found employment with an average wage of \$14/hour

- Intensive English students who participated the full year (11) had an average gain of 16 points on their English reading assessment, which is equivalent to moving 2-3 academic grade levels.

**Most notable accomplishments due to TIF investment:**

- The successful development of a pilot 12-week, New Mainer Teller Training Program with 6 employer partners who informed program design, co-taught the class, and hired graduates
- TIF investments enabled students to enroll in PAE workforce programming who were ineligible for any other scholarship or tuition support
- PAE Received the Regional Chamber of Commerce “Collaborator Award” for the New Mainer Teller Training Partnership

**Key Programmatic Challenges:**

- In March 2020 All PAE programs had to transition to a virtual format due to COVID
- Decline in job opportunities due to the economic impact of COVID

**Coastal Counties Inc. and Maine Health**

**Overall goal:** Support the career advancement of MaineHealth foreign trained incumbent and external unemployed individuals.

**Timeline:** November 2019 - February 2020 (with no cost extension)

**Persistent Workforce Challenge Trying to Address:**

- Chronic underemployment among the foreign trained, particularly in the healthcare field.
- Absence of alternative pathways to apply prior clinical and non-clinical experience without state licensure or certification.
- Ongoing workforce challenge faced by MaineHealth, particularly Maine Medical Center to recruit across the system, particularly in key entry level clinical positions.
- Lack of internal MaineHealth staff to support the unique career advancement of their immigrant workforce.

**Population to be Served:** Foreign trained Mainehealth incumbent workers and external unemployed individuals.

**Key Highlights and Results:**

- Built initial foundation within MaineHealth Center for Workforce Development to support the career navigation and advancement of their foreign trained incumbent workforce.
- Presented to several internal Departments at Maine Medical Center regarding the career navigator role and its key benefits.

- The Career Navigator role was beginning to be reached out by Maine Medical Center employees, particularly those accessing English Language training, to learn of training and other options to support their career advancement.
- Up to 6 individuals secured a career advancement opportunity, as a direct result of this initiative. One candidate moved from a housekeeping position to a per diem nursing opportunity and another external Mainehealth candidate secured a Patient Access position.

#### **Most notable accomplishments due to TIF investment:**

Maine Medical Center was able to build “Career Navigation” into the curriculum as a dedicated resource for employees, including previous and active employees in the English Language Learning program.

#### **Key Programmatic Challenges:**

COVID-19 represented a multi-pronged challenge across MaineHealth’s system, which hindered the ability of the dedicated position to meet in person with participants, Departments, and other key partners to support their career advancement and other challenges related to COVID-19.

#### **CURRENT LANDSCAPE**

- CCWI unspent workforce training funds of up to \$58k.
- Enrollment across the workforce training and development system is down.
- While unemployment numbers are down, layoffs are still significant and it is anticipated they will remain as such for some time.
- The adverse consequences of the COVID-19 pandemic continue to shift downward and by and large, employers remain in a status quo.
- The national racial discourse has opened greater career opportunities for racially and ethnically diverse populations, as employers are currently seeking diverse talent.

#### **CITY STAFF RECOMMENDATION**

City staff recommends the City retain the CCWI unused workforce training funds to reassess workforce training investment next Spring during the FY2022 budget cycle. Staff considers it is premature to invest unused workforce training funds during a pandemic because of the uncertainty of the economy.

# Portland Adult Ed/9/2020

| Outcome Area: Economic Inclusion and Development                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                  |                       |                                                                                                                                                                                                                                                     |              |            |       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------|-------|
| City of Portland 2030 Strategic Priorities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                  |                       | Accountability: Performance Based metrics to measure overall results                                                                                                                                                                                |              |            |       |
| <b>Outcome Area Definition:</b> Economic inclusion involves equal opportunity to economic activities such as employment, entrepreneurship, and consumerism. Economic development is reliant on harnessing the full potential of all residents and creating an inclusive economy. Immigrants and other underrepresented communities have the skills and assets to thrive, and economic development systems are prepared to leverage new and existing talent. In order to cultivate this talent further, lifelong learning opportunities, language, and other related barriers are addressed to assist underserved communities to reach financial stability. |                                                                                                                  |                       | <b>Effective and Efficient Services:</b> maximizing existing services by partnering with internal and external efforts to meet common needs.                                                                                                        |              |            |       |
| <b>Strategy 1:</b> Enhance access to career pathways and successful professional outcomes so that all Portlanders, particularly people of color, including immigrants and refugees have greater opportunities for upward economic mobility.                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                  |                       | <b>Interdepartmental Cooperation and Assistance:</b> seek direct participation from ALL City Departments as Connectors within PPC; establish a formal referral system between HR and Social Services to match and connect Connectees to their field |              |            |       |
| <b>Level of Effort:</b> Minimal Low Medium High Unsustainable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                  |                       | <b>Outstanding Customer Service:</b> OEO is a steward of City services and connects the dots to provide timely, complete and accurate information with internal and external requests including and beyond OEO core programs.                       |              |            |       |
| <b>Focus Population/Reach:</b> Eligible participants in Intensive English Course, Intensive Job Readiness for Intermediate English Speakers, Education Academy, and ELL Banking Training that receive English Language Training, On the Job Training, Skills Training, Case Management, and Employer Outreach.                                                                                                                                                                                                                                                                                                                                             |                                                                                                                  |                       | <b>Project Delivery:</b> Performance based metrics measure budget, deadlines, and scope.                                                                                                                                                            |              |            |       |
| <b>Leads:</b> Portland Adult Education and OEO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                  |                       | <b>BUDGET:</b> \$100,000                                                                                                                                                                                                                            |              |            |       |
| <b>Other Key Partners:</b> Portland Public Schools, Spurwink, SOL, GPWI, Goodwill WIOA, Greater Portland Chamber of Commerce, Bank of America, C-Port Credit Union, Infinity Credit Union, Bangor Savings Bank, Norway Savings Bank, Gorham Savings Bank, Key Bank, Prosperity Maines, Greater Portland Career Center, Catholic Charities,                                                                                                                                                                                                                                                                                                                 |                                                                                                                  |                       |                                                                                                                                                                                                                                                     |              |            |       |
| <b>Strategy to Date Progress and Potential Risks:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                  |                       |                                                                                                                                                                                                                                                     |              |            |       |
| Actions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Baseline                                                                                                         | Expected Total Target | 2019                                                                                                                                                                                                                                                | 2020         |            | Final |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                  |                       | Oct to Dec                                                                                                                                                                                                                                          | Jan to March | April-June |       |
| <b>Baseline</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Total Number of Participants Served by Portland Adult Education                                                  | 84                    | 40                                                                                                                                                                                                                                                  | 48           | 11         | 99    |
| <b>Grant Services and Outcomes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Number of participants in Intensive English Course                                                               | 30                    | 15                                                                                                                                                                                                                                                  | 14           | 11         | 40    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Number of participants in Intensive English Course funded by TIF                                                 | 24                    | 12                                                                                                                                                                                                                                                  | 2            | 0          | 15    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Number of participants who demonstrate a measurable skills gain via Intensive English (CASAS scores improvement) | 24                    | 13                                                                                                                                                                                                                                                  | 8            | 11         | 32    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Percent of participants who demonstrate a measurable skills gain via Intensive English Course                    | 100%                  | 87%                                                                                                                                                                                                                                                 | 57%          | 64%        | 80%   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Number of participants who obtain a job as a result of Intensive English Course                                  | N/A                   | NA                                                                                                                                                                                                                                                  | N/A          | N/A        | N/A   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Number of participants in Intensive Job Readiness                                                                | 30                    | 13                                                                                                                                                                                                                                                  | 18           | N/A        | 31    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Number of participants in Intensive Job Readiness funded by TIF                                                  | 30                    | 13                                                                                                                                                                                                                                                  | 18           | N/A        | 31    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Number of participants who demonstrate a measurable skills gain via Job Readiness sud                            | 30                    | 10                                                                                                                                                                                                                                                  | 8            | N/A        | 18    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Percent of participants who demonstrate a measurable skills gain via Job Readiness Cla                           | 100%                  | 77%                                                                                                                                                                                                                                                 | N/A          | N/A        | N/A   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Number of participants who demonstrate a measurable skills gain via Job Readiness sud                            | 26                    | 6                                                                                                                                                                                                                                                   | 9            | 7          | 23    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Percent of participants who demonstrate a measurable skills gain via Job Readiness Cla                           | 85%                   | 46%                                                                                                                                                                                                                                                 | 50%          | N/A        | 74%   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Number of participants in Education Academy (3 trimesters)                                                       | 12                    | 12                                                                                                                                                                                                                                                  | 2            | 0          | 14    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Number of participants in Education Academy funded by TIF                                                        | 4                     | 8                                                                                                                                                                                                                                                   | 0            | 0          | 8     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Number of participants who obtain a credential of value such as Ed Tech III or teacher c                         | 12                    | 1                                                                                                                                                                                                                                                   | 4            | 7          | 10    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Percent of participants who obtain a credential of value.                                                        | 100%                  | 0                                                                                                                                                                                                                                                   | 28%          | 50%        | 71%   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Number of participants who obtain a job through their credential of value                                        | 10                    | 0                                                                                                                                                                                                                                                   | 4            | 1          | 5     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Percent of participants who demonstrate a measurable skills gain via Education Acaden                            | 80%                   | 0                                                                                                                                                                                                                                                   | 28%          |            | 36%   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Number of participants in Banking Training                                                                       | 12                    | NA                                                                                                                                                                                                                                                  | 14           | N/A        | 14    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Number of participants in Banking training funded by TIF                                                         | 6                     | NA                                                                                                                                                                                                                                                  | 8            | N/A        | 8     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Number of participants who obtain a credential of value such as Today's Teller.                                  | 12                    | NA                                                                                                                                                                                                                                                  | 14           | N/A        | 14    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Percent of participants who obtain a credential of value                                                         | 100%                  | NA                                                                                                                                                                                                                                                  | 100%         | N/A        | 100%  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Number of participants who obtain a job through their credential of value                                        | 10                    | NA                                                                                                                                                                                                                                                  | 1            | 4          | 5     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Percent of participants who obtain a job or promotion.                                                           | 80%                   | NA                                                                                                                                                                                                                                                  | 7%           | 26%        | 36%   |
| <b>Average Outcomes of TIF Investment</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Total Number of Participants Served with TIF                                                                     | 64                    | 33                                                                                                                                                                                                                                                  | 28           | 3          | 62    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Number of participants who demonstrate a measurable skills gain                                                  | 38                    | 24                                                                                                                                                                                                                                                  | 30           | 15         | 69    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Percent of participants who demonstrate a measurable skills gain                                                 | 60%                   | 73%                                                                                                                                                                                                                                                 | 107%         | 178%       | 113%  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Number of participants who earn a credential of value                                                            | 18                    | 1                                                                                                                                                                                                                                                   | 11           | 3          | 15    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | % who earn a credentialed value.                                                                                 | 28%                   | 3%                                                                                                                                                                                                                                                  | 39%          | 21%        | 24%   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Number of participants who obtain employment/ advance into a new position                                        | 29                    | 6                                                                                                                                                                                                                                                   | 11           | 8          | 25    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Percent of participants who obtain employment/ advance into a new position                                       | 45%                   | 18%                                                                                                                                                                                                                                                 | 39%          | 71%        | 40%   |
| <b>Employer Engagement Effectiveness</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Number of participants who retain new position for 60 days                                                       | 20                    | NA                                                                                                                                                                                                                                                  | 7            | 8          | 15    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Percent of participants who retain new position for 60 days                                                      | 70%                   | NA                                                                                                                                                                                                                                                  | 41%          | 80%        | 56%   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Total number of employers engaged during the program year.                                                       | TBD                   | 16                                                                                                                                                                                                                                                  | 34           | 8          | 58    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Retention of employed individuals with the same employer over the program year.                                  | TBD                   |                                                                                                                                                                                                                                                     |              |            |       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | The # of employed individuals employed by the same employer continues to grow through the program year           | TBD                   |                                                                                                                                                                                                                                                     |              |            |       |

| TIF: Accountability Framework                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                 |                              |                      |                          |               |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|------------------------------|----------------------|--------------------------|---------------|--|
| Outcome Area: Economic Inclusion and Development                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                 |                              |                      |                          |               |  |
| <b>Outcome Area Definition:</b> Economic inclusion involves equal opportunity to economic activities such as employment, entrepreneurship, and consumerism. Economic development is reliant on harnessing the full potential of all residents and creating an inclusive economy. Immigrants and other underrepresented communities have the skills and assets to thrive, and economic development systems are prepared to leverage new and existing talent. In order to cultivate this talent further, lifelong learning opportunities, language, and other related barriers are addressed to assist underserved communities to reach financial stability. |                                                                                 |                              |                      |                          |               |  |
| <b>Strategy 1:</b> Enhance access to career pathways and successful professional outcomes so that all Portlanders, particularly people of color, including immigrants and refugees have greater opportunities for upward economic mobility.                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                 |                              |                      |                          |               |  |
| <b>Level of Effort:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Minimal                                                                         | Low                          | Medium               | High                     | Unsustainable |  |
| <b>Focus Population/Reach:</b> Eligible participants in Intensive English Course, Intensive Job Readiness for Intermediate English Speakers, Education Academy, and ELL Banking Training that receive English Language Training, On the Job Training, Skills Training, Case Management, and Employer Outreach.                                                                                                                                                                                                                                                                                                                                             |                                                                                 |                              |                      |                          |               |  |
| <b>Leads: CCWI and OEO</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                 |                              |                      |                          |               |  |
| <b>Other Key Partners:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                 |                              |                      |                          |               |  |
| <b>Strategy to Date Progress and Potential Risks:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                 |                              |                      |                          |               |  |
| Actions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Baseline                                                                        | Unemployed/<br>Underemployed | Incumbent<br>Workers | Expected<br>Total Target |               |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                 |                              |                      |                          | Year to Date  |  |
| <b>Baseline</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Total Number of clients served by CCWI                                          | TBD                          | TBD                  | TBD                      | 31            |  |
| <b>Participant Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Received Case Management Services/ Career Navigation                            | TBD                          | TBD                  | TBD                      | 22            |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Received Assessment Services                                                    | TBD                          | TBD                  | TBD                      | 19            |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Received Supportive Services                                                    | TBD                          | TBD                  | TBD                      | 7             |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Received Education/ Job Training Activities                                     | TBD                          | TBD                  | TBD                      | 9             |  |
| <b>Training Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Received English Language Training                                              | TBD                          | TBD                  | TBD                      | 15            |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Received On-the-Job Training Activities                                         | TBD                          | TBD                  | TBD                      | 0             |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Received Skills Training                                                        | TBD                          | TBD                  | TBD                      | 0             |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Received Case Management Services/ Career Navigation                            | TBD                          | TBD                  | TBD                      | 22            |  |
| <b>Employment Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Number of participants that obtained unsubsidized employment.                   | TBD                          | TBD                  | TBD                      | 5             |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Number of participants who received a wage gain                                 | TBD                          | TBD                  | TBD                      | 2             |  |
| <b>Average Outcomes of TIF Investment</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Number of participants served via TIF                                           | 15                           | 50                   | 65                       | 31            |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Number of participants who demonstrate a measurable skills gain.                | 9                            | 30                   | 39                       | 7             |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Percent of participants who demonstrate a measurable skills gain.               | 60%                          | 60%                  | 60%                      | 23%           |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Number of participants who obtain a credential of value.                        | 9                            | 20                   | 29                       | 1             |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Percent of participants who obtain a credential of value.                       | 60%                          | 40%                  | 45%                      | 3.2%          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Number of participants who obtain employment/ advance into a new position       | 12                           | 35                   | 47                       | 5             |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Percent of participants who obtain employment/ advance into a new position      | 80%                          | 70%                  | 72%                      | 16%           |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Number of participants who retain new position for 60 days                      | 12                           | 35                   | 47                       | 0             |  |
| <b>Employer Engagement Effectiveness</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Percent of participants who retain new position for 60 days                     | 80%                          | 70%                  | 72%                      | 0             |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Total number of employers engaged during the program year.                      |                              |                      | TBD                      | TBD           |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Retention of employed individuals with the same employer over the program year. |                              |                      | TBD                      | TBD           |  |
| The # of employed individuals employed by the same employer continues to grow through the program year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                 |                              |                      | TBD                      | TBD           |  |



## **Frontline Health Careers for New Immigrants**

### Quarter 3 Narrative

#### **Context and Background**

Coastal Counties Workforce, Inc. (CCWI)<sup>1</sup> was awarded funding for Frontline Health Careers for New Immigrants in response to the City of Portland's RFP request for a pilot workforce training program to invest in employer driven workforce training. Coastal Counties Workforce, Inc., in partnership with MaineHealth and Workforce Solutions<sup>2</sup> (operated by Goodwill), were awarded the contract for Frontline Health Care Careers for New Immigrants in November 2019. While many new immigrants have previous professional experience in their country of origin, they often lack the credentials or knowledge required to obtain employment in that profession in the United States. Even highly skilled new immigrants are often required to take low-wage jobs with limited opportunity for advancement or skill development. As a response to this need, Health Care Careers for New Immigrants will provide 65 new immigrants with a structured set of services that prepare them for health care careers including career coaching; short-term, occupational training; and support for transportation, childcare and other needs. These services will be offered to 50 incumbent workers who are current employees of Maine Medical Center, as well as 15 unemployed or underemployed Portland residents.

During quarter 3 of the Frontline Health Careers for New Immigrants pilot program, programmatic activities were focused on rebuilding services after the work was put on hold (with City approval) in response to the Covid-19 pandemic and corresponding shutdowns. Coastal Counties Workforce, Inc. did acquire a no-cost extension, moving the grant end-date to February 12<sup>th</sup>, 2021. As a result of the pause in services, the activities during this quarter were focused on checking in with clients, re-connecting with individuals on their training path, and ramping up outreach to reach new clients, albeit it in different ways than before.

#### **Career Navigation Work with Clients**

- Career Navigator reached out to enrolled clients over the phone and via video technology to check in on connectivity and digital literacy skills and discuss options for remote services.
- Career Navigator reconnected with clients who were involved in Workforce Solutions programming prior to COVID-19 and assessed viability of training plans given changes to availability of education and training programs as well as job openings and hiring plans.
- Expanded partnership with Portland Adult Education, placed individuals into Medical Skills Office Certificate Program with the guarantee that all graduates will receive an interview for a Medical Office/Patient Service position within MaineHealth – Maine Medical Center/Maine Medical Partners.

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<sup>1</sup> CCWI is the Coastal Counties Workforce Board's (i.e., local workforce board) non-profit organization administering and overseeing regional workforce development programming.

<sup>2</sup> Workforce Solutions is Coastal Counties Workforce Board's service provider for USDOL's Workforce Innovation and Opportunity Act (WIOA) services. Importantly, Workforce Solutions is **not** a training provider. Workforce Solutions contracts out and refers clients to appropriate training such as Adult Education. Their primary role centers on career advisement/navigation, counseling, providing support services and importantly conducting assessments which are critical to successful career guidance.

- In July, the Career Navigator began in-person, socially distanced meetings, and continued to meet with clients using video technology.
- The Career Navigator continued to meet and build relationships with hiring managers of entry level clinical and non-clinical roles such as Phlebotomy and Customer Service to effectively advocate for clients seeking advancement.

### Outreach

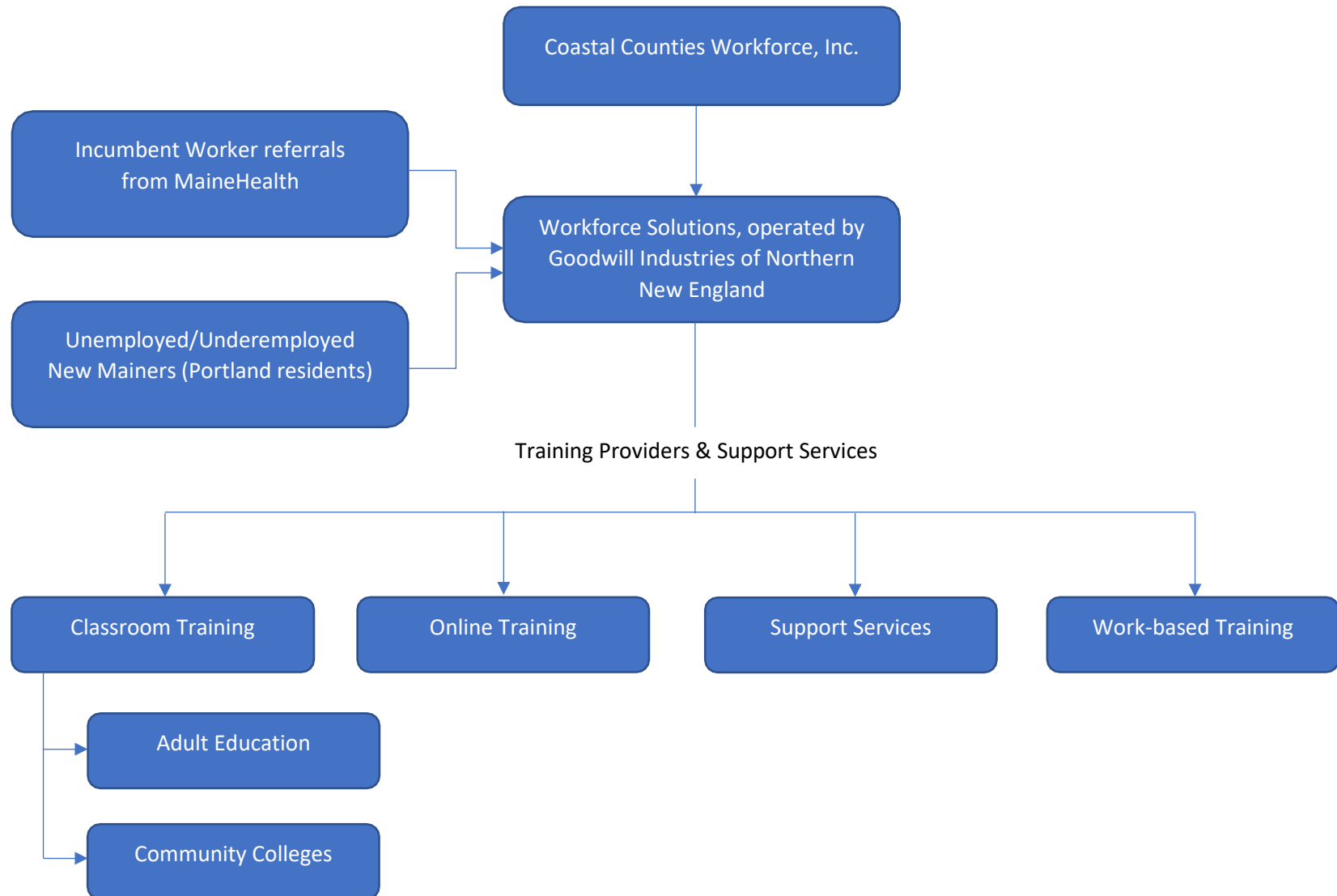
- The Career Navigator connected with and provided information on Career Advising services to the Parking Services department which is run by a contractor at Maine Medical Center. The department agreed to distribute a flyer detailing Career Navigation services and contact information to their employees.
- Conducted meetings with referral sources to discuss availability of and protocol around services, including departments within Maine Medical Center as well as community organizations.
- MaineHealth Center for Workforce Development serves in partnership with Portland Adult Education as the proctor for the CASAS Reading Assessment for the Maine Medical Center's Certified Nursing Assistant Program. At each training session offered; they provide on-site CASAS Assessment for approximately 100 community members.
  - New - MMC Career Navigator provided a follow-up communication to those that did not obtain the level needed for the CNA Training to see if they would like Career Navigation support to explore learning or job opportunities available.

### Success Stories

Anna: Anna connected with the Center for Workforce Development at MaineHealth to access English Language class, while she was an employee with the Environmental Services department at MaineHealth. After making strides in her English language abilities, she began working with the Career Navigator (CN) to discuss her career plan. Anna set her goal as becoming a nurse, and after looking at potential pathways to achieve that goal, decided to pursue a Nurse Companion position as a first step. The Career Navigator connected her with an informational interview with the Maine Medical Center Nursing Staff. The CN helped Anna apply for an open Companion position, and Anna was successfully hired into the role. She intends to continue to improve her English and access further coursework and training through Portland Adult Education. The Career Navigator will continue to work with Anna toward the next step on her Career Pathway, training as a Certified Nursing Assistant.

Josephine: Josephine was referred to the Career Navigator from Catholic Charities. She was working at a halfway house as a shift monitor overnight but was interested in returning to a career in healthcare. Josephine had a broad background of Public Health experience in her home country of Rwanda and also had some healthcare experience as a volunteer receptionist at Greater Portland Health. After meeting with the Career Navigator, they developed a plan together, utilizing the intake process, assessment and information on a variety of healthcare roles to set goals and determine a plan that would be the best fit given Josephine's background and experience. Josephine expressed interest in Patient Access work, which is a good steppingstone toward Medical Assistant training and employment. The Career Navigator connected with the management team in the Maine Medical Center Patient Access Department and they provided an Informational Interview. After successfully completing her interview, management reached out and encouraged Josephine to apply. Josephine was successfully hired into the Patient Access Department and began work at Maine Medical Center on 06/22/2020.

**Organizational Chart for  
City of Portland TIF Grant**





**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

**DATE:** September 10, 2020

**SUBJECT:** Public Hearing on Possible Disposition of City-Owned Property at 157 Brackett Street and 176 Clark Street

**SUMMARY**

The Housing Committee has been reviewing city-owned and tax acquired property over the last few years in an effort to locate parcels that might be suitable for housing development. At their May 13, 2020 meeting, the Housing Committee voted unanimously to forward to the City Council a recommendation to market properties at 157 Brackett Street and 176 Clark Street for housing development.

At the August 3, 2020 City Council meeting, the Council moved to postpone action on this item (Resolve 3-20/21) to the October 5, 2020 City Council Agenda to so that the Economic Development Committee (EDC) could review, provide direction to staff and allow for additional public comment. Attached are records from current and prior Council Committees' work on these properties.

**Attachments:**

1. Public comment received since August 3, 2020 Council Meeting
2. May 13, 2020 Housing Committee Meeting Minutes
3. May 5, 2020 Staff memo to the Housing Committee (with attachments)
4. Copies of Emails to Portland Public School Facilities Coordinator
5. February 12, 2020 Housing Committee Meeting Minutes
6. January 20, 2020 Staff memo to the Housing Committee (with attachments)
7. 2015 Emails regarding parking spaces
8. May 13, 2015 Housing and Community Development Committee Meeting Minutes
9. May 8, 2015 Staff memo to the Housing and Community Development Committee (with attachments)
10. September 24, 2014 Housing and Community Development Committee Meeting Minutes
11. September 19, 2014 Staff memo to the Housing and Community Development Committee (with attachments)
12. August 27, 2014 Housing and Community Development Committee Meeting Minutes
13. August 22, 2014 Staff memo to the Housing and Community Development Committee (with attachments)



Mary Davis &lt;mpd@portlandmaine.gov&gt;

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**Fwd: 157 Brackett and 176 Clark Streets**

1 message

**Jennifer Munson** <jmy@portlandmaine.gov>

Fri, Jul 31, 2020 at 9:44 AM

To: Victoria Volent &lt;vvolent@portlandmaine.gov&gt;, Mary Davis &lt;mpd@portlandmaine.gov&gt;

Cc: "Grimando, Christine" &lt;cdg@portlandmaine.gov&gt;

Good Morning,

I am forwarding this question to you. This is in regards to the notice I mailed for you previously. Thanks.

Jennifer Munson, Office Manager  
Planning and Urban Development  
City of Portland  
389 Congress St., 4th Floor  
Portland ME 04101  
[jmy@portlandmaine.gov](mailto:jmy@portlandmaine.gov)  
(207) 874-8719  
(207) 756-8258 (fax)

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

From: **Edward Moore** <[ed@presumpscotpm.com](mailto:ed@presumpscotpm.com)>

Date: Fri, Jul 31, 2020 at 7:49 AM

Subject: 157 Brackett and 176 Clark Streets

To: <[jmy@portlandmaine.gov](mailto:jmy@portlandmaine.gov)>, <[cdg@portlandmaine.gov](mailto:cdg@portlandmaine.gov)>, <[planning@portlandmaine.gov](mailto:planning@portlandmaine.gov)>

Hello,

I received a notice in the mail about the city's intention to sell these two properties and I just want to make sure I'm understanding it correctly. I am a resident and owner in the neighborhood and would potentially be interested in a development opportunity. There doesn't seem to be anything available in the minutes/ agenda for the Aug 3 zoom meeting, at least yet. Is there a place I could find more information on these properties? Is there already a buyer in place, or is the city just preparing to sell eventually? Finally, would they need to continue to be used as parking lots or is the idea that the buyer would be able to build on them?

Thank you in advance for your time,

--

**Ed Moore**

Presumpscot Property Management  
(339) 206-5702  
PO Box 11473  
Portland, ME 04104

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## Fwd: Process concerns about tonight's vote to market Reiche's staff parking lots

1 message

Jon Jennings <jpj@portlandmaine.gov>

Tue, Aug 4, 2020 at 12:32 PM

To: Greg Mitchell <gmitchell@portlandmaine.gov>, Mary Davis <mpd@portlandmaine.gov>

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

From: **Emily Figdor** <figdoe@portlandschools.org>

Date: Mon, Aug 3, 2020 at 1:41 PM

Subject: Process concerns about tonight's vote to market Reiche's staff parking lots

To: Spencer Thibodeau <spencerthibod2@gmail.com>, <ksnyder@portlandmaine.gov>, <bsr@portlandmaine.gov>, <tchong@portlandmaine.gov>, <jcosta@portlandmaine.gov>, <pali@portlandmaine.gov>, <nmm@portlandmaine.gov>, <jduson@portlandmaine.gov>, Kim Cook <kcook@portlandmaine.gov>  
Cc: Jon Jennings <jpj@portlandmaine.gov>, Xavier Botana <botanx@portlandschools.org>, Roberto Rodriguez <rodrir@portlandschools.org>, Anna Trevorrow <trevoa@portlandschools.org>, Mark Balfantz <balfam@portlandschools.org>, Sarah Thompson <thompsa@portlandschools.org>

Councilors,

I found out this morning from a constituent that you're voting today to market for sale Reiche's staff parking lots. The superintendent was also unaware of the vote until I contacted him about it this morning. While I understand now that you've sent notice to the abutters, the school community was unaware of tonight's vote, too.

This is a huge issue for Reiche; we can't run a school if our staff can't get to work. I encourage you to postpone the vote tonight and engage the district and school community in your decisionmaking.

On the substance of the issue, Reiche is located in a dense urban neighborhood, and parking already is a significant problem for our staff and families. Parking in the West End is an everyday challenging for our staff, since there are not enough spots in the small parking lots. And there's no parking at all for families or visitors. For instance, if a parent needs to come to the school to pick up a child with COVID symptoms, the parent will have to find a parking spot on the busy street.

I believe Councilor Thibodeau will seek to postpone the vote tonight. I encourage you to support his motion.

Best,

Emily

Emily Figdor  
Portland Board of Education, District 2  
207-408-0295  
[fb.me/strongforportlandkids](https://fb.me/strongforportlandkids)  
Pronouns: She/her/hers

\*\*\* Please Note: \*\*\*

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--  
Jon P. Jennings  
City Manager  
[City of Portland](https://www.cityofportland.org)  
389 Congress Street  
Portland, ME 04101  
(207) 874-8689 Office  
(207) 874-8669 Fax  
[jpj@portlandmaine.gov](mailto:jpj@portlandmaine.gov)  
[www.portlandmaine.gov](https://www.portlandmaine.gov)

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**Re: An Urgent Message Regarding The Proposed Sale / Development of 157 Brackett and 176 Clark Streets**

1 message

Dena Libner <dlibner@portlandmaine.gov>

Thu, Aug 6, 2020 at 9:44 AM

To: Jill Duson <jduson@portlandmaine.gov>

Cc: Jon Jennings <jpj@portlandmaine.gov>, Mary Davis <mpd@portlandmaine.gov>, Justin Costa <jcosta@portlandmaine.gov>

Hello Councilor,

We suggest the constituents [sign up to receive specific News Flashes](#) relevant to this item, specifically for the Economic Development Committee and Council meetings so that they know when upcoming meetings are scheduled. Once the meeting's agenda is live, they can always [check it](#) to see if the sale of the properties are up for discussion at these meetings, as well.

I hope this helps,  
Dena

Dena Libner  
Assistant to the City Manager for Constituent Services  
Executive Department  
389 Congress Street  
Portland, ME 04101  
P: (207) 756-8288  
E: [dlibner@portlandmaine.gov](mailto:dlibner@portlandmaine.gov)

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On Wed, Aug 5, 2020 at 2:26 PM Jill Duson <[jduson@portlandmaine.gov](mailto:jduson@portlandmaine.gov)> wrote:

can you help me with a general message that I can send describing how to monitor and provide public input on these items which will now be taken up by the Council in October.

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

From: **kmk393** <[kmk393@gmail.com](mailto:kmk393@gmail.com)>

Date: Wed, Aug 5, 2020 at 12:53 PM

Subject: An Urgent Message Regarding The Proposed Sale / Development of 157 Brackett and 176 Clark Streets

To: <[jduson@portlandmaine.gov](mailto:jduson@portlandmaine.gov)>

Dear Ms. Duson,

We are writing to you with regard to your role as Chair of the Portland Housing Committee and to request your help.

My husband, Nat and I live at 174 Clark Street and are very distressed to learn of the proposed sale and development of [157 Brackett St](#) and 176 Clark Street from our Lewis Street neighbors. We did not receive any notice and would appreciate it if you could kindly email me a copy of what was distributed to neighbors near the proposed sites. Thank you.

We want to express our extreme opposition to this proposal, for a number of reasons, including the need for these parking spaces for Reiche School teachers and staff, as well as neighborhood residents who rely upon these spaces during winter storms and parking bans. There is also the problem of construction compromising the health and life of the trees in these areas, which are intrinsically important to the character of the West End.

Most importantly, our home is literally on top of the Reiche parking lot next to it. When the parking area was upgraded a number of years ago, we discovered that currently, there is not a legal setback from the parking lot to our home. We negotiated with the City when this was discovered, and they built the fence on the right-hand side of our house to provide some privacy from the parked cars.

However, if there is new construction, we are very concerned that this may end up literally towering over us. Not only would this greatly and negatively impact our quality of life, but no doubt, it would also impact the value of our property, not to mention our community.

The horrendous building they approved and constructed across from Bonobo belies understanding! We do not need another one of these lifeless buildings in our beautiful and historic neighborhood. It is unbelievable that the Portland Historic Preservation Board approved that building given the strict requirements they have on our homes. We cannot allow an architectural and zoning mistake like this to happen again.

As concerned residents, who also voted and supported you, my husband and I hope you will share our sense of urgency around addressing this huge problem, and our need to make sure this sale does not go through as proposed.

In addition to sending me a copy of the official notice of this proposed sale, I would very much appreciate being added to any distribution lists you are compiling to keep your constituents informed as this process evolves. Please also advise any other people or organizations we should be contacting to express our concerns.

Specifically, we would like to know who we need to work with and what we have to do to have neighborhood resident input into this process in order to stop it. You should know that my neighbors feel as strongly about this issue as my husband and I do.

I look forward to hearing from you.

Many thanks,  
Kristi

**Kristi M. Kamps and Nathaniel Highstein**  
[174 Clark Street](#)  
[Portland, Maine 04102](#)  
207-773-0631

--

Jill C. Duson  
At Large Councilor  
City of Portland

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**Re: Planned Condo Development in Reiche School Parking lot adjacent to 174 Clark Street?**

1 message

**Mary Davis** <mpd@portlandmaine.gov>  
To: Mary Davis <mpd@portlandmaine.gov>

Thu, Sep 10, 2020 at 4:01 PM

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

From: **kmk393** <kmk393@gmail.com>  
Date: Wed, Aug 12, 2020 at 2:26 PM  
Subject: Re: Planned Condo Development in Reiche School Parking lot adjacent to 174 Clark Street?  
To: Jennifer Munson <jmy@portlandmaine.gov>

Hello!

Thank you so much.

I really appreciate any information you can give us to help us understand what stage in the process this proposed development is at, and how we might be able to formally appeal development on this lot.

You are the best!

Warm regards,  
Kristi

On Wed, 12 Aug 2020 at 8:18 PM, Jennifer Munson <jmy@portlandmaine.gov> wrote:  
Hello,

I am looking into this for you. We do not have an active application in our system for this property as of today. I will get back in touch with you shortly.

Jennifer Munson, Office Manager  
Planning and Urban Development  
City of Portland  
389 Congress St., 4th Floor  
Portland ME 04101  
jmy@portlandmaine.gov  
(207) 874-8719  
(207) 756-8258 (fax)

On Tue, Aug 4, 2020 at 3:01 PM kmk393 <kmk393@gmail.com> wrote:  
Hello Jennifer,

My husband and I own a home at 174 Clark Street and we were just advised by a neighbor that there are plans to build condos in the parking lot next to us, which is currently the Reiche School parking lot.

We have a number of questions as follow:

- Are there plans to build condos in this space? If so, who is the developer and when was this approved?
- If this is not yet approved, what is the process this development will require, and when and how are we as neighbors able to appeal?
- The set-back for the parking lot **does not meet minimum set-back requirements** - How do we insure that if there is new construction, the minimum set-backs are required?

We live abroad (we are international teachers with friends currently in our Portland home), but we have a digital phone, which is a local call for you: 207-773-0631. Please keep in mind that we are 6 hours ahead of you, but it is fine to call anytime up until 4pm your time.

Thank you in advance for your kind reply.

Regards,  
Kristi

**Kristi M. Kamps and Nathaniel Highstein**  
174 Clark Street  
Portland, Maine 04102  
207-773-0631

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

## **Housing Committee Minutes of May 13, 2020 Meeting**

A meeting of the Portland City Council's Housing Committee (HC) was held on Wednesday, May 13, 2020 at 5:30 P.M. via ZOOM. Councilors present at the meeting included Committee members Councilor Pious Ali, Councilor Kim Cook, and Councilor Jill Dusen, Chair of the Committee. City staff present included Mary Davis Division Director Housing and Community Development, Greg Mitchell Division Director Economic Development, Michael Goldman Associate Corporation Counsel and Victoria Volent Housing Program Manager,

### **Item 1: Review and accept Minutes of previous meetings held on April 22, 2020**

On motion made by Councilor Dusen, seconded by Councilor Ali, the Committee voted 3-0 to accept the minutes from April 22, 2020.

### **Item 2: EXECUTIVE SESSION re: Possible disposition of City-owned real estate at 431 Commercial Street; and possible disposition of City-owned real estate in Falmouth**

The Committee may go into executive session to discuss the City's legal rights pursuant to 5 M.R.S.A. 13119A, 1 M.R.S.A. § 405 (6) ( C) and ( E)

On motion made by Councilor Ali, seconded by Councilor Cook, Councilor Dusen noted the Housing Committee would vote to go into executive session after Committee discussion and public comment.

Councilor Dusen opened the meeting to public comment.

George Rheault: 28 Hanover Street: Noted it is really unclear why the committee needs to go into executive session. Is the posture the City has received viable offers to discuss a negotiating stance on price? From a process point of view, this should be an RFP. You should not be doing a single deal with a single party just because that party has reached out to you and made an offer.

Seeing no further comments. The public comment period was closed.

Councilor Cook indicated she was not sure why the Housing Committee was entering into executive session but she trusts Corporation Counsels Office's determination. Material regarding the executive session was not sent to Committee members. No decisions and no deliberation will occur during executive session.

Mary Davis resent the Zoom information for the executive session with the original attachment.

Councilor Duson called for a roll vote to enter into executive session. Based on an unanimous vote, the Housing Committee entered into executive session to discuss the City's legal rights pursuant to 5 M.R.S.A. 13119A, and 1 M.R.S.A. § 405 (6) (C) and (E) to discuss possible disposition positions.

The Housing Committee entered into executive session.

The Housing Committee exited from executive session.

Councilor Cook moved that the memo prepared and sent to the Housing Committee as confidential be placed in the Committee record and be made public except for the section on negotiations with the town of Falmouth. Councilor Ali seconded the motion. The Committee voted 3-0 to accept the motion.

Councilor Duson provided direction to staff to add 431 Commercial Street (Angelo's Acre) to the Work Plan and to make materials available to the public for this discussion. Councilor Cook made the motion to take up Angelo's Acre (431 Commercial Street) during the next Housing Committee meeting on June 10 for public comment and action. Councilor Ali seconded the motion. Councilor Cook amended the motion to include adding the property owned by the City in Falmouth to the June 10 agenda. Councilor Ali seconded the friendly amendment. The Committee voted 3-0 to accept the amended motion.

**Item 3: Review and Recommendation to City Council regarding the Rental Housing Advisory Committee Policy Recommendation. This is an actionable item and public comment will be taken.**

Councilor Duson invited members of the Rental Housing Advisory Committee (RHAC) to provide a summary.

Katherine McGovern of the RHAC provided the majority position. The courts are expected to open on June 1, when they do, there is an expectation that there will be a tsunami of evictions. The housing crisis will deepen and the need for a limit or ban on application fees will be all the more important. Application fees is an area the City is allowed to take action. The RHAC requests that this issued be brought before the council for a full consideration.

Regan Sweeney of the RHAC noted some RHAC members felt a ban on application fees is unnecessary but he does not need to provide a full opposition position. He is here to take questions.

Councilor Duson opened the meeting to public comment.

Dee Clarke: Portland resident. Noted she is a low-income renter, advocate for Homeless Voices for Justice and founder of Survivor Speak USA. Portland has been less and less friendly to lower income renters. Little action has been taken to keep Portland home to low-income renters. No cause evictions cause homelessness. Landlords being able to deny housing vouchers is another roadblock. Supports the RHAC recommendation.

Rental fees makes it more difficult to apply for multiple housing opportunities. Low-income renters cannot get past the threshold to fill out rental applications due to fees. Removing these fees supports low-income renters.

George Rheault: Hanover Street- Strongly urges the Housing Committee to pass this on to the full Council. This policy is necessary. Portland is a small city, and it's getting squeezed in two directions. Portland rents are being driven up by people from out of state who find Portland as a bargain. Trying to deal with bad apples - the predatory landlords. Housing staff should gather data for the full Council to evaluate.

Frank D'Alessandro- Litigation and Policy Director for Maine Equal Justice. Supports the recommendation to ban application fees for rental units in the City of Portland. Not all landlords charge application fees. Not aware of any studies of the impact application fees have on the landlord's bottom line. Not aware of any studies that landlords who charge application fees do better financially than landlords who do not charge fees. Application fees decrease the availability of affordable housing for the City's most vulnerable tenants. It is the experience of Maine Equal Justice that rental application fees exasperates finding housing for low-income tenants. This will help ease the burden of Portland's homeless service system. Adopting the recommend ban on rental application fees will make it easier to find housing for households and individuals that are homeless or in danger of becoming homelessness, and this is a first step towards easing the burden on the City's homeless shelters.

Heather Zimmerman. Advocacy Director at Preble Street. Urging the Housing Committee to adopt the RHAC recommendation to ban application fees for rental units. This is an important step the City Council can take to address the affordable housing crisis. Application fees are acting as a barrier for low-income households to apply for housing. The recommendation will help address that barrier and address homeless in the City. The recommendation would add uniformity to the rental application fee process within the City. Many landlords require application fees before anyone can even be consider as a possible tenant for an open unit. The costs of multiple application fees can act as a significant barrier to low-income households seeking housing. Caseworkers at Preble Street often see people apply to ten or more units, which can add up to \$300. There is no financial support to assist households with this cost and these fees do not guarantee serious consideration as a potential tenant. Households use these funds in place of purchasing food. Application fees are a risky prospect for low-income households already on strained budgets. Fees can prevent households and individuals from finding a unit, which leaves them homeless. Appreciates the Housing Committee's consideration of this proposal and encourages their support toward putting this before the full council

Seeing no further comments, the public hearing was closed.

Councilor Cook indicted she is not interested in forwarding this item to Council at this time for consideration, as this topic will be in front of the State legislation next year.

Motion by Councilor Cook to forward the recommendation to the City Council as a communication item without a recommendation for adoption.

Councilor Ali noted he would like to forward the recommendation to the City Council to vote on the item. He further acknowledged the State is expected take up this item in the future; however, there is no guarantee when that will occur- it could be many months from now.

Councilor Duson stated she would like to see this forwarded to the full Council with a recommendation for adoption of the ban. However, she would feel more comfortable with capping the fee and tying it to a reasonable cost. But there does not appear to be a strong response to develop a new proposal in the middle and with the COVID-19 priorities, she is less inclined to insist on the development of an alternative plan.

Councilor Duson made a motion to forward the recommendation from the RHAC to the City Council with a recommendation for approval. Councilor Ali seconded the motion. Mary Davis took a roll call vote on the motion and it passed (2-0).

#### **Item 4: Review of CDBG-CV and ESG-CV Supplemental Funding Recommendations**

Mary Davis introduced this item. As a result of the federal Coronavirus Aid, Relief, and Economic Security Act (CARES Act, Public Law 116-136), the City of Portland received supplemental CDBG funding (known as CDBG-CV) in the amount of \$1,137,154 and Emergency Solutions Grant funding (known as ESG-CV) in the amount of \$573,734. These funds must be used to mitigate the impacts of COVID-19. The CARES Act also provided several temporary waivers and regulatory alternatives to assist communities with expediting the use of the funds to prevent, prepare for and respond to coronavirus. The City is required by the CARES Act to ensure that funding is not be used to pay costs if another source of financial assistance is available to pay that cost.

The focus of the ESC-EV funding will be Emergency Shelter (including shelter operations and essential services) and Street Outreach (including case management, transportation and urgent physical needs). Up to 10% of the grant will be used for administrative costs including the management and oversight of the program along with costs associated with the use of the HUD required data management system. The recommendation for CDBG-CV includes direct funding for several programs (Summer Camps through Parks & Rec; BAP and microenterprise program through Eco Dev; Amistad Peer Outreach Program). The Homeless Prevention and Food Assistance programs would be available to Portland social service agencies through a streamlined CDBG application process.

This item will appear on the City Council's May 18 agenda for public discussion.

Committee members asked clarifying questions to staff.

Councilor Duseon asked the Committee if they wished to make a formal recommendation on the amount of the rental assistance.

Councilor Cook- comfortable with recommendation of \$750 or \$500. Was leaning towards \$500 per month. Wants to help more people but is comfortable with the \$750 recommendation. Should people be encouraged to apply to state first then city?

Councilor Ali- recommends moving this item to the full Council for a vote.

Councilor Duseon- is comfortable deferring the amount of the monthly rental assistance to the Council.

**Item 5: Review of Funding Requests Received from the Affordable Housing Development Application: Avesta (200 Valley Street); PHA (337 Cumberland Avenue and Washington Gardens)**

Mary Davis combined agenda item 5 and 6 in her introduction. These funding requests will be brought back to the Housing Committee after a full staff review. Staff will bring any comments from the Housing Committee, regarding the AHTIF requests, to the May 19 meeting of the Economic Development Committee.

Three Affordable Housing Development Financing requests were received; 200 Valley Street, 337 Cumberland Avenue and 577 Washington Avenue (Washington Gardens).

The 2020 Affordable Housing Development Application made available a total of \$976,576 from the 2020-2021 HOME fund (\$497,545) and Housing Trust Fund (\$479,031) for affordable housing development. With amendments made for new and returned sources of funds into the Housing Trust Fund during the months of February and March, including the return of \$425,000 awarded to the Portland Housing Authority's 47 Boyd Street project, funding available for affordable housing development is now \$1,564,744 (an increase of \$588,168). The three proposals requested a total of \$1,495,000 in funding.

The City of Portland's Division of Housing and Community Development recently received four Affordable Housing Tax Increment Financing Request (AHTIF). The Housing Committee will provide a recommendation to the Economic Development Committee regarding these requests to establish Affordable Housing TIF districts and provide financial assistance through Credit Enhancement Agreements. The Economic Development Committee will hold a meeting on May 19<sup>th</sup> to review and take action on these requests. The proposed Affordable Housing Tax Increment Financing Districts are located at 83 Middle Street, 200 Valley Street, 337 Cumberland Avenue, and 577 Washington Avenue (Washington Gardens).

Councilor Duseon asked the Housing Committee preference to either make a recommendation to Economic Development Committee (EDC) or hold a joint meeting with EDC regarding the AHTIF requests.

Councilor Duson opened the meeting to public comment on the recommendation regarding the AHTIF requests.

George Rheault- Hanover Street. Washing Gardens is an example of a broken housing policy. That site should be redeveloped with new buildings that are taller than two stories. In regards to 337 Cumberland Street, the public knows virtually nothing about this project. Would like to know what Councilor Ali's role is with Youth and Family Outreach. Renderings have not been provided. It is not right for any City decision or City subsidy to be made with virtually no information provided to citizens.

Seeing no further comments, the public hearing was closed.

Councilor Ali disclosed he was formerly involved in a capital campaign for the Youth and Family Outreach. He is no longer involved with the campaign program.

Councilor Duson asked if Committee members wish to send any recommendations or guidance to the Economic Development Committee. Seeing no requests for comment from the Committee, Councilor Duson closed these items.

**Item 6: Review and possible Recommendation to Economic Development Committee and/or City Council re: AHTIF request from CHOM (83 Middle Street), Avesta (200 Valley Street); PHA (337 Cumberland Avenue and 577 Washington Avenue aka Washington Gardens). This is an actionable item and public comment will be taken.**

**Item 7: Review and Recommendation to the City Council re: Disposition of City-owned property at 157 Brackett Street and 176 Clark Street. This is an actionable item and public comment will be taken.**

Mary Davis introduced this item. During the Housing Committee meeting on February 12, 2020, the Housing Committee requested staff to contact the Portland School Department in regards to the proposed disposition of city-owned property at 157 Brackett Street and 176 Clark Street. On February 14, staff contacted Portland School Department Facilities Director Doug Sherwood requesting an updated response in regards to the last Department Wide Survey conducted by the City-owned and Tax Acquired Property Committee (COTAPC).

According to Doug Sherwood, "The information in the attached 2015 memo is consistent with the situation as it is today. Reiche School needs the 36 spaces at a minimum. The Community Center and pool patrons also use the spaces along with neighbors needing to get their cars off the road during snow bans. Parking is crucial in the West End if not all of Portland, but very few parking lots meet so many different demands to include local businesses during non-school hours."

The City-owned and Tax Acquired Property Committee recommended that the parking concerns be addressed and that the disposition process include a condition that any redevelopment of the site must accommodate adequate parking.

Councilor Duson opened the meeting to public comment.

George Rheault – Hanover Street. The Planning Department could be rethinking what to do with these lots and put idea on paper that might be feasible. An underground parking garage could be placed here. Piece meal infill will need large per unit subsidies to work. Does not think parking concerns and housing could happen.

Seeing no further comments, Councilor Duson closed the public comment period

Councilor Cook- Clarified she brought this to the forefront, there is not a specific project in mind. Would like to modify the recommendation to remove the staff recommendation regarding satisfying parking conditions. If school department needs the lots for parking, then they could add that in the RFP. Cannot support subsidizing parking cars on city lots. Would like to see a mixed-use building with retail or community space on first floor.

Councilor Ali- recommends moving this to full council for further discussion.

Councilor Cook made a motion to forward the recommendation to the Council for approval without conditions for parking; Councilor Ali seconded the motion. Mary Davis then took a roll call vote on the motion and it passed (3-0).

### **Item 8: 2020 Work Plan Discussion Session**

Two new items for June discussed during meeting.

Councilor Duson asked if the Committee would like to move forward with a Housing Forum and asked staff to add this for discussion in June. Asked HC members to submit ideas about how a housing forum could be structured.

Motion to adjourn by Councilor Ali, seconded by Councilor Cook, (approved 3-0), the meeting adjourned at 8:42 P.M.

Respectively submitted

Victoria Volent



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

TO: Councilor Duson, Chair  
Members of the Housing Committee

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

DATE: May 5, 2020

SUBJECT: City-Owned Property Review: 157 Brackett Street and 176 Clark Street

### **Introduction**

During the Housing Committee meeting on February 12, 2020, the Committee requested staff to contact the Portland School Department in regards to the proposed disposition of city-owned property at 157 Brackett Street and 176 Clark Street.

The purpose of this memo is to provide the response from the School Department to the Housing Committee and provide a recommendation for the disposition of the two lots.

### **Portland School Department Response**

On February 14, staff contacted Portland School Department Facilities Director Doug Sherwood requesting an updated response in regards to the last Department Wide Survey conducted by the City-owned and Tax Acquired Property Committee (COTAPC) concerning the city-owned property at 157 Brackett Street and 176 Clark Street. (A copy of the 2015 memorandum from Economic Development to the COTAPC members containing the Department Wide Survey Results is attached for reference).

According to Doug Sherwood, "The information in the attached 2015 memo is consistent with the situation as it is today. Reiche School needs the 36 spaces at a minimum. The Community Center and pool patrons also use the spaces along with neighbors needing to get their cars off the road during snow bans. Parking is crucial in the West End if not all of Portland, but very few parking lots meet so many different demands to include local businesses during non-school hours."

### **City-Owned and Tax Acquired Property (COTAPC) Recommendation**

The Tax Acquired Property Committee recommended that the parking concerns be addressed and that the disposition process include a condition that any redevelopment of the site must accommodate adequate parking.

### **Staff Recommendation**

Housing and Community Development staff is seeking direction from the committee on its recommendation that this item be forwarded to the City Council with a recommendation that the City proceed with the disposition of these sites for residential development. Staff recommends that disposition of the sites include a condition that redevelopment must accommodate adequate parking for the existing needs.

Attachments:

2015 COTAPC memo regarding 157 Brackett and 176 Clark Street disposition



Economic Development Department  
Gregory A. Mitchell, Director

### **MEMORANDUM**

**TO:** TAPC

**FROM:** Lori Paulette, Sr. Executive Assistant/Economic Development

**DATE:** January 5, 2015

**RE:** Possible Disposition of City Property at 157 Brackett Street (45-E-31) and  
176 Clark Street (56-B-12) – **Department Wide Survey Results**

#### **Property Details**

##### **157 Brackett Street**

This lot contains 8,460 sq. ft. in a B-1 zone. The assessed value is for the land is \$126,300.

The lot is currently used as employee parking for Reiche School, as well as for some visitor parking for the Reiche School of approximately 20 parking spaces, and after hours by residents. Please see attached Google Map of the property location.

##### **Property Details: 176 Clark Street**

This lot contains 7,313 sq. ft. in an R-6 Zone. The assessed land value is \$79,500.

This lot is currently used for parking by Reiche School and the Reiche Leadership Team has indicated that there are 16 parking spaces available; it is also used by residents after hours. A Google map is attached showing the location of this lot, which is across the Street from Reiche School.

#### **Department Comments Received for Possible Sale or Retention**

A survey was completed of the District Councilor, all City Departments, and the Land Bank to determine if these properties were excess to the City needs and should be sold; whether there were neighborhood issues; and whether there should be conditions placed on any sale.

It was noted that if a City use or concerns were not identified, TAPC would meet to determine if a minimum acceptable bid price can and should be set for the property and proceed with disposition according to the Rules, which include bringing its recommendation to the HCDC for approval to move forward.

## **Survey Responses Received:**

### *157 Brackett Street*

Based on the responses received, the general flavor is that this lot – 20 parking spaces:

- The Reiche School and Community Center need the parking;
- It is used for snow bans;
- Used by residents after hours;
- District Councilor Marshall notes there may be concerns from businesses and neighbors, as well as parking needs for Reiche School. Councilor Marshall further stated that he welcomed more housing, but a solution to the parking issue could be required as part of any RFP.

### *176 Clark Street*

Based on the responses received, the general favor is that this lot – 16 parking spaces:

- Is heavily used by faculty and staff of Reiche School;
- Is used after hours by people using the pool or community center at Reiche;
- Used after hours by residents for off-street parking, particularly during snow bans;
- Very limited parking in the neighborhood, making a bad situation worse;
- If “sold”, replacement parking lot nearby (16 spaces for the Clark Street property; 20 spaces for the Brackett Street property – that also has 6 cars waiting for after school pick up regularly), not just property, would need to be created with costs factored into any sale;
- Also highlighted was the Center for Therapeutic Recreation is growing and will need additional handicapped accessible spaces for clients and parking for staff.
- District Councilor David Marshall noted that if parking were to be replaced in the immediate area, then it would be worth consideration for sale.

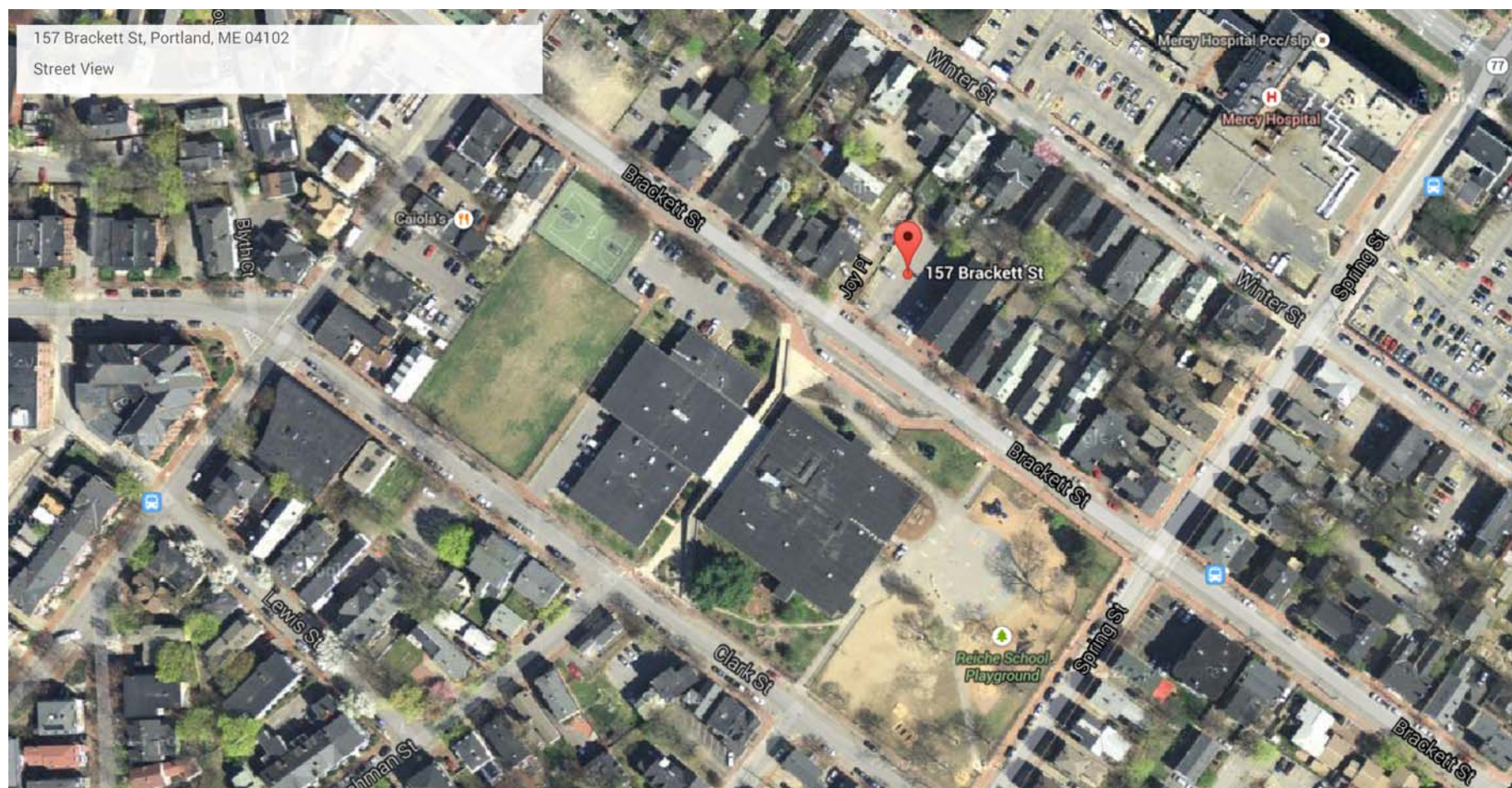
## **TAPC Question**

Is there a recommendation to the HCDC to sell this property through an RFP process, with the RFP noting that the proposer would have to find a solution to relocate/construct a parking lot nearby to replace the parking that would be lost.

## **Attachments**

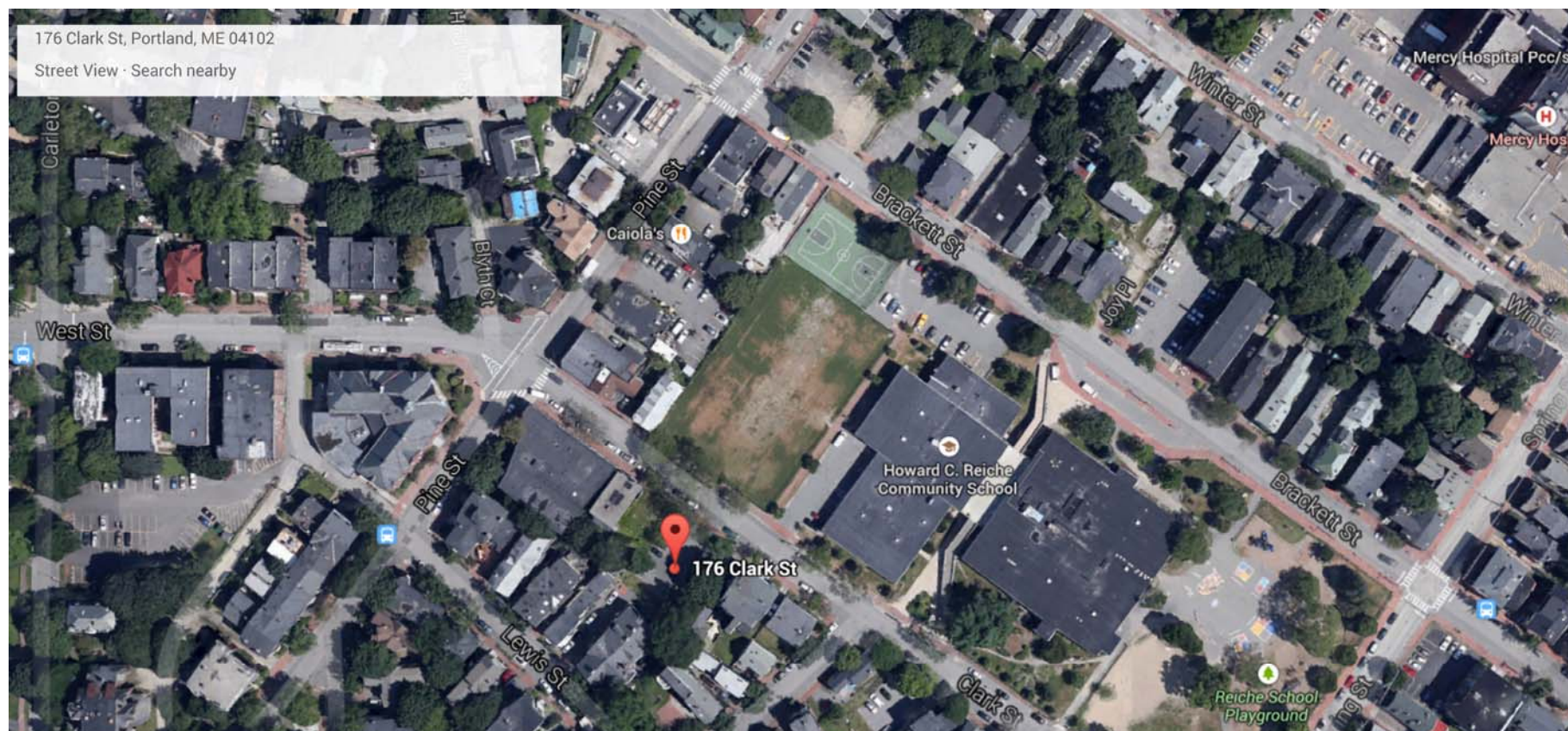
cc: Mary Davis, Housing and Neighborhood Services Division Director

# 157 BRACKETT STREET LOCATIONAL MAP



Imagery ©2014 DigitalGlobe, Maine GeoLibrary, U.S. Geological Survey, Map data ©2014 Google 100 ft

## 176 CLARK STREET LOCATIONAL MAP



Imagery ©2014 Google, Map data ©2014 Google 100 ft



Mary Davis &lt;mpd@portlandmaine.gov&gt;

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**Fwd: 157 Brackett Street/176 Clark Street**

1 message

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**Victoria Volent** <vvolent@portlandmaine.gov>

Tue, Aug 4, 2020 at 7:46 AM

To: Mary Davis &lt;mpd@portlandmaine.gov&gt;

Hi Mary,

This is one of two email conversations between myself and Doug Sherwood.

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

From: **Victoria Volent** <[vvolent@portlandmaine.gov](mailto:vvolent@portlandmaine.gov)>

Date: Tue, Feb 18, 2020 at 8:22 AM

Subject: Re: [157 Brackett Street/176 Clark Street](#)To: Douglas Sherwood <[sherwd@portlandschools.org](mailto:sherwd@portlandschools.org)>

Hi Doug,

Thank you for your quick reply.

If you have the opportunity, a response on Portland Public Schools' letterhead would be helpful.

Thank you,

Victoria

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Victoria Volent

Housing Program Manager

Housing and Community Development

Phone: 207-482-5028

Fax: 207-874-8949

[www.portlandmaine.gov](http://www.portlandmaine.gov)On Fri, Feb 14, 2020 at 5:07 PM Douglas Sherwood <[sherwd@portlandschools.org](mailto:sherwd@portlandschools.org)> wrote:

Victoria

Good day!

The information in the attached 2015 memo is consistent with the situation as it is today. Reiche School needs the 36 spaces at a minimum. The Community Center and pool patrons also use the spaces along with neighbors needing to get their cars off the road during snow bans. Parking is crucial in the West End if not all of Portland, but very few parking lots meet so many different demands to include local businesses during nonschool hours.

If you need something more formal or on Portland Public Schools' letterhead, please let me know.

Best  
Doug

On Fri, Feb 14, 2020, 2:52 PM Victoria Volent <[vvolent@portlandmaine.gov](mailto:vvolent@portlandmaine.gov)> wrote:

This message was sent securely using Zix®

Hi Doug,

The Housing Committee will be reviewing (during their April 8, 2020 meeting) the parking lots located at 157 Brackett, and 176 Clark Street for possible disposition for future housing development.

We would like to provide an update for the Committee from the the last Department Wide Survey conducted by the City-owned and Tax Acquired Property Committee (COTAPC) from 2014.

Attached is a copy of COTAPC's memo.

Please provide any comments you would like to share with the Housing Committee (prior to March 31) as they discuss disposing of the parking lots.

Thank you,

Victoria

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Victoria Volent  
Housing Program Manager  
Housing and Community Development  
Phone: 207-482-5028  
Fax: 207-874-8949  
[www.portlandmaine.gov](http://www.portlandmaine.gov)

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## Fwd: 176 Clark Street and 157 Brackett Street parking lots

1 message

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**Victoria Volent** <vvolent@portlandmaine.gov>

Tue, Aug 4, 2020 at 7:55 AM

To: Mary Davis <mpd@portlandmaine.gov>

This is two of two email conversations between myself and Doug Sherwood.

Please note: attached are the minutes from the February and May meetings of the Housing Committee as well as memos presented to the HC during those meetings.

Thank you,

Victoria

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

From: **Renee Bourgoine-Serio** <bourgr@portlandschools.org>

Date: Sun, Jul 26, 2020 at 9:31 PM

Subject: Re: 176 Clark Street and 157 Brackett Street parking lots

To: Douglas Sherwood <sherwd@portlandschools.org>

Cc: Victoria Volent <vvolent@portlandmaine.gov>, Steven Stilphen <stilps@portlandschools.org>

Hello Victoria,

Thank you for your dogged advocacy on this issue regarding the two parking lots. I concur with Mr Sherwood, both of these properties on Brackett and Clark are critically important to Reiche staff to get to work and be on time for work every day.

Renee

Renee J. Bourgoine-Serio, M. Ed.

Teacher Leader

Reiche Elementary School

On Wed, Jul 22, 2020 at 3:48 PM Douglas Sherwood <sherwd@portlandschools.org> wrote:

Victoria

Thanks very much!

I'm sure we will be represented at both meetings.

Best  
Doug

Doug

On Wed, Jul 22, 2020, 2:24 PM Victoria Volent <[vvolent@portlandmaine.gov](mailto:vvolent@portlandmaine.gov)> wrote:

Hi Doug,

Please find attached the most recent memos from staff to the Housing Committee (dated January 20 and May 5, 2020) and the memo from January 5, 2015 regarding possible disposition of 176 Clark and [157 Brackett Street](#).

Also attached are the minutes from February 12, 2020 and May 13 regarding the presentation of city-owned property for disposition.

The link below will bring you to the site in which you can review the Housing Committee's meetings from February 12 and May 13.

[https://townhallstreams.com/towns/portland\\_maine](https://townhallstreams.com/towns/portland_maine)

Finally, please note, the City Council will conduct a first read of the recommendation on August 3 but action on the item will occur during the August 31 meeting.

Thank you,

Victoria

On Wed, Jul 22, 2020 at 1:55 PM Douglas Sherwood <[sherwd@portlandschools.org](mailto:sherwd@portlandschools.org)> wrote:

Ms. Volent  
Victoria

Good afternoon!

I trust that you are safe and well.

I thank you for reaching out to me/us regarding this pending City Council action. I guess that I shouldn't be surprised since we exchanged emails on this topic in March 2020. I saw that the April 8th meeting was canceled or, at least, I thought so. These lots are critical for staff to report to work and be reassured that their cars are safe and that they don't need to worry about where their car is or could be parked and whether they will get a ticket and/or tow ...let alone make it to work on time.

Could we get copies of the minutes or be directed to the appropriate video so that we can see what was presented to the Committee and how recommendation was made as we prepare to participate in the upcoming August 3rd City Council meeting?

Please advise.

Thanks  
Doug

On Wed, Jul 22, 2020, 1:09 PM Victoria Volent <[vvolent@portlandmaine.gov](mailto:vvolent@portlandmaine.gov)> wrote:  
Hi Doug,

The Council will be considering the marketing of the surface level parking lots at [176 Clark Street](#) and [157 Brackett Street](#) for residential housing during their August 3 meeting.

Notice to abutters have been recently mailed.

Please find attached a copy of the City Council memorandum.

Thank you,

Victoria

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Victoria Volent  
Housing Program Manager  
Housing and Community Development  
Phone: 207-482-5028  
Fax: 207-874-8949  
[www.portlandmaine.gov](http://www.portlandmaine.gov)

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#### 4 attachments



**Draft Minutes Housing Committee 5-13-20 .pdf**

72K



**Draft Minutes 2-12-2020 Housing Committee.pdf**

68K



**8. City Owned Property for review.pdf**

1869K



**COP for Disposition 157 Brackett and 176 Clark Streets.pdf**

1205K

## Housing Committee

### Minutes of February 12, 2020 Meeting

**NOTE: The Housing Committee meetings are now live-streamed, which can be viewed at this link: [http://townhallstreams.com/stream.php?location\\_id=42&id=16398](http://townhallstreams.com/stream.php?location_id=42&id=16398) These minutes provide a record of those in attendance, general discussions taking place, and motions made.**

A meeting of the Portland City Council's Housing Committee (HC) was held on Wednesday, February 12, 2020 at 5:30 P.M. in Room 209 of Portland's City Hall. Councilors present at the meeting included Committee members Councilor Pious Ali, Councilor Kim Cook and Councilor Jill Duson, Chair of the Committee, and Mayor Kate Snyder. City staff present included Mary Davis, Division Director Housing and Community Development, and Victoria Volent, Housing Program Manager.

Councilor Duson reviewed the agenda out of order. Item 7 (Review and Approval by the Committee to issue the 2020 Affordable Housing TIF application) was moved to item 1. Item 5 (Review and Recommendation to the City Council re: 2020 Housing Trust Fund Annual Plan) was moved to item 2. Item 2 (Rental Housing Advisory Committee Policy Recommendation) was moved to item 3. Item 1 (Review and accept Minutes of previous meeting held on January 9, 2020) was moved to item 9.

Agenda items appear in the order as they were heard.

#### **Item 1: Affordable Housing TIF Application – Review and Approval to Issue by the Committee:**

Mary Davis introduced the proposed Affordable Housing Tax Increment Financing (AHTIF) application in an effort to coordinate and streamline the process for allocation of City resources. The application will ensure that all AHTIF applicants provide the required information for Maine Housing and under State statute.

Councilor Duson asked if staff had received any feedback from users. Mary indicated this is the first time users are seeing the application and anticipates users will appreciate having an application to organize materials for review.

Councilor Ali asked if staff had received any feedback from users of the Maine Housing application. Mary noted staff has not received any negative feedback from past users.

Councilor Duson opened the public comment period. Seeing no comment, the public comment period was closed.

Motion by Councilor Ali, seconded by Councilor Duson. Motion passed (2-0).

**Item 2: Review and Recommendation to the City Council of the 2020 Housing Trust Fund Annual Plan:**

Mary Davis introduced the Housing Committee recommendation to the City Council for approval of the 2020 Housing Trust Fund Annual Plan. The Housing Trust Fund is established by Section 14-489 of the City's Code of Ordinances. The Plan establishes the priorities in which the current balance of the Housing Trust Fund will be allocated. The proposed revisions to the Plan from 2019 to 2020 include; funding priorities (from support public/private partnerships that create workforce housing units affordable to households earning 80% to 120% of the area median income); and adjustment to the scoring points allocations in Section IV A to provide more emphasis on developments that are consistent with city goals, meet market demand, and create economic diversity.

Councilor Cook joined the meeting at 5:44

Councilor Duson opened the public comment period. Seeing no comment, the public comment period was closed.

Councilor Cook asked the Committee if they are interested in amending the Plan to change the affordable housing earnings AMI level from HUD to Portland.

Mary Davis noted the Ordinance references the HUD AMI. Corporation Counsel would need to review the Ordinance and provide guidance.

Councilor Duson prefers constancy. She would like a proposal for the Committee to review.

Councilor Cook would like to know the Portland AMI income levels. She suggested the Committee use the HUD levels, but shift the corresponding level to meet the Portland level.

The Committee discuss the proposal.

Councilor Duson would like further correspondence to reference the actual dollar amount.

Councilor Cook suggest broadening the bracket from "80% to 120%" to "60% to 120%". She is concerned that at 120% AMI, the City may be subsidizing projects that less affordable to Portland's missing middle.

Mary noted she is hearing developers who typically create market rate housing are interested in helping create housing for the missing middle.

Mayor Snyder asked for a clarification of how the AMI works.

Motion by Councilor Ali to recommend to the City Council the 2020 Housing Trust Fund Annual Plan. Motion by Councilor Cook to amend the motion and change the AMI bracket from "80% to 120%" to "60% to 120%". The amendment motion passed (3-0). Motion to pass the motion as amended passed (3-0)

### **Item 3: Rental Housing Advisory Committee Policy Recommendation**

Councilor Duson introduced this item.

Councilor Cook asked for a reading of the Committee charge.

Mary Davis read the Committee charge.

Councilor Duson invited the Rental Housing Advisory Committee to present the item.

Aaron Berger presented the item on behalf of the Rental Housing Advisory Committee.

Members of the Rental Housing Advisory Committee present at the meeting included Aaron Berger, Wendy Harmon, Katy McGovern, and Regan Sweeney.

The Rental Housing Advisory Committee (RHAC) recommends the City enact an ordinance to ban application fees for rental housing units. The RHAC discussed the fact that there is no state law or city ordinance limiting application fees. There is also no requirement that the cost of a fee be linked to the landlord's costs when running a background check, and tenants are generally not in a position to know whether they have actually been considered for an apartment for which they have paid an application fee.

RHAC recommends that the following provision be added to Chapter 6 of the City's ordinances:

"At or prior to the commencement of any tenancy, no lessor may require a tenant or prospective tenant to pay any amount in excess of the following:

- (i) Rent for the first full month of occupancy; and
- (ii) A security deposit as defined in 14 MRS 6032"

Councilor Duson invited one other member of the RHAC to speak.

Regan Sweeney Co-Chair of the RHAC joined the conversation. He voted against the memo and recommendation. He presented information that was not included in the memo.

Councilor Cook noted this is an issue beyond the borders of Portland. She would like to know why the City should be taking a position on this when it is a State issue.

Aaron Berger noted that the legislature may not take up this item until 2021 and felt it needed a more immediate review.

Councilor Ali would like to know how much is charged for a background check.

Regan Sweeny answered that providers charge different rates depending upon how much information they are requesting, or how often they make a request. \$25 - \$50 is the range based on the survey.

Councilor Duson is concerned with landlords that take multiple application fees without the intent to rent the unit to applicants who provide the fees. She is against using the application fee process to raise revenue or making it more difficult for low-income tenants to afford the rental hunt process. She ask if tenants are notified of the credit report or background check. The answer was only if they are denied due to a credit report or background check. She asked the RHAC is they discussed other options.

Katie McGovern noted the recommendation was based on enforcement concerns.

Councilor Duson prefers capping application fees instead of a ban.

Councilor Duson asked the Housing Committee if they would like to move this item forward to the next meeting and what does the Committee like to see happen.

Councilor Ali made a motion to ask staff to bring forward a policy that caps screening fees.

Councilor Cook does not think the City should explore this issue before the State legislature acts on the item. She prefers a uniform solution developed at the State level. She does not support moving the recommendation forward at this time.

Councilor Duson's does not support an outright ban. She does not support moving the recommendation forward.

Councilor Ali made a motion to ask staff to bring forward an alternative policy that would cap the amount tenants would be asked to pay for an application fee.

Councilor Duson seconded the motion for discussion.

Mary Davis noted Corporation Counsel would need to draft the language and in the interest of time, the draft language would be brought back for the April meeting of the Housing Committee.

Councilor Ali would also like to see the Southern Maine Landlord Associate involved in the discussion.

Councilor Duson indicated she does not support a ban, and she does not support an alternative policy to cap tenant application fees. As this item was not noticed to the public for a vote, the Housing Committee does not need to take a vote this evening. Rather, the preference is for the Housing Committee to place this item for a public hearing and vote on the April Housing Committee agenda.

The Housing Committee decided to place this item for a public hearing and vote during the April meeting of the Housing Committee.

#### **Item 4: Housing Program Budget:**

Mary Davis introduced the review and recommendation to the City Council of the 2020-2021 Housing Program Budget. As HUD has not announced the allocation amount for the FY 2020-2021, the estimated Housing Program Budget is set at the same level as the previous year (\$1,020,693). The City's HOME Program is divided into three funding categories; administration; Tenant Based Rental Assistance; and Affordable Housing Development. The proposed Housing Program Budget will be adjusted when HUD announces the fiscal year allocation for the HOME Program. This budget will be forwarded to the full City Council for two Public Hearings (tentatively scheduled for April), as part of the overall HCD budget. Typically, the final budget allocations and Annual Action Plan are submitted to HUD 45 days in advance of the start of the fiscal year (May 15 for the fiscal year beginning July 1, 2020).

Staff is requesting Committee approval and recommendation to the City Council of the FY 20/21 Housing Program Budget as outlined and summarized in the material submitted.

Councilor Duson opened the public comment period.

Scott Vonnegut asked; what percent of the HOME entitlement fund is allocated for Community Housing Development Organizations (CHODO); what and when is the Housing Summit; and what is the term of the deed restriction for subsidized affordable housing.

Per Mary Davis, 15% of the HOME entitlement is set aside for CHODO, and the term of the deed restriction depends on the funding source. HOME subsidies require a 90 year affordability term.

Per Councilor Duson, the discussion of the Housing Summit will occur during discussion of the Workplan.

Seeing no additional public comment, the public comment period was closed.

Motion by Councilor Cook to recommend to the City Council the 2020-2021 Housing Program Budget, seconded by Councilor Ali. Motion passed (3-0)

#### **Item 5: Renewal of Membership in the Cumberland County HOME Consortium:**

Mary Davis introduced the request to the Committee to approve and recommend to the City Council that the City of Portland renew its participation in the Cumberland County HOME Consortium. The consortium has been a successful collaboration in support of affordable housing throughout Cumberland County. The current Consortium agreement is due to expire on June 30, 2021. Each member of the Consortium must confirm their participation in the next three-year term and notify HUD by June 30 of this year.

Councilor Cook confirmed if Portland was not a member of the consortium, then funding would not be available to the rest of Cumberland County. She asked if there was some way to get something for this benefit that seems fair to all parties. So that there is a recognition for the value Portland provides, even if it is just the conversation of what that might look like and what others are willing to partner on with

Portland. Would like to know if there is a way to have that conversation with the partners at a county level. Is the Committee interested in asking staff to pursue any options?

Councilor Duson asked for clarification; if the timeframe of renewing the City's participation in the Consortium offers an opportunity to renegotiate the terms.

Councilor Cook responded: or get some buy in or cooperation in some other things. At least open the conversation with the rest of the county. Would like other members of the Consortium to see the benefit of being a member. Just wonder if others in the region see a value that they would be willing to talk about.

Councilor Duson asked staff if the formula used to determine the allocation is a federal formula.

Per Mary Davis, the formula is determined locally. It was set at a level that would provide Portland the similar amount of funding it was previously earning.

Councilor Duson noted that having a Consortium is a good thing as it brought resources to the County that would not otherwise be available. And, it provides funding for the creation of affordable housing outside of Portland. She is hesitant to go back to and ask for more. However, the surrounding communities may have forgotten the work conducted by Portland on their behalf. It would be nice to have the other communities acknowledge Portland, and how they benefit as a Consortium member. However, the allocation is fair.

Councilor Cook would find value in a conversation in which the other Consortium members acknowledge Portland's role and their allocation benefit, and commit to multifamily housing in their towns through zoning changes. The conversation does not need to be tied to the allocation. An acknowledgment and thank you would be acceptable.

Councilor Cook would like to know what residential housing projects have been funded through the consortium.

Mary Davis noted there have been development projects in Falmouth, Yarmouth, South Portland and Westbrook.

Councilor Duson would like a summary memo of all development projects within Portland and within the consortium communities. Staff can determine the time frame to report on.

Motion by Cook to recommend to the City Council that the City of Portland renew its participation in the Cumberland County HOME Consortium, and seconded by Councilor Ali. The motions passed (3-0)

**Item 6: Affordable Housing Development Application – Review and Approval to Issue by the Committee:**

Mary Davis introduced the request from staff seeking Committee approval of the application criteria for the 2020-2021 Affordable Housing Development Application and requesting committee approval to make minor amendments to the application prior to its release.

Revisions made to the 2020 Application include: several minor clarifying edits; the addition of section I.B. creating a priority use of Housing Trust Funds to support public/private partnerships that create workforce housing units that are affordable to households earning 80% to 120% of the area median income, and priority for the use of HOME Program funds will be given to developments that provide units households earning 60% of area median income and below; and adjusting the point allocations in Section IV.A. to provide more emphasis on developments that are consistent with city goals, meet market demand and create economic diversity.

The Committee discussed the item.

Motion by Councilor Cook and seconded by Councilor Ali. The motions passed (3-0)

#### **Item 7: Presentation of City-Owned Property for Review:**

Victoria Volent presented information regarding four City-Owned properties in response to an earlier request from the Housing Committee for more information regarding; 33 Portland Street; 157 Bracket Street; 176 Clark Street; and 431 Commercial Street.

Councilor Cook would like to see 33 Portland Street and 431 Commercial Street be reviewed by COTAPC.

Councilor Duson would like an update as to the discussion of 431 Commercial Street by the Economic Development Committee during their February 18 meeting.

Staff is directed to contact the School Department regarding 157 Brackett and 176 Clark Street in the context of the redesign project at Reiche School and report back to the Housing Committee.

Staff is directed to bring this item back to the Housing Committee as an action item during the April meeting.

#### **Item 8: 2020 Work Plan Discussion – Housing Committee Goals for 20202**

The Committee discussed the topic of sober houses and lodging houses. Staff is directed to coordinate a meeting to discuss lodging houses. The Committee discussed a Housing Forum event.

#### **Item 9: Review and accept Minutes of previous meetings held on January 8, 2020**

Motion by Councilor Ali to move for adoption of the minutes from January 8, 2020. Motion was seconded by Councilor Duson and minutes were approved (3-0).

Motion to adjourn by Councilor Cook, seconded by Councilor Ali. The motion passed (3-0). The meeting adjourned at 9:03 P.M.

Respectfully submitted,

Victoria Volent



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

TO: Councilor Duson, Chair  
Members of the Housing Committee

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

DATE: January 20, 2020

SUBJECT: City-Owned Property Review

### **Introduction**

During the Housing Committee meeting on November 13, 2019, the Committee requested staff provide information regarding four City-Owned Properties. Each of these parcels has been previously reviewed by the City Council during a presentation by the Health and Human Services Committee in regards to proposed site locations for homeless services in Portland.

A summary of each parcel follows.

### **33 Portland Street**

The .3204 acre (13,956 sq. ft.) parcel located in the Bayside area at 33 Portland Street is an active surface level parking lot used by the School Department's Central Office located at 351 Cumberland Avenue.

The property is collectively comprised of three separate abutting parcels located in the B2b zone. Moderate to high-density housing is a character of the B2b zone. The minimum lot area per dwelling unit is one unit for every 435 sq. ft., which would allow for 32 units of housing on the parcel. The assessed value is currently \$227,980.

A department-wide survey by the City-owned and Tax Acquired Property Committee (COTAPC) has never been requested on this parcel.

### **157 Brackett Street**

The .1942 acre (8,460 sq. ft.) parcel located in the West Bayside area at 157 Brackett Street is an active 20-space surface level parking lot used as employee and visitor parking for Reiche School, parking for customers of area businesses, and off-street parking after hours.

As a result of an inquiry from a developer and responding to a request from the Housing and Community Development Division, the City-Owned and Tax Acquired Property Committee (COTAPC) reviewed the possible disposition of city-owned property at 157 Brackett Street in July, 2014. A draft RFP was presented to the Housing Committee on September 29, 2014. After much public comment regarding Reiche School, safety issues, and area parking concerns, the Housing Committee postponed action until city staff could coordinate a neighborhood meeting to discuss these issues. As a result of a meeting coordinated through the West End Neighborhood Association, several safety improvements were made including installation of two new crosswalks, four brick curb extensions/curb ramps for ADA compliance and better pedestrian visibility, four new pedestrian/school crossing signs and the installation of granite curbing to create a treed esplanade along a portion of the school frontage. An RFP for sale of the property was issued on July 9, 2015. The only respondent who replied to the RFP did not consummate the sale.

The property is located in the B-1 zone, which supports mixed-use buildings. The minimum lot area per dwelling unit is one unit for every 435 sq. ft., which would allow for up to 19 units of housing on the parcel. The assess value is currently \$126,300.

### **176 Clark Street**

The .1678 acre (7,313 sq. ft.) parcel located in the West Bayside area at 176 Clark Street is an active 16-space surface level parking lot used as employee and visitor parking for Reiche School, parking for customers of area businesses, and off-street parking after hours.

The developer who inquired into the 157 Brackett Street lot (see above) approached City staff with the proposal to use the city-owned lot at 176 Clark Street for housing development and create parking on the 157 Brackett Street lot and adjacent property at 1 Joy Place, which the developer had under an option to purchase. The intent being to create one parking area to accommodate the parking currently existing at 176 Clark Street and 157 Brackett Street. A department-wide survey was conducted by COTAPC during July, 2014. Due to the complicated nature of the transaction, the developer did not pursue the request. COTAPC did not move forward with a RFP for 176 Clark Street.

The property is located in the R-6 zone, which supports high-density residential development characterized by multi-family dwellings. The minimum lot area per dwelling unit is one unit for every 725 sq. ft., which would allow for up to 10 units of housing on the parcel. The assess value is currently \$79,500.

### **431 Commercial Street**

The 1.29 acre (56,245 sq. ft.) parcel located in the West End near the Casco Bay Bridge at 431 Commercial Street is a parking lot used regularly by the City for various purposes, including placing cars there during snow bans.

The property was acquired by the City of Portland in the Order of Condemnation dated August 18, 1997 for the purpose of permitting the expansion of the facility at the International Marine Terminal. A payment of \$590,000 was remitted to the previous owner (Angelo Ciocca of Bridgeport Associates).

The property is located in the B-5b zone, which is characterized by urban commercial mixed-use. There does not exist a minimum lot area per dwelling unit in the B-5b zone. The assess value is currently \$562,500.

A department-wide survey by the City-owned and Tax Acquired Property Committee (COTAPC) has never been requested on this parcel.

#### **Attachments:**

33 Portland Street parcel view  
33 Portland Street Assessor's database  
157 Brackett parcel view  
157 Brackett Street Assessor's database  
176 Clark Street parcel view  
176 Clark Street Assessor's database  
431 Commercial Street parcel view  
431 Commercial Street Assessor's database



Assessor's Office | 389 Congress Street | Portland, Maine 04101 | Room 115 | (207) 874-8486

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**Current Owner Information:**Best viewed at  
800x600, with  
Internet Explorer

**CBL** 033 C012001  
**Land Use Type** GOVERNMENTAL  
 Verify legal use with  
 Inspections Division  
**Property Location** 33 PORTLAND ST  
**Owner Information** CITY OF PORTLAND  
 389 CONGRESS ST  
 PORTLAND ME 04101  
**Book and Page** 31315/267  
**Legal Description** 33-C-12-23-27  
 PORTLAND ST 33-39  
 OXFORD ST 267 HANOVER ST 39  
 13956 SF  
**Rental Registration** No  
**Acres** 0.3204

**Current Assessed Valuation:**

|                                  |                |                                         |
|----------------------------------|----------------|-----------------------------------------|
| <b>TAX ACCT NO.</b>              | 10005          | <b>OWNER OF RECORD AS OF APRIL 2019</b> |
| <b>LAND VALUE</b>                | \$190,600.00   | CITY OF PORTLAND                        |
| <b>BUILDING VALUE</b>            | \$37,380.00    |                                         |
| <b>MUNICIPAL TYPE</b>            | (\$227,980.00) | 389 CONGRESS ST                         |
| <b>NET TAXABLE - REAL ESTATE</b> | \$0.00         | PORTLAND ME 04101                       |
| <b>TAX AMOUNT</b>                | \$0.00         |                                         |

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**

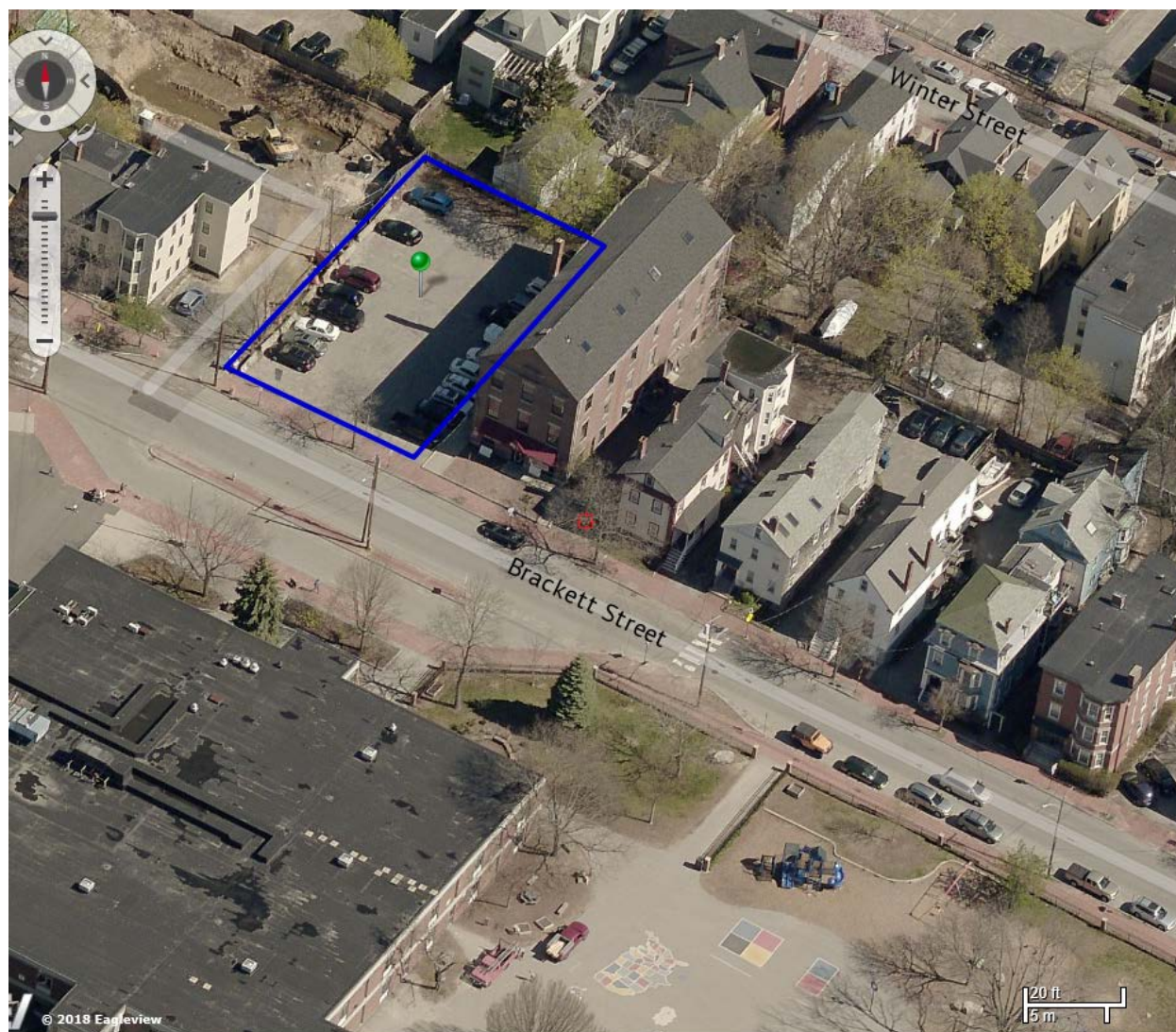
**Outbuildings/Yard Improvements:**

**Building 1**  
**Year Built** 1989  
**Structure** ASPHALT PARKING  
**Size** 13000  
**Units** 1  
**Grade** C  
**Condition** 3

**Sales Information:**

| Sale Date | Type            | Price          | Book/Page |
|-----------|-----------------|----------------|-----------|
| 1/31/2014 | LAND + BUILDING | \$2,700,000.00 | 31315/267 |
| 7/1/1991  | LAND + BUILDING | \$130,000.00   | 9663/120  |
| 12/1/1989 | LAND + BUILDING | \$130,000.00   | /         |

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**CBL** 045 E031001  
**Land Use Type** GOVERNMENTAL  
 Verify legal use with  
 Inspections Division  
**Property Location** 157 BRACKETT ST  
**Owner Information** CITY OF PORTLAND  
 389 CONGRESS ST  
 PORTLAND ME 04101  
**Book and Page**  
**Legal Description** 45-E-31  
 BRACKETT ST  
 157-161 8460 SQ FT  
**Rental Registration** No  
**Acres** 0.1942

**Current Assessed Valuation:**

|                                  |                |                                         |
|----------------------------------|----------------|-----------------------------------------|
| <b>TAX ACCT NO.</b>              | 10005          | <b>OWNER OF RECORD AS OF APRIL 2019</b> |
| <b>LAND VALUE</b>                | \$126,300.00   | CITY OF PORTLAND                        |
| <b>BUILDING VALUE</b>            | \$0.00         |                                         |
| <b>MUNICIPAL TYPE</b>            | (\$126,300.00) | 389 CONGRESS ST                         |
| <b>NET TAXABLE - REAL ESTATE</b> | \$0.00         | PORTLAND ME 04101                       |
| <b>TAX AMOUNT</b>                | \$0.00         |                                         |

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**

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**CBL** 056 B012001  
**Land Use Type** GOVERNMENTAL  
 Verify legal use with  
 Inspections Division  
**Property Location** 176 CLARK ST  
**Owner Information** CITY OF PORTLAND  
 389 CONGRESS ST  
 PORTLAND ME 04101

**Book and Page**  
**Legal Description** 56-B-12 CLARK ST  
 176-178  
 7313SF

**Rental Registration** No  
**Acres** 0.1679

**Current Assessed Valuation:**

|                                  |               |                                         |
|----------------------------------|---------------|-----------------------------------------|
| <b>TAX ACCT NO.</b>              | 10005         | <b>OWNER OF RECORD AS OF APRIL 2019</b> |
| <b>LAND VALUE</b>                | \$79,500.00   | CITY OF PORTLAND                        |
| <b>BUILDING VALUE</b>            | \$0.00        |                                         |
| <b>MUNICIPAL TYPE</b>            | (\$79,500.00) | 389 CONGRESS ST                         |
| <b>NET TAXABLE - REAL ESTATE</b> | \$0.00        | PORTLAND ME 04101                       |
| <b>TAX AMOUNT</b>                | \$0.00        |                                         |

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**

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431 Commercial Street



Parcel 043 C007

P



Parcel 043 C009

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**CBL** 043 C006001  
**Land Use Type** GOVERNMENTAL  
 Verify legal use with  
 Inspections Division  
**Property Location** 431 COMMERCIAL ST  
**Owner Information** CITY OF PORTLAND  
 389 CONGRESS ST  
 PORTLAND ME 04101  
**Book and Page** 13437/27  
**Legal Description** 43-C-6-7-9  
 COMMERCIAL ST 431-461  
 PARK ST 4-12  
 56245 SF  
**Rental Registration** No  
**Acres** 1.2912

**Current Assessed Valuation:**

|                                  |                |                                         |
|----------------------------------|----------------|-----------------------------------------|
| <b>TAX ACCT NO.</b>              | 10005          | <b>OWNER OF RECORD AS OF APRIL 2019</b> |
| <b>LAND VALUE</b>                | \$562,500.00   | CITY OF PORTLAND                        |
| <b>BUILDING VALUE</b>            | \$0.00         |                                         |
| <b>MUNICIPAL TYPE</b>            | (\$562,500.00) | 389 CONGRESS ST                         |
| <b>NET TAXABLE - REAL ESTATE</b> | \$0.00         | PORTLAND ME 04101                       |
| <b>TAX AMOUNT</b>                | \$0.00         |                                         |

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 |
|------------|-----------------|--------------|-----------|
| 11/13/1997 | LAND + BUILDING | \$0.00       | 13437/27  |
| 9/1/1994   | LAND            | \$281,225.00 | 11621/184 |

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## Mary Davis - Re: Portland Public Schools response to draft 157 Brackett Street RFP

---

**From:** Mary Davis  
**To:** Douglas Sherwood  
**Date:** 5/7/2015 2:03 PM  
**Subject:** Re: Portland Public Schools response to draft 157 Brackett Street RFP

---

Thank you Doug. Could you provide clarification for me regarding the parking spaces. I believe I have previous information from the leadership staff that the school uses 20 spaces in the Brackett Street lot. When you mention 24, are you saying they are currently using 24 spaces or there is room for 24 spaces?

Mary P. Davis, Div. Director  
 Housing & Community Development Division  
 Planning & Urban Development Department  
 City of Portland  
 389 Congress Street Room 312  
 Portland ME 04101  
 (207)874-8711  
 (207) 874-8949 FAX  
 mpd@portlandmaine.gov  
 www.portlandmaine.gov

>>> Douglas Sherwood 5/7/2015 1:02 PM >>>  
 Ms. Davis  
 Mary

Good day!

As discussed about an hour ago, the Portland Public Schools supports the objectives of the draft RFP and believes its concerns reiterated below have been incorporated to the extent possible.

1. The current lot adequately supports 24 cars (please increase the "20" to "24" spaces as appropriate in the RFP document)...even more at dismissal. These spaces are critical to the successful operation of our school. Therefore, they must be replaced within a reasonable walking distance. We believe that within one city block is a reasonable distance. If the 1750 feet proposed by Mr. Levine meets that criteria, then we accept it.
2. As currently written (see Selection Process II), the evaluation team has representation from four distinct groups. If appropriate, we would suggest that each group have equal representation. For example, if City Planning and Public Services each have two members scoring each RFP, then the Schools and Community should have two members each.
3. The Portland Public Schools supports the changes recommended to the point system's maximum allocations for "Proposed use of resources..." (from 25 to 30) and "Financial feasibility..." (from 25 to 20) -- see Selection Process I.
4. Pedestrian safety to include safer and more appropriate street crossings has been duly noted in more than one section of the RFP. Nothing should be changed to diminish the critical importance of this issue in a neighborhood where traffic is heavy at arrival and dismissal times and congestion leads to obstructions.

Thank you for the opportunity to participate in this planning process!

Please don't hesitate to contact me if you have any questions or concerns.

Most respectfully submitted,  
Doug

Douglas Ritter Sherwood  
Facilities Coordinator  
Portland Public Schools  
353 Cumberland Avenue  
Portland, ME 04101  
Office: 842-5342  
Pager: 741-8468  
Cell: 239-5371

>>> Mary Davis 5/6/2015 10:07 AM >>>

Thank you Lori. Great changes. If anyone else would like to offer any revisions, please send them to my by noon tomorrow.

Mary P. Davis, Div. Director  
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>>> Lori Paulette 5/6/2015 8:37 AM >>>

I have made some suggested edits in marked revision format for review.

>>> Mary Davis 5/4/2015 11:58 AM >>>

Attached is a draft of the RFP for 157 Brackett Street. I would appreciate your input and comments. This item is scheduled to be reviewed by the HCDC at their May 13th meeting. The packet for this meeting goes out by noon time on Friday so I would need your comments by noon on Thursday.

Many of you are aware that this RFP is a result of a specific development proposal brought to the city that includes the privately owned lot at 1 Joy Place. This parcel was not on the radar as far as city-owned sites that might be appropriate for housing development. The discussion began because of the proposal presented to the City. However, City rules for the sale of city-owned property do not allow for a direct sole source approach that would allow us to work directly with the developer. We are required to use the RFP process. I've tried to include in this draft the major issues that been raised - (1) current use of the 157 Brackett Street site for school parking needs and (2) neighborhood concerns regarding pedestrian safety at Reiche School.

The Tax Acquired Property Committee had some questions about the Joy Place access. Information provided to the city indicates that Joy Place is a private way, not an accepted City street or way. The ownership of the

property is unknown. Among the abutters to the property, the deed to 1 Joy Place is the only deed which references the right to use the alley with the access to remain open and unobstructed. None of the abutters owns the land itself. The access way is approximately 25 feet wide.

I've attached a copy of the design concept presented by the developer. The developer has been doing some public outreach with the school, the neighborhood association and the district councilor.

Please let me know if you feel there are others who should review the draft RFP.

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## Housing & Community Development Committee

### Minutes of May 13, 2015 Meeting

A meeting of the Portland City Council's Housing and Community Development Committee (HCDC) was held on Wednesday, May 13, 2015 at 5:30 p.m. in Room 209 on the second floor of Portland City Hall. Present from the HCDC was its Chair Councilor Kevin J. Donoghue, and members Councilors David Brenerman, David A. Marshall, and Nick M. Mavodones. City staff present included Planning and Urban Development Director Jeff Levine, Housing & Community Development Division Director Mary Davis, and Housing Planner Tyler Norod.

**Item 1a: Review and accept Minutes from previous meeting held on April 22, 2015.**

On motion made and seconded, the Committee voted 4-0 to accept the minutes as published.

**Item 1b: Review and accept Minutes from previous meeting held on May 4, 2015.**

On motion made and seconded, the Committee voted 4-0 to accept the minutes as published.

**Item 2: Review, Discussion and Possible Approval of RFP for the Sale and Development of City-Owned Property located at 157 Brackett Street.**

Mary Davis introduced the potential RFP for the city owned parcel located at 157 Brackett Street in the West End. This item was initially brought before the HCDC this past fall. Since that time there has been community outreach by city staff with the surrounding neighborhood and abutting school. This outreach process resulted in CDBG funding for

improvements towards the Brackett Street pedestrian safety project. A grant of \$40,000 in partial funding was made available to help build two crosswalks on Brackett Street.

This RFP is being brought forth in response to a possible development proposal for the property. The site is currently used as a surface parking lot for approximately 24 teacher parking spaces and overnight neighborhood parking. The existing lot is also used for neighborhood parking during snow emergencies. Any development proposal would include a minimum of 24 parking spaces for the Reiche School, overnight neighborhood parking, and snow emergency parking. Some changes have been made to the draft RFP since the last time the HCDC saw the RFP in the fall. Notification was mailed to neighbors within 500 feet of the site on April 28<sup>th</sup>, 2015.

The item was opened for questions from the Committee.

Councilor Mavodones sought clarification regarding the RFP language that allows for the 24 parking spaces to be provided within one city block of the site. Ms. Davis indicated that the one block provision was not specifically cited in the RFP but staff defined the distance to be within 1,300 feet or approximately a ¼ mile.

Councilor Mavodones asked for confirmation that the RFP will ensure that the RFP will set aside parking for the school and neighborhood in a fashion similar to how the site is used today. Ms. Davis confirmed that the RFP is written in a manner to encourage proposals that offer 24 spaces for school use and after hours or snow emergency neighborhood use.

Councilor Donoghue asked for clarification on how the RFP can be written to best compare the potential offers for purchase price of the land and an offer for currency or land swap. Ms. Davis responded that all proposals must provide land to provide spaces for the school

and neighborhood. Jeff Levine added that staff could add a condition within the RFP's review criteria with some weights/points to help clarify what would be preferred.

Councilor Brenerman asked if a site for potential alternative parking has already been identified. Ms. Davis acknowledged that an alternative parking location has been identified in the proposal that initiated this RFP process.

Councilor Brenerman wanted to know how any new residents parking needs will be served. Councilor Donoghue noted that the project will need to meet zoning requirements including any requirements for parking. Councilor Marshall followed up by asking if there were other options such as fee in lieu of parking that may affect the parking numbers. Mr. Levine mentioned that in addition to the 24 spaces being allocated for the Reiche School and neighborhood's use, staff anticipates parking will be offered specifically for the project's future residents.

Councilor Brenerman expressed concern that street parking in the area is tight. Mr. Levine said that the Councilor's concern is valid and that any project that proceeds in response to the RFP would need to come back for approval.

Councilor Mavodones added that unsafe parking and the derelict structures on Joy Place are additional concerns for the neighborhood. Mr. Levine acknowledged this concern noting that the barn on Joy Place fell down recently and the existing house is in very poor shape. Councilor Mavodones asked for clarification on a scenario in which the parking lot is not sold by the City and any potential future development would need to be built in line with B1 zoning. Mr. Levine confirmed that he believed this to be the case.

Councilor Mavodones asked who would be responsible for managing the lot after hours to make sure that they are not used by future residents of the site. Mr. Levine responded that there should be a parking management plan as part of the proposal for the site.

Councilor Donoghue wondered if there is currently an issue with people not being out in time for Reiche School teachers to use the lot? Can we find a way to clarify that the spaces are not used by future residents of the development site? Mr. Levine responded that these issues would need to be addressed in any proposal through a parking management plan.

Councilor Brenerman asked for confirmation that the site is City owned and asked who would own any other lot created by a response to the RFP. Ms. Davis said that any new lot as part of a land swap in response to the RFP would likely be managed and maintained by the City.

Councilor Brenerman inquired about how many units could reasonably be expected to be built. Ms. Davis responded that staff believes that approximately 24 units could be built on the site.

Councilor Marshall asked if the Reiche School anticipates any growth or the need for additional parking spaces. Ms. Davis replied that initially the school needed 20 spaces and recently increased need to 24. Councilor Marshall recommended that staff check back in with the school noting the high demand for the parking spaces. The Councilor also expressed interest in identifying proactive approaches for snow emergency parking. Mr. Levine again noted that staff would want to review a parking management plan as part of any development proposal. The council would also need to review this plan as part of any proposed project. Ms. Davis added that public services will be involved in the discussions and they will review any proposal for snow related issues.

Councilor Marshall suggested that review also pay attention to how potential proposals might buffer and light the parking lot to minimize any potential impact on abutting properties.

Councilor Donoghue opened the item for public comment.

Nance Parker, a local resident, provided background on the site saying that it used to be used as a fire barn for horses until late 70's. Ms. Parker also wanted to confirm that existing street parking is limited and that the existing lot is used primarily for the neighborhood. Ms. Parker also expressed that the lot gets much more use than 24 spaces. Ms. Parker suggested that the City take a look at the Clark Street parking lot as a site for development instead of the 157 Brackett Street site. Ms. Parker was concerned about safety issues due to increased traffic but reaffirmed that parking is the biggest issue.

Greg Frangoulis, an owner of a local six unit building, said that he agreed with Ms. Parker's comments. Mr. Frangoulis noted that weekly street cleaning exacerbates neighborhood parking issues. Mr. Frangoulis was also concerned about the growing density in the neighborhood. He mentioned that parking during the summer can get crowded as well due to increased tourism.

Todd Alexander, a local resident and developer spoke next. Mr. Alexander expressed his interest in the site and intention to submit a proposal. Mr. Alexander said that his proposal would not only be beneficial to the neighborhood as a housing project but because of other amenities as well. He acknowledged the need for parking and other issues mentioned in the draft RFP such as traffic calming measures, safety issues, and issue related to the dilapidated structure on Joy Place. Mr. Alexander believes that the RFP has been well written and does a good job considering a number of issues important to the neighborhood. Mr. Alexander mentioned two technical concerns that he has with how the RFP is currently drafted. The first concern is related

to the length of the restriction the City hopes to place on any affordable units that would be developed as part of a project. Mr. Alexander requests that the City consider a different requirement for any affordable for-sale units. Mr. Alexander argued that a 90 year land use restriction adds complexity for inexperienced buyers. Instead, Mr. Alexander requested the RFP be amended to limit any affordable housing restrictions for condominiums to 10 years, which would be similar to affordability restrictions established through the State's TIF program. The second concern was in regards to the definition of what is considered affordable. Mr. Alexander proposes that 80% AMI for rental units and 120% AMI for homeownership units should be the standards instead of the 100% AMI currently envisioned in the draft RFP.

Brian Schick, a local resident spoke next. Mr. Schick said that Brackett St has gotten busier over recent years. Mr. Schick appreciates that the RFP is addressing affordability in the neighborhood. Mr. Schick had concerns that any public parking might not be easily visible and then create other unwanted issues. Mr. Schick said that he is not against the project but that these issues need to be considered when evaluating any proposals.

Seeing no further public comment, Councilor Donoghue closed the public comment session and opened the floor to the Council members for comment.

Councilor Donoghue wondered if there were any protections against people who may apply that are low income but asset rich. Mr. Levine said that there are no specific provisions addressing this at the moment but that staff could look into best practices being utilized elsewhere. Ms. Davis followed up by adding that HUD and MHA have restrictions that classify first-time homebuyers as someone who have not owned property within 3 years. This type of provision could help address the Councilor's concern. Ms. Davis added that there is also the

potential for the additional public benefit of the land swap that doesn't happen with all of the City's RFP projects.

Councilor Donoghue asked about how the RFP can best evaluate the benefits of a proposed land swap compared to outright purchase of the land. Mr. Levine responded that staff will add a category under the RFP's scoring criteria to address this issue.

Councilor Madovones asked why the RFP was not consistent with State TIF restrictions limiting affordability for 10 years. The Councilor wondered if a longer restriction could be a burden to potential homeowners. Ms. Davis informed the Councilor that the RFP was drafted with a timeframe more consistent with the other affordability programs that the City utilizes such as HOME funds and CDBG funds. Mr. Levine followed up saying that the RFP doesn't require all the units to be affordable. An applicant could propose 100% affordability or a mix. The City is open to consider all proposals. However, if the City were to raise the AMI to 120% and decrease the affordability restrictions from 90 years there should be higher standards for the proportion of affordable units expected in any proposal.

Councilor Donoghue expressed concern about a possible windfall for buyer who lives in a great neighborhood like the West End but is only restricted for 10 years. Councilor Donoghue inquired about there being some form of scoring associated with affordability within the RFP. Mr. Levine noted that there are currently 30 points out of 100 points devoted to that type of criteria reflecting the City's goals on affordability.

Councilor Marshall would like 50% or more to be affordable since it is City owned. He also supports 120% AMI and a lower number of years that any units would be restricted for.

On a motion made and seconded the draft RFP was to be amended to reflect an income requirement of 120% AMI with a vote of 4-0 occurred passing unanimously.

On a motion made and seconded the draft RFP was to be amended to provide a maximum affordable housing restriction for homeownership of 10 years. Motion was withdrawn after Councilor Donoghue expressed concern that such a short timeframe would create a large windfall for only a small number of people and not maximize the potential public benefits of the project.

Council Marshall asked Mr. Alexander what AMI he would like anticipate proposing if he does indeed respond to this RFP. Mr. Alexander replied that he would likely propose 20-24 homeownership units at approximately 100-120% AMI at initial sale. A restrictive affordable housing covenant would be applied to only 25-30% of the units in the project. Mr. Alexander explained that affordable for-sale is the hardest product to develop.

Councilor Donoghue suggested including a first time homebuyer or asset testing component to the RFP. Councilor Marshall said he would look to staff for guidance on those issues.

On a motion made and seconded the draft RFP was to be amended to encourage a minimum of 30% of the units be reserved as affordable with a vote of 4-0 occurred passing unanimously.

On a motion made and seconded the draft RFP was to be amended to add a preference for first time homebuyers as defined by HUD for the designated affordable units with a vote of 4-0 occurred passing unanimously.

On a motion made and seconded the draft RFP was to be amended to allow for a 30 year affordability restriction for homeownership units with a vote of 4-0 passing unanimously.

Councilor Marshall inquired about how to best design and screen parking and lighting for the lot. Mr. Levine noted that there are city standards that govern the lot and it would ultimately go before planning board for review.

On a motion made and seconded the draft RFP was to be amended to have the site plan go before the planning board for review. A vote of 4-0 occurred passing unanimously.

On a motion made and seconded the draft RFP was to be amended to add language addressing a potential strategy to maximize the site's parking for snow emergency situations. A vote of 4-0 occurred passing unanimously.

On a motion made and seconded the draft RFP was to be amended to add language that future resident parking of the project will be in addition to the 24 parking spaces being set aside for the Reiche School and neighborhood use. A vote of 4-0 occurred passing unanimously.

On a motion made and seconded the draft RFP was to be amended to add language restructuring the criteria for selection points to allow for the comparison of a proposed land swap or outright purchase offer for the City land. A vote of 4-0 occurred passing unanimously.

### **Item #3: Review of Affordable Housing Tax Increment Financing Program**

Ms. Davis began item #3 by introducing the Affordable Housing Tax Increment Financing (TIF) Program as a mechanism in Maine statutes that will help the City improve its neighborhoods. This TIF Program will consider affordability of units up to 120% of AMI. The Program is focused primarily on residential areas instead of business districts. The intent is to improve the areas of the City for affordable housing. In order to qualify, 33% of the housing stock within the district must be affordable. There are a variety of ways to utilize TIF funding including site work, infrastructure, maintenance, debt payments, and remodeling. It is possible to use TIF funding outside of the designated district for certain uses. These uses may include,

but are not limited to bringing water/sewer to the site or improving policing or fire safety for the area. Other possibilities include money for local schools if the project may be providing significant increases in the local youth population. The program can also be used to create a revolving loan fund for other affordable housing projects.

The item was opened for questions from the Committee.

Councilor Donoghue asked if you could leverage the program in gentrifying neighborhoods to fund a TIF. Ms. Davis clarified that this would be difficult as there would need to be an affordable housing project within the appropriate district to make it work. Ms. Davis went on to explain that the TIF Program could not be used to subsidize rents or put money into the existing local housing fund or into the general fund. Ms. Davis noted that Portland, OR has been successful utilizing TIF programs to create affordable housing.

Councilor Donoghue inquired about the best ways to utilize this tool. Ms. Davis responded that larger swaths of land could be a good place to implement a TIF district and could help develop the infrastructure necessary to open up parcels of land for affordable housing. Councilor Donoghue then sought clarification on how this program would differ from other TIFs. Ms. Davis explained that this program would more effectively designate funds to help build affordable housing.

Councilor Brenerman wondered if the program was applicable to the development of single family affordable housing. Ms. Davis confirmed that this was possible.

Councilor Donoghue asked if there is a way to take advantage of the TIF potential to incentivize the development of more affordable housing by creating more certainty for developers. Ms. Davis added that the program would be a means to leverage money more effectively to achieve local goals.

Councilor Marshall expressed that the program seemed like a great tool to improve infrastructure and help the City where investment is needed but currently lacking.

As this item was brought forth to provide information to the Committee and the public, no action was required by the Committee.

**Item #4: 2015 HCDC Work Plan for Review and Discussion. a. Discussion regarding the possible addition of 58 Fore Street to the May 27<sup>th</sup> Agenda.**

Councilor Donoghue opened the item by explaining that this was an opportunity for the Committee to discuss the HCDC work plan in general and to specifically discuss adding the 58 Fore Street project to an upcoming session for further review.

Councilor Marshall noted that this is a complicated issue and therefore is an opportunity to further discuss the amendments and have it refined for the full council and limit future unnecessary delays for the project.

Councilor Mavodones did not support adding the 58 Fore Street project to the Committee's work plan. The process comes from planning board and if referred to the Committee than they could look at it but recommended not deferring from the existing process.

Councilor Donoghue suggested the idea was to hash out the project's various amendments one more time prior to the next Council hearing.

Jim Brady from the 58 Fore Street project team was present and asked to speak. Mr. Brady reminded the Committee about the timing of the text amendment and unanimous recommendations from the planning board. Mr. Brady emphasized that the loss of time is tough for development projects and he has concerns about the project's continued feasibility if timing becomes an issue.

Councilor Brenerman suggested that the City doesn't want two hearings on the same project.

Councilor Marshall would prefer to do a workshop before June 1st. But can work with staff before council hearing.

Mr. Brady asked to see any potential amendments prior to the Council hearing so that he will be prepared to address any issues or questions that the Council may have.

On motion and made and seconded, the Committee voted 4-0 to adjourn. The meeting was adjourned at 7:42 pm.

Respectfully,

Tyler Norod

Portland, Maine



Yes. Life's good here.

Mary Davis

Division Director, Housing &amp; Community Development Division

**TO:** Councilor Donoghue, Chair  
Members of the Housing and Community Development Committee

**FROM:** Mary Davis, Division Director  
Housing and Community Development Division

**DATE:** May 8, 2015

**SUBJECT:** Review and Recommendation to Proceed with a RFP for the Sale and Development of 157 Brackett Street

## SUMMARY

Over the last several years, it has been a goal of the City Council and the Housing and Community Development Committee to increase the availability of housing in the City of Portland. The use of city sites for residential development has been one of the tools suggested to meet this goal.

## COMMITTEE GOAL/COUNCIL GOAL ADDRESS

Promote Housing Availability – Provide increased availability in all segments of the housing market while ensuring that there is a suitable balance of housing opportunities among those sectors. Objective: Complete assessment of and, as appropriate, begin to offer city owned property to construct affordable housing.

## FINANCIAL IMPACT

This site has an approximate assessed value of \$126,300.

## STAFF ANALYSIS AND RECOMMENDATION

Staff is seeking direction and feed-back from the Housing and Community Development Committee (HCDC) as to future action on a city-owned site located at 157 Brackett Street. The HCDC has discussed this item previously.

This parking lot is currently used as employee and visitor parking for Reiche School, parking for customers of area businesses and off-street and snow-ban parking for the neighborhood. There has been public concern regarding the development of this site. However, recently the Reiche School Leadership Team and the West End Neighborhood Association have expressed support for the issuance of a RFP provided the issues around parking and safety are addressed. Copies of the written comments submitted in support



Mary Davis

Division Director, Housing &amp; Community Development Division

of this item are attached. On April 28, notice of this meeting was mailed to property owners within 500 feet of the site.

As you may know, the Department of Public Services submitted an application through the CDBG Program entitled Reiche School – Brackett Street Pedestrian Safety Project. Recently the City Council approved the CDBG funding recommendation of the Acting City Manager which included partial funding for this project, which will allow one of two proposed permanent crosswalks to be completed. This funding will be available on July 1. The RFP includes a requirement that the remaining safety issues be addressed in conjunction with development on the 157 Brackett Street site.

Housing and Community Development staff is seeking a recommendation from the Committee that the City proceed with an RFP process to solicit interest in this site for residential development. Staff recommends that the RFP include a condition that any redevelopment of the site must provide adequate replacement parking and Brackett Street safety improvements.

**ATTACHMENTS**

Draft of proposed RFP

Site Map

Public Comment

Response to City Council Questions regarding CDBG Application



**City of Portland  
Request for Proposals  
For the Sale and Development of Property  
Located at  
157 Brackett Street**

**RFP # XXXX**

**Notice and Specifications**

Sealed proposals for furnishing the City of Portland with the Development of Affordable Housing, as specified herein, will be received by the Purchasing Office, Room 103, City Hall, 389 Congress Street, Portland, Maine 04101, until Thursday, July 9, 2015 at 3:00 p.m. at which time they will be publicly opened. Proposals shall be submitted with the attached forms, and returned in sealed envelopes plainly marked on the outside **"SALE AND DEVELOPMENT OF 157 BRACKETT STREET."** Proposals that are late and/or submitted via fax or electronic communication will not be accepted. All proposals shall be held open to acceptance for sixty days from opening.

All questions must be submitted in writing to the Purchasing Office. These may be mailed; hand delivered, faxed to (207) 874-8652 or e-mailed to [mff@portlandmaine.gov](mailto:mff@portlandmaine.gov) and be received no later than five (5) business days prior to the opening date. Questions received after this time will not be addressed. Any interpretation, correction, or change of this document will be made only by written addenda. Changes in any other manner will not be binding on the City of Portland.

The disposal of this real estate shall be on the basis of a negotiated proposal, with the City of Portland reserving the right to refuse any or all proposals. *All proposers are advised that the property will be sold "as-is" and "where-is", in its existing condition, with no warranties either expressed or implied.* The City disclaims any and all responsibility for injury to proposers, their agents or others while examining the property or at any other time.

Proposals from vendors not registered with the Purchasing Office may be rejected; receipt of this document directly from the City of Portland indicates registration. Should a vendor receive this Request from a source other than the City of Portland, please contact (207) 874-8654 to ensure that your firm is listed as a vendor for this RFP.

## GENERAL INFORMATION

The City of Portland, Maine seeks proposals from qualified developers for the purchase and development of the property located at 157 Brackett Street (hereafter, “the lot”). The site is designated on the City of Portland Tax Assessor’s Map as Map 045, Block E, Lot 031.

### Summary of Request

The City of Portland is committed to provide a balance of housing opportunities and has set a goal to evaluate the use of city-owned property to construct affordable housing. As one step in accomplishing this goal, the City of Portland will accept proposals for the development of affordable housing on the lot located at 157 Brackett Street, Portland, Maine (Map 045, Block E, Lot 031), which currently serves as parking for Reiche School of approximately 24 spaces, and for neighborhood parking after hours. This parking, which parking would need to be substantively replaced at no cost to the City, including access.

The City of Portland’s Division of Housing and Community Development uses the RFP process to ensure that public resources are utilized for maximum public benefit while accomplishing specific objectives and providing fair access to all applicants.

### General Guidelines

Development shall provide affordable rental or home ownership units. Note that “affordability” is defined by the standards outlined in Division 30 Section 14-485 of the City’s Land Use Code.

Mixed income projects serving households that are very low, low to moderate, and middle income are eligible. Projects with mixed unit types including efficiencies, one, two and three or four bedroom units are also eligible. The minimum term of affordability is 90 years, to be secured by a land use restriction covenant in the deed.

The proposed use of funds, leveraging of other public and private resources, terms of affordability, design compatibility, readiness, financial feasibility, development experience, management capacity, and unit mix are among the scoring factors to be used in the review process.

This RFP outlines the scoring factors which will be used by the City of Portland to evaluate the proposals.

### I. Background

The site at 157 Brackett Street contains approximately 8,460 square feet. It is located on near Reiche School, on the southwest end of the Portland peninsula, in a neighborhood which is largely defined by 19<sup>th</sup> and early 20<sup>th</sup> century buildings. The site is zoned B-1. It is currently used for parking of approximately 24 spaces for Reiche School, and by the neighborhood after school hours.

### II. Goals for This RFP

The goal for the sale and development of the property at 157 Brackett Street is to promote the development of affordable housing with a high standard of quality, design, and livability. Proposals should not require a contract or conditional zone (although other rezoning consistent with the City's Comprehensive Plan may be considered). Design principles should promote efficient use of land to create infill development that reflects and respects the existing pattern, streetscape, density, scale, massing, exterior materials and design elements that are reflective of the surrounding traditional neighborhood. Heights shall be less than or equal to the surrounding buildings and should minimize the impact of shadows on the adjacent public playground. They should also incorporate high standards of energy efficiency and "green" design criteria.

It is required that all proposals include a plan to provide a minimum of 24 parking spaces for use by the Reiche Elementary School and for the neighborhood after hours. This plan must include details on providing replacement parking before, during, and after construction at no cost to the City, including access.~~adequate replacement parking to meet the existing need.~~ Proposals must also include a plan to provide safer and more accessible pedestrian crossings on the Brackett Street frontage of the Reiche Elementary School & Community Center.

## SCOPE OF SERVICES

### General Specifications

All proposals submitted for this funding must meet the following selection criteria to be considered further in the review process.

#### A. Eligible Projects

- 1) Projects must create ~~affordable~~ rental or ownership housing units affordable to households at 100% AMI or below. "Affordable" in this context means expected payments in rent or mortgage will not exceed 30% of income.
- 2) Proposals must include a plan to provide a minimum of 24 parking spaces for use by the Reiche Elementary School and other uses deemed appropriate by the City.
- 2) ~~Projects receiving funding through this RFP must include a written occupancy policy that prohibits smoking in the units and the interior common areas of the project in addition to including a non-smoking clause in the lease for every household and making educational materials on tobacco treatment programs available to residents through the resident service coordinator, occupancy specialist, or property manager, such as the phone number for the statewide Maine Tobacco HelpLine.~~

#### B. Site Information and Criteria

- 1) Purchase Price: Proposals under this RFP must include a proposed purchase price for the property. The City of Portland will consider a land swap proposals in lieu of a purchase price. The land swap must provide the City with at least 24adequate parking spaces and access within XXXX13204750 feet of the Reiche Elementary School.

- 2) Local Approvals: Local land use approval is not required prior to submittal of the proposal.
- 3) The applicant must submit an analysis of the project in relation to local land use regulations and site feasibility.
- 4) Proposals must not require a contract or conditional zone (although other rezoning consistent with the City's Comprehensive Plan may be considered.)
- 5) Proposals must also include a plan to provide safer and more accessible pedestrian crossings on the Brackett Street frontage of the Reiche Elementary School & Community Center.

### C. Financial Feasibility

Financial Projections: Financial proposals must be developed in accordance with the underwriting guidelines of the primary funding source, including adequate cash flow and debt coverage ratio should be submitted and may be reviewed by the City to determine that they follow sound accounting practices and are based on reliable assumptions.

### ~~D. Market Demand~~

~~Proposers must provide an analysis and discussion of market demand justifying the need for the proposed project.~~

### ~~E.D.~~ Applicant Capacity

All applicants must demonstrate capacity to develop, own and manage the proposed project. In the case of a proposal for home ownership housing, applicants must demonstrate capacity to market the units for the sale. All proposals must provide evidence of a development team with the capacity to successfully complete the project including;

- 1) Key staff members assigned to the project with the abilities and experience to successfully complete the project within the proposed timeframe.
- 2) An architect, general contractor and professionals on the team with the experience and capacity to complete the project.
- 3) A management team with qualified personnel and the capacity and experience to operate, manage and maintain the affordable rental property of size and mix of the proposed project and/or effectively market affordable home ownership housing.
- 4) Qualified staff with the capacity to perform ongoing property ownership requirements such as budgeting, tax accounting and oversight of management and maintenance.

- 5) A portfolio of current affordable housing projects that are financially sound and meeting their established goals.
- 6) Support Services: Proposals containing rental units targeted to special needs populations must include commitments for support services to be provided to the residents.

#### **F.E. Term of Affordability**

Term of affordability shall be defined by the standards outlined in Division 30 Section 14-485 of the City's Land Use Code.

#### **G.F. Design Compatibility**

Projects must be designed to contribute to the character of the neighborhood and adhere to the following guidelines.

- 1) **Connect the Neighborhood** The development should not be an island unto itself, but rather blend into and enhance the surrounding community.
- 2) **Design Considerations**
  - a. **High Quality Design** Excellence in architectural and landscape design is expected.
  - b. **Traditional Design** Design shall be reflective of the surrounding traditional neighborhood and should create infill development that reflects and respects the existing pattern, streetscape, density, scale, massing, exterior materials and design elements of the neighborhood. Buildings should orient to the street.
  - c. **Green Design** The site and buildings shall be designed to meet the City's Green Building Code.
  - d. **Streetscape** The development shall enhance the pedestrian experience and the public realm. Alternative transportation modes shall be accommodated and incorporated in the project.
  - e. **Height** Heights shall be less than or equal to the average of structures in a 2 block radius.
  - f. **Permeability** Design shall be permeable or porous. View corridors are encouraged.
  - g. **Heterogeneity** Design of the buildings on the site shall be heterogeneous, not homogenous.
  - h. **Accessibility** Universal Design principles shall be incorporated wherever feasible, to ensure that the design is physically accessible to the greatest range of users.

#### **H.G. Timeframe**

The applicant must describe projected dates by which commitments will be obtained; the closing will take place, construction start-up, substantial completion, final completion and occupancy. Timeframes must be realistic and achievable. All funded projects must be able to start construction within 12 months of notice of award.

### **PROPOSAL REQUIREMENTS**

Complete responses to this RFP, should include eight (8) complete printed copies ~~of each proposal~~ including one original bearing the hand written signature of an officer or employee having authority to bind the organization and one electronic copy (CD or USB flash drive) of each proposal and the following, in the order outlined below.

***Note: All respondents should investigate legal and zoning requirements for proposed projects prior to submission of proposal.***

**i. Project Summary**

A brief description of the project, no longer than two pages, to include the number and type of units, tenants or owners to be served, special features, the impact on the neighborhood and other ways the proposal meets the selection criteria and preference guidelines.

Photographs and maps of the site and area are required.

**ii. All Proposals Must Provide The Following:**

- 1) Proposals must include a purchase price for the property and/or a land swap proposal which accommodates parking of at least 24 spaces for the Reiche Elementary School, and for the neighborhood after hours.
- 2) Proposal must include the provision of a replacement parking area, for at least 24 spaces, before, during, and after construction at no cost to the City.
- 3) Conceptual architectural and site plans
- 4) A project schedule showing critical path events and their timeframe for completion;
- 5) Map showing location of site
- 6) Corporation/partnership articles and by-laws
- 7) Most recent audit or federal tax returns for the last three years, and financial statements for the last two years
- 8) A brief development team summary, including:
  - The type of organization/ownership structure
  - The names of Board of Directors, Corporate Officers, or Owners, as appropriate
  - Name, title and relevant experience of individuals involved in managing the business entity and this proposed project. A copy of the 501(3)(c) exemption certification
  - Brief description of similar projects completed
  - A list of all projects currently in development with status and projected timeframe

- ~~8)9)~~ A sources and uses funding statement
- ~~9)10)~~ Preliminary operating budget identifying rents and expenses for the first year
- ~~10)11)~~ A 15-year operating pro forma for the project
- ~~11)12)~~ Evidence of financial commitments, or explanation of the ability and timing to secure those commitments. A statement describing the applicant's capacity for and experience in raising the type of capital needed to finance projects of this size and type.
- ~~12)13)~~ Projects serving special needs populations must provide evidence of commitments of support services, and a description of the service provider and funding cycle for those services.
- ~~13)14)~~ Applicant must include a management plan for the long-term management of the project. If rental use is proposed, -including manager's experience and capacity.
- 15) If permanently affordable units are proposed, a Applicant must include a marketing plan for the sale of home ownership units.
- ~~14)16)~~ If City subsidy, through HOME, an Affordable Housing TIF, or any other source, is requested, details of the request and its justification should be supplied. Applicants should note that there is a competitive process for seeking many City funds.
- ~~15) — An analysis and discussion of market demand justifying the need for the proposed project.~~

## SELECTION PROCESS

Selection criteria will be used in reviewing and scoring the proposals.

### I. Point System for Evaluating and Scoring Proposals (Maximum Points 100)

- 1. Proposed use of resources to achieve the City of Portland's goals **2530 points**  
and address demonstrated need.

Maximum points will be awarded for those proposals that demonstrate sufficient market demand, create housing options which promote economic diversity in the neighborhood in which the development is located, and include a policy prohibiting smoking and accommodate the City's identified parking needs.

- 2. Financial feasibility, including cost, development budget, **2520 points**  
operating pro forma and the provision of secured and leverage funds.

Maximum points will be awarded for those proposals that include a complete set of financial documents to support the financing request, contain a realistic set of sources and uses

development budgets and a pro forma operating budget, include sufficient reserves for operations and maintenance, including pre-funded reserves, and long-term financial sustainability of the project is highly likely.

3. Applicant's ability to complete project, including development team, experience, capacity, project readiness and timeframe for completion. **20 points**

Maximum points will be awarded for those proposals that demonstrate a development team with a successful track record in projects of similar size, scale, type and complexity to the proposed project and capacity to fulfill their responsibilities and the readiness of the project to proceed.

4. Impact on surrounding neighborhood, including design compatibility, ~~and~~ environmental issues, and pedestrian safety issues. **30 points**

Maximum points will be awarded for those proposals where site selection is appropriate for use, the design is consistent with neighborhood design characteristics, amenities and unit design are well thought out and appropriate, and meet the requirements of the City of Portland's Green Building Code.

## II. RFP Evaluation and Selection Process and Timeframe

Proposals will be reviewed by an evaluation team that will include equal representation from City of Portland staff from the Planning & Urban Development Department and the Public Services Department, the Reiche Elementary School and the neighborhood. The following process will be used:

- 1) Upon closing of the RFP application period, all proposals will be reviewed for completeness.
- 2) Complete proposals will be reviewed under the scoring factors in order to recommend the most qualified proposals based on the information submitted. The proposal review team may confer with the applicants and/or third parties to clarify or verify information and request additional information.
- 3) Recommendations, along with all proposals and scoring information, will be forwarded to the City Council's Housing and Community Development Committee for review and approval. Their recommendations will be forwarded to the City Council for final review and approval. Public presentations may be required.
- 4) Applicants will be kept informed throughout the review process, specifically in regard to recommendations and funding levels.
- 5) The evaluation and review process should be substantially complete by XXXXXXSeptember 1, 2015. Applicants will be notified of their proposal status as soon as possible.

- 6) Based on City Council approval, a purchase and sale agreement will be negotiated (see legal requirements) and as appropriate, successful applicants will receive a letter of funds reservation. A letter of funds reservation is not a commitment letter but an agreement to set aside budgeted funds for up to six months, to allow the project sponsor to proceed with securing other commitments.

## **INSTRUCTIONS AND OTHER INFORMATION**

- A. The City of Portland reserves the right, at its sole discretion, to award all, a portion, or none of the available funding from this RFP, as well as reject any and all proposals for city funding, based on the quality and merits of the proposals received, or when it is determined to be in the public interest to do so. Furthermore, the City of Portland may extend deadlines and timeframes, as needed.
- B. Confidentiality: Proposals received by the City of Portland shall become a matter of public record subject to public inspection, except to the extent, which an applicant designates in writing, proprietary data to be confidential and submits that data under separate cover, such information may be held from public inspection, as provided in Maine law: 5 MRSA Sections 13119-A and 13119-B
- C. Compliance with Federal Law: The selected applicant will be required to certify that the development and management of the proposed housing will be in compliance with all applicable laws, executive orders, OMB Circulars and federal regulations, including but not limited to: Fair Housing Act, Equal Opportunity and Non-discrimination, National Environmental Policy Act (NEPA), the Uniform Relocation Assistance and Real Property Acquisition Policies Act, the Davis-Bacon Act, the Lead Based Paint Poisoning Prevention Act, Flood Disaster Protection Act, Conflict of Interest, Contractor Debarment and Cost Principles.

## **LEGAL REQUIREMENTS**

The selected developer will be required to provide a performance guaranty in the form of a letter of credit or a performance bond, the performance of the developer's obligations outlined in this Request for Proposal and subsequent contract to be negotiated with the City. This performance guaranty is separate from any performance guaranty that will be required as a result of the City's site plan review process.

The City shall convey the described real estate by quitclaim deed to the developer, or where the City has obtained a warranty deed for the real estate, it shall provide a warranty deed for the same to the developer. Any deed from the City will contain a restriction in the deed that the property must meet the permanent affordability requirements as described in this Request for Proposals.

In the event the City makes a financial contribution to a developer and to secure the developer's obligations, the City shall have a security interest in the form of a mortgage in the real estate to be developed. The terms of the mortgage shall be negotiated with the developer at the time of the commitment of funds.

**EQUAL EMPLOYMENT OPPORTUNITIES**

Vendor shall comply fully with the Nondiscrimination and Equal Opportunity Provisions of the Workforce Investment Act of 1998, as amended (WIA, 29 CFR part 37); the Nontraditional Employment for Women Act of 1991; title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR part 37.

## Reservation of Rights

The City of Portland reserve the right, at its sole discretion, to award all, a portion, or none of the available funding from this RFP, as well as reject any and all proposals based on the quality and merits of the proposals received, or when it is determined to be in the public interest to do so. Furthermore, the City of Portland may extend deadlines and timeframes, as needed.

The City of Portland reserves the right to substantiate any proposers' qualifications, capability to perform, availability, past performance records and to verify that the bidder is current in its financial obligations to the City of Portland.

All materials and equipment used as well as all methods of installation shall comply at a minimum with any and all Federal, OSHA, State and/or local codes, including applicable municipal ordinances and regulations.

The successful bidder shall agree to defend, indemnify and save the City of Portland harmless from all losses, costs or damages caused by its acts or those of its agents, and, before signing the contract, will produce evidence satisfactory to the City of Portland's Corporation Counsel of coverage for General Public and Automobile Liability insurance in amounts not less than \$400,000 per person, for bodily injury, death and property damage, protecting the contractor and the City of Portland, and naming the City of Portland as an additional insured from such claims, and shall also procure Workers' Compensation insurance.

Pursuant to City of Portland procurement policy and ordinance, the City of Portland is unable to contract with businesses or individuals who are delinquent in their financial obligations to the City of Portland. These obligations may include but are not limited to real estate and personal property taxes and sewer user fees. Bidders who are delinquent in their financial obligations to the City of Portland must do one of the following: bring the obligation current, negotiate a payment plan with the City of Portland's Treasury office, or agree to an offset which shall be established by the contract which shall be issued to the successful bidder.

The City of Portland, Maine, reserves the right to waive any informalities in proposals, to accept any proposal or portion thereof, and, to reject any and all proposals, should it be in the best in the best interest of the City of Portland to do so.

It is the custom of the City of Portland, Maine to pay its bills 30 days following equipment delivery and acceptance, and following the receipt of correct invoices for all items covered by the purchase order. In submitting bids under these specifications, bidders should take into account all discounts, both trade and time allowed in accordance with this payment policy and quote a net price. The City of Portland is exempt from the State's sales and use tax as well as all Federal excise taxes.

XXXXX, 2015

Matthew F. Fitzgerald  
Purchasing Manager

**PROPOSAL****\*THIS PAGE MUST BE INCLUDED\***

The UNDERSIGNED hereby declares that he/she or they are the only person(s), firm or corporation interested in this proposal as principal, that 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 invitation for bids, and that their 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 that may be derived there from, 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 of Portland employee who would be paid to perform services under this proposal. An example of indirect interest would be a City of Portland 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 \_\_\_\_\_  
If Applicable

COMPANY NAME: \_\_\_\_\_  
(Individual, Partnership, Corporation, Joint Venture)

AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Officer, Authorized Individual or Owner)

PRINT NAME & TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ FEDERAL TAX ID NUMBER: \_\_\_\_\_

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 proposal package.



PINE ST

46 - 66

163 - 201  
166 - 202

JOY PL  
BRACKETT ST

CLARK ST  
163 - 197  
166 - 196

CUSHMAN ST

129 - 161  
132 - 164

211 - 235  
210 - 234

100 m  
00 ft

May 8, 2015

Councilor Kevin Donoghue  
City of Portland  
Portland, Maine 04101

Councilor Donoghue:

I am writing this letter in support of the Housing & Community Development Committee's consideration of issuing a request for housing proposals ("RFP") for a municipal parking lot located at 157 Brackett Street.

As you may be aware, I have entered into a contract to purchase 1 Joy Place, a property that abuts 157 Brackett, and I intend to submit a proposal if your committee authorizes staff to issue an RFP. I have also been a West End resident for the past 15 years and I have three daughters who attend the Reiche Community School.

Issuing a public RFP for 157 Brackett Street is consistent with the City's long-standing policy of using municipally-owned property to address Portland's shortage of high-quality, affordable housing. Recent projects completed under this policy include the Adams School Townhouses, Danforth on High Apartments, and the Nathan Clifford School Apartments. Additional projects are in the planning stages as a result of RFPs issued for 65 Munjoy Street and 65 Hanover/42 Alder Street.

The strategy of using municipally-owned property to create housing, in my view, has been a huge success for Portland residents. This policy has directly resulted in i) dozens of new housing units serving renters and buyers of all income levels and ii) thousands of dollars in new tax revenue. By way of example, Danforth on High Apartments was developed on a former public parking lot that had little social or financial value for the City and surrounding neighborhood. Today, the property provides housing for 30 low-income seniors and contributes more than \$40,000 annually to the General Fund.

Not every city parcel is suitable for redevelopment and the planning staff and committee members have been mindful of that fact when considering 157 Brackett. The lot is an important and necessary parking resource for Reiche employees and visitors. As such, it is critical that the RFP contain i) a requirement that respondents clearly identify how parking will be replaced and b) a provision that allows the City to stop the RFP/sale process if proposed parking solutions are inadequate. However, if the parking issue can be addressed, it is appropriate for the Council to solicit proposals to determine if 157 Brackett can be utilized to achieve other important public policy objectives—particularly, in light of the City's current housing situation and its track record of success under this program.

Since HCDC first took up the matter of an RFP for 157 Brackett Street, I have participated in more than two dozen meetings to share my concept plan for a combined Joy Place/Brackett Street proposal. On multiple occasions, I have met with members of the Reiche staff, the West End Neighborhood Association, the Reiche Parent Teacher Organization, the city's Planning & Development Department, the Portland School District, as well as numerous property abutters and West end residents. The feedback I received focused on five topics:

1. **Housing:** There is an urgent need for more high-quality housing opportunities in the West End neighborhood.
2. **Affordable Housing:** The current area of greatest need within Portland's housing mix is for *affordable, homeownership opportunities on the peninsula*.
3. **Blighted Properties:** Abandoned, neglected properties in the immediate neighborhood are a significant life-safety concern, particularly given the 400+ kids who attend Reiche and LearningWorks programs each day.
4. **Parking:** The Reiche staff members need a dedicated parking resource – and need the resource to be well-maintained and managed, unlike the current situation with the 157 Brackett lot.
5. **Pedestrian Safety on Brackett and Clark Street:** The midblock areas on Brackett Street and Clark Street can be unsafe for kids coming to and from Reiche. There is a clear need for better designed and/or new crosswalks at these locations, as well as other traffic calming measures to improve pedestrian safety around the school.

If the city elects to issue an RFP for 157 Brackett, I will submit a proposal that is specifically designed to address all five of these issues. In addition, my plan will conform with current zoning requirements that govern developments in this part of the West End and meet guidelines established for new construction within an historic district.

I encourage you and the committee to approve an RFP for 157 Brackett to allow my proposal, as well as any other proposal, to come forward for further public review and consideration. I believe 157 Brackett can serve as a unique opportunity for the City to build upon a successful housing policy while tackling a number of neighborhood issues that have gone unresolved for too long.

Respectfully,

*Todd M. Alexander*

Todd M. Alexander

## Mary Davis - 157 Brackett Street- HCDC Members for 5/13/2015 Meeting

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**From:** Ian Jacob <iancasperjacob@gmail.com>  
**To:** <mpd@portlandmaine.gov>  
**Date:** 5/8/2015 1:27 PM  
**Subject:** 157 Brackett Street- HCDC Members for 5/13/2015 Meeting

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Dear Councillors Donoghue, Brenerman, Mavodones and Marshall,

I am writing on behalf of the West End Neighborhood Association (WENA) to urge you to support issuing an RFP for the City-owned parking lot at 157 Brackett Street, located between Joy Place and Fresh Approach Market.

There are two items that should be addressed in the issuance of the RFP:

- 1)- The unsafe traffic conditions on this section of Brackett Street in front of Reiche School and the Community Center entrance.
- 2)- The blighted and abandoned buildings of Joy Place and its associated hazards.

Thank you for your time and consideration as I am unable to attend the May 13 meeting.

Sincerely,

Ian Jacob  
President, WENA

[iancasperjacob@gmail.com](mailto:iancasperjacob@gmail.com)  
207-409-2030

**From:** Rosanne Graef <rgraef@gwi.net>  
**To:** <mpd@portlandmaine.gov>  
**Date:** 5/6/2015 2:13 PM  
**Subject:** 157 Brackett Street - HCDC Members for 5/13/15 meeting

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Dear Councillors Donoghue, Brenerman, Mavodones and Marshall,

I am writing to urge you to support issuing an RFP for the City-owned parking lot at 157 Brackett Street, next to the People's Building. In the issuance, there are two matters that should be addressed: 1) the unsafe traffic conditions that exist on this section of Brackett Street in front of the Reiche School and Community Center entrance and 2) the derelict buildings and associated hazards at Joy Place. While we have no way of knowing what proposals may come forth, there might be some viable and affordable options that would address housing needs as well as these two pressing problems in our neighborhood.

Thank you for your consideration in reading this request as I am unable to attend the meeting on May 13.

Sincerely,

Rosanne Graef  
30A Salem Street

**From:** Douglas Sherwood  
**To:** Mary Davis  
**CC:** Christine Keegan; Craig Worth; Janet Dibiase; Jeff Levine; Katherine...  
**Date:** 5/7/2015 1:02 PM  
**Subject:** Portland Public Schools response to draft 157 Brackett Street RFP

Ms. Davis  
Mary

Good day!

As discussed about an hour ago, the Portland Public Schools supports the objectives of the draft RFP and believes its concerns reiterated below have been incorporated to the extent possible.

1. The current lot adequately supports 24 cars (please increase the "20" to "24" spaces as appropriate in the RFP document)...even more at dismissal. These spaces are critical to the successful operation of our school. Therefore, they must be replaced within a reasonable walking distance. We believe that within one city block is a reasonable distance. If the 1750 feet proposed by Mr. Levine meets that criteria, then we accept it.
2. As currently written (see Selection Process II), the evaluation team has representation from four distinct groups. If appropriate, we would suggest that each group have equal representation. For example, if City Planning and Public Services each have two members scoring each RFP, then the Schools and Community should have two members each.
3. The Portland Public Schools supports the changes recommended to the point system's maximum allocations for "Proposed use of resources..." (from 25 to 30) and "Financial feasibility..." (from 25 to 20) -- see Selection Process I.
4. Pedestrian safety to include safer and more appropriate street crossings has been duly noted in more than one section of the RFP. Nothing should be changed to diminish the critical importance of this issue in a neighborhood where traffic is heavy at arrival and dismissal times and congestion leads to obstructions.

Thank you for the opportunity to participate in this planning process!

Please don't hesitate to contact me if you have any questions or concerns.

Most respectfully submitted,  
Doug

Douglas Ritter Sherwood  
Facilities Coordinator  
Portland Public Schools  
353 Cumberland Avenue  
Portland, ME 04101  
Office: 842-5342  
Pager: 741-8468  
Cell: 239-5371

>>> Mary Davis 5/6/2015 10:07 AM >>>

Thank you Lori. Great changes. If anyone else would like to offer any revisions, please send them to my by noon tomorrow.

Mary P. Davis, Div. Director  
Housing & Community Development Division

**From:** Kevin Brewster  
**To:** mpd@portlandmaine.gov; jlevine@portlandmaine.gov  
**CC:** Keegan, Christine; Bobinsky, Lorraine  
**Date:** 5/5/2015 9:34 AM  
**Subject:** RFP

To Mary Davis and Jeff Levine,

I am writing on behalf of the Leadership at the Howard C. Reiche Community School, in regard to the city's parking lot on Brackett Street. It has come to our attention that this space may be developed as a new housing development. Our concerns center on the preservation of parking for our staff, pedestrian safety and dangerous condition of the adjacent Joy Place property. We support the RFP process moving forward if these issues are addressed in any proposal. Thank you for your consideration.

Respectfully,  
Kevin Brewster  
Lead Teacher  
Reiche Community School  
874-8175



## Memorandum

Planning and Urban Development Department  
Housing and Community Development Program

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**To:** Mayor Brennan and City Council

**Cc:** Jeff Levine, Planning and Urban Development Director  
Mary Davis, Housing and Community Development Director

**From:** Amy Grommes Pulaski, HCD Program Manager

**Date:** May 1, 2015

**Re:** CDBG Follow Up Questions

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On May 22 at the Housing and Community Development Committee, Councilors reviewed the HUD Annual Action Plan, recommendations by the CDBG Allocation Committee, Acting City Manager and for improvements to the CDBG program and process. Based on the discussion, Councilors had follow up question on the following applications.

### Reiche School-Brackett Street Pedestrian Safety and Access Project (Phase 2)

*What can be accomplished for \$40,000 of the requested \$118,000?*

One of the two proposed permanent crosswalks can be accomplished using a \$40,000 CDBG allocation. Depending upon which of the two locations is selected, additional streetscape elements proposed in the application may also be able to be accomplished. Because of the fewer (and less costly) complications of needed new drainage structures, it is likely that the crosswalk at the Reiche School playground/park, south of the bus pullout area, would be the selected location.

*Why hasn't anything been done to date?*

The Department of Public Services has been working with the Reiche School community, the neighborhood and Councilor Marshall on addressing school/community center pedestrian access and safety issues actively since 2011 (and before). Issues addressing the entirety of the school campus, including the Brackett St crossings, were identified. Since 2011, shorter-term, Phase 1 improvements and maintenance activities have taken place, including:

- upgraded crosswalk markings and signs at the four intersections surrounding the school campus
- new school zone signage
- new curb ramp and 2 new crosswalks across Clark St at Cushman and Spruce St to connect to the school entrance and playground/park
- tree trimming to make school zone flashers more visible.

The major sticking point for accomplishing quality crossings across Brackett Street is the size and configuration of the bus pullout area in front of the school. With the recent and potential future residential and retail

development on Brackett Street, the pedestrian crossing concerns of the neighborhood were renewed last fall which resulted in the temporary/test crosswalks installed last fall and as well as submission of the CDBG application for Phase 2.

#### Bicycle Parking in East Bayside, Munjoy Hill, Libbytown and Parkside

*What amount of bicycle parking can be accomplished with the Acting City Manager's recommended amount of \$7,181?*

We anticipate that bicycle parking for approximately 30 bicycles can be accomplished at this funding level, including the full costs of equipment, materials, installation and project management.

#### Greenleaf Street Reconstruction

*Will the \$218,000 in CDBG funds be sufficient to complete the project?*

The CDBG funding being recommended for this project is to be matched with \$85,000 in funding from the Sewer Fund Cash Operation Budget. This funding is for drainage and sewer improvements.

#### Coastal Enterprises Portland Jobs Alliance

*What role does child care play in the Portland Jobs Alliance project?*

Portland Jobs Alliance has requested 12 months of child care for the 2015-2016 program years. The intent is to provide short term assistance to help persons as they transition into their new job. Assistance is not intended to be long term. Historically, only about 6% of the participants of the program are single parents.

*What are the wages for the hospitality jobs being filled?*

Portland Jobs Alliance is dedicated to creating jobs in various sectors throughout the Portland economy. There have been eight positions created and filled to date in two different businesses. These jobs have not been in the hospitality industry, but are instead in education and dry/wet cleaning. The average salary for the positions created to date is \$14.00/hour.

May 12, 2015

To Mary Davis and City Councilors John Hinck, David Marshall, Nick Mavodones:

I am writing about the HCDC's recommendation to proceed with an RFP to sell the city-owned property at 157 Brackett St. for the development of housing.

I am firmly against the development of 157 Brackett St. and against the recommendation for taking development proposals on this essential city property at this time.

I have owned and paid taxes on the property at 167 Brackett St. for 15 years.

The block that contains the parcel is complex and exceedingly well-traveled. I have children attending Reiche School and work from home. As such, I am a first-hand witness of the movement and patterns of **pedestrian traffic including:**

Neighbors; Reiche school children; Reiche teachers and staff; crossing guards; students, administrators and instructors at Learning Works; patrons of Bonobo, Brackett St. Vet, Caiola's, Fresh Approach Market, the 155 Brackett dance and yoga studio; night-time bar-goers; teens on the basketball court; those who use the additional after-hours services at Reiche School (school after-care, voting station, pool, free community meals, weekend religious devotion, gym used by Portland Rec, community room, city playground and community policing station), as well as the delinquents and petty vandals that are common in such an urban setting.

I also see the year-round **vehicle traffic and parking needs:**

School buses; teacher vehicles; city and private construction vehicles; cyclists; people trying to vote before or after work; bobcats and trucks from the Gebhardt Building Management (175 Brackett); ambulances originating from Mercy and MMC; fire trucks avoiding Congress Street congestion; parents dropping off school children, tenants with insufficient off-street parking; overflow visitors from arts-district; and, in winter, sidewalk plows, plows, and neighbors using the sanctioned location of 157 Brackett St. to park their vehicles during the snow parking bans.

With the recent addition of the apartments at West End Place, the block has become even more saturated with additional traffic (starting with double-parked construction vehicles, transitioning to Rosemont patrons and West End Place tenants and their visitors). It is too much for the block to bear.

I understand that the type of proposal we can expect with the RFP would further develop the block by:

- Adding an additional 24 unit building
- Offering these building inhabitants only 12 dedicated parking spaces to share between what could conceivably be 48 cars (in Maine, many of us ESPECIALLY in low-income households are two-car couples in order to travel

to distant jobs, grocery stores, and doctors, all off-peninsula and beyond limits of reliable public transportation)

- Removing 30 spaces of daytime teacher parking/off-hour and snow ban community parking
- Relocating 15 spaces of teacher parking hidden off-street lot (1 Joy Place) that abuts neighbors private green spaces\*
- Creating a municipal byway to the parking lot where there is currently just a paper street shared, maintained and used by those with easements (Joy Place)
- Offering just 8 flexible spaces to be shared by teachers, community and tenants of the new 24-unit building

\* this off-street lot presents nuisance issues to neighbors as it will be hard to police and tempting for illicit use (lighting of the lot is also a major point of concern for immediate abutters); however, gating the lot for safety will remove those 15 spaces from the community, impacting most of all Fresh Approach Market, an essential neighborhood business, and also those trying to use the many after-hours city services at 166 Brackett St. Joy Place should not become a parking lot, but be re-built as a 3-unit apartment building, providing additional housing at a scale the block can support.

Adding additional congestion to this single block with your RFP is uncalled for and beyond what the block can tolerate. I have never wanted to move from my home of 15 years until now.

At this time, selling an essential 30-space school parking lot to build anything but a better parking lot is the last thing that is needed at 157 Brackett Street.

Please pursue other city blocks and other development projects. I know there are other building projects under consideration in the West End and on Congress Street that might ameliorate some of the housing issues the city faces.

At the very least, give the very complex urban block that holds Reiche School time to adjust from the considerable contribution to the housing crisis it has just weathered (West End Place). Let the dust settle on the 40-unit West End Place project and accompanying shops. These units are not fully rented, nor are the shops open.

Please wait to see the effects of the West End Place project on this busy intercity school block. Please do a traffic study, a comprehensive school parking study (the school continues to grow, as does its staff and parking needs), and conceive an emergency snow parking plan. Please spend city resources to thoughtfully apply the \$40,000 CDBG awarded to the block to improve the already-identified gaping vehicle/pedestrian safety issues of this complex neighborhood hub.



## Housing & Community Development Committee

### Minutes of September 24, 2014 Meeting

A meeting of the Portland City Council's Housing and Community Development Committee (HCDC) was held on Wednesday, September 24, 2014 at 5:30 p.m. in Room 209 on the second floor of Portland City Hall. Present from the HCDC was its Chair Councilor Kevin Donoghue, and members Councilors Jon Hinck, and Nicholas Mavodones. Committee member Councilor John Coyne could not be present. City staff present included Housing & Community Development Division Director Mary Davis, HCD Program Manager Amy Grommes-Pulaski, Acting City Manager Sheila Hill-Christian (joining the meeting as noted in the minutes), Planning and Urban Development Director Jeff Levine, Waterfront Coordinator William Needelman, and Senior Executive Assistant Lori Paulette.

#### **Item 1: Review and accept Minutes from previous meeting held on August 27, 2014.**

On motion made and seconded, the Committee voted unanimously to accept the minutes as published.

#### **Item 2: Review and recommendation to City Council – Improvements to CDBG**

##### **Process**

Ms. Pulaski gave an overview of the four recommendations for improvements, which included: (1) staff recommendation for prioritizing public infrastructure/public improvement projects for each Council District, with one priority per year for each District. There were 12 applications last year, with 4 approved; therefore, this recommendation; (2) staff supported the Allocation Committee recommendation to eliminate 3 bonus points for “basic needs” and also for “childcare programs/projects”. Last year nine of fourteen social service programs received

bonus points, seven were funded. Only one application that did not receive bonus points was funded. This is being recommended so that all applications can stand on their own. (3) Staff recommendation to preserve set-aside for community policing in the amount of \$150,000, and \$400,000 for the Employment Development Program (\$300,000 in development funds and \$100,000 in social service funds). (4) Staff recommendation to eliminate the ability for individual business to apply for funding through CDBG application process for economic development projects, since the CDBG program funds the Business Assistance Grant Program for Job Creation through the City of Portland Economic Development Department (EDD), the Portland Microenterprise Assistance Program through CEI, and the new Portland Jobs Alliance. Businesses looking for assistance can utilize one of these resources.

Councilor Mavodones requested clarification on the last recommendation.

Ms. Davis said that since there are three organizations listed above that receive CDBG funding in order to provide businesses with loans and technical assistance, it would be a duplication of effort for a business to apply directly to her staff for CDBG funds. In addition, her staff does not provide technical assistance for businesses.

Ms. Pulaski added that when a business applies for assistance from CDBG, the CDBG application process is slow with applications received by November and, if successful, applicants would see funding the following July. With this recommendation, HCD staff would refer any future business assistance requests to one of the appropriate three agencies mentioned above. To date, the EDD through the BAP program has funded \$125,000 in grant requests to approximately 7 businesses.

Councilor Mavodones said that this works, but he would not want to reduce funding for economic development through CDBG, and Ms. Pulaski assured him that funding would not be reduced because of this recommendation.

Councilor Hinck asked about competitive advantages to businesses who receive CDBG funding, and Mr. Levine said that if a business, for instance, applies to the EDD and receives a grant, then it could possibly put that business in a better competitive advantage to hire additional employees, as it is a grant/match program for job creation.

Chair Donoghue asked if there was any public comment; there being none, the public comment session was closed.

Chair Donoghue said that he was fine with the set asides as recommended. He asked about any set aside for the Home Team, and Ms. Pulaski said that is not currently one of the recommendations. Also, CDBG did not fund the Home Team last year.

Councilor Mavodones said that he was okay with no set aside for the Home Team as there may be other entities in the community to provide resources. During budget time, however, he would entertain requests for the Home Team.

Chair Donoghue said that with regard to bonus points, he was okay with no bonus points for basic needs, but he would recommend keeping in bonus points for child care. He went on to indicate that child care offers a great service to low income households to get in the workforce and for their economic health.

Councilor Mavodones said that he is supportive of the recommendation for no bonus points to level the playing field. He then made a motion to forward the recommendations as presented today by staff to the City Council for approval. Chair Donoghue seconded the motion.

Chair Donoghue then made a motion to amend the main motion to allow bonus points for child care; Councilor Mavodones seconded the motion for discussion.

Councilor Hinck said that with the Chair's explanation of the need for this, he would support this amendment.

Chair Donoghue then asked for a vote on the amendment to the main motion and it passed 2-1 (Mavodones). He then asked for a vote on the main motion, and it passed unanimously.

**Item #3: Review and possible recommendation to Proceed – RFP for the sale and development of City-owned property at 65 Munjoy Street.**

Mr. Levine said when the Adams School closed in 2006, the City, after due diligence, sent out an RFP for its sale. Avesta was the only proposer, but, due to market conditions and financing issues, Avesta asked for the City to divide the property into two parcels, requesting an option to develop the second at a later date, which the City did not grant. The parcel that remains undeveloped includes the parking lot – the subject of the RFP, the playground, and knoll. A consultant was hired, Bluestone Planning Group, to conduct a financial feasibility for affordable housing options on the parking lot. They offered options, with the one preferred being two triple decker's, yielding 8 units. Mr. Levine then described the design, noting that the goal is to have these affordable at 100% to 120% of area median income levels or below, and the deed would also contain this condition for 90 years. To develop these for affordable housing, the City subsidy would be offering the land at no cost. The playground and knoll would not be part of the property in the RFP.

Mr. Levine added that the property is in an R6 zone, which is currently under discussion for amending, particularly with regard to parking and ratios of cars to dwelling units.

Councilor Mavodones asked about noticing for this meeting, and Mr. Levine said that notices were mailed out, and he also placed notices on doorknobs in the neighborhood.

Councilor Mavodones asked if there had been a neighborhood meeting regarding this, and Mr. Levine indicated that there had not. Once the RFP is issued and proposals in, a neighborhood meeting could be arranged to review the proposals and provide feedback.

Ms. Davis added that since the HCDC packet was sent out, she received emails for both this and the 157 Bracket Street property; these emails are on the Committee members' desks (and attached hereto).

Chair Donoghue asked about tandem parking in driveways at 3 or 4 deep, and Mr. Levine indicated that 4 may be a bit much but is open to creative suggestions.

Chair Donoghue then asked if there was any public comment for the item.

Richard Weare, who owns property in the area, said that he created the petition that is in the meeting backup material and everyone he requested to sign the petition against the sale of the property did so. He suggested that the City have a neighborhood meeting first before considering an RFP for the property. Regarding tandem parking in driveways, 4 cars would be too much. Parking in this area is already a problem, and, with the addition of the St. Lawrence Community Center and 200 seats, it will become even more difficult. This parking lot is used for off street parking and snow bans, and perhaps for future use by St. Lawrence and should kept for parking.

(Acting City Manager Sheila Hill-Christian joined the meeting at this time.)

Ron Moss at 31 Pine Street said that housing is more important for Portland than parking.

Sean Turley of 62 Vesper Street agreed that housing is good for the area; there is public transportation for use.

Jake Jones, 56 Moody Street, shared the parking issue concerns for the neighborhood, particularly with the St. Lawrence Community Center addition, which will only exacerbate the parking issues. Even one car per unit would add to the current parking crunch, and snow ban parking is already difficult.

Ian Jacobs said that housing does not have to provide parking.

Christine McHale, of Walker Street, spoke in support of keeping this parking lot as it is, particularly for people her age – 60 and over – to have this close by; it is also needed during snow bans. This parking area is essential for the neighborhood.

Marianna Bonetti, of Wilson Street, said she and her tenants work out of town so vehicles are needed. She supports keeping the parking lot as it is.

Chair Donoghue asked if there was any further public comment, there being none, the public comment session was closed.

Councilor Mavodones suggested that the City engage with the neighborhood first in a meeting before possibly issuing an RFP. He agrees that Portland needs housing, but this interaction with the neighborhood should take place first.

Councilor Hinck said that the City will run into this issue again and again. Higher density of housing is good and needed, but he also sees the value of the parking as noted today.

Chair Donoghue, 75 Beckett Street on Munjoy Hill, said that he is always able to find a parking spot. He also supported the creation of parking spaces on the Eastern Prom, on which there are now approximately 100 new spaces. Affordable housing is desperately needed to keep young people in Portland, where many homes on Munjoy Hill are in the \$500,000 to \$1 Million range. Chair Donoghue said that he was pleased with the outreach to neighbors and renters as can be evidenced by those present today and does not object to a neighborhood meeting, but he

feels that this housing RFP should be pursued. Chair Donoghue then asked about development in lieu of parking, and Mr. Levine said that to further study this would take some time and additional funding for the consultant. He will check into this, while also noting that the R6 zoning was still under discussions for revisions.

Councilor Mavodones then suggested, and the Committee concurred, to postpone this item and have a meeting with the neighborhood. Councilor Hinck said that he hopes to be able to participate in the meeting and was looking to the neighborhood to help City leaders sort out housing and parking uses.

**Item #4: Review and possible recommendation to proceed – RFP for the sale and development of City-owned property at 157 Brackett Street with the condition that adequate replacement parking be provided in any development proposal.**

Mr. Levine opened this up saying that since the subject lot is actively used by Reiche School and residents, it was not considered back when staff was looking at various City lots for possible housing development. However, staff received contact for its potential development, and, therefore, this has been brought to the HCDC for guidance and possible recommendation to move forward with an RFP with the condition to replace existing parking on site or nearby. The RFP needs more clarification on the number of spaces needed, location, and safety/security requirements. Most likely, the subject lot would be added to abutting property for housing development.

Councilor Mavodones noted that the selection criteria does not have language regarding parking, which is a key issue. Reiche School's parking needs are a priority for him, and he requested staff meet with the School to determine what those needs are, as well as needs for the

residents. Councilor Mavodones said that he would like to have a stronger comfort level that there are reasonable alternatives for parking before issuing an RFP.

Chair Donoghue then opened the meeting for public comment.

Greg Frangoulis, 139 Brackett Street, said that there are approximately 30 spaces in the lot now, and, during snow bans, up to 60 cars park in tandem there, so it is a highly used parking lot for the area. Also, on Wednesday nights, there is no parking in the streets, so that is another use for the lot. In addition, 39 units are now being added at Pine and Brackett Streets. This is already a highly dense area, and the parking lot should remain.

Ron Moss(?) noted that there are two houses falling apart nearby that could be developed, and noted that any development could have parking on the ground floor and housing units above.

Resident at 119 Brackett Street – This resident also noted the ban on onstreet parking Wednesday nights, and this parking lot is the only one in the area for use. It is extremely well used, 100% daily.

Jeanne Swanton, Thomas Street, noted safety issues for Reiche School in the area, particularly crossing streets and bus drop off. The CIP had funds for Reiche School which were ultimately taken away. Many children walk to this School, and more development will make it less safe. She said that allowing this sale without addressing safety issues first is not acceptable.

Todd Alexander, 3 Carroll Street, said that he has three daughters who go to Reiche School and appreciates the concerns expressed – traffic, housing, blight problems, tax problems, and safety. The RFP being contemplated today is an opportunity for a developer to provide the City with its best idea on how lot could be used to fix some of these issues. Once developed, it will also bring in an estimated \$40,000 in additional tax dollars to the City. If the City doesn't like the proposals received, they can be thrown out. He also noted the development of the City

lot and Danforth and High street, where it was used by USM and for snow ban parking. Community Housing of Maine developed it with 30 units and 13 parking spaces. Creative development can help with neighborhood issues.

Ian Jacob of State Street said that Reiche School is a separate issue. He then referred to the draft RFP highlighting deed restrictions of 90 years for the minimum term of affordability. He suggested that a parking restriction of, for example, 20 years also be included, and then revisited after 20 years.

Judy Watson of 90 Pine Street also highlighted pedestrian and traffic safety issues that the City should address for the area and for Reiche School. Several crosswalks are needed, particularly on Brackett Street, as well as a traffic study should be conducted by the City.

Seth Parker, 80 Spruce Street, said that he lives in the area with two small children and appreciates the issues raised here today. He supports housing density, and this is an opportunity to address issues. Mr. Parker also noted that additional crosswalks and curb cuts in the area could help with pedestrian safety issues.

Kathryn Gilbert, 92 Winter Street, said that the subject lot is in back of her house, and it is never empty. A crosswalk is needed for that lot to the school. She said that that portion of Brackett Street should be a pedestrian way due to the school, residences, and businesses. Safety is definitely a concern with all the pedestrian activity.

Chad Knight, owner of “Fresh Approach”, echoed the safety concerns, noting that he could write a book on all the safety issues, particularly for children crossing the street to come to his store. If the parking lot is not available, he said it would be even worse; there is no room for development, and the School Department and safety should come first.

Carl Akery said that development can work in partnership to do something good, and appreciated the neighbors speaking to these safety issues.

Hazel Holmes, 67 Brackett Street, said that this is an active lot with various users. Replacement parking important, and the RFP lacks details needed to insure the users that ample replacement parking would be provided. She felt the City needed to hear more from the neighborhood before putting this out to RFP.

Chair Donoghue, noting no further public comment, closed the public comment session.

Councilor Mavodones agreed that there is opportunity for development to enhance an area's issues. Reiche School is a large issue for him, and he would need more clarification, as he noted earlier, to help frame key points to be included in an RFP regarding parking for both Reiche and the neighborhood, as well as clarifying language in the RFP to add parking to the selection criteria process and scoring.

Councilor Hinck agreed, adding that these safety issues should be dealt with with or without this development. Regarding an RFP for the parking lot, once there is a good understanding of parking needs, he was optimistic that the RFP could go forward.

Councilor Donoghue said that he would also like to have more details on the current parking available/needed so that a minimum amount of replacement parking spaces in an RFP can be defensible. Safety issues need to be dealt with separately from the RFP, perhaps in tandem with the budget process and appropriate Council committee.

Mr. Levine said that the parking can be tightened up in the RFP and could bring it to one of the Committee's October meetings.

Councilor Mavodones said that a meeting with the neighborhood should come first.

Councilor Hinck agreed, particularly to be sure people are listening about these safety issues.

Ms. Hill-Christian also agreed, saying that the RFP is one issue, and safety concerns are another and should be dealt with separately from the RFP by the City through various funding methods.

Councilor Mavodones concurred, noting that this proposed RFP opened the doors to both the City and public to hear about these concerns. Regarding the RFP, before he is comfortable with its issuance, he needs to get his arms around the parking needs for all involved.

Chair Donoghue said that the safety issues should move quicker than the development issues.

Ms. Hill-Christian said that City staff, including Public Safety, Traffic, and others, together with the appropriate Council Committee, can take up these safety concerns.

Chair Donoghue, noting consensus of a neighborhood meeting, as well as parking in the RFP getting tightened up, thanked everyone for their input and would look forward to the RFP coming back to this Committee.

**Item #5: Review and comment on communication item – FY13/14 HUD Consolidated Annual Performance Evaluation Report (CAPER) to be submitted to HUD by September 30, 2014.**

Ms. Davis, noting the time, summarized this communication as a public notification of the CAPER report, which report highlights accomplishments for the CDBG, HOME, and ESG Programs. This will be submitted to HUD by September 30, 2014.

The Committee thanked Ms. Davis for the report.

**Item #6: Review and comment on communication item: Update on Portland 2014/2015 Work Plan activities, including the 2014/2015 Portland Economic Scorecard.**

Due to the hour, the Committee moved directly to the next item.

**Item #7: Executive Session - Pursuant to 1 M.R.S.A. 405 (6)(C) and 5 M.R.S.A. 13119-A, to provide City staff direction, the Committee will go into executive session to discuss:**

- a. **Provide guidance to staff related to a proposed Land Swap on Spring Street/Cotton Street and City property ownership.**
- b. **Provide guidance to staff related to a possible new tenant and lease terms for use of second floor office space at Portland Ocean Terminal.**

On motion made and seconded, the Committee voted unanimously to go into executive session at approximately 7:55 p.m. pursuant to 1 M.R.S.A. 405 (6)(C) and 5 M.R.S.A. 13119-A, to provide City staff direction on the item 7(a) and (b) above.

At approximately 8:20 p.m., the Committee came out of executive session and the meeting adjourned.

Respectfully,

Lori Paulette

Marianna Bonetti  
P.O. Box 483  
Portland, Maine

August 30, 2014

Mary Davis, Director  
Housing and Neighborhood Services  
City of Portland  
389 Congress Street  
Portland, Maine 04101

Subject: 65 Munjoy Street Lot  
Former Adams School Parking Lot

Dear Ms. Davis:

As owner of the house at the corner of Munjoy and Wilson Streets, I want to voice my opposition to the proposal to sell subject property and its redevelopment. I was not able to attend the public hearing on August 27, 2014 as I did not receive sufficient advanced notice of the meeting.

This lot has been used for many years by residences of the area during snow storms when cars must be removed from the street. This is the only off street parking in the immediate area of the top of Munjoy Hill and is far closer than off street parking on the roadway leading to the boat ramp at the Eastern Prom.

I have talked to a number of residences on Munjoy Hill on the eastern side of Congress Street and they agree that this lot should be retained by the City of resident parking.

I request that this letter be passed on to the City Council's Housing and Community Development Committee to notify them of the opposition to this proposed sale.

Attached is a petition of people (property owners and tenants) in the vicinity that signed their opposition to subject property sale. It only took one hour of time to gain this many people to sign their opposition, an indication of the amount of opposition by the neighborhood to the sale of the property.

Sincerely



Marianna Bonetti

Cc: Michael Brennan, Mayor  
Kevin Donoghue, Councilor District 1  
Jon Hinck, Councilor at Large  
Nichols Mavodones Jr., Councilor at Large

August 30, 2014

The City Council's Housing and Community Development Committee is investigating the potential sale and redevelopment of the former Adams School Parking Lot at 65 Munjoy Street. Redevelopment could include new rental apartments or condos. I am in opposition of this proposal and would like the City to continue its use as neighborhood parking, which is very important during winter snow emergencies when all cars must be removed from the City streets.

| <u>Name</u>              | <u>Address</u>                              |
|--------------------------|---------------------------------------------|
| Katharine Black          | 80 Wilson <sup>14</sup> St., Portland 04101 |
| Brian Magnus             | 63 Wilson St A, Portland ME, 04101          |
| Amanda Marino            | 65 Wilson Street, Portland, ME 04101        |
| Robin Lee                | 65 Wilson Street, Portland, ME 04101        |
| Heather Bruce            | 65 Wilson St, Portland ME                   |
| Sarah Auld               | 43 Munjoy St. Portland, ME 04101            |
| Brian Mason              | 62 Munjoy St Portland ME                    |
| Kelsey Munroe            | 66 Munjoy Street #2                         |
| Todd Winner              | 76 MUNJOY ST. #1                            |
| Kelly Beattie            | 80 Wilson St. #1                            |
| <del>Andrew</del> Foster | 80 Wilson St #1                             |
| JOE FORESTELL            | 60 WILSON ST 1R                             |
| Kirsten McGinn           | 55 Atlantic St #6                           |
| Sarah Davis              | 45 Quebec Street #2                         |
| Rebecca Ober             | 55 Atlantic St. #4                          |
| Orin Leach               | 60 Munjoy St                                |
| Adam Leach               | 60 Wilson St                                |

August 30, 2014

The City Council's Housing and Community Development Committee is investigating the potential sale and redevelopment of the former Adams School Parking Lot at 65 Munjoy Street. Redevelopment could include new rental apartments or condos. I am in opposition of this proposal and would like the City to continue its use as neighborhood parking, which is very important during winter snow emergencies when all cars must be removed from the City streets.

| <u>Name</u>       | <u>Address</u>                     |
|-------------------|------------------------------------|
| Sybil McElrath    | 42 R Munjoy St. Portland, ME 04101 |
| Margaret Daniels  | 72 Munjoy St. Portland             |
| Rachel Street     | 72 Munjoy St. #2 Portland          |
| Brian Fisk        | 66 Munjoy St. Apt. 3 Portland      |
| Marionna Bonetti  | 74 Wilson St (owner)               |
| Josh Baston       | 42 Munjoy St. Portland             |
| Cadence Atkinson  | 42 Munjoy St. Portland             |
| Caleb O'Connell   | 49 Moring St. Portland             |
| Jim Dean          | 74 Wilson St. #1 Portland 04101    |
| Monique Grier     | 80 Wilson St Apt 6 Portland        |
| CHLOE MARTIN      | 55 ATLANTIC ST #4 04101            |
| Mahlia Carey      | 54 Moody St 04101                  |
| Dake Jones        | 56-58 Moody St 04101               |
| Justin Meckham    | 55 Moody St 04101                  |
| Paul Morrissey    | 82 Munjoy St.                      |
| Jennifer Wikstrom | 82 Munjoy St.                      |
| Alex Wheelwright  | 76 Wilson St                       |
| Jaqueline Rogers  | 76 Wilson St. Portland 04101       |

**Mary Davis - 157 Brackett**

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**From:** Andrew Calise <andrewcalise@gmail.com>  
**To:** <mpd@portlandmaine.gov>  
**Date:** 9/22/2014 2:38 PM  
**Subject:** 157 Brackett

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Mary--

As a resident of Brackett Street, I don't see the harm in soliciting NON-BINDING proposals for development of this lot.

While I do believe the concerns regarding eliminating parking in the neighborhood are valid, this is solved by including a "parking preservation provision" within the RFP, which seems to already be in place in the draft RFP.

It may be within the city's long term interest to take advantage of the favorable real estate development climate today to generate a few good ideas for the site. I think it would be interesting to hear what some of the possibilities might be.

Thank you

Andrew Calise, 246 Brackett

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Andrew Calise  
(207) 939 8974  
[andrewcalise@gmail.com](mailto:andrewcalise@gmail.com)

September 21, 2014

Members  
Housing & Community Development Committee  
City of Portland, Me

Dear Members of the Committee,

I would like to comment on the proposed Request For Proposals process as it seeks ideas for the redevelopment of a municipal parcel at 157 Brackett St. As a professional in the field of economic and community development, but much more importantly as a resident of the neighborhood in which this proposal is aimed, I would like to provide some thoughts on the RFP process and its intentions.

As you are aware, a city's vitality is measured not only through the economic development that occurs, particularly those that create new jobs to which residents can apply. This kind of "internal relationship," as it were, helps ensure economic growth. It provides opportunities for employees to aspire to better paying, more secure employment opportunities, and helps with the flow of those entering the workforce replacing those exiting due to retirement, etc.

The same is true for a community's, and neighborhood's continued vitality, by ensuring that new housing development opportunities provide opportunities for a variety of mixed economies to co-exist. We are all aware of the problems caused by changes in a neighborhood's housing demographic that only head in one direction economically, either up or down. Having lived in the city's West End the last few years, I have witnessed (and been part of) the economic upheaval out from under which we are beginning to emerge. Mixed economic housing opportunities in every neighborhood help those aspiring to raise their fortunes by providing good, nearby examples of what can be accomplished.

My fear, as I have seen recently with the continued sale of rental property for condominium conversion, is the loss of access to affordable housing that reflects a neighborhood's current status, and well as its future possible status. Investment in only the upper "highest and best use" of housing stock can be as deleterious to a neighborhood as abject disinvestment. The West End has both, but fortunately continues to trend towards "general" affordability.

Several years ago, I performed a historic preservation survey of the Brackett St. neighborhood, and was surprised to find that the bulk of the residents and initial inhabitants were the grocers and tradespeople and small business owners whose economic fortunes were made in the Congress St. and (now) Old Port businesses of the period between 1880 - 1910. One only have to walk down the various blocks of this neighborhood to see the progression of architectural styles from Greek Revival to Gothic Revival to Italianate Revival. As the businesses prospered, so too did the neighborhood in which those business owner lived.

All of the above to voice my support for the process this RFP will create. The City has strong design criteria in place, and when creative developers understand how the neighborhood was created, and is in place today, they can achieve the design goals intended through this process. This process is particularly important when it comes to consideration of potential impacts upon the neighborhood through traffic, parking, and the overall fit of the project as part of the neighborhood.

So too, when the economics of the neighborhood are understood, and requirements for mixed economic housing opportunities continue to be made more available, so too will the neighborhood be allowed and encouraged to grow in a way that benefits as many members of the community as possible. We are all aware of the current challenge that affordability presents in a neighborhood that could easily go more upscale and thus perhaps less affordable for those of us already here. If the lobsterman's plight of living miles from the ocean is a function of rising property tax values based on the perception of "highest and best use," so too can the tradespeople's circumstance be made to resemble the fisherman's.

As a resident of the West End, and particularly of the Brackett St. neighborhood, I strongly support putting this public parcel to RFP so that housing development that represents all of what this neighborhood is and can be, can be made to happen.

Thank you for your time in reviewing these thoughts.

Erik Carson

10 Dow St.  
Apt. #2  
Portland, ME 04102

## Mary Davis - Support for RFP to sell and develop city-owned lot 157 Brackett St

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**From:** John Anton <antonatlarge@gmail.com>  
**To:** Mary Davis <mpd@portlandmaine.gov>  
**Date:** 9/22/2014 9:29 PM  
**Subject:** Support for RFP to sell and develop city-owned lot 157 Brackett St  
**CC:** Kevin Donoghue <kjdonoghue@portlandmaine.gov>, "Nicholas M. Mavodones" <...>

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Dear Ms. Davis and Councilors of the Housing and Community Development Committee:

I am writing as a parent of both a current and former Reiche student as well as a neighborhood resident. I support the city issuing a RFP to sell and develop the parking lot at 157 Brackett.

I think the RFP creates an excellent opportunity to a) relocate the current parking, b) add needed housing units to neighborhood and c) reconfigure traffic flow around the entrance at Reiche.

The parking concern raised by others is real. I believe that the RFP addresses it by requiring replacement parking.

I do not believe redevelopment of the 157 Brackett parking lot will exacerbate traffic issues on the street. In my opinion, there are two traffic issues - a) congestion at pick up and dropoff and b) speed on that block of Brackett throughout the day. I believe that a thoughtful design for the redevelopment of 157 Brackett, when coupled with the already contemplated but not yet implemented redesign of the dropoff area at Reiche, could actually improve traffic flow during school rush hours.

Speeding is rampant on both Brackett and Clark in the vicinity of Reiche. The community has made the city aware of this issue for years and the response has been inadequate. Whether or not the Council proceeds with the RFP, the City must increase traffic calming measures on these two blocks.

Again I encourage you to proceed with the RFP. If you do not receive any responses that satisfy you, you don't have to proceed.

John Anton  
77 Spruce Street

--  
John Anton  
(207) 650-8979

**From:** brett plymale <brettplymale@hotmail.com>  
**To:** "mpd@portlandmaine.gov" <mpd@portlandmaine.gov>  
**Date:** 9/24/2014 12:34 PM  
**Subject:** 157 Brackett St development

Hi Mary,

As you may remember I am the owner of 165 Brackett and worked with the City of Portland to rehabilitate the property back in 2000-2001. Over the years I've seen the property on Joy Place fall completely into ruin and the owners seem uninterested in doing anything about it- which, I guess is their right as property owners.

I'm excited by the prospect of someone taking a new look at the property and trying to find a better way to utilize its potential.

I met with Todd Alexander to go over his initial thoughts and plans, and of course to understand how they could effect my property.

Keeping an open mind, it seems like an intriguing idea to swap the current residential area with the current parking area and perhaps creating a more aesthetic street scene.

That being said, the number of units seems a bit too ambitious.

Brett Plymale

Sent from my iPhone

**From:** Ian Houseal  
**To:** Davis, Mary  
**Date:** 9/23/2014 3:01 PM  
**Subject:** Fwd: Traffic and Safety Concerns for Reiche Community School & Current RFP for 157 Brackett St Parking Lot  
**Attachments:** scp 2013 06.11.pdf

>>> Jeanne Swanton <jmswanton@gmail.com> 9/22/2014 10:37 PM >>>  
 Members of the Housing & Community Development Committee,

The Reiche School and Community Center located at 166 Brackett St., has several recorded design, structural and safety issues that need to be addressed and corrected. Although cited in many reports over a number of years, starting with the New England's School Development Council's 2009 report, very little has been done to address the situation. Among the many issues identified, there are significant safety concerns for pedestrians due to traffic congestion, lack of crosswalks at the main entrance on Brackett St, and poorly designed bus drop-off and parent drop-off sites. While no renovation has been done, congestion is to get worse in the very near future due to the approval for additional housing; \*West End Place\*, a 45,000 sq ft apartment building, is currently being built on the corner of Pine and Brackett (previously home to a parking lot) that will house 2 retail businesses and 39 apartments. Now, the City is considering selling the lot at 157 Brackett to be purchased for development. Allowing for the sale of the 157 Brackett St parking lot for additional housing without correcting the existing safety concerns at Reiche Community School, which is directly across the street from 157 Brackett, is irresponsible.

For your records

- The 2009 New England School Development Council Report stated that at Reiche "...there is limited parking for this facility which draws many visitors throughout the day, in addition tot the large school staff"  
[http://www2.portlandschools.org/sites/default/files/NESDEC%20Final%20Report%20\(2009\).pdf](http://www2.portlandschools.org/sites/default/files/NESDEC%20Final%20Report%20(2009).pdf)
- The 2012 CIP listed renovations for Reiche starting in 2015
- The 2013 CIP removed the renovation funds set for 2015 and planned for \*Buildings for our Future\*, a plan for construction on 5 of the elementary schools requiring a debt package to be approved by voters (proposal attached). Unfortunately, the City Council Joint Finance Committee rejected to hold the referendum in both November 2013 and June 2014. Please note, among the many renovations for Reiche, the reconstruction of the crosswalks and bus drop off were identified as key safety concerns.  
[http://www2.portlandschools.org/sites/default/files/Reiche\\_Public\\_Presentation.pdf](http://www2.portlandschools.org/sites/default/files/Reiche_Public_Presentation.pdf)
- The 2014 CIP recognizes the \*Buildings for our Future\* plan, however, the bond still has not been approved to be put on the ballot. It is not on the ballot for November 2014.
- In May, 2014, at Brackett and Pine Street, construction began to replace an existing parking lot and two small building structures with a 4 story apartment building housing 39 apartments, 2 retails stores and 34 parking spaces (  
<http://bangordailynews.com/2014/05/06/business/portland-officials-tout-apartment-project-being-built->

without-tax-breaks-other-government-perks/).

Reiche Community School is a walking school in an urban environment. Our children and community are put in unsafe situations everyday just to get to the school's and community center's front doors. The serious safety issues have been identified and reported, a child has suffered serious injuries from being hit while walking in the crosswalk at Brackett St and Pine St (<http://www.theforecaster.net/content/p-girlrunover-012710>), but nothing has been done. Adding more traffic and congestion without fixing glaring safety issues is not acceptable. Before any additional development is proposed, let's fix the bus drop off area, provide a safe place for parents to drop off/pick up their children and, of course, designate and provide a safe passageway for pedestrians to cross Brackett Street to/from Reiche School and Community Center.

Sincerely,  
Jeanne Swanton  
Reiche Parent and West End Resident  
69 Thomas Street  
Portland, Maine 04102

Sent from my iPhone

Begin forwarded message:

\*From:\* Jeanne Swanton <[jmswanton@gmail.com](mailto:jmswanton@gmail.com)>  
\*Date:\* September 19, 2014 at 3:33:35 AM EDT  
\*To:\* [mpd@portlandmaine.gov](mailto:mpd@portlandmaine.gov)  
\*Subject:\* \*Concerns regarding RFP for the sale and development of the city-owned parking lot at 157 Brackett St.\*

Ms. Davis,

I am a West End homeowner and parent of two Reiche students. I have great concern about the sale and development of 157 Brackett St. My main concern is the safety of our neighborhood school children with the increased traffic around a poorly designed building.

The location of the property, 157 Brackett, is adjacent to Fresh Approach market, and directly across the street from Reiche Community School and Community Center. Reiche Community School serves over 360 elementary students, ages 5 through 11. The main entrance of the school/community center is poorly designed such that the bus lane is directly in front of the school doors. Pedestrians are not to walk in the bus lane but are directed (via painted crosswalk which has since worn away) to walk west up Brackett to cross the street. This is not followed by most because the directed path is out of the way from the parking lot and the convenience store (that serves inexpensive ice cream and snacks making it a popular place among the school children). In 2013, Portland Schools recognized the problematic entrance and proposed changes to the School's front entrance and bus path, however, the bond for the changes was not put on the ballot per City Council Finance Committee decision.

Brackett Street is a very busy street, both with pedestrians and cars. In February of 2012, a Reiche parent studied traffic and pedestrian numbers on both sides of the Reiche Community School Building. The following data were collected between 8:15 and 9 am in the morning (45 minute span of time) :

CLARK STREET: 87 Cars - 54 Pedestrians crossing the street

BRACKETT STREET: 195 Cars - 82 Pedestrians crossing the street

With Brackett, there is ALOT going on in the morning and afternoon: there a lot of cars and pedestrians, business deliveries for Fresh Approach at drop off time, back-ups due to the tight bus turn around and many frustrated drivers making turns on one of the 13 driveways across the street from our school. But it is not only in the morning and afternoon, with Brackett St serving as the connector between Maine Med and Mercy, there is always foot and car traffic.

This said, the problem is even going to get WORSE with the new apartment building already under construction on the corner of Pine and Brackett. That building will have businesses and 39 apartments. More traffic!!

I understand that an interested party would like to purchase both the parking lot and the adjacent residential lot to make more available housing. Development of these properties would only increase the traffic and bottlenecks already experienced at Reiche. Most distressing, however, is that development across the street from our elementary school puts our children at risk. Bus transportation is not offered to students in grades 3-5 so a great number of pedestrians are children. Additionally, many families choose to walk instead of drive (parking is not easy to find). Reiche School design makes crossing the difficult and riskier than it should. Development is already in process at the corner surely to result in increasing traffic. Additional development directly across the street is unsound.

Sincerely,  
Jeanne Swanton  
69 Thomas Street  
Portland, ME 04102  
207-809-9879

My name is Todd Alexander. I am writing this letter in support of the city's proposal to issue a Request for Proposal to create housing on a city-owned parking lot at 157 Brackett Street. I offer my comments from two perspectives.

First, my wife, Catherine, and I are residents of 3 Carroll Street. We have three daughters enrolled at the Reiche Community School. We have lived in the West End for the past 15 years.

Second, I am an affordable housing developer and, in the event that the committee decides to issue an RFP, I will likely submit a proposal. I am currently collecting input from the neighborhood before finalizing my plans. Based on those meetings, I have developed three broad goals that I would like to achieve if I am successful in the RFP process. These goals are;

- Improve the parking and traffic situation for Reiche staff and students. Any proposal should maintain the parking currently available to Reiche. And, it should contain a management plan to ensure that the parking resource is well maintained and available to the people it is intended to serve. Furthermore, this project should contribute to a long-term solution to calm traffic on Brackett Street and improve the bus drop-off area at Reiche. The existing conditions are simply too dangerous for an elementary school setting.
- Create housing that serves a diverse mix of households of varying income levels. I would like to see a housing development that reflects the economic diversity that exists in the neighborhood today and, in my opinion, makes the West End such a great place to live. This means that the housing should include a healthy mix of market rate and affordable units.
- Build something that we can all be proud of. This building will be in a high-profile area of the neighborhood. In terms of its design, amenities and operations, it should raise the bar.

While all of these goals are important to me, they are irrelevant if the city does not take the first step of issuing a non-binding RFP to determine what options, if any, are worth pursuing. With that in mind, I'd like to offer the following comments;

- Most importantly, the RFP emphasizes the need for each applicant to identify replacement parking for Reiche. This is essential. I think the idea of re-purposing this lot for housing is dead on arrival if parking for Reiche cannot be maintained and improved.
- Second, I am very pleased that this RFP sets forth high architectural and design standards. A new structure here needs to be well designed, well built and mindful of its location in the heart of our neighborhood and the West End Historic District.
- Third, I commend this committee for adopting a policy to look at city-owned real estate to identify opportunities for infill housing. Portland has a HUGE housing problem on the peninsula. We are all familiar with the steep increase in home prices. The rental situation is worse. I recently surveyed 18 apartment complexes on the peninsula, half market rate and half affordable. These properties represent about 800 total housing units. The collective vacancy rate was below 1 percent.

Exacerbating Portland's housing problem is the ever-increasing price of land and blighted properties. These parcels traditionally have served as great opportunities for developers to build moderately-priced housing. Today, owners see the local building activity and are raising the price for even the most seemingly unattractive properties. The price of land has a direct impact on the price of the finished product. The end result is that expensive condos and high-end rentals are fast becoming the only type of housing on the peninsula that is financially feasible to build.

I think Portland's current housing trends are a particularly important issue for Reiche and the East End school. These are two great urban schools that thrive because of their socio-economic diversity and the close connection among their students, teachers and parents. If we truly want vibrant, community schools on the peninsula, we need a strategy to preserve housing that is affordable for the families who will use these schools AND for the teachers and staff members who educate our kids. In my opinion, our neighborhood associations, school department and parent teacher organizations need to be thinking about this issue.

For all the reasons outlined above, I think the city's current policy of analyzing the redevelopment potential of underutilized city-owned real estate is an entirely rationale and reasonable approach.

- Finally, I also commend the committee for the process they have established to pursue this policy. Most importantly, the RFP is non-binding. Additionally, it is open to anyone to respond. The end result is a public, low-risk, low-cost process to solicit ideas from the development community. If the city does not receive any viable responses, it can choose to stop this program at any time. If there is a compelling proposal, the city has enormous flexibility to lay the ground rules going forward—including how the developer will work with all stakeholders to achieve a mutually beneficial outcome.

Again, I find this to be an appropriate way for the city to implement its current policy in an attempt to solve some of the housing challenges that we all face.

**From:** Mary Ann Foley  
**To:** mpd@portlandmaine.gov  
**Date:** 9/15/2014 2:44 PM  
**Subject:** Parking lot on Brackett St.

Dear Ms. Davis,

I am very concerned about the proposal to sell the parking lot next to Fresh Approach. I am a teacher at Reiche School who uses this parking lot on a regular basis. This parking lot is needed by our staff. There are 60 people who come to Reiche on a daily basis. This lot accomodates many who work here. There are not enough spots in the other lots for all of us to use. There is very limited on street parking. Where will we park if this lot is sold? Please keep these thoughts in mind while you discuss this issue. Thank you.

Sincerely,  
Mary Ann Foley

(9/17/2014) Mary Davis - Reiche parking lot?

Page 1

**From:** Kristen Fox  
**To:** mpd@portlandmaine.gov  
**Date:** 9/16/2014 11:31 PM  
**Subject:** Reiche parking lot?

Dear Marie-

If this parking lot is sold, where will Reiche staff park? Whose responsibility is it to provide parking for school employees?

Kristen Fox, Reiche 3rd grade teacher

## Mary Davis - Parking lot at 157 Brackett

**From:** Mat Holmes <mat.holmes@gmail.com>  
**To:** <mpd@portlandmaine.gov>  
**Date:** 9/12/2014 11:31 AM  
**Subject:** Parking lot at 157 Brackett  
**CC:** hazel holmes <hazelbholmes@gmail.com>

Hi Mary,  
I received notice that the city is considering developing the parking lot at 157 Brackett St. I am a neighbor who owns 167 Brackett St. I am opposed to the city selling this parking lot. It is heavily used by teachers and families at the Reiche school. The traffic at pickup time is already dangerous and reducing parking spots there will lead to an increase in accidents, like the child that was hit by a car on Brackett after school 2 years ago. Also with the huge development at the corner of Pine and Brackett, the neighborhood has lost many parking spaces and will gain many inhabitants and visitors. The street parking is already under strain from out-of-towners visiting the many restaurants and bars around Longfellow Square. Don't develop our neighborhood parking lot.

Thanks.  
Mat and Hazel Holmes  
167 Brackett St

## Mary Davis - Re: Housing and Community Development Committee - 157 Brackett St.

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**From:** Mary Davis  
**To:** Rosanne Graef  
**Date:** 9/11/2014 10:08 AM  
**Subject:** Re: Housing and Community Development Committee --157 Brackett St.  
**CC:** Christine Keegan; Christine McHale; Clifford Tremblay; Ian Jacob; Je...

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Ms. Graef,

I touched base with Lori Paulette in the Economic Development Department, particularly with regard to the 8/27/2014 HCDC meeting when this was first discussed. She indicated that she emailed the interested party list for 8/27 HCDC meeting on 8/22/2014 at 2:26. There were 87 bcc notifications sent, and this included [wendneighborhood@yahoo.com](mailto:wendneighborhood@yahoo.com). If you could check to see that this email was received, that would be good to know.

Additionally, using the public notice process utilized by the planning board, notices of the upcoming 9/24 Housing and Community Development Committee meeting were sent to neighbors of the property on Monday 9/8.

Mary P. Davis, Div. Director  
Housing & Community Development Division  
Planning & Urban Development Department  
City of Portland  
389 Congress Street Room 312  
Portland ME 04101  
(207)874-8711  
(207) 874-8949 FAX  
[mpd@portlandmaine.gov](mailto:mpd@portlandmaine.gov)  
[www.portlandmaine.gov](http://www.portlandmaine.gov)

>>> Rosanne Graef <[rgraef@zwi.net](mailto:rgraef@zwi.net)> 9/11/2014 8:06 AM >>>  
Ms. Davis -

It sure would have been nice to know about this! The West End Neighborhood Association(WENA) met last night and this morning's note from Chris Keegan is the first we've heard about this proposal. Please ensure that [wendneighborhood@yahoo.com](mailto:wendneighborhood@yahoo.com) is included on any future proposals the City is considering for this neighborhood.

Sincerely,

Rosanne Graef  
President, WENA

On Sep 11, 2014, at 6:09 AM, Christine Keegan wrote:

The city is discussion selling the parking lot next to Fresh Approach to a developer.  
As you know, parking is a significant issue in the neighborhood.  
Below is some information for you. Mary Davis will forward remarks to the committee.  
Their next meeting is 9/24.

>>> Mary Davis 09/10/14 2:46 PM >>>

Chris: I wanted to share the following notice that went out to the neighborhood earlier this week. If you have any information you would like me to share with the committee, please send it to me prior to <sup>111</sup>of 174

Mary Davis - 157 Brackett St.

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**From:** joanna frankel <jojofrankel@yahoo.com>  
**To:** "mpd@portlandmaine.gov" <mpd@portlandmaine.gov>  
**Date:** 9/17/2014 8:40 PM  
**Subject:** 157 Brackett St.

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i

Dear members of the Housing and Community Development Committee,  
I write to you as a parent of a kindergarten student at Reiche Community School, and as a resident of the West End neighborhood of Portland. I am concerned about the possible development of 157 Brackett St. for a number of reasons. My main concerns stem from the proximity of this parcel to the main entrance of Reiche, a location already busy with cars, school buses, and children on foot and bicycle. It is an area that needs to be preserved for the sake of safety for the children, families, and staff of Reiche School. In addition, there is already considerable development happening on that block, and I fear that added building will only further increase the congestion of the street and cause additional safety, as well as parking, concerns.

I hope that you will take my concerns, as well as those of other members of the Reiche community, into consideration when passing judgment on the future of Brackett St.

Sincerely,

Joanna Frankel  
148 Spring St.  
Portland, ME

## Mary Davis - Concerns regarding RFP for the sale and development of the city-owned parking lot at 157 Brackett St.

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**From:** Jeanne Swanton <jmswanton@gmail.com>  
**To:** <mpd@portlandmaine.gov>  
**Date:** 9/19/2014 3:33 AM  
**Subject:** Concerns regarding RFP for the sale and development of the city-owned parking lot at 157 Brackett St.

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Ms. Davis,

I am a West End homeowner and parent of two Reiche students. I have great concern about the sale and development of 157 Brackett St. My main concern is the safety of our neighborhood school children with the increased traffic around a poorly designed building.

The location of the property, 157 Brackett, is adjacent to Fresh Approach market, and directly across the street from Reiche Community School and Community Center. Reiche Community School serves over 360 elementary students, ages 5 through 11. The main entrance of the school/community center is poorly designed such that the bus lane is directly in front of the school doors. Pedestrians are not to walk in the bus lane but are directed (via painted crosswalk which has since worn away) to walk west up Brackett to cross the street. This is not followed by most because the directed path is out of the way from the parking lot and the convenience store (that serves inexpensive ice cream and snacks making it a popular place among the school children). In 2013, Portland Schools recognized the problematic entrance and proposed changes to the School's front entrance and bus path, however, the bond for the changes was not put on the ballot per City Council Finance Committee decision.

Brackett Street is a very busy street, both with pedestrians and cars. In February of 2012, a Reiche parent studied traffic and pedestrian numbers on both sides of the Reiche Community School Building. The following data were collected between 8:15 and 9 am in the morning (45 minute span of time!) :

CLARK STREET: 87 Cars - 54 Pedestrians crossing the street

BRACKETT STREET: 195 Cars - 82 Pedestrians crossing the street

With Brackett, there is ALOT going on in the morning and afternoon: there a lot of cars and pedestrians, business deliveries for Fresh Approach at drop off time, back-ups due to the tight bus turn around and many frustrated drivers making turns on one of the 13 driveways across the street from our school. But it is not only in the morning and afternoon, with Brackett St serving as the connector between Maine Med and Mercy, there is always foot and car traffic.

This said, the problem is even going to get WORSE with the new apartment building already under construction on the corner of Pine and Brackett. That building will have businesses and 39 apartments. More traffic!!

I understand that an interested party would like to purchase both the parking lot and the adjacent residential lot to make more available housing. Development of these properties would only increase the traffic and bottlenecks already experienced at Reiche. Most distressing, however, is that development across the street from our elementary school puts our children at risk. Bus transportation is not offered to students in grades 3-5 so a great number of pedestrians are children. Additionally, many families choose to walk instead of drive (parking is not easy to find). Reiche School design makes crossing the difficult and riskier than it should. Development is already in process at the corner surely to result in increasing traffic. Additional development directly across the street is unsound.

Sincerely,  
Jeanne Swanton  
69 Thomas Street  
Portland, ME 04102  
207-809-9879

**From:** Ian Houseal  
**To:** Davis, Mary  
**Date:** 9/23/2014 3:01 PM  
**Subject:** Fwd: Traffic and Safety Concerns for Reiche Community School & Current RFP for 157 Brackett St Parking Lot  
**Attachments:** scp 2013 06.11.pdf

>>> Jeanne Swanton <jmswanton@gmail.com> 9/22/2014 10:37 PM >>>  
Members of the Housing & Community Development Committee,

The Reiche School and Community Center located at 166 Brackett St., has several recorded design, structural and safety issues that need to be addressed and corrected. Although cited in many reports over a number of years, starting with the New England's School Development Council's 2009 report, very little has been done to address the situation. Among the many issues identified, there are significant safety concerns for pedestrians due to traffic congestion, lack of crosswalks at the main entrance on Brackett St, and poorly designed bus drop-off and parent drop-off sites. While no renovation has been done, congestion is to get worse in the very near future due to the approval for additional housing; \*West

End Place\*, a 45,000 sq ft apartment building, is currently being built on the corner of Pine and Brackett (previously home to a parking lot) that will house 2 retail businesses and 39 apartments. Now, the City is considering selling the lot at 157 Brackett to be purchased for development. Allowing for the sale of the 157 Brackett St parking lot for additional housing without correcting the existing safety concerns at Reiche Community School, which is directly across the street from 157 Brackett, is irresponsible.

For your records

- The 2009 New England School Development Council Report stated that at Reiche "...there is limited parking for this facility which draws many visitors throughout the day, in addition tot the large school staff"  
[http://www2.portlandschools.org/sites/default/files/NESDEC%20Final%20Report%20\(2009\).pdf](http://www2.portlandschools.org/sites/default/files/NESDEC%20Final%20Report%20(2009).pdf)
- The 2012 CIP listed renovations for Reiche starting in 2015
- The 2013 CIP removed the renovation funds set for 2015 and planned for \*Buildings for our Future\*, a plan for construction on 5 of the elementary schools requiring a debt package to be approved by voters (proposal attached). Unfortunately, the City Council Joint Finance Committee rejected to hold the referendum in both November 2013 and June 2014. Please note, among the many renovations for Reiche, the reconstruction of the crosswalks and bus drop off were identified as key safety concerns.  
[http://www2.portlandschools.org/sites/default/files/Reiche\\_Public\\_Presentation.pdf](http://www2.portlandschools.org/sites/default/files/Reiche_Public_Presentation.pdf)
- The 2014 CIP recognizes the \*Buildings for our Future\* plan, however, the bond still has not been approved to be put on the ballot. It is not on the ballot for November 2014.
- In May, 2014, at Brackett and Pine Street, construction began to replace an existing parking lot and two small building structures with a 4 story apartment building housing 39 apartments, 2 retails stores and 34 parking spaces (  
<http://bangordailynews.com/2014/05/06/business/portland-officials-tout-apartment-project-being-built->

without-tax-breaks-other-government-perks/).

Reiche Community School is a walking school in an urban environment. Our children and community are put in unsafe situations everyday just to get to the school's and community center's front doors. The serious safety issues have been identified and reported, a child has suffered serious injuries from being hit while walking in the crosswalk at Brackett St and Pine St (<http://www.theforecaster.net/content/p-girlrunover-012710>), but nothing has been done. Adding more traffic and congestion without fixing glaring safety issues is not acceptable. Before any additional development is proposed, let's fix the bus drop off area, provide a safe place for parents to drop off/pick up their children and, of course, designate and provide a safe passageway for pedestrians to cross Brackett Street to/from Reiche School and Community Center.

Sincerely,  
Jeanne Swanton  
Reiche Parent and West End Resident  
69 Thomas Street  
Portland, Maine 04102

Sent from my iPhone

Begin forwarded message:

\*From:\* Jeanne Swanton <[jmswanton@gmail.com](mailto:jmswanton@gmail.com)>  
\*Date:\* September 19, 2014 at 3:33:35 AM EDT  
\*To:\* [mpd@portlandmaine.gov](mailto:mpd@portlandmaine.gov)  
\*Subject:\* \*Concerns regarding RFP for the sale and development of the city-owned parking lot at 157 Brackett St.\*

Ms. Davis,

I am a West End homeowner and parent of two Reiche students. I have great concern about the sale and development of 157 Brackett St. My main concern is the safety of our neighborhood school children with the increased traffic around a poorly designed building.

The location of the property, 157 Brackett, is adjacent to Fresh Approach market, and directly across the street from Reiche Community School and Community Center. Reiche Community School serves over 360 elementary students, ages 5 through 11. The main entrance of the school/community center is poorly designed such that the bus lane is directly in front of the school doors. Pedestrians are not to walk in the bus lane but are directed (via painted crosswalk which has since worn away) to walk west up Brackett to cross the street. This is not followed by most because the directed path is out of the way from the parking lot and the convenience store (that serves inexpensive ice cream and snacks making it a popular place among the school children). In 2013, Portland Schools recognized the problematic entrance and proposed changes to the School's front entrance and bus path, however, the bond for the changes was not put on the ballot per City Council Finance Committee decision.

Brackett Street is a very busy street, both with pedestrians and cars. In February of 2012, a Reiche parent studied traffic and pedestrian numbers on both sides of the Reiche Community School Building. The following data were collected between 8:15 and 9 am in the morning (45 minute span of time) :

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BRACKETT STREET: 195 Cars - 82 Pedestrians crossing the street

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This said, the problem is even going to get WORSE with the new apartment building already under construction on the corner of Pine and Brackett. That building will have businesses and 39 apartments. More traffic!!

I understand that an interested party would like to purchase both the parking lot and the adjacent residential lot to make more available housing. Development of these properties would only increase the traffic and bottlenecks already experienced at Reiche. Most distressing, however, is that development across the street from our elementary school puts our children at risk. Bus transportation is not offered to students in grades 3-5 so a great number of pedestrians are children. Additionally, many families choose to walk instead of drive (parking is not easy to find). Reiche School design makes crossing the difficult and riskier than it should. Development is already in process at the corner surely to result in increasing traffic. Additional development directly across the street is unsound.

Sincerely,  
Jeanne Swanton  
69 Thomas Street  
Portland, ME 04102  
207-809-9879

## Mary Davis - Concern re: the possible sale of parking-lot at 157 Brackett Street

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**From:** Leslie Pohl <leslienpohl@gmail.com>  
**To:** <mpd@portlandmaine.gov>  
**Date:** 9/19/2014 12:32 PM  
**Subject:** Concern re: the possible sale of parking-lot at 157 Brackett Street  
**CC:** Bob Fiske <bob@jetpig.com>

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Ms. Mary Davis  
Housing & Community Development Office  
City Hall Room 312

Portland, Maine

Dear Ms. Davis

As residents of Portland's West End, my husband and I are writing to express our concern about the possible sale of the city-owned parking lot at 157 Brackett Street.

The Parking area by Fresh Approach Market on Brackett Street (across from Reiche School) is one of a very few spots in the West End that has not been buttoned down and treated like Private or controlled Property. We feel that such spaces are of great importance to the community, in order to have just a little elbow-room in which to live. In this case, the parking lot allows Reiche Employees and the many Families who are involved with the school to be able to come and go without the considerable added stress of finding street parking and then managing little ones around traffic and longer distances to reach the school entrance.

This lot has also become a community Common Ground for the neighborhood as the Annual Halloween Parade's staging and warm-up area.

It is really essential that the city recognize the value of having these spaces that 'the people' own and can use in unstructured ways. As with the issues around Congress Square Park, we might need to rethink how spaces are set up, or how to improve their usage, but the urge to cash in these rare, valuable locations is one we really have to steer away from.

In closing, we want to go on record as strongly opposing the sale of this parking lot for development.

Sincerely,

Leslie Pohl & Bob Fiske  
263 York Street  
Parents of a former Reiche Student

September 21, 2014

Members  
Housing & Community Development Committee  
City of Portland, Me

Dear Members of the Committee,

I would like to comment on the proposed Request For Proposals process as it seeks ideas for the redevelopment of a municipal parcel at 157 Brackett St. As a professional in the field of economic and community development, but much more importantly as a resident of the neighborhood in which this proposal is aimed, I would like to provide some thoughts on the RFP process and its intentions.

As you are aware, a city's vitality is measured not only through the economic development that occurs, particularly those that create new jobs to which residents can apply. This kind of "internal relationship," as it were, helps ensure economic growth. It provides opportunities for employees to aspire to better paying, more secure employment opportunities, and helps with the flow of those entering the workforce replacing those exiting due to retirement, etc.

The same is true for a community's, and neighborhood's continued vitality, by ensuring that new housing development opportunities provide opportunities for a variety of mixed economies to co-exist. We are all aware of the problems caused by changes in a neighborhood's housing demographic that only head in one direction economically, either up or down. Having lived in the city's West End the last few years, I have witnessed (and been part of) the economic upheaval out from under which we are beginning to emerge. Mixed economic housing opportunities in every neighborhood help those aspiring to raise their fortunes by providing good, nearby examples of what can be accomplished.

My fear, as I have seen recently with the continued sale of rental property for condominium conversion, is the loss of access to affordable housing that reflects a neighborhood's current status, and well as its future possible status. Investment in only the upper "highest and best use" of housing stock can be as deleterious to a neighborhood as abject disinvestment. The West End has both, but fortunately continues to trend towards "general" affordability.

Several years ago, I performed a historic preservation survey of the Brackett St. neighborhood, and was surprised to find that the bulk of the residents and initial inhabitants were the grocers and tradespeople and small business owners whose economic fortunes were made in the Congress St. and (now) Old Port businesses of the period between 1880 – 1910. One only have to walk down the various blocks of this neighborhood to see the progression of architectural styles from Greek Revival to Gothic Revival to Italianate Revival. As the businesses prospered, so too did the neighborhood in which those business owner lived.

All of the above to voice my support for the process this RFP will create. The City has strong design criteria in place, and when creative developers understand how the neighborhood was created, and is in place today, they can achieve the design goals intended through this process. This process is particularly important when it comes to consideration of potential impacts upon the neighborhood through traffic, parking, and the overall fit of the project as part of the neighborhood.

So too, when the economics of the neighborhood are understood, and requirements for mixed economic housing opportunities continue to be made more available, so too will the neighborhood be allowed and encouraged to grow in a way that benefits as many members of the community as possible. We are all aware of the current challenge that affordability presents in a neighborhood that could easily go more upscale and thus perhaps less affordable for those of us already here. If the lobsterman's plight of living miles from the ocean is a function of rising property tax values based on the perception of "highest and best use," so too can the tradespeople's circumstance be made to resemble the fisherman's.

As a resident of the West End, and particularly of the Brackett St. neighborhood, I strongly support putting this public parcel to RFP so that housing development that represents all of what this neighborhood is and can be, can be made to happen.

Thank you for your time in reviewing these thoughts.

Erik Carson

10 Dow St.  
Apt. #2  
Portland, ME 04102

**From:** Penny Stevens <penny.stevens@maine.rr.com>  
**To:** <mpd@portlandmaine.gov>  
**Date:** 9/25/2014 3:14 PM  
**Subject:** 157 Brackett St

I had planned to attend the meeting yesterday but couldn't get away and I want to relay my concerns to you. 157 is across from Reiche School as you well know and it is a highly congested spot in the West End. Brackett St. is narrow and a difficult street to navigate in all seasons but particularly in the winter time with the snowbanks on both sides, and icy streets. It's dangerous for the children and all pedestrians now and I don't think we should add to the congestion with a major construction site and later more people coming and going in the area across from the Circle.

Adequate parking for the staff, parents and visitors is extremely important and has been mentioned by others. Reiche is more than the elementary school because the Public Health Dept and Community Center are located there. Many people walk to the center but there are others who must drive there especially in the winter season with icy sidewalks and unshoveled areas galore. The Center is a location for community meetings, The Book Nook is open 4 days a week, there are yoga classes, a sewing class and many swimming classes and open swim times. There needs to be parking at all times of the day and evening.

I don't think that a high density apt building should be placed on that site. There can't possibly be enough parking space available for residents, school staff/visitors/parents and Community Center users. There is a dearth of on street parking there for the current residents and a large new building is going up on the corner now. Traffic congestion is bad for the children walking to the school.  
Penny Stevens

**Mary Davis - Support for RFP to sell and develop city-owned lot 157 Brackett St**

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**From:** John Anton <antonatlarge@gmail.com>  
**To:** Mary Davis <mpd@portlandmaine.gov>  
**Date:** 9/22/2014 9:29 PM  
**Subject:** Support for RFP to sell and develop city-owned lot 157 Brackett St  
**CC:** Kevin Donoghue <kjdonoghue@portlandmaine.gov>, "Nicholas M. Mavodones" <...>

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Dear Ms. Davis and Councilors of the Housing and Community Development Committee:

I am writing as a parent of both a current and former Reiche student as well as a neighborhood resident. I support the city issuing a RFP to sell and develop the parking lot at 157 Brackett.

I think the RFP creates an excellent opportunity to a) relocate the current parking, b) add needed housing units to neighborhood and c) reconfigure traffic flow around the entrance at Reiche.

The parking concern raised by others is real. I believe that the RFP addresses it by requiring replacement parking.

I do not believe redevelopment of the 157 Brackett parking lot will exacerbate traffic issues on the street. In my opinion, there are two traffic issues - a) congestion at pick up and dropoff and b) speed on that block of Brackett throughout the day. I believe that a thoughtful design for the redevelopment of 157 Brackett, when coupled with the already contemplated but not yet implemented redesign of the dropoff area at Reiche, could actually improve traffic flow during school rush hours.

Speeding is rampant on both Brackett and Clark in the vicinity of Reiche. The community has made the city aware of this issue for years and the response has been inadequate. Whether or not the Council proceeds with the RFP, the City must increase traffic calming measures on these two blocks.

Again I encourage you to proceed with the RFP. If you do not receive any responses that satisfy you, you don't have to proceed.

John Anton  
77 Spruce Street

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John Anton  
(207) 650-8979

My name is Todd Alexander. I am writing this letter in support of the city's proposal to issue a Request for Proposal to create housing on a city-owned parking lot at 157 Brackett Street. I offer my comments from two perspectives.

First, my wife, Catherine, and I are residents of 3 Carroll Street. We have three daughters enrolled at the Reiche Community School. We have lived in the West End for the past 15 years.

Second, I am an affordable housing developer and, in the event that the committee decides to issue an RFP, I will likely submit a proposal. I am currently collecting input from the neighborhood before finalizing my plans. Based on those meetings, I have developed three broad goals that I would like to achieve if I am successful in the RFP process. These goals are;

- Improve the parking and traffic situation for Reiche staff and students. Any proposal should maintain the parking currently available to Reiche. And, it should contain a management plan to ensure that the parking resource is well maintained and available to the people it is intended to serve. Furthermore, this project should contribute to a long-term solution to calm traffic on Brackett Street and improve the bus drop-off area at Reiche. The existing conditions are simply too dangerous for an elementary school setting.
- Create housing that serves a diverse mix of households of varying income levels. I would like to see a housing development that reflects the economic diversity that exists in the neighborhood today and, in my opinion, makes the West End such a great place to live. This means that the housing should include a healthy mix of market rate and affordable units.
- Build something that we can all be proud of. This building will be in a high-profile area of the neighborhood. In terms of its design, amenities and operations, it should raise the bar.

While all of these goals are important to me, they are irrelevant if the city does not take the first step of issuing a non-binding RFP to determine what options, if any, are worth pursuing. With that in mind, I'd like to offer the following comments;

- Most importantly, the RFP emphasizes the need for each applicant to identify replacement parking for Reiche. This is essential. I think the idea of re-purposing this lot for housing is dead on arrival if parking for Reiche cannot be maintained and improved.
- Second, I am very pleased that this RFP sets forth high architectural and design standards. A new structure here needs to be well designed, well built and mindful of its location in the heart of our neighborhood and the West End Historic District.
- Third, I commend this committee for adopting a policy to look at city-owned real estate to identify opportunities for infill housing. Portland has a HUGE housing problem on the peninsula. We are all familiar with the steep increase in home prices. The rental situation is worse. I recently surveyed 18 apartment complexes on the peninsula, half market rate and half affordable. These properties represent about 800 total housing units. The collective vacancy rate was below 1 percent.

Exacerbating Portland's housing problem is the ever-increasing price of land and blighted properties. These parcels traditionally have served as great opportunities for developers to build moderately-priced housing. Today, owners see the local building activity and are raising the price for even the most seemingly unattractive properties. The price of land has a direct impact on the price of the finished product. The end result is that expensive condos and high-end rentals are fast becoming the only type of housing on the peninsula that is financially feasible to build.

I think Portland's current housing trends are a particularly important issue for Reiche and the East End school. These are two great urban schools that thrive because of their socio-economic diversity and the close connection among their students, teachers and parents. If we truly want vibrant, community schools on the peninsula, we need a strategy to preserve housing that is affordable for the families who will use these schools AND for the teachers and staff members who educate our kids. In my opinion, our neighborhood associations, school department and parent teacher organizations need to be thinking about this issue.

For all the reasons outlined above, I think the city's current policy of analyzing the redevelopment potential of underutilized city-owned real estate is an entirely rationale and reasonable approach.

- Finally, I also commend the committee for the process they have established to pursue this policy. Most importantly, the RFP is non-binding. Additionally, it is open to anyone to respond. The end result is a public, low-risk, low-cost process to solicit ideas from the development community. If the city does not receive any viable responses, it can choose to stop this program at any time. If there is a compelling proposal, the city has enormous flexibility to lay the ground rules going forward—including how the developer will work with all stakeholders to achieve a mutually beneficial outcome.

Again, I find this to be an appropriate way for the city to implement its current policy in an attempt to solve some of the housing challenges that we all face.

**From:** brett plymale <brettplymale@hotmail.com>  
**To:** "mpd@portlandmaine.gov" <mpd@portlandmaine.gov>  
**Date:** 9/24/2014 12:34 PM  
**Subject:** 157 Brackett St development

Hi Mary,

As you may remember I am the owner of 165 Brackett and worked with the City of Portland to rehabilitate the property back in 2000-2001. Over the years I've seen the property on Joy Place fall completely into ruin and the owners seem uninterested in doing anything about it- which, I guess is their right as property owners.

I'm excited by the prospect of someone taking a new look at the property and trying to find a better way to utilize its potential.

I met with Todd Alexander to go over his initial thoughts and plans, and of course to understand how they could effect my property.

Keeping an open mind, it seems like an intriguing idea to swap the current residential area with the current parking area and perhaps creating a more aesthetic street scene.

That being said, the number of units seems a bit too ambitious.

Brett Plymale

Sent from my iPhone

**From:** Andrew Calise <andrewcalise@gmail.com>  
**To:** <mpd@portlandmaine.gov>  
**Date:** 9/22/2014 2:38 PM  
**Subject:** 157 Brackett

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Mary--

As a resident of Brackett Street, I don't see the harm in soliciting NON-BINDING proposals for development of this lot.

While I do believe the concerns regarding eliminating parking in the neighborhood are valid, this is solved by including a "parking preservation provision" within the RFP, which seems to already be in place in the draft RFP.

It may be within the city's long term interest to take advantage of the favorable real estate development climate today to generate a few good ideas for the site. I think it would be interesting to hear what some of the possibilities might be.

Thank you

Andrew Calise, 246 Brackett

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Andrew Calise  
(207) 939 8974  
[andrewcalise@gmail.com](mailto:andrewcalise@gmail.com)

Portland, Maine



Yes. Life's good here.

Mary Davis

Division Director, Housing &amp; Community Development Division

**TO:** Councilor Donoghue, Chair  
Members of the Housing and Community Development Committee

**FROM:** Mary Davis, Division Director  
Housing and Community Development Division

**DATE:** September 19, 2014

**SUBJECT:** Review and Recommendation to Proceed with a RFP for the Sale and Development of 157 Brackett Street

## SUMMARY

Over the last several years, it has been a goal of the City Council and the Housing and Community Development Committee to increase the availability of housing in the City of Portland. The use of city sites for residential development has been one of the tools suggested to meet this goal.

## COMMITTEE GOAL/COUNCIL GOAL ADDRESS

Promote Housing Availability – Provide increased availability in all segments of the housing market while ensuring that there is a suitable balance of housing opportunities among those sectors. Objective: Complete assessment of and, as appropriate, begin to offer city owned property to construct affordable housing.

## FINANCIAL IMPACT

This site has an approximate assessed value of \$126,300.

## STAFF ANALYSIS AND RECOMMENDATION

Staff is seeking direction and feed-back from the Housing and Community Development Committee as to future action on a city-owned site located at 157 Brackett Street.

This parking lot is currently used as employee and visitor parking for Reiche School, parking for customers of area businesses and off-street and snow-ban parking for the neighborhood. There has been public opposition to development of this site because of the loss of parking.

Housing and Community Development staff is seeking a recommendation from the Committee that the City proceed with an RFP process to solicit interest in this site for



Mary Davis

Division Director, Housing &amp; Community Development Division

residential development. Staff is also seeking Committee approval of the RFP with discretion to staff to make minor edits. Staff recommends that the RFP include a condition that any redevelopment of the site must provide adequate replacement parking.

**ATTACHMENTS**

Draft of proposed RFP

Site Map

Public Comments



**City of Portland  
Request for Proposals  
For the Sale and Development of Property  
Located at  
157 Brackett Street**

**RFP # XXXX**

**Notice and Specifications**

Sealed proposals for furnishing the City of Portland with the Development of Affordable Housing, as specified herein, will be received by the Purchasing Office, Room 103, City Hall, 389 Congress Street, Portland, Maine 04101, until XXXday, XXXX, 2014 at 3:00 p.m. at which time they will be publicly opened. Proposals shall be submitted with the attached forms, and returned in sealed envelopes plainly marked on the outside **“SALE AND DEVELOPMENT OF 157 BRACKETT STREET.”** Proposals that are late and/or submitted via fax or electronic communication will not be accepted. All proposals shall be held open to acceptance for sixty days from opening.

All questions must be submitted in writing to the Purchasing Office. These may be mailed; hand delivered, faxed to (207) 874-8652 or e-mailed to [mff@portlandmaine.gov](mailto:mff@portlandmaine.gov) and be received no later than five (5) business days prior to the opening date. Questions received after this time will not be addressed. Any interpretation, correction, or change of this document will be made only by written addenda. Changes in any other manner will not be binding on the City of Portland.

The disposal of this real estate shall be on the basis of a negotiated proposal, with the City of Portland reserving the right to refuse any or all proposals. *All proposers are advised that the property will be sold “as-is” and “where-is”, in its existing condition, with no warranties either expressed or implied.* The City disclaims any and all responsibility for injury to proposers, their agents or others while examining the property or at any other time.

Proposals from vendors not registered with the Purchasing Office may be rejected; receipt of this document directly from the City of Portland indicates registration. Should a vendor receive this Request from a source other than the City of Portland, please contact (207) 874-8654 to ensure that your firm is listed as a vendor for this RFP.

## **GENERAL INFORMATION**

The City of Portland, Maine seeks proposals from qualified developers for the purchase and development of the property located at 157 Brackett Street (hereafter, “the lot”). The site is designated on the City of Portland Tax Assessor’s Map as Map 045, Block E, Lot 031.

### **Summary of Request**

The City of Portland is committed to provide a balance of housing opportunities and has set a goal to evaluate the use of city-owned property to construct affordable housing. As one step in accomplishing this goal, the City of Portland will accept proposals for the development of affordable housing on the lot located at 157 Brackett Street, Portland, Maine (Map 045, Block E, Lot 031).

The City of Portland’s Division of Housing and Community Development uses the RFP process to ensure that public resources are utilized for maximum public benefit while accomplishing specific objectives and providing fair access to all applicants.

### **General Guidelines**

Development shall provide affordable rental or home ownership units. Note that “affordability” is defined by the standards outlined in Division 30 Section 14-485 of the City’s Land Use Code.

Mixed income projects serving households that are very low, low to moderate, and middle income are eligible. Projects with mixed unit types including efficiencies, one, two and three or four bedroom units are also eligible. The minimum term of affordability is 90 years, to be secured by a land use restriction covenant in the deed.

The proposed use of funds, leveraging of other public and private resources, terms of affordability, design compatibility, readiness, financial feasibility, development experience, management capacity, and unit mix are among the scoring factors to be used in the review process.

This RFP outlines the scoring factors which will be used by the City of Portland to evaluate the proposals.

### **I. Background**

The site at 157 Brackett Street contains approximately 8,460 square feet. It is located on near Reiche School, on the southwest end of the Portland peninsula, in a neighborhood which is largely defined by 19<sup>th</sup> and early 20<sup>th</sup> century buildings. The site is zoned B-1.

### **II. Goals for This RFP**

The goal for the sale and development of the property at 157 Brackett Street is to promote the development of affordable housing with a high standard of quality, design, and livability. Proposals should not require a contract or conditional zone (although other rezoning consistent with the City’s Comprehensive Plan may be considered). Design principles should promote efficient use of land to

create infill development that reflects and respects the existing pattern, streetscape, density, scale, massing, exterior materials and design elements that are reflective of the surrounding traditional neighborhood. Heights shall be less than or equal to the surrounding buildings and should minimize the impact of shadows on the adjacent public playground. They should also incorporate high standards of energy efficiency and “green” design criteria.

It is required that all proposals include a plan to provide adequate replacement parking to meet the existing need.

## **SCOPE OF SERVICES**

### **General Specifications**

All proposals submitted for this funding must meet the following selection criteria to be considered further in the review process.

#### **A. Eligible Projects**

- 1) Projects must create affordable rental or ownership housing units.
- 2) Projects receiving funding through this RFP must include a written occupancy policy that prohibits smoking in the units and the interior common areas of the project in addition to including a non-smoking clause in the lease for every household and making educational materials on tobacco treatment programs available to residents through the resident service coordinator, occupancy specialist, or property manager, such as the phone number for the statewide Maine Tobacco HelpLine.

#### **B. Site Information and Criteria**

- 1) Purchase Price: Proposals under this RFP must include a proposed purchase price for the property.
- 2) Local Approvals: Local land use approval is not required prior to submittal of the proposal.
- 3) The applicant must submit an analysis of the project in relation to local land use regulations and site feasibility.
- 4) Proposals must not require a contract or conditional zone (although other rezoning consistent with the City’s Comprehensive Plan may be considered).
- 5) Proposals must include a plan to provide adequate replacement parking to meet the existing need.

**C. Financial Feasibility**

- 1) Financial Projections: Financial proposals must be developed in accordance with the underwriting guidelines of the primary funding source, including adequate cash flow and debt coverage ratio.

**D. Market Demand**

Proposers must provide an analysis and discussion of market demand justifying the need for the proposed project.

**E. Applicant Capacity**

All applicants must demonstrate capacity to develop, own and manage the proposed project. In the case of a proposal for home ownership housing, applicants must demonstrate capacity to market the units for the sale. All proposals must provide evidence of a development team with the capacity to successfully complete the project including;

- 1) Key staff members assigned to the project with the abilities and experience to successfully complete the project within the proposed timeframe.
- 2) An architect, general contractor and professionals on the team with the experience and capacity to complete the project.
- 3) A management team with qualified personnel and the capacity and experience to operate, manage and maintain the affordable rental property of size and mix of the proposed project and/or effectively market affordable home ownership housing.
- 4) Qualified staff with the capacity to perform ongoing property ownership requirements such as budgeting, tax accounting and oversight of management and maintenance.
- 5) A portfolio of current affordable housing projects that are financially sound and meeting their established goals.
- 6) Support Services: Proposals containing rental units targeted to special needs populations must include commitments for support services to be provided to the residents.

**F. Term of Affordability**

Term of affordability shall be defined by the standards outlined in Division 30 Section 14-485 of the City's Land Use Code.

**G. Design Compatibility**

Projects must be designed to contribute to the character of the neighborhood and adhere to the following guidelines.

- 1) **Connect the Neighborhood** The development should not be an island unto itself, but rather blend into and enhance the surrounding community.

## 2) **Design Considerations**

- a. **High Quality Design** Excellence in architectural and landscape design is expected.
- b. **Traditional Design** Design shall be reflective of the surrounding traditional neighborhood and should create infill development that reflects and respects the existing pattern, streetscape, density, scale, massing, exterior materials and design elements of the neighborhood. Buildings should orient to the street.
- c. **Green Design** The site and buildings shall be designed to meet the City's Green Building Code.
- d. **Streetscape** The development shall enhance the pedestrian experience and the public realm. Alternative transportation modes shall be accommodated and incorporated in the project.
- e. **Height** Heights shall be less than or equal to the average of structures in a 2 block radius.
- f. **Permeability** Design shall be permeable or porous. View corridors are encouraged. If the existing building is removed, Beckett Street shall be re-connected to its full width as a public, non-motorized right of way (a paved street is not desired). If the existing building remains, a public walkway shall be provided along the north-south axis of the site. Year round accessibility is required.
- g. **Heterogeneity** Design of the buildings on the site shall be heterogeneous, not homogenous.
- h. **Accessibility** Universal Design principles shall be incorporated wherever feasible, to ensure that the design is physically accessible to the greatest range of users.

## H. **Timeframe**

The applicant must describe projected dates by which commitments will be obtained; the closing will take place, construction start-up, substantial completion, final completion and occupancy. Timeframes must be realistic and achievable. All funded projects must be able to start construction within 12 months of notice of award.

## **PROPOSAL REQUIREMENTS**

Complete responses to this RFP, should include eight (8) complete copies of each proposal including one original bearing the hand written signature of an officer or employee having authority to bind the organization and the following, in the order outlined below.

***Note: All respondents should investigate legal and zoning requirements for proposed projects prior to submission of proposal.***

### i. **Project Summary**

A brief description of the project, no longer than two pages, to include the number and type of units, tenants or owners to be served, special features, the impact on the neighborhood and other ways the proposal meets the selection criteria and preference guidelines.

Photographs and maps of the site and area are required.

**ii. All Proposals Must Provide The Following:**

- 1) Proposals must include a purchase price for the property.
- 2) Conceptual architectural and site plans
- 3) A project schedule showing critical path events and their timeframe for completion;
- 4) Map showing location of site
- 5) Corporation/partnership articles and by-laws
- 6) Most recent audit or federal tax returns for the last three years, and financial statements for the last two years
- 7) A brief development team summary, including:
  - The type of organization/ownership structure
  - The names of Board of Directors, Corporate Officers, or Owners, as appropriate
  - Name, title and relevant experience of individuals involved in managing the business entity and this proposed project. A copy of the 501(3)(c) exemption certification
  - Brief description of similar projects completed
  - A list of all projects currently in development with status and projected timeframe
- 8) A sources and uses funding statement
- 9) Preliminary operating budget identifying rents and expenses for the first year
- 10) A 15-year operating pro forma for the project
- 11) Evidence of financial commitments, or explanation of the ability and timing to secure those commitments. A statement describing the applicant's capacity for and experience in raising the type of capital needed to finance projects of this size and type.
- 12) Projects serving special needs populations must provide evidence of commitments of support services, and a description of the service provider and funding cycle for those services.
- 13) Applicant must include a management plan for the long-term management of the project including manager's experience and capacity.

- 14) Applicant must include a marketing plan for the sale of home ownership units.
- 15) An analysis and discussion of market demand justifying the need for the proposed project.

## SELECTION PROCESS

Selection criteria will be used in reviewing and scoring the proposals.

### I. Point System for Evaluating and Scoring Proposals (Maximum Points 100)

1. Proposed use of resources to achieve the City of Portland's goals and address demonstrated need. **25 points**

Maximum points will be awarded for those proposals that demonstrate sufficient market demand, create housing options which promote economic diversity in the neighborhood in which the development is located, and include a policy prohibiting smoking.

2. Financial feasibility, including cost, development budget, operating pro forma and the provision of secured and leverage funds. **25 points**

Maximum points will be awarded for those proposals that include a complete set of financial documents to support the financing request, contain a realistic set of sources and uses development budgets and a pro forma operating budget, include sufficient reserves for operations and maintenance, including pre-funded reserves, and long-term financial sustainability of the project is highly likely.

3. Applicant's ability to complete project, including development team, experience, capacity, project readiness and timeframe for completion. **20 points**

Maximum points will be awarded for those proposals that demonstrate a development team with a successful track record in projects of similar size, scale, type and complexity to the proposed project and capacity to fulfill their responsibilities and the readiness of the project to proceed.

4. Impact on surrounding neighborhood, including design compatibility and environmental issues. **30 points**

Maximum points will be awarded for those proposals where site selection is appropriate for use, the design is consistent with neighborhood design characteristics, amenities and unit design are well thought out and appropriate, and meet the requirements of the City of Portland's Green Building Code.

### II. RFP Evaluation and Selection Process and Timeframe

Proposals will be reviewed by an evaluation team that will include City of Portland staff. The following process will be used:

- 1) Upon closing of the RFP application period, all proposals will be reviewed for completeness.
- 2) Complete proposals will be reviewed under the scoring factors in order to recommend the most qualified proposals based on the information submitted. The proposal review team may confer with the applicants and/or third parties to clarify or verify information and request additional information.
- 3) Recommendations, along with all proposals and scoring information, will be forwarded to the City Council's Housing and Community Development Committee for review and approval. Their recommendations will be forwarded to the City Council for final review and approval. Public presentations may be required.
- 4) Applicants will be kept informed throughout the review process, specifically in regard to recommendations and funding levels.
- 5) The evaluation and review process should be substantially complete by XXXXXX, 2014. Applicants will be notified of their proposal status as soon as possible.
- 6) Based on City Council approval, a purchase and sale agreement will be negotiated (see legal requirements) and as appropriate, successful applicants will receive a letter of funds reservation. A letter of funds reservation is not a commitment letter but an agreement to set aside budgeted funds for up to six months, to allow the project sponsor to proceed with securing other commitments.

## **INSTRUCTIONS AND OTHER INFORMATION**

- A. The City of Portland reserves the right, at its sole discretion, to award all, a portion, or none of the available funding from this RFP, as well as reject any and all proposals for city funding, based on the quality and merits of the proposals received, or when it is determined to be in the public interest to do so. Furthermore, the City of Portland may extend deadlines and timeframes, as needed.
- B. Confidentiality: Proposals received by the City of Portland shall become a matter of public record subject to public inspection, except to the extent, which an applicant designates in writing, proprietary data to be confidential and submits that data under separate cover, such information may be held from public inspection, as provided in Maine law: 5 MRSA Sections 13119-A and 13119-B
- C. Compliance with Federal Law: The selected applicant will be required to certify that the development and management of the proposed housing will be in compliance with all applicable laws, executive orders, OMB Circulars and federal regulations, including but not limited to: Fair

Housing Act, Equal Opportunity and Non-discrimination, National Environmental Policy Act (NEPA), the Uniform Relocation Assistance and Real Property Acquisition Policies Act, the Davis-Bacon Act, the Lead Based Paint Poisoning Prevention Act, Flood Disaster Protection Act, Conflict of Interest, Contractor Debarment and Cost Principles.

## **LEGAL REQUIREMENTS**

The selected developer will be required to provide a performance guaranty in the form of a letter of credit or a performance bond, the performance of the developer's obligations outlined in this Request for Proposal and subsequent contract to be negotiated with the City. This performance guaranty is separate from any performance guaranty that will be required as a result of the City's site plan review process.

The City shall convey the described real estate by quitclaim deed to the developer, or where the City has obtained a warranty deed for the real estate, it shall provide a warranty deed for the same to the developer. Any deed from the City will contain a restriction in the deed that the property must meet the permanent affordability requirements as described in this Request for Proposals.

In the event the City makes a financial contribution to a developer and to secure the developer's obligations, the City shall have a security interest in the form of a mortgage in the real estate to be developed. The terms of the mortgage shall be negotiated with the developer at the time of the commitment of funds.

## **EQUAL EMPLOYMENT OPPORTUNITIES**

Vendor shall comply fully with the Nondiscrimination and Equal Opportunity Provisions of the Workforce Investment Act of 1998, as amended (WIA, 29 CFR part 37); the Nontraditional Employment for Women Act of 1991; title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR part 37.

## **Reservation of Rights**

The City of Portland reserve the right, at its sole discretion, to award all, a portion, or none of the available funding from this RFP, as well as reject any and all proposals based on the quality and merits of the proposals received, or when it is determined to be in the public interest to do so. Furthermore, the City of Portland may extend deadlines and timeframes, as needed.

The City of Portland reserves the right to substantiate any proposers' qualifications, capability to perform, availability, past performance records and to verify that the bidder is current in its financial obligations to the City of Portland.

All materials and equipment used as well as all methods of installation shall comply at a minimum with any and all Federal, OSHA, State and/or local codes, including applicable municipal ordinances and regulations.

The successful bidder shall agree to defend, indemnify and save the City of Portland harmless from all losses, costs or damages caused by its acts or those of its agents, and, before signing the contract, will produce evidence satisfactory to the City of Portland's Corporation Counsel of coverage for General Public and Automobile Liability insurance in amounts not less than \$400,000 per person, for bodily injury, death and property damage, protecting the contractor and the City of Portland, and naming the City of Portland as an additional insured from such claims, and shall also procure Workers' Compensation insurance.

Pursuant to City of Portland procurement policy and ordinance, the City of Portland is unable to contract with businesses or individuals who are delinquent in their financial obligations to the City of Portland. These obligations may include but are not limited to real estate and personal property taxes and sewer user fees. Bidders who are delinquent in their financial obligations to the City of Portland must do one of the following: bring the obligation current, negotiate a payment plan with the City of Portland's Treasury office, or agree to an offset which shall be established by the contract which shall be issued to the successful bidder.

The City of Portland, Maine, reserves the right to waive any informalities in proposals, to accept any proposal or portion thereof, and, to reject any and all proposals, should it be in the best in the best interest of the City of Portland to do so.

It is the custom of the City of Portland, Maine to pay its bills 30 days following equipment delivery and acceptance, and following the receipt of correct invoices for all items covered by the purchase order. In submitting bids under these specifications, bidders should take into account all discounts, both trade and time allowed in accordance with this payment policy and quote a net price. The City of Portland is exempt from the State's sales and use tax as well as all Federal excise taxes.

XXXXX, 2014

Matthew F. Fitzgerald  
Purchasing Manager

**PROPOSAL****\*THIS PAGE MUST BE INCLUDED\***

The UNDERSIGNED hereby declares that he/she or they are the only person(s), firm or corporation interested in this proposal as principal, that 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 invitation for bids, and that their 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 that may be derived there from, 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 of Portland employee who would be paid to perform services under this proposal. An example of indirect interest would be a City of Portland 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 \_\_\_\_\_  
If Applicable

COMPANY NAME: \_\_\_\_\_  
(Individual, Partnership, Corporation, Joint Venture)

AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Officer, Authorized Individual or Owner)

PRINT NAME & TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ FEDERAL TAX ID NUMBER: \_\_\_\_\_

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 proposal package.



X = CITY PROPERTY AT 157 BRACKETT ST 045-E-031

This page contains a detailed description of the Parcel ID you selected. Press the **New Search** button at the bottom of the screen to submit a new query.

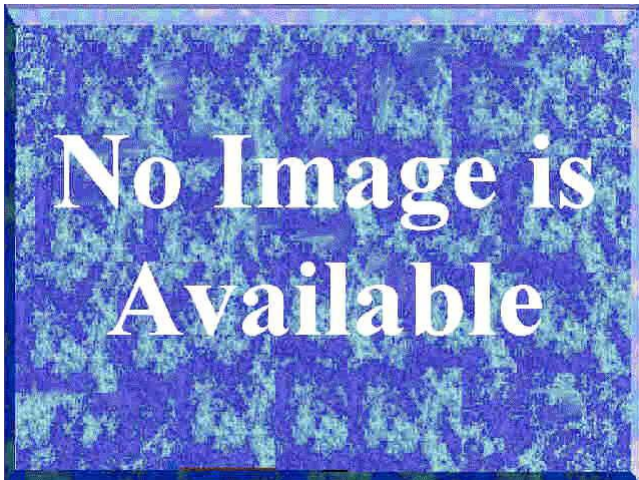
### Current Owner Information:

|                                                       |                                                          |
|-------------------------------------------------------|----------------------------------------------------------|
| <b>CBL</b>                                            | 045 E031001                                              |
| <b>Land Use Type</b>                                  | GOVERNMENTAL                                             |
| <b>Verify legal use with<br/>Inspections Division</b> |                                                          |
| <b>Property Location</b>                              | 157 BRACKETT ST                                          |
| <b>Owner Information</b>                              | CITY OF PORTLAND<br>389 CONGRESS ST<br>PORTLAND ME 04101 |
| <b>Book and Page</b>                                  |                                                          |
| <b>Legal Description</b>                              | 45-E-31<br>BRACKETT ST<br>157-161 8460 SQ FT             |
| <b>Acres</b>                                          | 0.1942                                                   |

### Current Assessed Valuation:

|                                  |                |                                         |
|----------------------------------|----------------|-----------------------------------------|
| <b>TAX ACCT NO.</b>              | 7014           | <b>OWNER OF RECORD AS OF APRIL 2013</b> |
| <b>LAND VALUE</b>                | \$126,300.00   | CITY OF PORTLAND                        |
| <b>BUILDING VALUE</b>            | \$0.00         | 389 CONGRESS ST                         |
| <b>PORTLAND, CITY OF</b>         | (\$126,300.00) | PORTLAND ME 04101                       |
| <b>NET TAXABLE - REAL ESTATE</b> | \$0.00         |                                         |
| <b>TAX AMOUNT</b>                | \$0.00         |                                         |

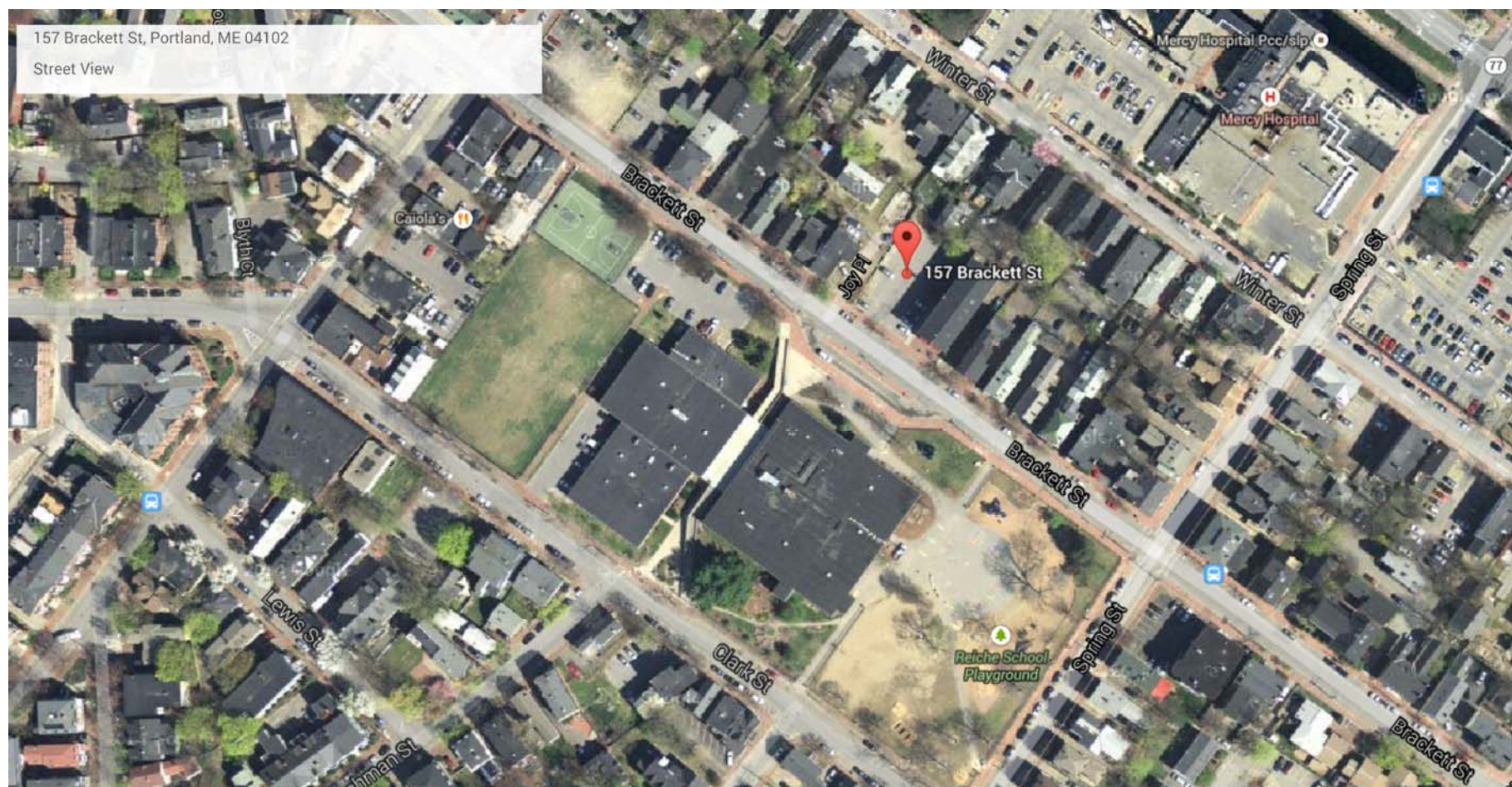
Any information concerning tax payments should be directed to the Treasury office at 874-8490 or [e-mailed](#).



[View Map](#)

[View Map](#)

**New Search!**



Imagery ©2014 DigitalGlobe, Maine GeoLibrary, U.S. Geological Survey, Map data ©2014 Google 100 ft

**From:** Mary Ann Foley  
**To:** mpd@portlandmaine.gov  
**Date:** 9/15/2014 2:44 PM  
**Subject:** Parking lot on Brackett St.

Dear Ms. Davis,

I am very concerned about the proposal to sell the parking lot next to Fresh Approach. I am a teacher at Reiche School who uses this parking lot on a regular basis. This parking lot is needed by our staff. There are 60 people who come to Reiche on a daily basis. This lot accomodates many who work here. There are not enough spots in the other lots for all of us to use. There is very limited on street parking. Where will we park if this lot is sold? Please keep these thoughts in mind while you discuss this issue. Thank you.

Sincerely,  
Mary Ann Foley

(9/17/2014) Mary Davis - Reiche parking lot?

Page 1

**From:** Kristen Fox  
**To:** mpd@portlandmaine.gov  
**Date:** 9/16/2014 11:31 PM  
**Subject:** Reiche parking lot?

Dear Marie-

If this parking lot is sold, where will Reiche staff park? Whose responsibility is it to provide parking for school employees?

Kristen Fox, Reiche 3rd grade teacher

## Mary Davis - Parking lot at 157 Brackett

**From:** Mat Holmes <mat.holmes@gmail.com>  
**To:** <mpd@portlandmaine.gov>  
**Date:** 9/12/2014 11:31 AM  
**Subject:** Parking lot at 157 Brackett  
**CC:** hazel holmes <hazelbholmes@gmail.com>

Hi Mary,  
I received notice that the city is considering developing the parking lot at 157 Brackett St. I am a neighbor who owns 167 Brackett St. I am opposed to the city selling this parking lot. It is heavily used by teachers and families at the Reiche school. The traffic at pickup time is already dangerous and reducing parking spots there will lead to an increase in accidents, like the child that was hit by a car on Brackett after school 2 years ago. Also with the huge development at the corner of Pine and Brackett, the neighborhood has lost many parking spaces and will gain many inhabitants and visitors. The street parking is already under strain from out-of-towners visiting the many restaurants and bars around Longfellow Square. Don't develop our neighborhood parking lot.

Thanks.  
Mat and Hazel Holmes  
167 Brackett St

## Mary Davis - Re: Housing and Community Development Committee - 157 Brackett St.

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**From:** Mary Davis  
**To:** Rosanne Graef  
**Date:** 9/11/2014 10:08 AM  
**Subject:** Re: Housing and Community Development Committee --157 Brackett St.  
**CC:** Christine Keegan; Christine McHale; Clifford Tremblay; Ian Jacob; Je...

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Ms. Graef,

I touched base with Lori Paulette in the Economic Development Department, particularly with regard to the 8/27/2014 HCDC meeting when this was first discussed. She indicated that she emailed the interested party list for 8/27 HCDC meeting on 8/22/2014 at 2:26. There were 87 bcc notifications sent, and this included [wendneighborhood@yahoo.com](mailto:wendneighborhood@yahoo.com). If you could check to see that this email was received, that would be good to know.

Additionally, using the public notice process utilized by the planning board, notices of the upcoming 9/24 Housing and Community Development Committee meeting were sent to neighbors of the property on Monday 9/8.

Mary P. Davis, Div. Director  
Housing & Community Development Division  
Planning & Urban Development Department  
City of Portland  
389 Congress Street Room 312  
Portland ME 04101  
(207)874-8711  
(207) 874-8949 FAX  
[mpd@portlandmaine.gov](mailto:mpd@portlandmaine.gov)  
[www.portlandmaine.gov](http://www.portlandmaine.gov)

>>> Rosanne Graef <[rgraef@zwi.net](mailto:rgraef@zwi.net)> 9/11/2014 8:06 AM >>>  
Ms. Davis -

It sure would have been nice to know about this! The West End Neighborhood Association(WENA) met last night and this morning's note from Chris Keegan is the first we've heard about this proposal. Please ensure that [wendneighborhood@yahoo.com](mailto:wendneighborhood@yahoo.com) is included on any future proposals the City is considering for this neighborhood.

Sincerely,

Rosanne Graef  
President, WENA

On Sep 11, 2014, at 6:09 AM, Christine Keegan wrote:

The city is discussion selling the parking lot next to Fresh Approach to a developer.  
As you know, parking is a significant issue in the neighborhood.  
Below is some information for you. Mary Davis will forward remarks to the committee.  
Their next meeting is 9/24.

>>> Mary Davis 09/10/14 2:46 PM >>>

Chris: I wanted to share the following notice that went out to the neighborhood earlier this week. If you have any information you would like me to share with the committee, please send it to me prior to

Mary Davis - 157 Brackett St.

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**From:** joanna frankel <jojofrankel@yahoo.com>  
**To:** "mpd@portlandmaine.gov" <mpd@portlandmaine.gov>  
**Date:** 9/17/2014 8:40 PM  
**Subject:** 157 Brackett St.

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i

Dear members of the Housing and Community Development Committee,  
I write to you as a parent of a kindergarten student at Reiche Community School, and as a resident of the West End neighborhood of Portland. I am concerned about the possible development of 157 Brackett St. for a number of reasons. My main concerns stem from the proximity of this parcel to the main entrance of Reiche, a location already busy with cars, school buses, and children on foot and bicycle. It is an area that needs to be preserved for the sake of safety for the children, families, and staff of Reiche School. In addition, there is already considerable development happening on that block, and I fear that added building will only further increase the congestion of the street and cause additional safety, as well as parking, concerns.

I hope that you will take my concerns, as well as those of other members of the Reiche community, into consideration when passing judgment on the future of Brackett St.

Sincerely,

Joanna Frankel  
148 Spring St.  
Portland, ME

**Mary Davis - Concerns regarding RFP for the sale and development of the city-owned parking lot at 157 Brackett St.**

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**From:** Jeanne Swanton <jmswanton@gmail.com>  
**To:** <mpd@portlandmaine.gov>  
**Date:** 9/19/2014 3:33 AM  
**Subject:** Concerns regarding RFP for the sale and development of the city-owned parking lot at 157 Brackett St.

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Ms. Davis,

I am a West End homeowner and parent of two Reiche students. I have great concern about the sale and development of 157 Brackett St. My main concern is the safety of our neighborhood school children with the increased traffic around a poorly designed building.

The location of the property, 157 Brackett, is adjacent to Fresh Approach market, and directly across the street from Reiche Community School and Community Center. Reiche Community School serves over 360 elementary students, ages 5 through 11. The main entrance of the school/community center is poorly designed such that the bus lane is directly in front of the school doors. Pedestrians are not to walk in the bus lane but are directed (via painted crosswalk which has since worn away) to walk west up Brackett to cross the street. This is not followed by most because the directed path is out of the way from the parking lot and the convenience store (that serves inexpensive ice cream and snacks making it a popular place among the school children). In 2013, Portland Schools recognized the problematic entrance and proposed changes to the School's front entrance and bus path, however, the bond for the changes was not put on the ballot per City Council Finance Committee decision.

Brackett Street is a very busy street, both with pedestrians and cars. In February of 2012, a Reiche parent studied traffic and pedestrian numbers on both sides of the Reiche Community School Building. The following data were collected between 8:15 and 9 am in the morning (45 minute span of time!) :

CLARK STREET: 87 Cars - 54 Pedestrians crossing the street

BRACKETT STREET: 195 Cars - 82 Pedestrians crossing the street

With Brackett, there is ALOT going on in the morning and afternoon: there a lot of cars and pedestrians, business deliveries for Fresh Approach at drop off time, back-ups due to the tight bus turn around and many frustrated drivers making turns on one of the 13 driveways across the street from our school. But it is not only in the morning and afternoon, with Brackett St serving as the connector between Maine Med and Mercy, there is always foot and car traffic.

This said, the problem is even going to get WORSE with the new apartment building already under construction on the corner of Pine and Brackett. That building will have businesses and 39 apartments. More traffic!!

I understand that an interested party would like to purchase both the parking lot and the adjacent residential lot to make more available housing. Development of these properties would only increase the traffic and bottlenecks already experienced at Reiche. Most distressing, however, is that development across the street from our elementary school puts our children at risk. Bus transportation is not offered to students in grades 3-5 so a great number of pedestrians are children. Additionally, many families choose to walk instead of drive (parking is not easy to find). Reiche School design makes crossing the difficult and riskier than it should. Development is already in process at the corner surely to result in increasing traffic. Additional development directly across the street is unsound.

Sincerely,  
Jeanne Swanton  
69 Thomas Street  
Portland, ME 04102  
207-809-9879

## Mary Davis - Concern re: the possible sale of parking-lot at 157 Brackett Street

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**From:** Leslie Pohl <leslienpohl@gmail.com>  
**To:** <mpd@portlandmaine.gov>  
**Date:** 9/19/2014 12:32 PM  
**Subject:** Concern re: the possible sale of parking-lot at 157 Brackett Street  
**CC:** Bob Fiske <bob@jetpig.com>

---

Ms. Mary Davis  
Housing & Community Development Office  
City Hall Room 312

Portland, Maine

Dear Ms. Davis

As residents of Portland's West End, my husband and I are writing to express our concern about the possible sale of the city-owned parking lot at 157 Brackett Street.

The Parking area by Fresh Approach Market on Brackett Street (across from Reiche School) is one of a very few spots in the West End that has not been buttoned down and treated like Private or controlled Property. We feel that such spaces are of great importance to the community, in order to have just a little elbow-room in which to live. In this case, the parking lot allows Reiche Employees and the many Families who are involved with the school to be able to come and go without the considerable added stress of finding street parking and then managing little ones around traffic and longer distances to reach the school entrance.

This lot has also become a community Common Ground for the neighborhood as the Annual Halloween Parade's staging and warm-up area.

It is really essential that the city recognize the value of having these spaces that 'the people' own and can use in unstructured ways. As with the issues around Congress Square Park, we might need to rethink how spaces are set up, or how to improve their usage, but the urge to cash in these rare, valuable locations is one we really have to steer away from.

In closing, we want to go on record as strongly opposing the sale of this parking lot for development.

Sincerely,

Leslie Pohl & Bob Fiske  
263 York Street  
Parents of a former Reiche Student



## Housing & Community Development Committee

### Minutes of August 27, 2014 Meeting

A meeting of the Portland City Council's Housing and Community Development Committee (HCDC) was held on Wednesday, August 27, 2014 at 5:30 p.m. in Room 209 on the second floor of Portland City Hall. Present from the HCDC was its Chair Councilor Kevin Donoghue, and members Councilors John Coyne, Jon Hinck, and Nicholas Mavodones. City staff present included Housing & Community Development Division Director Mary Davis, Associate Corporation Counsel Michael Goldman, Senior Planner Christine Grimando, Planning and Urban Development Director Jeff Levine, Island/Neighborhood Services Administrator Mike Murray, Senior Executive Assistant Lori Paulette, and Corporation Counsel Danielle West-Chuhta.

**Item 1: Review and accept Minutes from previous meeting held on August 13, 2014.**

On motion made and seconded, the Committee voted unanimously to accept the minutes with an amendment on p. 1, Item #1, to delete the date of August 13, 2014, and change it to June 25, 2014.

**Item 2: Review and recommendation to staff to move forward with disposition process for tax-acquired property at 16 Fisherman's Cove, Cliff Island. Note: Pursuant to 1 M.R.S.A. 405(6)(C), the Committee may go into executive session.**

Mr. Murray introduced this update to the Committee, noting that the draft RFP now takes into consideration feedback received at the most recent Committee meeting, both from the public and Committee members. The update reflects the weighted criteria section, wherein now the maximum points are suggested at:

|    |                                                                    |                 |
|----|--------------------------------------------------------------------|-----------------|
| A. | Fuel Station Kept in Operation                                     | 50 Points       |
| B. | Year Round Affordable Island Housing                               | 30 Points       |
| C. | Total price offered for property                                   | 20 Points       |
| D. | Donation of Land for Public Services (1 to 2 acres buildable Land) | 10 Bonus Points |

Mr. Murray said that, conceivably, a proposal could score 110 points if all four items get these highest points.

Mr. Murray then indicated that Corporation Counsel would be able to address Councilor Hinck's question regarding environmental liability for the City in executive session.

The Committee consensus concurred to go into executive session at this time.

On motion made and seconded, the Committee voted unanimously at approximately 5:40 p.m. to go into executive session pursuant to 1 M.R.S.A. 405(6)(C) and (E) to consult with the City's attorney regarding disposition of property, where premature public disclosure may prejudice the competitive bargaining position of the City. At approximately 5:55 p.m., the Committee came out of executive session.

Councilor Donoghue asked Mr. Murray about the review committee, and perhaps a Cliff Island resident being on it. Mr. Murray noted that staff discussed this and it may be difficult to identify a resident who would be unbiased. Therefore, staff has suggested in the alternative that Bill Needelman, the City's Waterfront Coordinator and who is also an island resident on Casco Bay (not Cliff Island), be on the review committee.

Councilor Donoghue then opened the meeting for public comment.

Roger Berle, Cliff Island Resident and officer on Sustainable Cliff Island (SCI), said that SCI is a non-profit organization with a mission to sustain Cliff Island by fostering year-round housing and economic development. This property fits in with that mission and was one of the reasons/impetus why SCI was formed. SCI is a good candidate to be a proposer, and also noted

that the State's "Land for Maine's Future" program may also be a component of their proposal, which targets, for one, rehabilitation of working waterfronts for fishermen.

Chair Donoghue, noting no further public comment, closed public comment.

Councilor Mavodones said that he appreciated staff re-working the weighted criteria, noting it does reflect the feedback from the last meeting. He also noted that an email suggested that there be robust notification/advertisement of this RFP to spur a lot of interest and proposals. Regarding Bill Needelman on the review team, Councilor Mavodones said that Mr. Needelman would offer a good perspective.

Chair Donoghue asked about the wharf/dock/boat launch, and Mr. Murray said that rehabilitation of the wharf/dock/boat launch would be considered as part of the Fuel Station points where there is a maximum of 50 points.

There being no further discussion, a motion was made and seconded for staff to advertise the RFP in substantially the form as presented.

Ms. West-Chuhta requested an amendment to the main motion that the draft Purchase and Sale Agreement, as an attachment to the RFP, be amended to include a release of indemnity to be exercised as part of the sale process.

On motion made, seconded, and passed unanimously, the Committee amended the main motion as indicated by Ms. West-Chuhta. Chair Donoghue then asked for a vote on the main motion and it passed unanimously.

**Item #3: Review and recommendation to City Council of proposed Housing Trust Fund Annual Plan.**

Ms. Davis said that the source of funds for the Housing Trust Fund (HTF) have been primarily the result of the Housing Replacement Ordinance. This HTF Annual Plan will be the

first adopted by the City Council, and it is fashioned to be a part of annual budget process. The Plan identifies the balance of the Fund as of August 21, 2014 at \$652,801, and identifies how funds should be distributed. For FY15, the staff recommendation is that the funds be focused on opportunities where other City funding sources do not work or are not effective, i.e., projects to create workforce housing targeted to households earning 80% to 120% of AMI, and rental housing projects targeted to very-low income households at or below 50% of AMI.

Mr. Levine added that since these funds are not federal funds, they are more flexible and less restrictive in their use. Therefore, the City should think about spending these funds in a thoughtful manner, given the amount is limited; staff is considering a revolving loan program.

Chair Donoghue asked if the HTF is for both home ownership and rental, and it was indicated it was for both. Chair Donoghue noted, in the “Staff Recommendation”, that the “100%” should be “120%”, and Ms. Davis concurred.

Chair Donoghue then opened the meeting for public comment.

Steve Hirshon, Bayside Resident, asked if there was any TIF money in the HTF, and Ms. Davis indicated that there was not. Mr. Hirshon suggested that some Affordable Housing (AH) TIF money be directed towards the Stone Street playground for a basketball court. There are many children at this playground, noting the Pearl Place affordable housing I and II are now completely done, and additional playground space is desperately needed.

Chair Donoghue, noting no further public comment, closed the public comment session. He said that in the Bayside TIF fund, there is approximately \$600K that can be looked into for future expenditures.

There being no further comments/discussion, a motion was made, seconded, and passed unanimously to forward the HTF Annual Plan to the City Council for adoption.

**Item #4: Review and recommendation to City Council of proposed Work Plan for the re-use of Reed School.**

Ms. Grimando described the former Reed School, as well as noting the open space on the property in an area of Portland lacking substantial open space. The building, with 32,692 sq. ft., is conducive to workforce housing or a mix of housing. She said that a work plan for the re-use of the Reed School is proposed to follow the same process as the disposition of the former Nathan Clifford School. Particularly, the formation of a Re-use Advisory Task Force, which will report its findings to this Committee.

Mr. Levine added that staff would like the Committee's feedback on the proposed work plan. It would be staff's intention to inform the area residents of this process by placing information on door knobs.

Councilor Mavodones said that following the Nathan Clifford School process is a good idea to expedite this reuse. Future housing for the Reed School should fit in with the Riverton community, and representatives from that community can add that voice.

Councilor Coyne appreciated this first step in the process. He suggested to add on the Task Force listing of groups a parent/teacher organization representative. He would be willing to serve on this Task Force until the end of his term on the Council, but would also see it through if it goes longer than the end of the year.

Chair Donoghue asked why a GPCOG member was on the Task Force listing, and Mr. Levine indicated because of their planning expertise. Chair Donoghue indicated that the groups listed for the Task Force is a good listing, together with the additions suggested today. He also applauded that its re-use does not rely solely on zoning.

Councilor Hinck also agreed with the proposed Task Force and work plan, and noted that email lists for notification of this process, as well as placing information on door knobs, would be beneficial as well.

Chair Donoghue, noting no further comments/questions, said that the consensus of the Committee is to move forward with the proposed Task Force, with additional representatives as noted, and work plan.

**Item #5: Update and recommendation to staff regarding proposed amendments to the R-6 zone.**

Ms. Grimando updated the Committee saying that over the past few months, staff has met with neighborhood organizations concerning proposed R-6 amendments. The Planning Division's website has a link to the status of the process. The recurrent topics of concern with the proposed changes are: (1) the 5-foot minimum side setbacks, combined with a 45-foot height limit would create light and air impacts for adjacent properties; (2) allowing higher densities will hasten the loss of larger housing units; and, (3) the proposed parking exemption for the first 3 units will have negative impacts on the livability of the impacted neighborhoods. She noted that the last concern may garner the most attention in the next few months. Regarding the second concern about hastening the loss of housing units, she said that there is a provision that places size limits on the conversion of existing buildings into additional dwelling units.

Ms. Grimando said that one goal is to have the zoning better match existing patterns of development.

Chair Donoghue noted from Ms. Grimando's memo one idea that one parking space be mandatory, and the next 3 exempted to insure a driveway. Ms. Grimando said that this would provide for offstreet parking, and driveways tend to be able to park more than one car.

Chair Donoghue asked about a timeline for Planning Board review, and Ms. Grimando estimated that within the next two months she should have a date for its review.

Councilor Hinck thanked staff for the update, particularly the recurring concerns. Regarding the light and air impacts for some properties, he asked about varying footages depending on the size of the property. Mr. Levine said that with zoning you try to avoid that so that all lots have the same requirements. Councilor Hinck asked if staff looked at other cities' regulations, and Mr. Levine said that they did and many are doing what Portland is doing now to get zoning to go with what is already built.

Councilor Mavodones said that these proposed amendments make sense and appreciated the work to get this point. He would look forward to the Planning Board's recommendation to the City Council.

Chair Donoghue thanked staff for the update. He indicated that the best way for people to offer comments was through the website, and/or emailing Christine Grimando at [cdg@portlandmaine.gov](mailto:cdg@portlandmaine.gov).

**Item #6: Update and recommendation to staff regarding the potential sale and redevelopment of 65 Munjoy Street lot (former Adams School)**

Ms. Davis said that she is requesting no action on this item, nor on items #7 and #8, but rather feedback from Committee members.

Ms. Davis said that at an HCDC meeting in April this year, the HCDC requested an Environmental Site Assessment (ESA) be done, as well as a development feasibility analysis. The ESA Phase I and Phase II have been done and the executive summaries are in the Committee backup. The findings mirror the findings on the other portion of the site for the Adams School Condo report. The RFP can have language that appropriate remediation steps be

taken by the developer, to be highlighted in its proposal back to the City. In September, the development feasibility analysis should be completed.

Mr. Levine added that the feasibility analysis will include 2 or 3 alternatives. In general, this site can accommodate 8 to 12 units of housing. The consultant is running the financial feasibility based on ownership and rental, focusing on 100% of Area Median Income (AMI) to start with. If the City were to require permanent affordable housing on this site, it would have to offer the property at no charge. Regarding the ESA reports, it is not believed that remediation costs would be excessively high.

Chair Donoghue then opened the meeting for public comment for this item, and apologized for inadvertently not opening the Reed School item for public comment.

Paul Morrissey asked why this parcel was broken out, and Chair Donoghue said that it was at his direction to see about this lot being developed between the two abutting buildings.

Bob LeBlanc expressed concern about parking, as there is not much parking in that area now. The current lot serves a need now, and during snow bans. He also noted there could have been more notice about the item.

Chair Donoghue, noting no further public comment, closed the public comment session.

Ms. Davis said that notices were sent to property owners within a 750' radius. She also noted that there was a glitch in the GIS system so the notices were mailed later than she wanted. There was discussion about also noticing renters, as well as having the Munjoy Hill Neighborhood Organization notified of the next HCDC meeting on this item.

Mr. Levine said that the report from the consultant will most likely be on an agenda for a September Committee meeting, at which time staff will seek guidance from the Committee on an RFP.

Chair Donoghue said that he would like to have some information on snow ban parking for this area. Noting no further comments/questions from Committee, he then thanked staff for the work to date on the item.

**Item #7: Review and discussion to provide guidance to staff on potential redevelopment of City-owned property at 65 Hanover/52 Alder Street and 71 Hanover Street.**

Ms. Davis said that this is intended to be a discussion to give guidance to staff on potential disposition of these properties. As part of the Tax Acquired Property Committee (TAPC) review of these properties, a Department wide survey was conducted to determine if these were excess to the City's needs. The responses are included in the backup. The TAPC recommendation was to hold these properties and market the Public Services site as a whole when available to maximize value. Ms. Davis then described the properties for discussion, noting that should the Committee want to move forward with disposition, it is recommended that 65 Hanover Street/52 Alder Street be marketed together for residential use through an RFP process, and a separate competitive RFP process for the 71 Hanover Street property for a commercial use.

Mr. Levine added that the 71 Hanover Street property is the sand/salt site for Public Services; the staff recommends that a contingency that allows the City to locate an alternative site and obtain regulatory approvals for the relocation of the salt/sand shed be a part of the RFP conditions.

There was discussion about the type of residential housing, either very low AMI or 80-120% of AMI could be a target as there will be market rate housing developed in this area.

Chair Donoghue opened the meeting for public comment.

Ron Spinella said that the entire Public Services site needs to be planned out more than it is now before disposing of properties.

Chair Donoghue said that the Bayside Vision speaks to the development of this area.

Deb Van Hoek said that she agreed with Ron Spinella, for a planned development that benefits the Bayside neighborhood. She noted that the average AMI in 2011 was \$74,600, while the average AMI in Bayside was \$23,845 at that time.

Steve Hirshon also agreed with Ron Spinella. A broader look at the entire Public Services campus is needed for a unique opportunity to do something different. The Bayside neighborhood needs more stakeholders; as it is now, families with young children do not stay long. Workforce housing would be beneficial. He also advocated for the reopening of Lancaster Street between Alder and Hanover Streets.

Robert Hains agreed with the sentiment that a plan needs to be in place first; it would be premature sell these properties.

Tom Blackburn agreed that a master plan should be done prior to putting out properties for sale, as there are a variety of uses that have been discussed – including an arts space, workforce housing, and commercial development. He suggested to place this on hold, particularly since USM is working on an arts and creativity innovation center which could possibly be housed in Bayside.

Bob LeBlanc said that he sees more value in disposing of the entire Public Services as one property.

Lou Sims said that he would like to see the properties placed for disposition now, adding that he believed they would bring positive development to the area.

Alex Landry encouraged workforce housing development for Bayside, as there will be market rate housing soon. He also encouraged commercial development on the ground floor and workforce housing on the upper floors for these two properties.

Chair Donoghue noting no further public comment, closed the public comment session.

Councilor Mavodones asked where the City's use for 65 Hanover/52 Alder would be relocated. Mr. Levine said that it is anticipated that they will vacate the premises by the end of year, being relocated to Canco Road. Councilor Mavodones said that he would like to see these properties move forward with the disposition process, with housing and commercial uses through the RFP process. He agreed that stakeholders for Bayside are important.

Councilor Hinck also agreed with the RFP process to move the disposition process of these two properties forward.

Chair Donoghue said that the neighborhood does need stabilization/stakeholders. Regarding 65 Hanover/52 Alder Street, this could be done through the RFP process for affordable home ownership on the upper floors, with ground floor commercial use. He would be interested in feasibility analysis of such a development, with options for development similar to the Adams School analysis underway now. The disposition process of this property does not have to be in tandem with the 71 Hanover Street property.

Mr. Levine said that it may be late fall for this analysis to be completed.

Chair Donoghue thanked the Committee and staff for the discussion/feedback.

**Item #8: Review and discussion to provide guidance to staff regarding potential redevelopment of City-owned property at 157 Brackett Street.**

Ms. Davis said that a Departmental survey was done with the results being that this lot is actively used for parking by Reiche School employees, as well as used after hours by the

residents during snow bans and street maintenance projects. There are approximately 20 parking spaces there now, and Reiche School staff have indicated that a loss of this parking would be detrimental.

Chair Donoghue opened the meeting for public comments.

Robert Hains said that parking is very tight in this area, and additional development would require additional parking.

Noting no further public comment, Chair Donoghue closed the public comment session.

Councilor Mavodones said that he is open to maintain existing parking either at this location or close by. The School Department would need to feel comfortable with no impacts.

Councilor Hinck agreed.

Chair Donoghue added that Councilor Marshall indicated that he is open for creative ways to develop housing if a solution to the parking issues can be identified.

Consensus of the Committee was to bring a draft RFP for the property back to the Committee for its review/direction.

**Item #9: 2014 HCDC Work Plan for review and discussion.**

Chair Donoghue said that he anticipates the Public Services properties to be back on an agenda late Fall; the Munjoy Street property in perhaps 30 days; and the Brackett Street property draft RFP perhaps in late September/early October.

There being no further business, the meeting adjourned at approximately 8:00 p.m.

Respectfully,

Lori Paulette

Portland, Maine



Yes. Life's good here.

Mary Davis

Division Director, Housing &amp; Community Development Division

**AGENDA ITEM #8**

**TO:** Councilor Donoghue, Chair  
Members of the Housing and Community Development Committee

**FROM:** Mary Davis, Division Director  
Housing and Community Development Division

**DATE:** August 22, 2014

**SUBJECT:** Review of City Sites for Residential Development  
157 Brackett Street

Over the last several years, it has been a goal of the City Council and the Housing and Community Development Committee to increase the availability of housing in the City of Portland. The use of city sites for residential development has been one of the tools suggested to meet this goal.

**Committee Goal/Council Goal Addressed**

Promote Housing Availability – Provide increased availability in all segments of the housing market while insuring that there is a suitable balance of housing opportunities among those sectors. Objective: Complete assessment of and, as appropriate, begin to offer city owned property to construct affordable housing.

**STAFF ANALYSIS AND RECOMMENDATION**

Staff is seeking direction and feed-back from the Housing and Community Development Committee as to future action on a city-owned site located at 157 Brackett Street.

The Tax Acquired Property Committee (TAPC) conducted a survey of all City Departments, the District Councilor and the Land Bank regarding this lot.

This parking lot is currently used as employee and visitor parking for Reiche School, as well as parking for customers of area businesses. The property has an assessed land value of \$126,300 (FY15). It is located in a B-1 zone and contains approximately 8,460 sq. ft. of land. ***The minimum lot area per dwelling unit for on-peninsula locations in the B-1 zone is 435 sq. ft. of land area per dwelling unit which would mean up to 19 dwelling units could be developed on this site.***



Mary Davis

Division Director, Housing &amp; Community Development Division

The TAPC received four responses to a survey sent to the District Councilor, all City Departments and the Land Bank. The survey is used to determine if the property in question was excess to City needs and should be sold, whether there were neighborhood issues and whether there should be conditions placed on any sale.

The District Councilor would welcome more housing in the neighborhood if a solution to the parking issues can be identified.

City's Parking Manager did not support the sale of this lot. He indicates that the lot is heavily used by school staff and after hours is used by residents during snow bans and during street maintenance.

City's Public Facilities Department Director indicated that the parking for Reiche School is already inadequate and removing these spaces would create additional problems unless alternative parking is identified.

Public Services did not identify any water resource/infrastructure need to retain the property. The department did indicate that the Land Bank Commission would need to review the issue, although the property is not on the current priority list.

**Recommendations:**

The Tax Acquired Property Committee recommended that the parking concerns would need to be addressed and that the disposition process include a condition that any redevelopment of the site must accommodate adequate parking.

Housing and Community Development staff is seeking direction from the committee on its recommendation that the City proceed with an RFP process to solicit interest in this site for residential development. Staff recommends that the RFP include a condition that any redevelopment of the site must accommodate adequate parking for the existing needs.

**Attachment:**

Draft of proposed RFP  
Site Map



X = CITY PROPERTY AT 157 BRACKETT ST / 045-E-031

This page contains a detailed description of the Parcel ID you selected. Press the **New Search** button at the bottom of the screen to submit a new query.

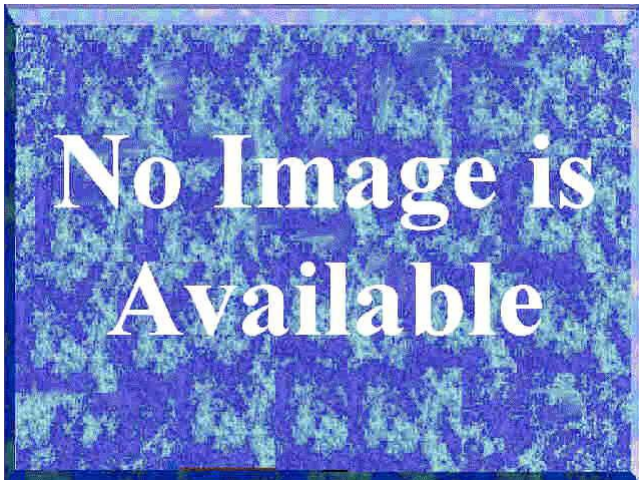
### Current Owner Information:

|                                                       |                                                          |
|-------------------------------------------------------|----------------------------------------------------------|
| <b>CBL</b>                                            | 045 E031001                                              |
| <b>Land Use Type</b>                                  | GOVERNMENTAL                                             |
| <b>Verify legal use with<br/>Inspections Division</b> |                                                          |
| <b>Property Location</b>                              | 157 BRACKETT ST                                          |
| <b>Owner Information</b>                              | CITY OF PORTLAND<br>389 CONGRESS ST<br>PORTLAND ME 04101 |
| <b>Book and Page</b>                                  |                                                          |
| <b>Legal Description</b>                              | 45-E-31<br>BRACKETT ST<br>157-161 8460 SQ FT             |
| <b>Acres</b>                                          | 0.1942                                                   |

### Current Assessed Valuation:

|                                  |                |                                         |
|----------------------------------|----------------|-----------------------------------------|
| <b>TAX ACCT NO.</b>              | 7014           | <b>OWNER OF RECORD AS OF APRIL 2013</b> |
| <b>LAND VALUE</b>                | \$126,300.00   | CITY OF PORTLAND                        |
| <b>BUILDING VALUE</b>            | \$0.00         | 389 CONGRESS ST                         |
| <b>PORTLAND, CITY OF</b>         | (\$126,300.00) | PORTLAND ME 04101                       |
| <b>NET TAXABLE - REAL ESTATE</b> | \$0.00         |                                         |
| <b>TAX AMOUNT</b>                | \$0.00         |                                         |

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



[View Map](#)

[View Map](#)

**New Search!**



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**City of Portland  
Request for Proposals  
For the Sale and Development of Property Located at  
157 Brackett Street**

**RFP # XXXX**

**Notice and Specifications**

Sealed proposals for furnishing the City of Portland with the Development of Affordable Housing, as specified herein, will be received by the Purchasing Office, Room 103, City Hall, 389 Congress Street, Portland, Maine 04101, until XXXday, XXXX, 2014 at 3:00 p.m. at which time they will be publicly opened. Proposals shall be submitted with the attached forms, and returned in sealed envelopes plainly marked on the outside **“SALE AND DEVELOPMENT OF 157 BRACKETT STREET.”** Proposals that are late and/or submitted via fax or electronic communication will not be accepted. All proposals shall be held open to acceptance for sixty days from opening.

All questions must be submitted in writing to the Purchasing Office. These may be mailed; hand delivered, faxed to (207) 874-8652 or e-mailed to [mff@portlandmaine.gov](mailto:mff@portlandmaine.gov) and be received no later than five (5) business days prior to the opening date. Questions received after this time will not be addressed. Any interpretation, correction, or change of this document will be made only by written addenda. Changes in any other manner will not be binding on the City of Portland.

The disposal of this real estate shall be on the basis of a negotiated proposal, with the City of Portland reserving the right to refuse any or all proposals. *All proposers are advised that the property will be sold “as-is” and “where-is”, in its existing condition, with no warranties either expressed or implied.* The City disclaims any and all responsibility for injury to proposers, their agents or others while examining the property or at any other time.

Proposals from vendors not registered with the Purchasing Office may be rejected; receipt of this document directly from the City of Portland indicates registration. Should a vendor receive this Request from a source other than the City of Portland, please contact (207) 874-8654 to ensure that your firm is listed as a vendor for this RFP.

## **GENERAL INFORMATION**

The City of Portland, Maine seeks proposals from qualified developers for the purchase and development of the property located at 157 Brackett Street (hereafter, “the lot”). The site is designated on the City of Portland Tax Assessor’s Map as Map 045, Block E, Lot 031.

### **Summary of Request**

The City of Portland is committed to provide a balance of housing opportunities and has set a goal to evaluate the use of city-owned property to construct affordable housing. As one step in accomplishing this goal, the City of Portland will accept proposals for the development of affordable housing on the lot located at 157 Brackett Street, Portland, Maine (Map 045, Block E, Lot 031).

The City of Portland’s Division of Housing and Community Development uses the RFP process to ensure that public resources are utilized for maximum public benefit while accomplishing specific objectives and providing fair access to all applicants.

### **General Guidelines**

Developments shall provide affordable rental or home ownership units. Note that “affordability” is defined by the standards outlined in Division 30 Section 14-485 of the City’s Land Use Code.

Mixed income projects serving households that are very low, low to moderate, and middle income are eligible. Projects with mixed unit types including efficiencies, one, two and three or four bedroom units are also eligible. The minimum term of affordability is 90 years, to be secured by a land use restriction covenant in the deed.

The proposed use of funds, leveraging of other public and private resources, terms of affordability, design compatibility, readiness, financial feasibility, development experience, management capacity, and unit mix are among the scoring factors to be used in the review process.

This RFP outlines the selection criteria which all projects applying for these funds must meet, as well as scoring factors which will be used by the City of Portland to evaluate the proposals.

## **I. Background**

The site at 157 Brackett Street contains approximately 8,460 square feet. It is located on near Reiche School, on the southwest end of the Portland peninsula, in a neighborhood which is largely defined by 19<sup>th</sup> and early 20<sup>th</sup> century buildings. The site is zoned B-1.

## **II. Goals for This RFP**

The goal for the sale and development of the property at 157 Brackett Street is to promote the development of affordable housing with a high standard of quality, design, and livability. Proposals

should not require a contract or conditional zone (although other rezoning consistent with the City's Comprehensive Plan may be considered). Design principles should promote efficient use of land to create infill development that reflects and respects the existing pattern, streetscape, density, scale, massing, exterior materials and design elements that are reflective of the surrounding traditional neighborhood. Heights shall be less than or equal to the surrounding buildings and should minimize the impact of shadows on the adjacent public playground. They should also incorporate high standards of energy efficiency and "green" design criteria.

Proposals must include a plan to provide adequate parking to meet the existing need.

## **SCOPE OF SERVICES**

### **General Specifications**

All proposals submitted for this funding must meet the following selection criteria to be considered further in the review process.

#### **A. Eligible Projects**

- 1) Projects must create affordable rental or ownership housing units.
- 2) Projects receiving funding through this RFP must include a written occupancy policy that prohibits smoking in the units and the interior common areas of the project in addition to including a non-smoking clause in the lease for every household and making educational materials on tobacco treatment programs available to residents through the resident service coordinator, occupancy specialist, or property manager, such as the phone number for the statewide Maine Tobacco HelpLine.

#### **B. Site Information and Criteria**

- 1) Purchase Price: Proposals under this RFP must include a proposed purchase price for the property.
- 2) Local Approvals: Local land use approval is not required prior to submittal of the proposal.
- 3) The applicant must submit an analysis of the project in relation to local land use regulations and site feasibility.
- 4) Proposals must not require a contract or conditional zone (although other rezoning consistent with the City's Comprehensive Plan may be considered).
- 5) Proposals must include a plan to provide adequate parking to meet the existing need.

**C. Financial Feasibility**

- 1) Financial Projections: Financial proposals must be developed in accordance with the underwriting guidelines of the primary funding source, including adequate cash flow and debt coverage ratio.

**D. Market Demand**

Proposers must provide an analysis and discussion of market demand justifying the need for the proposed project.

**E. Applicant Capacity**

All applicants must demonstrate capacity to develop, own and manage the proposed project. In the case of a proposal for home ownership housing, applicants must demonstrate capacity to market the units for the sale. All proposals must provide evidence of a development team with the capacity to successfully complete the project including;

- 1) Key staff members assigned to the project with the abilities and experience to successfully complete the project within the proposed timeframe.
- 2) An architect, general contractor and professionals on the team with the experience and capacity to complete the project.
- 3) A management team with qualified personnel and the capacity and experience to operate, manage and maintain the affordable rental property of size and mix of the proposed project and/or effectively market affordable home ownership housing.
- 4) Qualified staff with the capacity to perform ongoing property ownership requirements such as budgeting, tax accounting and oversight of management and maintenance.
- 5) A portfolio of current affordable housing projects that are financially sound and meeting their established goals.
- 6) Support Services: Proposals containing rental units targeted to special needs populations must include commitments for support services to be provided to the residents.

**F. Term of Affordability**

Term of affordability shall be defined by the standards outlined in Division 30 Section 14-485 of the City's Land Use Code.

**G. Design Compatibility**

Projects must be designed to contribute to the character of the neighborhood and adhere to the following guidelines.

- 1) **Connect the Neighborhood** The development should not be an island unto itself, but rather blend into and enhance the surrounding community.

## 2) **Design Considerations**

- a. **High Quality Design** Excellence in architectural and landscape design is expected.
- b. **Traditional Design** Design shall be reflective of the surrounding traditional neighborhood and should create infill development that reflects and respects the existing pattern, streetscape, density, scale, massing, exterior materials and design elements of the neighborhood. Buildings should orient to the street.
- c. **Green Design** The site and buildings shall be designed to meet the City's Green Building Code.
- d. **Streetscape** The development shall enhance the pedestrian experience and the public realm. Alternative transportation modes shall be accommodated and incorporated in the project.
- e. **Height** Heights shall be less than or equal to the average of structures in a 2 block radius.
- f. **Permeability** Design shall be permeable or porous. View corridors are encouraged. If the existing building is removed, Beckett Street shall be re-connected to its full width as a public, non-motorized right of way (a paved street is not desired). If the existing building remains, a public walkway shall be provided along the north-south axis of the site. Year round accessibility is required.
- g. **Heterogeneity** Design of the buildings on the site shall be heterogeneous, not homogenous.
- h. **Accessibility** Universal Design principles shall be incorporated wherever feasible, to ensure that the design is physically accessible to the greatest range of users.

## H. **Timeframe**

The applicant must describe projected dates by which commitments will be obtained; the closing will take place, construction start-up, substantial completion, final completion and occupancy. Timeframes must be realistic and achievable. All funded projects must be able to start construction within 12 months of notice of award.

## **PROPOSAL REQUIREMENTS**

Complete responses to this RFP, should include eight (8) complete copies of each proposal including one original bearing the hand written signature of an officer or employee having authority to bind the organization and the following, in the order outlined below.

***Note: All respondents should investigate legal and zoning requirements for proposed projects prior to submission of proposal.***

### i. **Project Summary**

A brief description of the project, no longer than two pages, to include the number and type of units, tenants or owners to be served, special features, the impact on the neighborhood and other ways the proposal meets the selection criteria and preference guidelines.

Photographs and maps of the site and area are required.

**ii. All Proposals Must Provide The Following:**

- 1) Proposals must include a purchase price for the property.
- 2) Conceptual architectural and site plans
- 3) A project schedule showing critical path events and their timeframe for completion;
- 4) Map showing location of site
- 5) Corporation/partnership articles and by-laws
- 6) Most recent audit or federal tax returns for the last three years, and financial statements for the last two years
- 7) A brief development team summary, including:
  - The type of organization/ownership structure
  - The names of Board of Directors, Corporate Officers, or Owners, as appropriate
  - Name, title and relevant experience of individuals involved in managing the business entity and this proposed project. A copy of the 501(3)(c) exemption certification
  - Brief description of similar projects completed
  - A list of all projects currently in development with status and projected timeframe
- 8) A sources and uses funding statement
- 9) Preliminary operating budget identifying rents and expenses for the first year
- 10) A 15-year operating pro forma for the project
- 11) Evidence of financial commitments, or explanation of the ability and timing to secure those commitments. A statement describing the applicant's capacity for and experience in raising the type of capital needed to finance projects of this size and type.
- 12) Projects serving special needs populations must provide evidence of commitments of support services, and a description of the service provider and funding cycle for those services.
- 13) Applicant must include a management plan for the long-term management of the project including manager's experience and capacity.

- 14) Applicant must include a marketing plan for the sale of home ownership units.
- 15) An analysis and discussion of market demand justifying the need for the proposed project.

## SELECTION PROCESS

Selection criteria will be used in reviewing and scoring the proposals.

### I. Point System for Evaluating and Scoring Proposals (Maximum Points 100)

1. Proposed use of resources to achieve the City of Portland's goals and address demonstrated need. **25 points**

Maximum points will be awarded for those proposals that demonstrate sufficient market demand, create housing options which promote economic diversity in the neighborhood in which the development is located, and include a policy prohibiting smoking.

2. Financial feasibility, including cost, development budget, operating pro forma and the provision of secured and leverage funds. **25 points**

Maximum points will be awarded for those proposals that include a complete set of financial documents to support the financing request, contain a realistic set of sources and uses development budgets and a pro forma operating budget, include sufficient reserves for operations and maintenance, including pre-funded reserves, and long-term financial sustainability of the project is highly likely.

3. Applicant's ability to complete project, including development team, experience, capacity, project readiness and timeframe for completion. **20 points**

Maximum points will be awarded for those proposals that demonstrate a development team with a successful track record in projects of similar size, scale, type and complexity to the proposed project and capacity to fulfill their responsibilities and the readiness of the project to proceed.

4. Impact on surrounding neighborhood, including design compatibility and environmental issues. **30 points**

Maximum points will be awarded for those proposals where site selection is appropriate for use, the design is consistent with neighborhood design characteristics, amenities and unit design are well thought out and appropriate, and meet the requirements of the City of Portland's Green Building Code.

### II. RFP Evaluation and Selection Process and Timeframe

Proposals will be reviewed by an evaluation team that will include City of Portland staff. The following process will be used:

- 1) Upon closing of the RFP application period, all proposals will be reviewed for completeness.
- 2) Complete proposals will be reviewed under the scoring factors in order to recommend the most qualified proposals based on the information submitted. The proposal review team may confer with the applicants and/or third parties to clarify or verify information and request additional information.
- 3) Recommendations, along with all proposals and scoring information, will be forwarded to the City Council's Housing and Community Development Committee for review and approval. Their recommendations will be forwarded to the City Council for final review and approval. Public presentations may be required.
- 4) Applicants will be kept informed throughout the review process, specifically in regard to recommendations and funding levels.
- 5) The evaluation and review process should be substantially complete by XXXXXX, 2014. Applicants will be notified of their proposal status as soon as possible.
- 6) Based on City Council approval, a purchase and sale agreement will be negotiated (see legal requirements) and as appropriate, successful applicants will receive a letter of funds reservation. A letter of funds reservation is not a commitment letter but an agreement to set aside budgeted funds for up to six months, to allow the project sponsor to proceed with securing other commitments.

## **INSTRUCTIONS AND OTHER INFORMATION**

- A. The City of Portland reserves the right, at its sole discretion, to award all, a portion, or none of the available funding from this RFP, as well as reject any and all proposals for city funding, based on the quality and merits of the proposals received, or when it is determined to be in the public interest to do so. Furthermore, the City of Portland may extend deadlines and timeframes, as needed.
- B. Confidentiality: Proposals received by the City of Portland shall become a matter of public record subject to public inspection, except to the extent, which an applicant designates in writing, proprietary data to be confidential and submits that data under separate cover, such information may be held from public inspection, as provided in Maine law: 5 MRSA Sections 13119-A and 13119-B
- C. Compliance with Federal Law: The selected applicant will be required to certify that the development and management of the proposed housing will be in compliance with all applicable

laws, executive orders, OMB Circulars and federal regulations, including but not limited to: Fair Housing Act, Equal Opportunity and Non-discrimination, National Environmental Policy Act (NEPA), the Uniform Relocation Assistance and Real Property Acquisition Policies Act, the Davis-Bacon Act, the Lead Based Paint Poisoning Prevention Act, Flood Disaster Protection Act, Conflict of Interest, Contractor Debarment and Cost Principles.

## **LEGAL REQUIREMENTS**

The selected developer will be required to provide a performance guaranty in the form of a letter of credit or a performance bond, the performance of the developer's obligations outlined in this Request for Proposal and subsequent contract to be negotiated with the City. This performance guaranty is separate from any performance guaranty that will be required as a result of the City's site plan review process.

The City shall convey the described real estate by quitclaim deed to the developer, or where the City has obtained a warranty deed for the real estate, it shall provide a warranty deed for the same to the developer. Any deed from the City will contain a restriction in the deed that the property must meet the permanent affordability requirements as described in this Request for Proposals.

In the event the City makes a financial contribution to a developer and to secure the developer's obligations, the City shall have a security interest in the form of a mortgage in the real estate to be developed. The terms of the mortgage shall be negotiated with the developer at the time of the commitment of funds.

## **EQUAL EMPLOYMENT OPPORTUNITIES**

Vendor shall comply fully with the Nondiscrimination and Equal Opportunity Provisions of the Workforce Investment Act of 1998, as amended (WIA, 29 CFR part 37); the Nontraditional Employment for Women Act of 1991; title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR part 37.

## **Reservation of Rights**

The City of Portland reserve the right, at its sole discretion, to award all, a portion, or none of the available funding from this RFP, as well as reject any and all proposals based on the quality and merits of the proposals received, or when it is determined to be in the public interest to do so. Furthermore, the City of Portland may extend deadlines and timeframes, as needed.

The City of Portland reserves the right to substantiate any proposers' qualifications, capability to perform, availability, past performance records and to verify that the bidder is current in its financial obligations to the City of Portland.

All materials and equipment used as well as all methods of installation shall comply at a minimum with any and all Federal, OSHA, State and/or local codes, including applicable municipal ordinances and regulations.

The successful bidder shall agree to defend, indemnify and save the City of Portland harmless from all losses, costs or damages caused by its acts or those of its agents, and, before signing the contract, will produce evidence satisfactory to the City of Portland's Corporation Counsel of coverage for General Public and Automobile Liability insurance in amounts not less than \$400,000 per person, for bodily injury, death and property damage, protecting the contractor and the City of Portland, and naming the City of Portland as an additional insured from such claims, and shall also procure Workers' Compensation insurance.

Pursuant to City of Portland procurement policy and ordinance, the City of Portland is unable to contract with businesses or individuals who are delinquent in their financial obligations to the City of Portland. These obligations may include but are not limited to real estate and personal property taxes and sewer user fees. Bidders who are delinquent in their financial obligations to the City of Portland must do one of the following: bring the obligation current, negotiate a payment plan with the City of Portland's Treasury office, or agree to an offset which shall be established by the contract which shall be issued to the successful bidder.

The City of Portland, Maine, reserves the right to waive any informalities in proposals, to accept any proposal or portion thereof, and, to reject any and all proposals, should it be in the best in the best interest of the City of Portland to do so.

It is the custom of the City of Portland, Maine to pay its bills 30 days following equipment delivery and acceptance, and following the receipt of correct invoices for all items covered by the purchase order. In submitting bids under these specifications, bidders should take into account all discounts, both trade and time allowed in accordance with this payment policy and quote a net price. The City of Portland is exempt from the State's sales and use tax as well as all Federal excise taxes.

XXXXX, 2014

Matthew F. Fitzgerald  
Purchasing Manager

**PROPOSAL****\*THIS PAGE MUST BE INCLUDED\***

The UNDERSIGNED hereby declares that he/she or they are the only person(s), firm or corporation interested in this proposal as principal, that 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 invitation for bids, and that their 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 that may be derived there from, 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 of Portland employee who would be paid to perform services under this proposal. An example of indirect interest would be a City of Portland 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 \_\_\_\_\_  
If Applicable

COMPANY NAME: \_\_\_\_\_  
(Individual, Partnership, Corporation, Joint Venture)

AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Officer, Authorized Individual or Owner)

PRINT NAME & TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ FEDERAL TAX ID NUMBER: \_\_\_\_\_

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 proposal package.

**From:** Christine Keegan  
**To:** Douglas Sherwood; mpd@portlandmaine.gov  
**CC:** Lorraine Bobinsky; Kevin Brewster; Karen Malia  
**Date:** 10/22/2014 4:32 PM  
**Subject:** Re: Reiche School parking questions

The Clark Street lot parks 16.  
The Brackett Street lot parks 20.  
The lot attached to the building parks 20.  
We have 56 all day very day and another 12 itinerant workers.  
In addition, the City's Recreation program has 3 staff here as well as at least 2 staff for the swim programs.  
Community policing has 1 person.  
Portland Public Health also has a staff in the building daily but I don't know those numbers.

>>> Douglas Sherwood Sherwd<sherwd@portlandschools.org> 10/21/14 6:28 PM >>>  
Chris

Good evening!

Could you or another member of the Reiche leadership team provide an answer to City Planning's parking questions related to the potential development of "Joy Place?" How many staff require a parking space on an average day? How many park in the Brackett Street pocket lot across from school? How many park in the Clark Street pocket lot across from the soccer field?

Please advise.

Thanks  
Doug

Sent with the Samsung Galaxy Exhilarate™, an AT&T 4G LTE smartphone.

----- Original message -----

Subject: Reiche School  
From: Mary Davis <mpd@portlandmaine.gov>  
To: Douglas Sherwood <SHERWD@portlandschools.org>  
CC:

Doug: As you know, there has been interest in developing a city-owned lot on Brackett Street that is currently being used as parking for the staff at the Reiche School. I understand that there is also a lot on Clark Street that is used for staff parking. Can you tell me how many staff park in the Brackett Street lot and how many park in the Clark Street lot?

Mary P. Davis, Div. Director  
Housing & Community Development Division  
Planning & Urban Development Department  
City of Portland  
389 Congress Street Room 312  
Portland ME 04101  
(207)874-8711

## Re: 9/15 Meeting of City Council Economic Development Committee - re 157 Brackett Street and 176 Clark Street

1 message

Justin Costa <jcosta@portlandmaine.gov>

Mon, Sep 14, 2020 at 2:08 PM

To: Xavier Botana <botanx@portlandschools.org>

Cc: Renee Bourgoine-Serio <bourgr@portlandschools.org>, Emily Figdor <figdoe@portlandschools.org>, Douglas Sherwood <sherwd@portlandschools.org>, Greg Mitchell <gmitchell@portlandmaine.gov>, Ian Jacob <iancasperjacob@gmail.com>, Jon Jennings <jpj@portlandmaine.gov>, Lorraine Bobinsky <bobinl@portlandschools.org>, Mary Davis <mpd@portlandmaine.gov>, Roberto Rodriguez <rodrir@portlandschools.org>, Spencer Thibodeau <sthibodeau@portlandmaine.gov>, Steven Stilphen <stilps@portlandschools.org>, hummet@portlandschools.org, reichepto@gmail.com, Aaron Townsend <townsa@portlandschools.org>

Hi everyone,

I apologize for the delayed response.

I just wanted to let you know that we are going to take up this item tomorrow during the Economic Development Committee meeting. That does not mean that the Committee is going to recommend the disposition of these two lots.

Since this came up a few years ago, we are certainly aware that the School Department has long standing concerns about what would happen if these were no longer available. I'm also hearing from School officials that those concerns not only persist but have probably increased. That is in line with what we are hearing from City staff, who are also not recommending that we move forward with disposing of the properties.

Given that this is an item that has been around for some time now, I think it's important for the Committee to weigh in and provide definitive guidance, and I believe that's probably in the interest of the school community as well. If, by some chance, it looks like there is support for disposing of the properties at the committee tomorrow I'll be happy to ask that we postpone a recommendation until a later meeting when school officials can be present.

I hope this helps.

Sincerely,  
Justin

On Sat, Sep 12, 2020 at 11:51 AM Xavier Botana <botanx@portlandschools.org> wrote:

I concur with Renee Serio and Board member Figdor regarding the timing of this meeting. I also appreciate Councilor Thibodeau's request for additional information from the district. I have attached two memos that were prepared during previous discussions on this topic that include the school district's concerns about this sale.

The circumstances have not only been aggravated since then as Reiche's enrollment has grown and is expected to continue to grow. Additionally, we are about to embark on a major construction project at the Reiche school that will have an impact on the existing parking options. Beyond that we do not have anything new to add about our concerns about the impact of the loss of these parking spaces. Mr. Sherwood will represent the district at the meeting this week as we have a regularly scheduled School Board meeting at the time of your meeting.

Best,  
Xavier Botana  
Superintendent

On Sat, Sep 12, 2020 at 11:14 AM Renee Bourgoine-Serio <bourgr@portlandschools.org> wrote:

Hello Mary,  
This is the first I have heard about this meeting and conversation happening on September 15. We were under the impression it would be taken up in on October 5th.

We'd agree with School Committee Member Figdor and prefer the later date in order to be better prepared for this conversation.

Thank you.  
Renee Serio

On Thu, Sep 10, 2020 at 6:56 PM Emily Figdor <figdoe@portlandschools.org> wrote:

Given that we're trying to reopen our city's schools on Monday in the midst of a pandemic, that this is our first notice of the meeting that is three business days away, and that it conflicts with a full school board meeting that's been on the calendar since last November, I ask again that you delay the conversation about the Reiche staff parking lots until a time when PPS staff and Board can participate or at a minimum contribute information.

Thank you for your consideration.

Emily

Emily Figdor  
Portland Board of Education, District 2  
207-408-0295  
[fb.me/strongforportlandkids](https://fb.me/strongforportlandkids)  
Pronouns: She/her/hers

On September 10, 2020 at 6:33:34 PM, Spencer Thibodeau (<sthibodeau@portlandmaine.gov>) wrote:

All,

This is our next standard date for the Economic Development Committee. The previous meeting (September 1) was postponed. As I have explained to Emily, the PTA and the neighborhood organization, I have raised the concerns with the Chair and my colleagues on the Council. In addition, I have requested additional information from staff regarding our previous conversations about these lots in 2016/2017. Emily, we would

be happy to have you submit any written input and I will share with the Committee as well. I would also ask that the Superintendent share any additional thoughts on this subject in written form since there is a scheduling conflict. Happy to discuss further!

-Spencer

On Thu, Sep 10, 2020 at 6:06 PM Emily Figdor <[figdoe@portlandschools.org](mailto:figdoe@portlandschools.org)> wrote:

Mary,

This is the first I've heard of this meeting, and we have a school board meeting that same night at 6pm. I request that you delay any conversation about the Reiche staff parking lots until PPS staff and school board members can participate.

Best,

Emily

Emily Figdor  
Portland Board of Education, District 2  
207-408-0295  
[fb.me/strongforportlandkids](https://fb.me/strongforportlandkids)  
Pronouns: She/her/hers

On September 10, 2020 at 4:59:49 PM, Mary Davis ([mpd@portlandmaine.gov](mailto:mpd@portlandmaine.gov)) wrote:

**The**

**City Council's Economic Development Committee (EDC) will discuss the possible disposition of city-owned property located at [157 Brackett Street](#) and 176 Clark Street at a meeting to be held on September 15, 2020, at 5:30 p.m. via Zoom, link: <https://zoom.us/j/95012612796>.**

The EDC will discuss possible disposition of these properties, accept public comment, and provide direction to staff regarding next steps.

If you would like more information, the EDC meeting packet will be posted on the [City's website](#) tomorrow, Friday September 10. You may also contact Mary Davis, Housing and Community Development Division Director at [mpd@portlandmaine.gov](mailto:mpd@portlandmaine.gov) or (207) 874-8711, or Greg Mitchell, Economic Development Director at [gmitchell@portlandmaine.gov](mailto:gmitchell@portlandmaine.gov) or (207) 874-8683.

Mary P. Davis, Division Director  
Housing & Community Development Division  
Planning & Urban Development Department  
City of Portland  
[389 Congress Street Room 312](#)

Portland ME 04101  
(207)874-8711  
(207) 874-8949 FAX  
[mpd@portlandmaine.gov](mailto:mpd@portlandmaine.gov)  
[www.portlandmaine.gov](http://www.portlandmaine.gov)

City Hall is currently closed to the public.  
FMI visit [www.portlandmaine.gov/COVID19](http://www.portlandmaine.gov/COVID19)

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--  
Renee J. Bourgoine-Serio, M. Ed.  
Teacher Leader  
Reiche Elementary School

--  
Xavier Botana  
Superintendent  
Portland Public Schools  
207.874.8100 (main)  
207.874.8110 (direct)  
207.747.8004 (cell)  
Pronouns: he/him

\*\*\* Please Note: \*\*\*

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--  
Justin Costa  
Portland City Council, Dist. 4  
[jcosta@portlandmaine.gov](mailto:jcosta@portlandmaine.gov)  
(207) 522-2004

---

**Re: Possible Disposition of City-Owned Property at 176 Clark St and 157 Brackett St**

1 message

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**Lisa Marin** <mavey2\_2000@yahoo.com>

Sun, Sep 13, 2020 at 11:39 AM

To: Spencer Thibodeau <sthibodeau@portlandmaine.gov>

Cc: gmittchell@portlandmaine.gov, jcosta@portlandmaine.gov, mpd@portlandmaine.gov, nmm@portlandmaine.gov, tchong@portlandmaine.gov

Many thanks Councilor Thibodeau for your quick response and considered stance on this proposal. I so appreciate it.

Best regards

Lisa

Sent from my iPhone

On Sep 13, 2020, at 10:56 AM, Spencer Thibodeau <sthibodeau@portlandmaine.gov> wrote:

Thanks Lisa. I do not support the proposal and these questions have been asked and answered back in 2016/17. I have spoken about this issue with my colleagues and will request that that item be indefinitely postponed. Thanks!

On Sun, Sep 13, 2020 at 10:51 AM Lisa Marin <mavey2\_2000@yahoo.com> wrote:

Dear Chairman Costa, Councilor Chong, Councilor Malvodontes and

Councilor Thibodeau,

I live at 7 Lewis Street, directly behind the 176 Clark St lot. I'm very disturbed to learn of the possible sale and development of the [157 Brackett St](#) lot and particularly the 176 Clark St lot by the City of Portland. I am vehemently opposed to this proposal for a variety of very good reasons.

First, there is a need for these parking spaces for Reiche School teachers, staff and parents as well as neighborhood residents who depend on these spaces during winter storms and parking bans.

Secondly, the City of Portland has lost a number of heritage trees due to development and construction. This project would further exacerbate the loss of old growth trees which are so intrinsically important to the character of the West End and our city.

Thirdly, this type of construction on these small lots would create a situation where buildings would literally tower over the existing historic buildings, negatively impacting neighborhood residents' quality of life and likely impact property values in the community. A better solution would be to rehabilitate existing houses/buildings to create more affordable housing. This would be a more community friendly project and would serve to preserve and enhance the lovely historic nature of the West End.

I fail to understand how the Portland Historic Preservation Board, which does do very good work ensuring that the character of the West End is preserved through strict adherence to rules on individual home owners, would continue to allow and or support construction of ugly boxes which are so out of character for our neighborhood. An example of this would be the new building across from Bonobo. We must not allow an architectural and zoning mistake like this to happen again.

In closing I hope you will give careful consideration to the thoughts voiced in this letter as well as those of others in my neighborhood who have already written expressing their dismay over the City Council and Planning Commission's possible support of this sale. I will be attending the online meeting on September 15th at 5:30 pm. Thank you for listening to our concerns.

Sincerely,

Lisa Marin, Resident - 7 Lewis St, Portland, ME

Sent from my iPad

--  
-Spencer Thibodeau City Councilor, District 2 207-650-2147 Sent from Gmail Mobile

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

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**Re: Reiche Parking Lot**

1 message

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**Greg Mitchell** <gmitchell@portlandmaine.gov>  
To: Meredy Hamilton <meredyh@gmail.com>  
Bcc: mpd@portlandmaine.gov

Mon, Sep 14, 2020 at 6:27 PM

Ms. Hamilton,

Thank you for your email and thoughts.

This email will be included in the public record.

Greg A. Mitchell, Director  
Economic Development Department  
[City of Portland](#)  
[389 Congress Street](#)  
[Portland, Maine 04101](#)  
Tel. 207.874.8945  
Fax 207.756.8217

On Mon, Sep 14, 2020 at 4:21 PM Meredy Hamilton <meredyh@gmail.com> wrote:

Hello Greg,

Please, keep it as it is and do not develop it.

The issue of parking for Reiche, the neighborhood, snow storms etc is obvious.  
The need for housing is pressing.  
Portland City coffers need to be filled.

However, the structural density of Portland is essential to our quality of life here.  
My vote is to EVOLVE our urban souls with RESPECT FOR THE NEED OF OPEN SPACE.

Our family has celebrated every day and throughout the seasons of the 12 years we have been able to stay here..... because of the openness we experience.....  
living right on the parking lot!  
If the sale goes through it may be the time for us to leave.

Sincerely,  
Meredy Hamilton  
Lewis Street.

---

## Proposed Sale and Development of 157 Brackett St and 176 Clark Street

1 message

kmk393 <kmk393@gmail.com>

Tue, Sep 15, 2020 at 7:58 AM

To: jduson@portlandmaine.gov, nmm@portlandmaine.gov, pali@portlandmaine.gov, kcook@portlandmaine.gov, jcosta@portlandmaine.gov, tchong@portlandmaine.gov, Spencer Thibodeau <sthibodeau@portlandmaine.gov>, bsr@portlandmaine.gov, ksnyder@portlandmaine.gov  
Cc: Nathaniel Highstein <nhighstein@gmail.com>, mpd@portlandmaine.gov, gmitchell@portlandmaine.gov

Dear Portland City Council Members,

My husband, Nathaniel Highstein, and I live at [174 Clark Street](#) and are very distressed to learn of the proposed sale and development of [157 Brackett St](#) and 176 Clark Street from our Lewis Street neighbors. We did not receive any notice, but fortunately this was brought to our attention regardless. We also learned about the Zoom meeting related to these sales this evening, which we plan to attend.

We want to express our extreme opposition to this proposal, for a number of reasons, including the need for these parking spaces for Reiche School teachers and staff, as well as neighborhood residents who rely upon these spaces during winter storms and parking bans. There are even more cars needing this space than in prior years due to enhanced community programs at Reiche School.

There is also the problem of construction compromising the health and life of the trees in these areas, which are intrinsically important to the character of the West End. Due to our extremely small lot size, all of our mature trees are very close to our lot line and we fear they will be damaged during development of this property, in addition to the other older trees nearby.

Furthermore, our home is literally on top of the Reiche parking lot next to it. It is a very small house, which is not even visible in the Google map documents submitted in the official memorandums related to these proposed sales. When the parking area was upgraded a number of years ago, we discovered that currently, there is not a legal setback from the parking lot to our home. We negotiated with the City when this was discovered and they built the fence on the right-hand side of our house to provide some privacy from the parked cars.

However, if there is new construction, we are very concerned that this may end up literally towering over us. Not only would this greatly and negatively impact our quality of life, but no doubt, it would also impact the value of our property, as well as the character of our community.

The recent building approved and constructed across from Bonobo is an example of modern development that clearly did not take historic preservation criteria into consideration, and we do not need another one of these lifeless buildings in our beautiful and historic neighborhood. It is unbelievable that the Portland Historic Preservation Board approved that building given the strict requirements they have on our homes. We cannot allow an architectural and zoning mistake like this to happen again.

We support and appreciate the need for additional, affordable housing in the West End, but hope that other solutions can be considered, including renovation of existing structures.

As concerned Portland residents living in this district for many years, my husband and I hope you will share our sense of urgency around addressing this huge problem, and our need to make sure this sale does not go through as proposed.

Many thanks,  
Kristi and Nat

Kristi M. Kamps and Nathaniel Highstein  
[174 Clark Street](#)  
[Portland, Maine 04102](#)  
207-773-0631



Greg Mitchell &lt;gmitchell@portlandmaine.gov&gt;

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## Brackett St parking lot

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Nance Parker &lt;nance.parker1@gmail.com&gt;

Tue, Sep 15, 2020 at 9:38 AM

To: gmitchell@portlandmaine.gov

I am writing to express not only my opposition to the selling of the city parking lot but also my amazement that the city would even think about such a foolish proposition. Where in the world are the 30 plus teachers to park for the 8 hours they are teaching our children? Don't we think we have already asked enough of teachers during these challenging times . Now we say , "good luck parking your car on the West End". And what do we residents do when there is no parking at any time because all the on street parking ,of which we have parking stickers for ,are taken by day time users? Remember we have businesses, hospitals , learning centers, veterinarians, day cares, etc. etc .using the on street parking. And what are the options for those of us who live in the city, and pay taxes to the city when there are parking bans ? West End streets , which are ambulance routes are already too narrow in the winter. This is a poorly thought out proposition that serves the few at the expense of the working neighborhood. Please look elsewhere for your revenue. Sincerely Nance Parker [139 Brackett St](#) .



Greg Mitchell &lt;gmitchell@portlandmaine.gov&gt;

---

**RE: 155 Bracket Street parking lot**

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Harro J &lt;harro@pantimusa.com&gt;

Tue, Sep 15, 2020 at 12:37 PM

To: "gmitchell@portlandmaine.gov" &lt;gmitchell@portlandmaine.gov&gt;

Dear Ms./ Mr. Mitchell,

On behalf of Youth in Action, owner of the direct neighbor on the right of the [155 Bracket Street](#) parking lot I would like to submit our opposition to the sale of the parking lot.

This Winter-/ Brackett- / Clark street neighborhood has a fairly high density with a very mixed income. This parking lot not only provides needed parking for the teachers at Reiche School, it also provides the needed space outside school hours for visitors to small businesses and private residences within walking distance. It acts multi-functional in the best way for the Neighborhood. The frequency of coincidental meetings between neighbors is one of the highest, so it acts similar to a park in a dense neighborhood. It supports a sense of place and a sense of ownership within the neighborhood.

I thank you for your consideration of our opposition to the sale of this parking lot.

Harro Jakel

President

Youth In Action

[159 Bracket Street,](#)

[Portland, Maine 04102](#)



**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

**DATE:** September 11, 2020

**SUBJECT:** Update of Housing Committee's Discussion and Direction to Staff Related to Possible City Property Disposition of 622 Auburn Street and 0 Gray Road, Falmouth

**SUMMARY**

The Housing Committee has been reviewing city-owned and tax acquired property over the last few years in an effort to locate parcels that might be suitable for housing development. At their August 12, 2020 meeting, the Housing Committee discussed city-owned property at 622 Auburn Street and 0 Gray Road in Falmouth and asked staff to update the Economic Development Committee on the discussions.

**BACKGROUND**

622 Auburn Street

622 Auburn Street abuts the Falmouth property line and contains 4.85 acres of land. 4.17 acres are considered dry upland with potential for development; access would be from Auburn Street through the right of way. The property has an assessed value of \$89,700. A survey of the property by a wetland scientist concluded no vernal pools are located on the site. Standing water on the property is the result of road ditching and culverts.

This property has been the subject of many proposed uses including rezoning to an office park zone (which the Council did not pass); housing development (which was withdrawn due to neighborhood opposition); and for athletic fields.

0 Gray Road, Falmouth

The majority of 0 Gray Road is bound by Highway I95 to the north, Falmouth/Portland City boundaries to the south, 6 parcels to the west, and a couple of residential properties to the east. Currently, the site is undeveloped. The parcel contains approximately 13.3 acres with an assessed value of \$52,600. It is zoned "Mixed Use Cluster District" (MUC), which includes residential. With a minimum lot size for single-family detached and accessory

dwelling units at 20,000 sq. ft., if the site was deemed 100% developable, it could yield 28 units.

The Town of Falmouth has confirmed the paper streets for this Falmouth property have been continued, including Ray and Eugene Streets, which are possibilities for accessing this parcel. The wetland scientists Jones Associates, Inc. determined there are three streams located within the property. Two streams on the property only occur on the parcel for a short distance before flowing off the lot. The largest stream bisects the property north and south by its east to west flow. There appears to be a stream in the area of Eugene Street, which could be crossed with a permit from MDEP and ACOE.

The City-Owned and Tax Acquired Property Committee (COTAPC) made a recommendation to the City Manager that these properties be disposed of as one parcel for housing development. The City Manager supports this recommendation, see the attached September 9, 2020 memo from the City Manager to the Economic Development Committee and Housing Committee.

Both of these parcels are adjacent to city-owned property at 165 Lambert Street. As you will recall, the City issued an RFP for the disposition of the 165 Lambert Street site to encourage the development of housing. One proposal was received from the Maine Cooperative Development Partners. During the July 21, 2020 Economic Development Committee meeting, the Committee voted 4-0 to authorize staff to proceed with negotiations for a Purchase and Sale Agreement with Maine Cooperative Development Partners.

## **HOUSING COMMITTEE UPDATE TO ECONOMIC DEVELOPMENT COMMITTEE**

The Housing Committee met on August 12<sup>th</sup> to consider the disposition of the property at 622 Auburn Street and 0 Gray Road, Falmouth. Because these sites are located across Washington Avenue Extension from 165 Lambert Street, the Housing Committee directed staff to explore a sole source approach with Maine Cooperative Development Partners. Additionally, the Housing Committee directed staff to notify the Economic Development Committee of this approach as it may factor into the decision making process on the selection of a developer for city-owned property at 43 and 91 Douglass Street.

## **NEXT STEPS**

As noted in the memo from the City Manager, in addition to supporting the COTAPC recommendations, he has requested that staff work with the Economic Development Committee to determine the best method to dispose of these parcels to maximize the development of housing. Staff is seeking direction as to the Committee's preferred approach for moving forward with the disposition of these parcels.

### **Attachments**

Map of 165 Lambert Street and 622 Auburn Street

Map of 0 Gray Road, Falmouth

September 9, 2020 Memo from the City Manager.

FALMOUTH

0 Gray Road, Falmouth

622 Auburn Street

165 Lambert Street

FALMOUTH

0 Gray Road, Falmouth

622 Auburn Street

165 Lambert Street

FALMOUTH

0 Gray Road, Falmouth

622 Auburn Street

165 Lambert Street

216 Feet

FALMOUTH

0 Gray Road, Falmouth

622 Auburn Street

165 Lambert Street

216 Feet

## Falmouth, ME





**CITY OF PORTLAND**  
**Executive Department**  
**Jon P. Jennings, City Manager**

**MEMORANDUM**

**TO:** Councilor Justin Costa, Chair  
Members of the Economic Development Committee  
Councilor Jill Duson, Chair  
Members of the Housing Committee

**FROM:** Jon P. Jennings, City Manager

**DATE:** September 9, 2020

**RE:** City Manager's Recommendations: Angelo's Acre/431 Commercial Street,  
622 Auburn Street/O Gray Road, Falmouth

I received and reviewed recommendations from the City Owned and Tax Acquired Property Committee (COTAPC) regarding city-owned property currently being reviewed by the Housing Committee.

**Angelo's Acre/431 Commercial Street/City-Owned Vacant Land Property**

The COTAPC recommended that this property be retained for City uses now and in the future. I concur with this recommendation. This is a valuable piece of property to the City and should continue to be held by the City for parking, as well as unforeseen uses in the future. This is one of the only affordable public parking areas in this section of the city and as such, it is a vital resource for employees of the businesses on the working waterfront and the downtown area. Therefore, at this time, city staff has not undertaken any review of or prepared any proposals for the use of this property.

**622 Auburn Street & 0 Gray Road, Falmouth/City-Owned Vacant Land Property**

The COTAPC recommendation was to sell the 622 Auburn Street parcel and the abutting property in Falmouth that the City owns as one parcel. The 622 Auburn Street property contains 4.84 acres, with an assessed value of \$89,700. The Falmouth property contains 13 +/- acres and has an assessed value of \$52,600. COTAPC is aware of the housing shortage and feels this could be better used for that purpose. I agree with the COTAPC recommendation to dispose of these properties.

As stated in the COTAPC rules, I can provide my recommendations to the City Council and/or City Council Committee to begin the disposition process. I am therefore, presenting my recommendations to both the Economic Development Committee and Housing Committee as one or all of the above-mentioned properties have been discussed by both committees.

COTAPC rules also state that I may set out the process for the marketing and review of bids/proposals with a final recommendation to the City Council Committee for its recommendation to the City Council, together with a Purchase and Sale Agreement. Therefore, I am requesting that staff work with the Economic Development Committee to determine the best method to dispose of these parcels to maximize the development of housing.