

CITY OF PORTLAND, MAINE

PLANNING BOARD



Brandon Mazer, Chair
Maggie Stanley, Vice Chair
Marpheen Chann
Sean Dundon
Bob Dunfey
David Silk
Austin Smith

AGENDA PORTLAND PLANNING BOARD MEETING

The Portland Planning Board will hold a remote meeting on Tuesday, October 20, 2020, 4:30 p.m. This meeting will take place using Zoom.

Virtual meetings are allowed using emergency legislation approved by LD 2167; 1 M.R.S. §403-A, that authorizes cities and towns to conduct meetings online.

Allow your computer to install the free Zoom app to get the best meeting experience.

For public comment, you will need to use the "raise your hand" feature. To raise your hand via the telephone, please hit *9. You will be un-muted by the host when it is time for public comment.

ZOOM MEETING INSTRUCTIONS

You are invited to a Zoom webinar.

When: Oct 20, 2020 04:30 PM Eastern Time (US and Canada)

Topic: Planning Board Workshop and Public Hearing 10/20/2020

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89082238304>

Or iPhone one-tap :

US: +13126266799,,89082238304# or +19292056099,,89082238304#

Or Telephone:

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

US: +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592 or +1 346 248 7799 or +1 669 900 6833 or +1 253 215 8782

Webinar ID: 890 8223 8304

International numbers available: <https://us02web.zoom.us/j/89082238304>

For more information on how to use Zoom, please go to:

<https://www.portlandmaine.gov/remotepud>

Public comments will be taken for each item on the agenda and written comments should be submitted to planningboard@portlandmaine.gov

WORKSHOP - 4:30 PM

- i. Conditional Use; 5 Portland Street; Preble Street Resource Center, Applicant. (estimated time 4:30 – 6:30 p.m.) The Planning Board will hold a workshop to consider a conditional use application pursuant to Section 14-474 of the Land Use Code to facilitate the conversion of 7,378 square feet of interior space at 5 Portland Street for use as an emergency shelter. The subject property is zoned B-3.
- ii. Conditional Zoning Agreement/Text Amendment; 32 Thomas Street; West End LLC, Applicant. (estimated time 6:30 – 7:30 p.m.) The Planning Board will hold a workshop to consider a request to dissolve Contract Zone Agreement-57 (CZA-57) and to amend Sec. 14-103 of the land use code to reduce the minimum lot area per dwelling unit requirement within the R-4 zone conditional use standards for conversions of nonresidential structures built prior to January 1, 1984 for residential uses of three dwelling units or more. The boundaries of CZA-57 are coterminous with 32 Thomas Street.

PUBLIC HEARING - 7:30 PM

- 1. ROLL CALL AND DECLARATION OF QUORUM**
- 2. COMMUNICATION AND REPORTS**
- 3. REPORT OF ATTENDANCE AT THE MEETING HELD ON OCTOBER 13, 2020**

Afternoon Workshop

25 Bedford Street: Chann, Dundon, Dunfey, Mazer, Silk, Smith and Stanley present.

7 Rand Road: Chann, Dundon, Dunfey, Mazer, Silk, Smith and Stanley present.

Evening Hearing

40 W. Commercial Street: Chann, Dundon, Dunfey, Mazer, Silk and Smith present; Stanley recused.

- 4. REPORTS OF DECISIONS AT THE MEETING HELD ON OCTOBER 13, 2020**

- i. Level III Site Plan and Conditional Use; 40 West Commercial Street; Maine International Cold Storage Facility, LLC., Applicant. Dundon moved and Smith seconded a motion to waive the Technical Manual standard requiring a maximum driveway width of 30 feet on industrial properties to allow a driveway width of 113 feet. Vote 6-0, Stanley recused. Dundon moved and Dunfey seconded a motion to waive the Technical Manual standard requiring a parking space dimension of 9 feet by 18 feet to allow for nine truck parking spaces with dimensions of 12 feet by 55 feet. Vote 6-0, Stanley recused. Dundon moved and Dunfey seconded a motion to waive the Technical Manual standard requiring a maximum drive aisle width of 24 feet to allow a width of 116 feet. Vote 6-0, Stanley recused. Dundon moved and Dunfey seconded a motion to waive the Technical Manual standard requiring sidewalks to be constructed on each side of the street in order to exempt the applicant from constructing a sidewalk on the south side of West Commercial Street. Vote 5-1, Chann opposed, Stanley recused. Dundon moved and Dunfey seconded a motion to waive the Technical Manual standard limiting discharge of stormwater offsite in order to allow discharge of stormwater into a tidally-influenced water body. Vote 6-0, Stanley recused. Dundon moved and Dunfey seconded a motion to find the plan in accordance with the Site Plan and Site Location of Development standards of the land use code with eight conditions of approval. Vote 6-0, Stanley recused. Dundon moved and Dunfey seconded a motion to find the plan in accordance with the conditional use standards pursuant to sections 14-474 and 14-320 of the land use code. Vote 6-0, Stanley recused.

5. NEW BUSINESS

- i. Level III Site Plan Amendment; 1006 Congress Street; 1006 Congress St., LLC., Applicant. (estimated time 7:30 p.m.) The Planning Board will hold a hearing to consider a site plan amendment to revise the proposed building at 1006 Congress Street by eliminating the first-floor café and market space and constructing seven additional residential units in this space for a total of sixteen units. The subject property is 19,793 square feet in size and is zoned B-2. This project was originally approved by the Planning Board at its April 10, 2019 meeting under application PL-000444-2018.



Memorandum Planning and Urban Development Department Planning Division

To: Brandon Mazer, Chair and Members of the Portland Planning Board
From: Andrew Tufts, Planner
Date: October 16, 2020
Re: 5 Portland Street, Preble Street
Project #: CU-001231-2020 CBL: 033 L004
Meeting: October 20, 2020

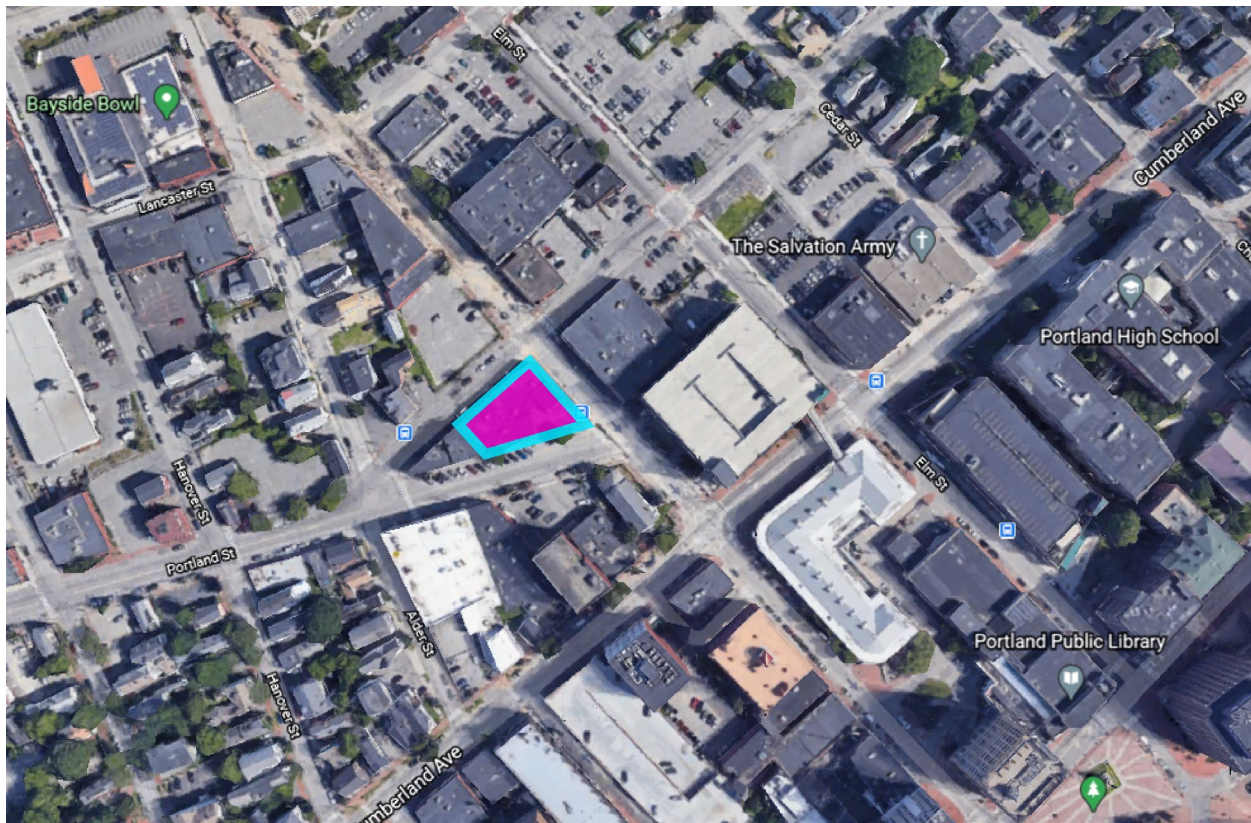


Figure 1: Parcel outline - Source: Google Earth

I. INTRODUCTION

Preble Street has applied for a Conditional Use and a Level II Site Plan approval for the renovation of an existing building to an emergency shelter. The site is located at 5 Portland Street, and is within the B-3 Downtown Business Zone. The lot is 11,134 square-feet in size.

The use of the proposed emergency shelter in the B-3 requires a Conditional Use Permit to be approved by the Planning Board. The proposed development will need to meet the requirements of the B-3 Conditional Use standards Section 14-474 (general standards that apply to all conditional uses) and 14-474.(c).3. (use-specific standards).

The Planning & Urban Development Department sent 314 notices advertising this meeting to property owners within 1000 feet of the site. A legal advertisement ran in the October 10th & 11th editions of the Portland Press Herald.

Applicant: Preble Street

Consultants: Edward Kelleher (Drummond Woodsum (Applicants Representative), Daniel McCarthy (Preble Street), Rachel Redfearn (Kaplan Thompson Architects)

II. REQUIRED REVIEWS

<i>Review</i>	<i>Applicable Standards</i>
Conditional Use in the B-3 zone	<i>Section 14-218</i>
Conditional Uses	Section 14-474 (c).2, 14-474(c).3

III. PROJECT DATA

Existing Zoning	B-3 Downtown Business Zone
Existing Use	<i>Resource Center</i>
Proposed Use	<i>Emergency Shelter</i>
Parcel Size	11,134 sq. ft.

	<i>Existing</i>	<i>Proposed</i>	<i>Net Change</i>
Building Footprint	8,471 SF	8,471 SF	None
Building Floor Area	15,959 SF	15,959 SF	None
Impervious Surface Area	2189 SF	2189 SF	None
Parking Spaces	0	0	None
Bicycle Parking Spaces	0	5	+ 5

IV. EXISTING CONDITIONS



Street View of 5 Portland Street – Source: Andrew Tufts

Founded in 1975, the proposed Preble Street Wellness Center was formerly known as Preble Street Resource Center which operated as a two-story mixed-use building. The resource center has been located at 5 Portland Street since 1993 and the existing facility was built in 2002. The lower level is approximately 7,834 SF and is primarily used as a commercial kitchen, open dining area, and food storage. The 2nd floor/main level is entered from Portland Street. The main level is approximately 8,125 SF and is used for offices and meeting spaces for Preble Street staff, as well as a day shelter for homeless counseling.

The main level has also acted as an emergency overflow shelter in recent years, sometimes sheltering up to 75 people a night. Though not a permanent use for the site, the overflow shelter has provided additional shelter capacity for men when the Oxford Street overflow shelter (max. of 154 people) reaches capacity. Staff from Oxford Street opens the overflow at 8:00 PM and up to seventy-five (75) men sleep on mats until 7:00 AM. In the spring of 2020, in the wake of the COVID-19 pandemic, Preble Street closed the facility at 5 Portland Street and temporarily operated a 50-bed shelter at the University of Southern Maine's (USM) Sullivan Gym, since closed. Other shelters in the city include Florence House, with 40 beds; the Milestone Foundation with 41 beds; and the Joe Kreisler Teen Shelter with 24 beds. The Portland Expo has also operated as temporary shelter space during the pandemic. Preble Street has not been offering on-site services since the onset of the current pandemic.

V. PROPOSED DEVELOPMENT



Proposed Street View Perspective - Source: Kaplan Thompson Architects

The proposed development includes the renovation of the existing two-story facility as well as programmatic changes. The interior renovation would convert 768 SF of lower level existing food storage space into new Preble Street office space for staff supporting the shelter space above. It would also convert 7,378 SF of upper level existing office space and day-time shelter space to new permanent homeless shelter space. The shelter would include 40 cots, distanced 8 feet apart. The upper level existing showers, laundry, and bathrooms would remain in place. On the upper level there would be a social area with flexible tables and a counter for food serving. There would be a security screening location at the main entrance on the upper level off Portland Street.

Exterior changes would include the installation of a 6-foot-tall courtyard fence as well as two new exterior windows at the lower level along Preble Street. The fence would be placed at the edge of the lot and the sidewalk. The existing light pole, fire hydrant, concrete posts and landscaping would remain as is. The courtyard would be accessible only from the interior of the building after renovations except for emergency egress and access.

A management plan was included as part of the application. The plan is broken down into seven sections which include neighborhood concerns, staffing, access restrictions, on-site surveillance, safety measures, controls for client behavior and noise levels, and monitoring reports. The management plan also includes a copy of the Preble Street Client Service Agreement, which all clients are required to sign in exchange for housing at the emergency shelter. The agreement outlines behaviors that are not allowed or tolerated and states that those who violate the agreement would be asked not to come to the programs. The proposed shelter would be staffed 24/7. To summarize, the proposed staffing team includes:

- 1 Senior Director of Social Work
- 1 Program Director
- 3 Supervisors
- 14 Caseworkers (1st & 2nd shift) and Housing Support Staff (3rd shift) (FT and PT)
- 1 Program Administrator
- Janitorial Services staff
- As Needed Staff to cover gaps during staff training/vacation/holiday time

VI. PUBLIC COMMENT & NEIGHBORHOOD CONCERNS



500' & 1000' Neighborhood Noticing Maps

Typically, notices are sent to property owners within 500' of subject parcel. The noticing area was expanded to all properties within 1000 feet of 5 Portland Street to provide greater opportunity for public input. A Neighborhood Meeting is not required for this project.

A number of public comments have been submitted to date, and more continue to be submitted as of this writing. The comments include but are not limited to the following concerns:

- Safety/ security
- Noise pollution
- Waste management/ littering
- Trespassers
- Neighborhood concerns ignored
- Concentrated services
- Sanitation
- Impact on businesses
- Neighborhood trust
- Lower property value
- Loitering
- Theft
- Stress
- Property damage
- Impact to abutters
- Housing crisis

The Bayside neighborhood is home to a concentration of social services including Preble Street. Portland has seen its number of homeless individuals increase over recent years and these facilities have frequently reached and exceeded capacity. Many residents have expressed major concerns with how Preble Street operated the resource center in the past and with how their concerns were addressed. The organization has asked that Preble Street create a new and improved process for working with the neighborhood and its residents. A number of emails expressing support for the shelter have also been received.

VII. RIGHT, TITLE, & INTEREST AND FINANCIAL & TECHNICAL CAPACITY

The owner of the property is Preble Street, formerly known as Preble Street Resource Center, Inc. The applicant provided a copy of the warranty deed, recorded at the Cumberland County Registry of Deeds in CCRD Book 10511 page 61, which demonstrates their right, title and interest in the property. The applicant team cited their experience and qualifications to demonstrate capacity to design and construct the project.

DOWNTOWN ENTERTAINMENT OVERLAY ZONE

Map prepared by the City of Portland's Department of Planning & Development and the Department of Public Works, February 2008.

The proposed emergency shelter is a conditional use in the B-3 zone and meets all of the B-3 dimensional requirements.

Zoning Requirements	B-3	Provided	+/-
Minimum Lot Size	No minimum	.2556 AC	+ .2556 AC
Minimum Street Frontage	15 ft.	142.65 ft.	+ 127.65 ft.
Front Yard Minimum	None	n/a	unchanged
Rear Yard	None	n/a	unchanged
Maximum Lot Coverage	100%	100%	unchanged
Max Height	35 ft. min/ 85 ft. max	existing	unchanged

IX. CONDITIONAL USE REVIEW

ZONING BACKGROUND & TIMELINE

While emergency shelters have long been allowed as a conditional use in the B-3 zone, in 2017 the City Council expanded zones where emergency shelters were permitted as conditional uses, as well as adopting new conditional use standards. For the purpose of providing context for this application, the timeline of the adoption of these new standards are included below. In January of 2017, the Health and Human Services Committee (HHS) began discussing the state of shelter zoning and what the city's need were. These discussions lasted through April of 2017 when the following recommendations were brought to the Planning Board:

- Review of best practices and changing shelter requirements
- Consideration of zoning districts
- Considerations of transit access
- Additional conditional use criteria

Following a workshop and a public hearing, the Planning Board recommended changes to City Council that are now incorporated into Portland's Land Use Code. The City Council adopted the zoning amendments on June 5, 2017. This expanded the list of zones where emergency shelters are allowed as well as adding use-specific conditional use standards. Additional HHS discussions took place in the summer of 2017 which proposed expanding shelter zoning city-wide, with size tiers, but those changes were not adopted or voted on. However, the Board at the time indicated they'd re-consider the topic when additional information could be provided on impacts, outreach, and potential city licensing.

A. GENERAL CONDITIONAL USE STANDARDS – SEC. 14-474.(c).2

- i. *The volume and type of vehicle traffic to be generated, hours of operation, expanse of pavement, and the number of parking spaces required are not substantially greater than would normally occur at surrounding uses or other allowable uses in the same zone.*

Applicant Response: The proposed project will have less vehicle traffic generated compared to the current use of the building. Due to the lower number of staff present at any one time at the new Wellness Shelter compared to the previous greater numbers of staff present during the day at the Resource Center and Soup Kitchen, less vehicle traffic and parking will be utilized. Additionally, the previous use included low Income people who were housed but needed social services or hunger relief who would come to the Resource Center for casework services or for the soup kitchen, both of which are not being provided at that site, therefore less vehicle traffic. Having 3 staff on throughout the night will mean that there may be small numbers of staff vehicle use beginning and leaving work during the overnight but that is comparable to the current use of the building as the overflow shelter for the Oxford Street Shelter and the vehicle use by that overnight staff.

Staff Analysis:

The City's 3rd party traffic engineering review concurs that the use is not expected to generate more vehicular traffic.

- ii. *The proposed use will not create unsanitary or harmful conditions by reason of noise, glare, dust, sewage disposal, emissions to the air, odor, lighting, or litter.*

Applicant Response: The proposed use will not increase noise, glare, dust, sewage disposal, emissions to the air, lighting, or litter. The proposed fencing will decrease negative impacts on the

neighborhood from the current use of the property. The Wellness Shelter has a 9 pm curfew and a 10 pm Lights Out policy so quiet is expected both in and around the shelter and the courtyard.

Staff Analysis:

The applicant's response is helpful, but impacts related to litter and noise should be reinforced by the required management plan, and specifics on lighting levels will need to be provided, and is also governed by site plan standards as part of the Level II site plan review.

- iii. *The design and operation of the proposed use, including but not limited to landscaping, screening, signs, loading, deliveries, trash or waste generation, arrangement of structures, and materials storage will not have a substantially greater effect/impact on surrounding properties than those associated with surrounding uses or other allowable uses in the zone.*

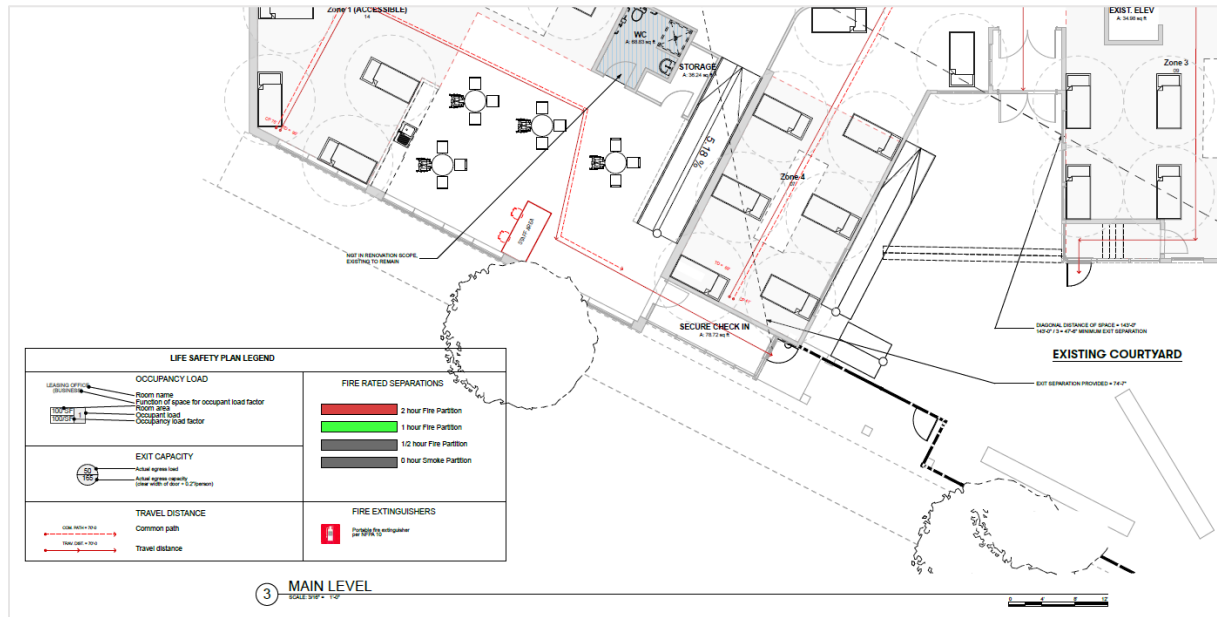
Applicant Response: The proposed project will decrease impact on the surrounding properties. The current day shelter and emergency temp. overnight shelter has exterior space open to the corner of Preble Street and Portland Street. This open courtyard often crowds with people throughout the day and evening. The new emergency wellness shelter has the opportunity to work with smaller groups giving the homeless a better chance to recovery. The new fencing will act as a screening for those wanting to be outside during the day and evening during their stay with Preble Street. This facility will provide adequate space and support for the homeless individuals staying there. The new screening fence will have a positive impact in the neighborhood.

Staff Analysis:

Staff concurs that the addition of fencing into the site and program will improve delineation of Preble Street operations from the previous condition. Optimal plans for loading, deliveries, trash or waste generation is still under review. Further information is still needed to fully address loading and deliveries.

B. USE SPECIFIC STANDARDS – SEC 14-474(C)3

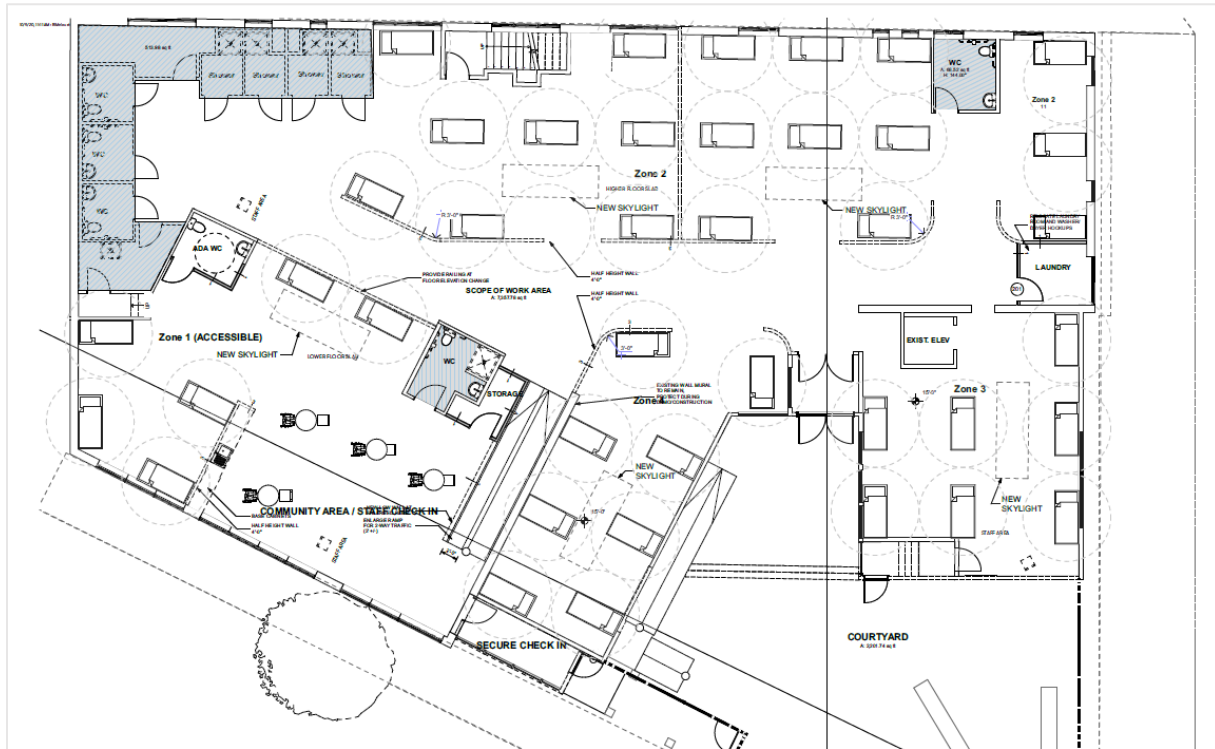
Emergency shelters are subject to the following conditions, in addition to the provisions of section 14-474 (c) 2. Sec. 14-474 designates the Planning Board as the reviewing authority for emergency shelters subject to Level III site plan review. However, 14-218.(b) explicitly substitutes the Planning Board for the Zoning Board of Appeals for conditional uses on the B-3 zone.



- I. *The facility shall provide adequate space for conducting security searches and other assessments;*

Staff Summary:

The primary entrance to the facility would be located on Portland Street, to the west of the courtyard. There would be a duo door system that controls shelter access to provide assessments, safety and security. The first unlocked door would allow the client to come into the building out of the elements, leading to a vestibule. The second door would be locked and lead to a staffed front desk in the main lobby. Anyone entering the main lobby would have to be admitted by Preble Street staff. Wellness screening would also take place at this time including hand cleansing, taking temperature and other COVID-19 protocols. The 40-bed shelter would house mostly the same individuals nightly, using the same beds, eliminating the need for lines.



- II. *The facility shall be designed with a centralized shelter operations office on each level providing sight lines to sleeping areas;*

Staff Summary:

The design of the shelter's interior creates a large, open area with beds spaced 8-feet apart, all within sightlines of staff areas. Staff areas have been marked on the floor plan with sight lines to all sleeping areas. See floor plan above.

- III. *Management Plan. A Management Plan outlining how the shelter will address the following needs to be provided: Management responsibilities; Process for resolving neighborhood concerns; Staffing; Access restrictions; On-site surveillance; Safety measures; Controls for resident behavior and noise levels; and Monitoring Reports.*

Staff Summary:

The management plan is a critical component of ensuring this project is successful, if approved. The applicant submitted a management plan as part of their application, as referenced earlier in the proposed development section of this report. There are seven components of the management plan which are outlined below:

Management responsibilities; the applicant should provide further information highlighting specific management responsibilities of Preble Street.

Neighborhood concerns. The applicant has outlined three goals to meet neighborhood concerns:

- clients of the shelter are given a reasonable and clear set of expectations concerning their behavior at the shelter and in the surrounding neighborhood
- clients are made aware of these expectations and the expectations are enforced by shelter staff
- mechanisms are in place to receive and respond to any concerns or questions raised by neighbors or other stakeholders

It is important that the applicant provide further details outlining precisely what these 'mechanisms' for responding to neighborhood concerns would be.

Staffing. A summary of the facilities proposed staffing schedule is provided in the proposed development section of this report. Staffing will be provided on-site 24/7.

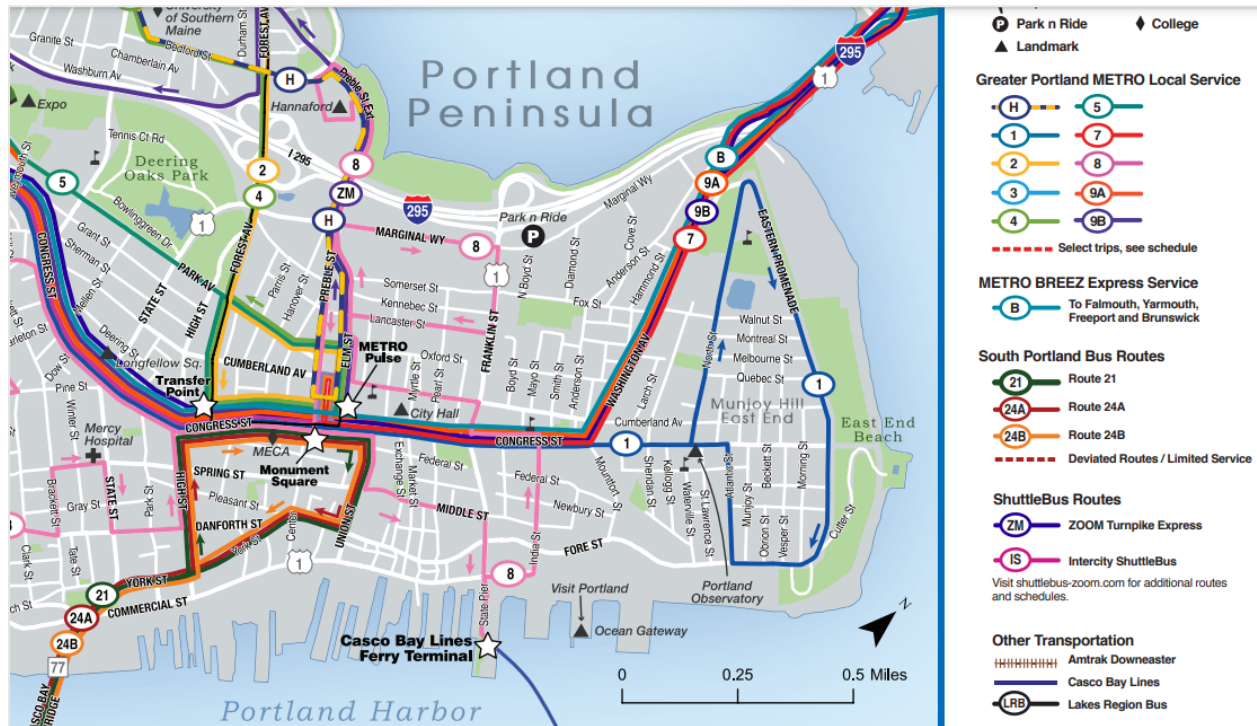
Access restrictions. The primary entrance would be on Portland Street to the west of what would be the fenced in courtyard. Security screening would take place in this entrance area. The facility would be accessible to clients twenty-four hours a day. Clients would not be permitted to have guests other than service providers.

On-site surveillance. Four surveillance cameras would be situated to monitor the outer perimeter of the property, and directed to avoid monitoring any adjacent properties. Staff at the main desk would have access to live feeds of these cameras as well as open site lines throughout the facility.

Safety measures. The applicant indicates they would work closely with the Portland Police department as well as other life safety officials. All staff are trained in basic safety techniques including CPR, First Aid, intervention and de-escalation of potential conflicts, how to communicate with crisis services and with 911, and the role of police, firefighters and Medcu in on site situations.

Controls for resident behavior and noise levels. All clients of the proposed facility would be required to enter into a signed service agreement (provided as attachment) to uphold good behavior and not disturb others. Loitering would not be permitted outside the facility, and an action/response plan is included in the management plan.

Monitoring reports. The applicant indicates they have monitoring requirements elsewhere. As a City of Portland standard, though, the requirement is that there'd be monitoring requirements to the City, as part of any local approval. This has not yet been addressed in detail, and staff encourages the applicant to include better monitoring provisions to address the requirements of this application. Monitoring provisions to ensure the conditional use standards, as well as the operational and site specific details of the application, can be well-managed, will be essential if the application is to meet the conditional use standards.



- IV. Adequate access to and from METRO service shall be provided. The facility shall be within a 1/4 mile of a METRO line, or shall be within 1/2 mile of a METRO line and provide adequate indoor space to permit all shelter guests day shelter, as well as implement strategies to help residents utilize transit;

Staff Summary:

The site is within 1/4 mile from the bus lines below.

Metro Transfer Station:

Metro Pulse at Elm Street (0.2)

Bus Stops:

Portland and Preble Street (8) – 200 feet

Cumberland and Preble Street (7,8) – 400 feet

Oxford Street and Alder Street (2, 4, 5)– 350 feet

Cumberland and Elm Street (8) – 0.1 miles

Congress Street and Center Street (1,2,4,5,7,8,9B, 21, 24a)– 0.2 miles

The application indicates that shelter staff would work with clients in implementing strategies for utilizing transit. More information is still needed on the details of these strategies before Planning staff can determine this requirement has been adequately met.

- V. *The facility shall provide on-site services to support residents, such as case management, life skills training, counseling, employment and educational services, housing assistance, or other programs;*

Staff Summary:

Preble Street incorporates casework into all services it provides, and at the proposed shelter case management would be utilized in helping people get housing. All caseworkers are subject to training programs, and abide by Preble Street's Core Competencies, which can be found in the management plan. Shelter staff would assist clients in accessing Maine Housing's Rent Smart Program, secure ID's to start the housing and employment process, and apply for rental subsidies and benefits. Preble Street works with community health partners to make referrals for counseling, employment, educational and training programs. The lower level of the Wellness Shelter includes an administrative area and two client consultation rooms for these purposes.

- VI. *Suitable laundry, kitchen, pantry, bicycle storage, and secure storage facilities for shelter stayers shall be provided on-site; and*

Staff Summary:

Preble Street would contract with a local vendor for laundering the sheets and blankets daily and the Wellness Shelter would include a laundry area where clients could do their own laundry. The Wellness Shelter would provide three meals a day on site to the shelter clients. The meals would be prepared in the Preble Street kitchen on the ground floor and would be brought upstairs to the shelter on the main level via the elevator in individual packaging for clients to eat at various times. The current functions of the lower level kitchen and pantry remain in operation.

A covered storage tote would be provided to each client at their cot to keep their personal items. This area would be continuously monitored by staff. This storage model was tested and proven successful at the Sullivan Gym Wellness Shelter.

Bicycle storage would be offered outside or at a secure Preble Street location for longer storage needs. Planning staff request the consideration of additional on-site bicycle storage in addition to more details about how they will assist clients in having access to alternative transportation.



3 Fence - Birds Eye View

SCALE 1/4" = 1'-0"



- VII. *An outdoor area for guest use shall be provided on-site with adequate screening to protect privacy of guests.*

Staff Summary:

To meet Condition VII, the applicant has proposed to install a 6-foot fence around the existing public facing courtyard, converting it into a private outdoor area for clients and staff. Access to this courtyard would be through an interior shelter door to prohibit unwanted visitors and maintain privacy. In the new courtyard, tables, chairs and plantings would be incorporated into the space. Staff would encourage the applicant to incorporate additional plantings and vegetation into this space.

A design review was conducted as part of the Level II Site Plan application and can be found in the attachments of this report. The fences relationship to the pedestrian environment was evaluated and found that it could be improved in three areas: blank facades, permeability, and character. Staff would encourage the applicant to introduce more porosity into the fence whether through slats or patterns of openings. Additionally, staff encourages the applicant to consider a grey finish on the wood that relates to the tone of the existing structure.

X. NEXT STEPS

In review of this application, Staff have identified a number of concerns for that warrant Planning Board consideration, and that the applicant should be prepared to respond to at the October 20th workshop and in follow-up submissions. To summarize, this includes impacts made by noise & litter, logistics of loading and deliveries, management responsibilities (including more information on monitoring), and transit utilization strategies.

XI. ATTACHMENTS**PLANNING BOARD REPORT ATTACHMENTS**

1. Public Comment
2. Design Review

APPLICANT'S SUBMITTALS

- A - COVER LETTER
- B - CHECKLIST
- C - RIGHT, TITLE & INTEREST
- D - EVIDENCE OF ADEQUATE OUTDOOR WITH PRIVACY PROTECTIONS
- E - EVIDENCE OF COMPLIANCE WITH GENERAL CONDITIONAL USE REQUIREMENTS
- F - EVIDENCE OF COMPLIANCE WITH SPECIFIC CONDITIONS
- G - MANAGEMENT PLAN FOR PORTLAND WELLNESS SHELTER
- H - PROJECT SUMMARY
- I - TRANSPORTATION PLAN

PLANS

- P1. PLAN SET
- P2. FLOOR PLANS

Planning and Urban Development Department Planning Division



Subject: B-3 Design Review – 5 Portland Street
Written by: Caitlin Cameron, Urban Designer
Date of Review: Wednesday, October 14 2020

The proposed fence as part of the conditional use at 5 Portland Street was reviewed according to the *City of Portland Design Manual* standards by Caitlin Cameron, Urban Designer, Andrew Tufts, Planner, and Deb Andrews, Historic Preservation Program Manager, against the *B3 Downtown Urban Design Guidelines* (Section b and Appendix 1 of the Design Manual).

(1) Relationship to the pedestrian environment

General: The exterior design of portions of buildings within the first thirty-five (35) feet of height shall enhance the character, attractiveness, comfort, security, and usability of the street level pedestrian environment. Factors to be considered include the design, placement, character and quality of the following:

3) Blank Facades: The fence is intended to meet conditional use standards around private, outdoor space. However, staff find that some revisions to the proposal would continue to meet the functional need for privacy while better meeting the B-3 standards related to character, attractiveness, and visual interest of the street level pedestrian environment.

- Permeability: Blank walls are limited to 30' in length in this zone. At such a prominent corner condition, the solid fence creates a blank wall and barrier with little visual interest, activity, or engagement at the street wall edge. Though privacy is a factor, introducing some porosity is recommended. This might be slats, or pattern of openings, or transitioning from a solid fence to more open slats on the upper portion of the fence.

- Character: The use of unfinished wood is anomalous with the existing character of this building as well as the surrounding streetscape. A painted surface (wood, metal, or composite), probably grey, would relate to the materials of the building and the urban character of the downtown where unfinished wood is not a predominant material. In addition, the fence as proposed sits directly on the ground, similar to a residential or sideyard application. A base wall of concrete or masonry unit would relate to the materials already found in the plaza space and create a similar condition to front yard fences, plazas, and parks found within the downtown (eg First Parish Church, Longfellow House, Lincoln Park).

Examples on the next page:



July 27, 2020

City of Portland Maine
Department of Planning and Urban Department
Planning Division
389 Congress St
4th Floor
Portland, ME 04101

Re: Conditional Use Application, 5 Portland Street
Preble Street

Dear Ladies and Gentlemen:

I represent Preble Street, a Maine nonprofit corporation.

Pursuant to Section 14-474 of the Portland Code of Ordinances, I am submitting an application for conditional use approval for an emergency shelter to be located at 5 Portland Street.

The premises is currently owned by Preble Street, a Maine nonprofit corporation. Preble Street currently uses the premises as a resource center providing social services to Portland's homeless population.

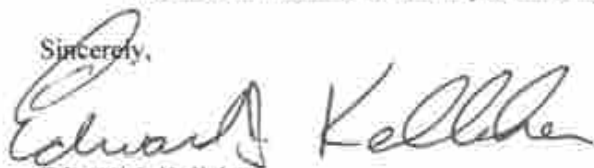
Preble Street wishes to convert the premises to an emergency shelter.

The following items are being submitted:

1. Project Description.
2. Submission Checklist.
3. Evidence of right, title or interest – deed to Preble Street for subject premises.
4. Evidence of compliance with the general standards for conditional use approval set forth at 14-474(c)(2).
5. Documents evidencing compliance with the specific use standards for emergency shelters set forth at Section 14-474(c)(3)(a).
6. Floor Plan for the proposed emergency shelter.
7. Full Plan Set and Elevations.

Please don't hesitate to call if you have any questions.

Sincerely,



Edward J. Kelleher

CITY OF PORTLAND
Planning & Urban Development Department

**CONDITIONAL USE – PLANNING BOARD REVIEW
SUBMISSION CHECKLIST**

- * Please upload each document as a separate PDF file
 * Please confirm each item by electronically checking the boxes to the left for each document

Conditional uses are listed in the Zoning Ordinance for each zone and these proposed uses must address the criteria contained in Section 14-474 in the written application. In addition to the criteria in Section 14-474, each application must address any applicable conditional use standards contained in the applicable zone for the proposed use.

GENERAL APPLICATION DOCUMENTS

Yes ☒	N/A ☐	Project Description Cover Letter with detailed project description
Yes ☒	N/A ☐	Completed Checklist – Conditional Use (this document)
Yes ☒	N/A ☐	Right, Title and Interest Deeds, leases, or purchase and sales agreements

CONDITIONAL USE STANDARDS AND CRITERIA

Yes ☒	N/A ☐	Traffic Address volume and type of vehicle traffic to be generated, hours of operation, expanse of pavement, and number of parking spaces required are not substantially greater than would normally occur at surrounding uses or other allowable uses in the zone.
Yes ☒	N/A ☐	Environmental Impacts Address use will not create unsanitary or harmful conditions by reason of noise, glare, dust, sewage disposal, emissions to the air, odor, lighting, or litter.
Yes ☒	N/A ☐	Design and Operation Address the design and operation of the proposed use, including but not limited to landscaping, screening, signs, loading, deliveries, trash or waste generations, arrangement of structures, and materials storage that will not have a substantially greater effect; impact on surrounding properties than those associated with surrounding uses or other allowable uses in the zone.
Yes ☒	N/A ☐	Zone Specific Criteria Deeds, leases, or purchase and sales agreements

Short Form Warranty Deed

2607
MAINE REAL ESTATE TAX PAID

STAMCO, a Maine general partnership with a place of business in Portland, Maine, FOR CONSIDERATION PAID, grants to Preble Street Resource Center, Inc. a Maine non-profit corporation with a mailing address of P.O. Box 1459, Portland, ME 04104, with WARRANTY COVENANTS, the following described real property located in Portland, County of Cumberland, Maine:

A certain lot or parcel of land together with the buildings thereon, being more particularly described as follows:

No. 1-15 Portland Street, No. 60-68 Preble Street and 246-254 Oxford Street, Portland, Maine, containing eleven thousand one hundred thirty-four (11,134) square feet more or less, all according to the City of Portland valuation plans. The said easterly line on Preble Street is 117.14 feet more or less; the said northerly line on Oxford Street is 126.66 feet more or less; the said southerly line on Portland Street is 142.63 feet more or less; the said westerly line extending through from Portland Street to Oxford Street is 54.2 feet more or less.

Being the same premises conveyed to the Grantor herein by deed of Edward C. Gall dated June 27, 1983 and recorded in the Cumberland County Registry of Deeds in Book 6204, Page 167.

WITNESS our hands and seals this 11th day of January, 1993.

WITNESS

MICHAEL J. LUCHENSKI

STAMCO, a Maine General Partnership

by: T.S.W. Corp., General Partner

by: Stephen Webber
Stephen Webber, It's Presidentby: William Webber
William Webber, Gen. Partner
Being all of the Partners of STAMCO

Recorded
Cumberland County
Registry of Deeds
01/13/93 09:06:48AM
John B. O'Brien
Register

State of Maine
Cumberland, ss.

January 11, 1993

Personally appeared William Webber in his capacity as general partner of STAMCO and acknowledged the foregoing instrument to be his free act and deed on behalf of STAMCO.

Patricia M. Powers
Notary Public/Attorney

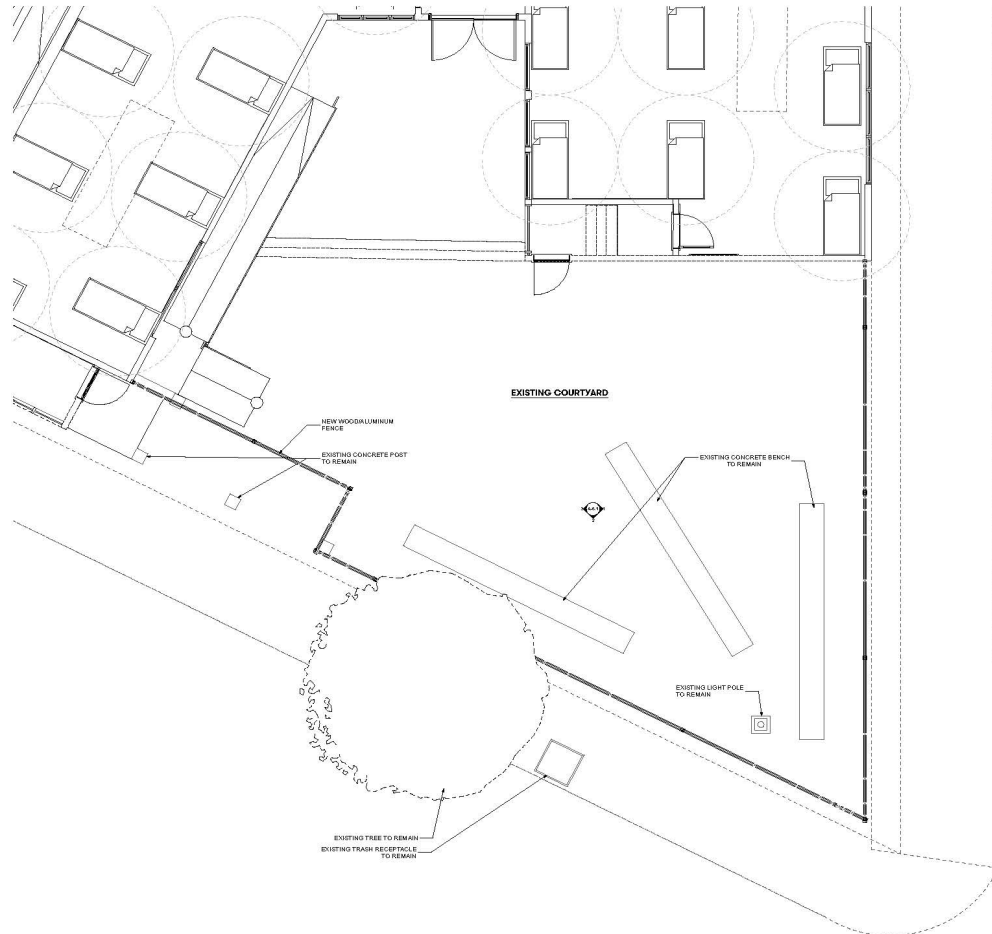
PATRICIA M. POWERS, NOTARY PUBLIC
STATE OF MAINE
MY COMMISSION EXPIRES 12/21/96

July 27, 2020

Att. D

**EMERGENCY HOMELESS SHELTER
5 PORTLAND STREET, PORTLAND ME**

The Proposed emergency shelter shall feature a fenced in courtyard which can be accessed by the clients of the emergency shelter. The new fencing will act as a screening from the courtyard to Portland Street and Preble Street.



July 27th, 2020

**EMERGENCY HOMELESS SHELTER
5 PORTLAND STREET, PORTLAND ME**

General Conditional Use Approval Standards

- 1. The volume and type of vehicle traffic to be generated, hours of operation, expanse of pavement, and the number of parking spaces required are not substantially greater than would normally occur at surrounding uses or other allowable uses in the same zone.**

The proposed project will have less vehicle traffic generated compared to the current use of the building. Due to the lower number of staff present at any one time at the new Wellness Shelter compared to the previous greater numbers of staff present during the day at the Resource Center and Soup Kitchen, less vehicle traffic and parking will be utilized. Additionally, the previous use included low Income people who were housed but needed social services or hunger relief who would come to the Resource Center for casework services or for the soup kitchen, both of which are not being provided at that site, therefore less vehicle traffic. Having 3 staff on throughout the night will mean that there may be small numbers of staff vehicle use beginning and leaving work during the overnight but that is comparable to the current use of the building as the overflow shelter for the Oxford Street Shelter and the vehicle use by that overnight staff.

- 2. The proposed use will not create unsanitary or harmful conditions by reason of noise, glare, dust, sewage disposal, emissions to the air, odor, lighting, or litter.**

The proposed use will not increase noise, glare, dust, sewage disposal, emissions to the air, lighting, or litter. The proposed fencing will decrease negative impacts on the neighborhood from the current use of the property. The Wellness Shelter has a 9 pm curfew and a 10 pm Lights Out policy so quiet is expected both in and around the shelter and the courtyard.

- 3. The design and operation of the proposed use, including but not limited to landscaping, screening, signs, loading, deliveries, trash or waste generation, arrangement of structures, and materials storage will not have a substantially greater effect/impact on surrounding properties than those associated with surrounding uses or other allowable uses in the zone.**

The proposed project will decrease impact on the surrounding properties. The current day-shelter and emergency temp. overnight shelter has exterior space open to the corner of Preble Street and Portland Street. This open courtyard often crowds with people throughout the day and evening. The new emergency wellness shelter has the opportunity to work with smaller groups giving the homeless a better chance to recovery. The new fencing will act as a screening for those wanting to be outside during the day and evening during their stay with Preble Street. This facility will provide adequate space and support for the homeless individuals staying there. The new screening fence will have a positive impact in the neighborhood.



REVISED - OCTOBER 5, 2020

EMERGENCY HOMELESS SHELTER
5 PORTLAND STREET, PORTLAND ME

Specific Conditions for Emergency Shelters

Emergency shelters are subject to the following conditions, in addition to the provisions of section 14-474 (c) 2. Notwithstanding section 14- 474(a) or any other provision of this Code, the Planning Board shall be substituted for the Board of Appeals as the reviewing authority for any shelter also subject to Level III site plan review:

- i. The facility shall provide adequate space for conducting security searches and other assessments;**

Refer to floor plan for “Secure Check-In” location.

Similar to the two Emergency Homeless Shelters that Preble Street operates, Florence House for women and Kreisler Shelter for youth, there will be a duo door system that controls shelter access, ensuring proper assessments, safety and security. The primary entrance will be on Portland Street to the west of what will be a fenced in courtyard. The first unlocked door allows the client to come in off the street and out of the weather. It leads into a small vestibule. The second set will be locked and lead to the staffed front desk in the main lobby. This front desk will be staffed by Preble Street caseworkers 24/7. All people entering the building will have to be buzzed in by Preble Street staff.

This 40 bed Emergency Shelter will serve mostly the same individuals nightly and so they will be known to the staff. After an individual is housed, that bed will be sanitized, and a new person will be selected to the shelter. This model maintains safety and security as the clients are known to the staff, they access the same beds and routine while there, negating the need for lines and stress, leading to a conflict free space.

Additionally, as this shelter is accessible to the client 24 hours/day, entrances and exits for clients will be minimized, leaving this duo door, locked and monitored entrance, free of crowds, easy to evaluate and keep safe. Private outdoor space allowing clients to get sunshine and fresh air will be created that will be fenced in and only accessible by clients from a doorway located inside the shelter. The entire design of the space will be done in way that minimizes the need for clients to come and go from the building.

When a client does enter the shelter, they will pass through this security screening location at the main entrance on the upper level off Portland Street. Wellness screening will also happen here including hand cleansing, temperature taking and COVID-19 prevention questions.

From this security screening area, the client can then enter into the centralized shelter area.

The front desk staff also monitor safety of entry into and exit from the building as well as activity around the building through video surveillance. Four functional surveillance cameras will be situated

in order to monitor the outer perimeter of the property. The Portland Police Department will be asked for help in locating the cameras at optimal places. The cameras are part of a digital video security system that will allow for live viewing of each camera from a central computer as well as the recording of data.

Preble Street's professional social work practices focus on engaging in supportive, trusting relationships with the clients using trauma informed care approaches. This model creates safe environments as the safety is in the relationship between the client and the casework staff.

ii. The facility shall be designed with a centralized shelter operations office on each level providing sight lines to sleeping areas;

Responding to the COVID pandemic and creating the Sullivan Wellness Shelter at USM gymnasium taught us that large open spaces for Emergency Shelter were not only CDC guided best practices for preventing the spread of the virus, but it also was strongly instrumental in creating safe, trauma informed spaces through open space with clear sight lines. The open sight lines create safety as there are always eyes on everywhere while simultaneously providing some privacy through the far distance between beds.

Having one single, large, open, high ceilinged room at the Shelter will ensure sight lines to sleeping areas and ensure safety.

Staff areas have been marked on the floor plan with sight lines to all sleeping areas. Please refer to floor plan for staff operation areas.

iii. A Management Plan adequately outlining the following areas shall be provided:

Management responsibilities;
Process for resolving neighborhood concerns;
Staffing;
Access restrictions;
On-site surveillance;
Safety measures;
Controls for resident behavior and noise levels; and
Monitoring Reports.

Please see the Preble Street Wellness Shelter Management Plan attached in addition to the points specifically addressed below:

Management responsibilities

The Wellness Emergency Shelter will be operated by a team consisting of a Program Director, three Program Supervisors ensuring that each shift has a Supervisor present, and a Program Administrator responsible for HMIS (the federal Homeless Management Information System) data tracking, Client Track case management data system, ESAC (Portland's Emergency Shelter Assessment Committee), reporting for funding requirements and staff scheduling.

In addition to having 24-hour 7 day per week (24/7) onsite staff, the Shelter also has a 24/7 On-call Program with access to additional support as needed from Preble Street's entire management team including Senior Directors of Social Work and the Deputy Director of Preble Street.

Management responsibilities include ensuring the operation of a safe and healthy shelter from intake to case management, to providing for basic needs of hot meals, hygiene, clothing, mail to providing for health, mental health, substance use, dental, education, employment, training, safety and spiritual needs through community partners and counselling and assisting clients with discharge to temporary and permanent housing placements.

Management is responsible for working with community partners to optimize the services for the clients, with neighbors and the neighborhood association to ensure helpful and positive communications that inform changes in operations and with the Portland Police to ensure safety for the shelter clients, neighbors and staff.

Managers are trained in and expected to uphold Preble Street's "Management Competencies: Eight Core Competencies. Those core competencies are Self-Aware, Effective Communicator, Problem-Solver/Decision-Maker, Accountable, Team Builder, Talent Manager, Cultivator of Cultural Competence and Diversity, and Strategic Leader. Please see the "Management Competencies: Eight Core Competencies" document describing each core competency in the Wellness Shelter Management Plan.

Process for resolving neighborhood concerns

Preble Street will take the steps below aimed at ensuring three goals: first, clients of the shelter are given a reasonable and clear set of expectations concerning their behavior at the shelter and in the surrounding neighborhood, second that clients are made aware of these expectations and the expectations are enforced by shelter staff, and third, the mechanisms are in place to receive and respond to any concerns or questions raised by neighbors or other stakeholders. In furtherance of these priorities, Preble Street will take the following steps:

- Preble Street staff facilitate periodic community meetings for clients of the program which include discussion of expectations related to being a good neighbor.

- Preble Street staff will have all clients sign a “Services Expectation Agreement” upon intake to reinforce and make clear neighborhood behavioral expectations, a copy of which is attached in the Wellness Shelter Management Plan as Exhibit 1.
- Preble Street staff promote community-building in the neighborhood through staff and client participation in neighborhood clean ups and regular staff attendance at the Bayside Neighborhood Association meetings.
- Preble Street staff work to connect clients with resources necessary to meet basic needs using a trauma informed, harm reduction approach.
- Preble Street staff meet with and communicate regularly with the Cumberland County Crisis Response Team and the Portland Police Department Community Policing to prevent and/or respond proactively to public safety concerns.
- Preble Street Managers readily provide their contact information and respond in a timely way to questions or concerns from community members.

Additionally, Preble Street Facilities team will continue to conduct daily trash pickup surrounding the entire shelter building, on both sides of the street, up to and around the Kreisler Shelter for Youth at 38 Portland Street, to Cumberland Ave. in front of the Teen Center and down to 55 Portland Street, on both sides of the street.

Staffing

Preble Street will ensure a minimum of three awake staff people on-site at all times. Attached in the Wellness Shelter Management Plan as Exhibit 2 is a staffing plan and sample staffing schedule. The staffing schedule is a sample and may be changed, without reducing overall supervisory effectiveness.

The Wellness Shelter will be overseen by a Program Director with expertise in management of programs working with individuals experiencing homelessness as well as extensive training in mental health and substance use issues. The Director will be accountable for hiring and managing staff, ensuring that all staff meet training requirements, and developing and implementing policies and procedures aimed at maintaining a safe environment and furnishing quality social services at the Wellness Shelter.

Caseworkers and Housing Support Workers will work directly with Wellness Shelter clients to ensure that basic needs are met, develop individual service plans including a housing stability plan, assist with applications for benefits, and make referrals to relevant community resources. In addition, these staff will be responsible for monitoring safety in the building and on the property. Safety will be monitored by staffing the front desk, requiring that all persons who enter the building sign in and exhibit safe behavior, and by doing frequent and regular walks throughout and around the facility. Additionally, staff will monitor security cameras placed on the premises.

Caseworkers and Housing Support Workers will receive training to understand and effectively respond to the complex issues that face chronically homeless individuals. This training will include CPR, First Aid, mental health, substance abuse, co-occurring disorders, homelessness, Housing First, crisis intervention, intervention and de-escalation of potential conflict, trauma informed care and essential community resources. In addition, staff will be trained in Preble Street's Core Competencies for case management staff and Core Competencies for Management staff. (See Wellness Shelter Management Plan Exhibit 3). Three Supervisors will be responsible for providing leadership for casework and housing support staff throughout all shifts. Supervisors will receive additional training in supervision, policy implementation, and crisis intervention and will be directly supervised by the Program Director.

Please see the Preble Street Wellness Shelter Management Plan attached for more information on Staffing and Staffing Schedules.

Access restrictions

The Wellness Emergency Shelter will only allow clients who have been screened through an intake and COVID-19 prevention process and accepted into the Shelter. The Shelter is accessible to these 40 clients twenty-four (24) hours a day. Daily needs will be met within the shelter minimizing the need for clients to leave and return multiple times per day. The design of the Outdoor Courtyard accessed only from inside the Shelter and surrounded by a pleasing privacy fence supports the client emphasis on accessing case management and day services, mail, laundry, meals, showers and other basic needs on site, allowing the individual to focus on housing goals.

Each individual accepted will be guaranteed a bed at the shelter conditional upon agreeing to follow the safety and respect expectations of the shelter. When that individual gains housing or access to other appropriate programming, there will be a referral system from Portland homeless service providers to fill that bed with a priority being on bringing people in who are unsheltered and living outside.

Only visitors who are service providers will be allowed in the shelter to meet with the clients. The private courtyard in the fresh air and sunshine will have benches and tables to allow an additional COVID safe place for clients to meet with community caseworkers as well as to eat, feel safe and heal.

This model being created at the Wellness Shelter is a small 40 bed shelter in a large open, safe space with clear sight lines. The Shelter provides 100% of basic needs services to a fairly constant group of individuals who get to know each other and the staff. Clients begin to trust and be better prepared to work on goals when they know the security of having the same bed to sleep in both nightly or during the day if they need rest. This model is considered best practice for shelters and creates a safe and secure environment for the clients, staff and neighborhood.

Both the physical design of the building and the program design will act in tandem to control access to the building. The front desk staff person is responsible for monitoring entry into and exit from the building through the one main door on Portland Street to the west of the fenced in, private courtyard.

The front desk staff will also be monitoring video surveillance placed at doorways around the building to ensure security and restricted access.

Please see the Preble Street Wellness Shelter Management Plan for more information on Access restrictions.

On-site surveillance

Four functional surveillance cameras will be situated in order to monitor the outer perimeter of the property and will be directed to avoid monitoring any neighboring properties unless explicitly agreed with the owner of that property. Exact mounting locations will be selected to maximize viewing coverage, in consultation with the Portland Police Department; mounting height will be a minimum of 10 feet above the ground to prevent vandalism.

The cameras are part of a digital video security system that will allow for live viewing of each camera from a central computer as well as the recording of data. This data is saved until the footage overwrites itself approximately every 30 days. Front desk staff will be responsible for monitoring the cameras. Any changes in camera locations will be in consultation with the Portland Police Department.

Safety measures

The safety of clients, staff, interns and neighbors are the utmost concern to Preble Street. This Wellness Emergency Shelter concept is primarily designed for safety, both in COVID-19 prevention, in prevention of deaths and illnesses that result from people being unsheltered and forced to sleep outside, and with small shelter bed numbers and large open indoor space with private outdoor space, in reducing the impact on the neighborhood by keeping people sheltered with a focus on getting them housed.

The vast majority of safety issues can be prevented with good de-escalation techniques and support services. This Shelter will have staff that are extensively trained and practiced in those skillsets.

When necessary, the Shelter will work closely with the Portland Police Department, Portland Fire Department, Medcu, and other crisis and health responders including the Maine CDC, Maine Department of Health and Human Services, Maine Medical Center, and TOA Crisis Services.

Please see the Preble Street Wellness Shelter Management Plan for more information on On-Site Surveillance.

Controls for resident behavior and noise levels

Preble Street Wellness Shelter holds that everyone there is responsible for keeping and promoting a safe and respectful atmosphere. Staff are expected to ensure and monitor this in the Shelter, in the private fenced in Courtyard and on the sidewalks surrounding the Shelter.

Upon acceptance into the shelter, clients are required to execute the Preble Street Service Agreement (attached in the Wellness Shelter Management Plan as Exhibit 1).

Clients' behavior is expected to be safe and appropriate. Clients may not unreasonably disturb others, use the premises for any purpose deemed hazardous, conduct any activity or occupation which is illegal, noisy or dangerous, nor cause any damage or waste to the premises. No alcohol or illicit substances are permitted in any indoor or outdoor shelter area.

Preble Street staff facilitate periodic community meetings for clients of the program which include discussion of expectations related to being a good neighbor, and staff are proactive in addressing concerning behaviors around the building, including outreaching individuals engaging in that behavior and addressing the behavior individually and in community meetings.

Loitering of non-clients around the Wellness Shelter is not permitted nor is any behavior that is disruptive or unsafe. Any behavior that does not meet safety and noise expectations as well as any loitering will be addressed immediately.

Please see the Preble Street Wellness Shelter Management Plan for more detailed information on "Controls for resident behavior and noise levels".

Monitoring Reports

Preble Street will submit regular reports to the funding sources of the Wellness Shelter, as required (United Way, State of Maine, Maine State Housing Authority, etc.) In addition, Preble Street is an active member of three planning and monitoring entities – the local Emergency Shelter Assessment Committee, the Region One Homeless Council, and the Maine Continuum of Care. Preble Street will regularly report on the Wellness Shelter at those meetings.

While the COVID-19 pandemic is occurring, Preble Street also actively participates on Portland Shelter and COVID Homeless Needs meeting on weekly calls and the Coordinating Clinical Support-COVID & Portland Homeless Providers biweekly meetings facilitated by the DHHS Commissioner's Office. Preble Street reports on all their shelters at these meetings.

Please see the Preble Street Wellness Shelter Management Plan for more information on Monitoring Reports

- iii. **Adequate access to and from METRO service shall be provided. The facility shall be within a 1/4 mile of a METRO line, or shall be within 1/2 mile of a METRO line and provide adequate indoor space to permit all shelter guests day shelter, as well as implement strategies to help residents utilize transit;**

The site is within 1/4 mile from the bus lines below.

Metro Transfer Station:

Metro Pulse at Elm Street (0.2)

Bus Stops:

Portland and Preble Street (8) – 200 feet

Cumberland and Preble Street (7,8) – 400 feet

Oxford Street and Alder Street (2, 4, 5)– 350 feet

Cumberland and Elm Street (8) – 0.1 miles

Congress Street and Center Street (1,2,4,5,7,8,9B, 21, 24a)– 0.2 miles

Knowing the trauma and physical, mental and spiritual toll that experiencing homelessness takes, the design of the Wellness Shelter allows clients to access all parts of the shelter at any time as safely accessing rest, nutrition, cleanliness and fresh air is crucial to healing and moving out of homelessness.

Day Shelter spaces with table and chairs, private outside space, sleeping areas, showers, bathrooms and laundry will all be able to be flexibly used and accessed. Ending the need for always having to line up for basic services and giving control over to the individual for them to decide when to eat, shower, sit outside or sleep helps create a calm and nourishing shelter.

Best practice Shelters provide 24-hour accessibility to sleeping areas with cots, storage, meals, clothing, mail, laundry, showers, and bathrooms. Along with case management that will assist clients in implementing strategies to help utilize transit, this Shelter will do all that.

- iv. The facility shall provide on-site services to support residents, such as case management, life skills training, counseling, employment and educational services, housing assistance, or other programs;**

As a professional social work agency, Preble Street incorporates casework into all services it provides and in this Wellness Shelter, case management will be the main driver in helping people get housing.

As noted in the Wellness Shelter Management plan Preble Street’s Caseworker Core Competencies include “Accountable”, “Advocate and System Navigator”, “Critical Thinker and Problem Solver”, all of which lead to proficiency in providing on-site support services.

As a shelter provider, we assist clients in accessing Maine Housing’s Rent Smart Program, secure ID’s to start the housing and employment process, apply for rental subsidies and benefits. One of our Program Directors is an LCSW who currently conducts Shelter Plus Care and Bridging Rental Assistance Program evaluations for the City of Portland Oxford Street Shelter. The Wellness Shelter will also access his licensing ability to conduct evaluations for these helpful housing subsidies.

In collaboration with community health partners, we regularly make referrals for counseling,

employment, educational and training programs.

The lower level of the Wellness Shelter includes administrative area and (2) client consultation rooms for these specific purposes. The lower level can be accessed by an existing elevator. This work is also done in areas throughout the shelter level, at tables, the front desk, near the laundry, and outside in the private courtyard. This low barrier approach incorporates any natural, informal meeting times to work on client goals in addition to formalized, scheduled appointments that take place on the lower level.

v. Suitable laundry, kitchen, pantry, bicycle storage, and secure storage facilities for shelter stayers shall be provided on-site; and

Preble Street will contract with a local vendor for laundering the sheets and blankets daily and the Wellness Shelter will include a laundry area where clients can do their own laundry.

The Wellness Shelter will provide three meals a day on site to the shelter clients. The meals will be prepared in the Preble Street kitchen on the ground floor and will be brought upstairs to the shelter on the main level via the elevator in individual packaging for clients to eat at various times. The current functions of the lower level kitchen and pantry remain in operation.

Each client will have a covered storage tote at their cot to keep their personal items. Because of the large distance between cots and the open sight lines continuously monitored by staff, this secure storage model was popular among clients at the Sullivan Gym Wellness Shelter and will be replicated at this Shelter.

Bicycle storage will be offered outside or at a secure Preble Street location for longer storage needs.

vii. An outdoor area for guest use shall be provided on-site with adequate screening to protect privacy of guests.

A significant change to the existing property will be to transform the current open, public facing courtyard into a private safe outdoor area for clients to access fresh air and sunshine, work with staff on goal plans, eat a meal or visit with other shelter clients.

The area will be completely encompassed by a privacy fence that closes off the existing courtyard property along Preble Street and Portland Street. The only access to the courtyard will be through an interior shelter door to prohibit unwanted visitors from the site and to maintain confidentiality of the clients. This transformation will benefit clients of the shelter and the neighborhood.

The main entrance to the Shelter will be just to the west of the closed courtyard on Portland Street.

To the casual passerby, the privacy fence will be pleasing to the eye and create a pleasant barrier between the business of the shelter and the daily tasks of those who pass by, live or work in Bayside.

In the new fenced in courtyard, tables, chairs and plantings will create outdoor space that promotes dignity and peace for the clients starting to work their way out of homelessness.



WELLNESS SHELTER

MANAGEMENT PLAN

I. Neighborhood Concerns

Preble Street will take the steps below aimed at ensuring three goals: first, clients of the shelter are given a reasonable and clear set of expectations concerning their behavior at the shelter and in the surrounding neighborhood, second that clients are made aware of these expectations and the expectations are enforced by shelter staff, and third, the mechanisms are in place to receive and respond to any concerns or questions raised by neighbors or other stakeholders. In furtherance of these priorities, Preble Street will take the following steps:

- Preble Street staff facilitate periodic community meetings for clients of the program which include discussion of expectations related to being a good neighbor.
- Preble Street staff will have all clients sign a “Services Expectation Agreement” upon intake to reinforce and make clear neighborhood behavioral expectations, a copy of which is attached as **Exhibit 1**.
- Preble Street staff promote community-building in the neighborhood through staff and client participation in neighborhood clean ups and regular staff attendance at the Bayside Neighborhood Association meetings.
- Preble Street staff work to connect clients with resources necessary to meet basic needs using a trauma informed, harm reduction approach.
- Preble Street staff meet with and communicate regularly with the Cumberland County Crisis Response Team and the Portland Police Department Community Policing to prevent and/or respond proactively to public safety concerns.
- Preble Street Managers readily provide their contact information and respond in a timely way to questions or concerns from community members.

II. Staffing

Preble Street has will ensure a minimum of three awake staff people on-site at all times. Attached as **Exhibit 2** is a staffing plan and sample staffing schedule. The staffing schedule is a sample and may be changed, without reducing overall supervisory effectiveness.

The Wellness Shelter will be overseen by a Program Director with expertise in management of programs working with individuals experiencing homelessness as well as extensive training in mental health and substance use issues. The Director will be accountable for hiring and managing staff, ensuring that all staff meet training requirements, and developing and implementing policies and procedures aimed at maintaining a safe environment and furnishing quality social services at the Wellness Shelter.

Caseworkers and Housing Support Workers will work directly with Wellness Shelter clients to ensure that basic needs are met, develop individual service plans including a housing stability plan, assist with applications for benefits, and make referrals to relevant community resources. In addition, these staff will

be responsible for monitoring safety in the building and on the property. Safety will be monitored by staffing the front desk, requiring that all persons who enter the building sign in and exhibit safe behavior, and by doing frequent and regular walks throughout and around the facility. Additionally, staff will monitor security cameras placed on the premises.

Caseworkers and Housing Support Workers will receive training to understand and effectively respond to the complex issues that face chronically homeless individuals. This training will include CPR, First Aid, mental health, substance abuse, co-occurring disorders, homelessness, Housing First, crisis intervention, intervention and de-escalation of potential conflict, trauma informed care and essential community resources. In addition, staff will be trained in Preble Street's Core Competencies for case management staff and Core Competencies for Management staff. (See Exhibit 3). Three Supervisors will be responsible for providing leadership for casework and housing support staff throughout all shifts. Supervisors will receive additional training in supervision, policy implementation, and crisis intervention and will be directly supervised by the Program Director.

III. Access Restrictions

Both the physical design of the building and the program design will act in tandem to control access to the building. The front desk staff person is responsible for monitoring entry into and exit from the building.

There are four access points to the building:

- The primary entrance will be on Portland Street to the west of what will be a fenced in courtyard. This entry will consist of two sets of doors. The first set will be un-locked and leads into a small vestibule. The second set will be locked and lead to the staffed front desk in the main lobby. This front desk will be constantly staffed by Preble Street employees. All people entering the building will have to be buzzed in by Preble Street staff.
- There are three basement level doors onto Oxford Street. These doors provide limited access only to staff or for emergency egress.
- There are two doors accessible only to individuals already in the building that will lead to a fenced-in courtyard that is not accessible to the public.
- Entrances will be monitored through video surveillance to ensure security.

1. Client Access

The Wellness Shelter is accessible to clients twenty-four (24) hours a day. Unlike traditional shelters that close in the morning for cleaning, clients may stay in the building at all times and are provided three meals per day on site. Laundry will also be provided on-site, and the entire design of the space will be done in way that minimizes the need for clients to come and go from the building.

Private outdoor space allowing clients to get sunshine and fresh air will be created that will only be accessible by clients from a doorway located inside the building.

This outdoor space is bordered by Portland and Preble Streets. A privacy fence, with a pleasing exterior architectural and artistic design, will wrap the courtyard allowing private outdoor space, protecting clients from being preyed upon. Benches and tables will allow clients the freedom to eat, visit, and heal in the fresh air in a healthy outdoors environment that maintains confidentiality. Passerbys will enjoy a lovely privacy fence, designed to fit into the urban neighborhood landscape.

2. *Visitor Policy*

Clients are not permitted to have guests other than service providers. This wellness shelter is designed with the latest health knowledge to prevent the spread of COVID-19 and is considered a ‘closed shelter’ in that only clients of the shelter are allowed to access it along with Preble Street staff, approved volunteers and community mental, physical and spiritual health providers.

IV. On-Site Surveillance

Four functional surveillance cameras will be situated in order to monitor the outer perimeter of the property and will be directed to avoid monitoring any neighboring properties unless explicitly agreed with the owner of that property. Exact mounting locations will be selected to maximize viewing coverage, in consultation with the Portland Police Department; mounting height will be a minimum of 10 feet above the ground to prevent vandalism.

The cameras are part of a digital video security system that will allow for live viewing of each camera from a central computer as well as the recording of data. This data is saved until the footage overwrites itself approximately every 30 days. Front desk staff will be responsible for monitoring the cameras. Any changes in camera locations will be in consultation with the Portland Police Department.

V. Safety Measures

Working closely with the Portland Police Department and other public safety departments, Preble Street provides extensive trainings to all staff on basic safety including CPR, First Aid, intervention and de-escalation of potential conflicts, how to communicate with crisis services and with 911, and the role of police, firefighters and Medcu in on site situations. Preble Street has developed specific safety protocols and regularly meets and communicates with the Portland Police and other emergency personnel. Attached as **Exhibit 3** is an outline of the Preble Street training material.

VI. Controls for Client Behavior and Noise Levels

Clients’ behavior is expected to be safe and appropriate. Clients are required to execute the Preble Street Service Agreement attached hereto as **Exhibit 1**. Clients may not unreasonably disturb others, use the premises for any purpose deemed hazardous, conduct any activity or occupation which is illegal, noisy or dangerous, nor cause any damage or waste to the premises. No alcohol or illicit substances are permitted in any indoor or outdoor shelter area.

Loitering of non-clients around the Wellness Shelter is not permitted nor is any behavior that is disruptive or unsafe. Any behavior that does not meet safety and noise expectations as well as any loitering will be addressed by procedures that will vary based on the severity and the responsiveness of the person whose behavior is being inappropriate:

- First, the individual(s) is asked to leave the area and staff use any existing relationship as well as offers of alternative resources, if needed, to make sure that the individual(s) leave the area and understand the need to change this behavior in the future.

- Second, in the event that the person returns to the area or refuses to leave, Preble Street staff will serve the individual(s) with paperwork approved by the City of Portland Police and Legal Department that lets them know that they are restricted from a specific area around the building.
- Third, if the individual(s) still does not leave the area or returns, the police will be notified to move the individual(s) along and/or to make an arrest for trespassing. Preble Street staff follow up with the Police Department to ensure that individuals do not return to the area and that they understand that continued trespassing can result in incarceration.

Preble Street staff facilitate periodic community meetings for clients of the program which include discussion of expectations related to being a good neighbor, and staff are proactive in addressing concerning behaviors around the building, including outreaching individuals engaging in that behavior and addressing the behavior individually and in community meetings.

VII. Monitoring Reports

Preble Street will submit regular reports to the funding sources of the Wellness Shelter, as required (United Way, State of Maine, Maine State Housing Authority, etc.) In addition, Preble Street is an active member of three planning and monitoring entities – the local Emergency Shelter Assessment Committee, the Region One Homeless Council, and the Maine Continuum of Care. Preble Street will regularly report on the Wellness Shelter at those meetings.

While the COVID-19 pandemic is occurring, Preble Street also actively participates on Portland Shelter and COVID Homeless Needs meeting on weekly calls and the Coordinating Clinical Support-COVID & Portland Homeless Providers biweekly meetings facilitated by the DHHS Commissioner's Office. Preble Street reports on all their shelters at these meetings.

This Management Plan is subject to periodic updating and review. Preble Street shall give to the Office of the Planning & Urban Development written notice and an opportunity to comment to material changes to this Management Plan.

Exhibit 1: Service Agreement

PREBLE STREET SERVICE AGREEMENT

Preble Street offers many services including help with basic needs, employment services, casework, and housing. Preble Street also offers three meals a day in their shelter and 24 hour accessibility.

Preble Street staff is available to answer questions, make referrals, and to make appointments with you. We encourage you to meet with a caseworker if you have problems with housing, hunger, income, employment, or getting connected to services in the community.

Preble Street welcomes everyone and expects all who come here to help us maintain a safe space in which everyone is respected.

To be a safe and respectful place Preble Street does not tolerate the following:

- Violence
- Threatening
- Unwanted sexual advances (physical or verbal)
- Hate speech
- Drug or alcohol use on site
- Drug exchange, use, possession or buying/selling on or near our property

If a person is suspected of any illegal activity such as exchanging or dealing drugs, you will be asked not to come to our programs. We will also report our concerns to law enforcement and will work with the Portland Police Department to eliminate criminal behavior at Preble Street and in our neighborhood.

I, _____, have read/had this read to me and understand what Preble Street can offer and how Preble Street works on keeping its programs safe and respectful.

Client Signature

Date

Staff Signature

Date

Exhibit 2: Staffing Plan and Sample Staffing Schedule

The staff team will be led by a Program Director with expertise in management of programs working with individuals experiencing homelessness as well as extensive training in mental health and substance abuse issues. Supervisors with extensive experience in homeless and/or residential services will take responsibility for task supervision during weekend and overnight shifts and will report directly to the program Director. Caseworkers and Housing Support Workers will receive extensive training in crisis intervention, mental illness and substance abuse issues, CPR, First Aid, housing first, trauma informed care and harm reduction as well as an orientation to Preble Street’s low barrier model and area resources. It is anticipated that all staff will receive three weeks of training and assisting in other Preble Street sites before the Wellness Shelter opens.

To summarize, the proposed staffing team includes:

- 1 Senior Director of Social Work
- 1 Program Director
- 3 Supervisors
- 14 Caseworkers (1st & 2nd shift) and Housing Support Staff (3rd shift) (FT and PT)
- 1 Program Administrator
- Janitorial Services staff
- As Needed Staff to cover gaps during staff training/vacation/holiday time

Typical Day Staffing Pattern

Staffing will take place in three shifts each day – a daytime shift, an evening shift, and an overnight shift. All staff members will be awake at all times. There will never be fewer than three staff members present on site. Most day and evening shifts will include four or five staff members present on site, including one supervisor and three or more line staff. Overnight shifts will have a minimum of three staff.

The following chart outlines the basic staffing pattern.

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
8am-4pm	FT#1	FT#1	FT#1	FT#1	FT#1		
“Daytime”	FT#2	FT#2	FT#2	FT#2	FT#2	PT	PT
	PT	FT#3	FT#3	FT#3	FT#3	FT#3	PT
	PT	PT	FT#4	FT#4	FT#4	FT#4	FT#4
	FT#5	FT#5				FT#5	FT#5
			Sup#1	Sup#1	Sup#1	Sup#1	Sup#1
		PD	PD	PD	PD	PD	
4pm-12am	FT#6	FT#6	FT#6	FT#6	FT#6		PT
“Evening”	FT#7	FT#7	FT#7	FT#7	FT#7	PT	PT
	PT	PT	FT#8	FT#8	FT#8	FT#8	FT#8
	PT		FT#9	FT#9	FT#9	FT#9	FT#9
	FT#10	FT#10				FT#10	FT#10
		Sup#2	Sup#2	Sup#2	Sup#2	Sup#2	
12am-8am							
“Overnight”	FT#11	FT#11	FT#11	FT#11			
	FT#12				FT#12	FT#12	FT#12

				FT#13	FT#13	FT#13	FT#13
		PT#1	FT#14		FT#14	FT#14	FT#14
	Sup#3	Sup#3	Sup#3	Sup#3			

Exhibit 3: Preble Street Training Material Outline

Preble Street Required Training for All Staff

I. Orientation:

- Preble Street Handbook and Policies
- Confidentiality Policy and Unlawful Harassment Policy
- Exposure Risk Policies (Universal Precautions, Bloodborne and Airborne Pathogens)
- Incident and Accident reporting, Worker's Compensation, and Trauma Protocol

II. Maintaining a Safe Work Environment:

- Boundaries & Confidentiality,
- Crisis Prevention, Intervention, and De-escalation,
- Challenging Behaviors
- Emergency Services
- Intervention Basics
- Weapon Policy and Trauma Procedures
- Emergency & Non-Emergency Procedures
- Mental Health Crisis Intervention
- Overdose Response Training

Additional Annual Training:

- Unlawful Harassment & Safety Training
- Video Display Terminal Training (for office staff)

III. Specific Program Training

Adult Services

Residential Services (Logan Place/Florence House/Huston Commons):

- History & Logan Place/Florence House/Huston Commons Policies
- Harm Reduction
- Social Services Tour
- Police Interaction Protocol/Referral Guidelines
- Personal Safety & De-escalation Techniques
- Boundaries & Confidentiality
- Challenging and Unsafe Behaviors
- Steps for Safe Interactions
- Co-occurring Mental Health and Substance Use Disorders
- Mental Health Intervention Training
- Developing Positive Relationships
- Assessing for Suicide
- Stages of Alcoholism/Withdrawal/Overdose/Recovery
- Substance Abuse and Victimization
- History and Principles of Supportive Housing

Wellness Shelter/Florence House:

- Shelter Procedures and Policies (including Intake Procedures, On Call Procedures, Illegal Substance Policy, & Overflow Plan)
- Emergency Interventions/Police and Medcu Protocols
- De-escalating & Addressing Difficult Behaviors
- Boundaries & Confidentiality

- Suicide Intervention
- HMIS Training (Program Administrator)
- Sexual Assault & Victim Advocacy 101 (SARSSM)

Casemanagement Programs (Veterans Housing Services/Anti-Trafficking Services/Health Services):

Anti-Trafficking Services (ATS)

- Staff roles and responsibilities
- Human Trafficking 101 (Human Trafficking, Labor Trafficking and Sex Trafficking in Maine and beyond)
- Grants and funding
- Competencies (Preble Street core competencies, ATS core competencies, harm reduction principles, professional development)
- Case manager role (caseloads, rapport building, service plans, client closings)
- Intake process
- Specifics for working with MVOTs
- Documentation
- ATS protocols (subpoenas, hoteling, after-hours)
- Safety planning
- Maine Housing Matrix
- Supervision and case review
- Supplemental readings and webinars

Veteran Housing Services (VHS)

- VA SSVF (Supportive Services for Veteran Families) orientation and federal training modules
- Overview of Bangor, Lewiston and Portland VHS offices and community partners
- Functional zero goals for Maine

Health Services

- Social determinants of health
- Health needs of the homeless in the community
- Shadow shifts with Maine Medical Center staff at the MMC/PS Learning Collaborative
- Harm reduction
- Medication Assisted Treatment (MAT)
 - Research (readings and scholarly articles)
 - Protocols for Greater Portland Health MAT
- Shadow shifts with Street Outreach

Teen Services

Teen Center:

- Agency Overview
- Drop in Policies/Rules/ Regulations
- Confidentiality
- Consumer Needs, Issues, and Characteristics
- Boundaries

- Harm Reduction/Drugs & Alcohol
- Case Management/Paperwork/Resources
- Child Abuse Reporting (DHHS/CPS Training)
- Crisis Intervention
- Outreach
- Program Assistant (HMIS Training)

Joe Kreisler Teen Shelter:

- Joe Kreisler Teen Shelter Policies /Rules
- Intake/ Discharge Procedures
- Confidentiality
- Child Abuse Reporting (DHHS/CPS Training)
- Police/Medcu/Fire Department Procedure
- Emergency & Evacuation Procedure
- Emergency Preparedness Plan/Overflow
- Suicide Prevention
- Upon Hire and as required by license:
 - Physical exam for staff
 - TB testing
 - First Aide/CPR (American Red Cross)

IV. Additional Training from Outside Sources:

University Of Maine -- Motivational Interviewing, Ethical Decision Making, Communicating One on One, Using Feedback Effectively, Constructive Conflict Resolution, Anger as Information, The Practice of Supervision, Assessing the Risk of Violence, Stepping Up to Supervisor, Critical Thinking, Compassion Fatigue, Managerial Courage, Negotiation Skills, Coaching to Enhance & Improve Performance

Co-Occurring Collaborative of Southern Maine –some examples are:

Multi-Cultural Responsiveness in Maine, Co-Occurring Disorders and the Criminal Justice System, Meth on the Move, Psychiatric Care of Patients in the ER Department, Treatment & Recovery Philosophies

Nancy Ansheles CATALYST Trainings – regular contracted professional training on improving effectiveness of work and programs

Sexual Assault Response Services of Southern Maine – Trainings for new staff and programs as needed on sexual assault, medical and legal issues.

American Red Cross – First Aid and CPR for agency staff on a quarterly basis.

DHHS –Mandated Reporting

David Mandt & Associates – Mandt System Training

Day One -Training on Mental Health and Substance Use Disorder

Portland Police Department – Police Interaction and Relationships, CIT Officers and Crisis Intervention

Maine Medical Center/Preble Street Learning Collaborative – Ethics in the Health & Mental Health Care, training specific to medical conditions with high incidence among individuals experiencing homelessness

Management Competencies: Eight Core Competencies

A competency is a broad indicator of best practice; an area of knowledge critical to be able to perform your job well. Competencies are also connected to the goals and outcomes of the larger agency. These management competencies will provide a framework for training, coaching and evaluation to support your management level role and supervisory/management responsibilities.

Self-Aware

- Works to be conscious of own strengths and motivations, manages assumptions and professional development needs.
- Attends to own personal wellness and responsibility, and promotes this in the work environment.
- Provides individual and team feedback based on open, objective observation.
- Uses a strength-based approach to promote learning and professional development as a supervisor.

Effective Communicator

- Communicates in a clear, organized manner.
- Applies active listening skills by checking for understanding and asking for clarification.
- Encourages diverse perspectives.
- Applies skills in communicating with diverse interaction and learning styles.

Problem-Solver/Decision-Maker

- Identifies and analyzes challenges and implements solutions from a strength-based perspective.
- Evaluates information and resources to develop viable, sustainable solutions.
- Facilitates effective problem solving, consulting with others when appropriate.
- Uses supervision to communicate obstacles to accomplishing essential job functions and goals.
- Effectively prioritizes issues and projects in alignment with goals and outcomes of Preble Street.

Accountable:

- Displays an understanding of essential job functions.
- Creates a standard of work and follow-through to ensure the standard is upheld.
- Dedicated to meeting and exceeding exceptional service and performance.
- Maintains knowledge of and compliance with Preble Street policy, procedures and legal obligations.
- Displays continuous work toward understanding, integrating and achieving supervisory best practices.
- Monitors performance measures connected to programs and activities.
- Demonstrates financial stewardship including the careful use and protection of financial resources.
- Acts in a professional and ethical manner.
- Creates and facilitates effective, relevant and productive agendas and meetings.

Team Builder

- Inspires and fosters team commitment, trust and group excellence and positive morale.
- Coaches and guides employees towards desired outcomes.
- Promotes positive partnerships and collaboration within the agency and throughout the community.
- Encourages group problem solving through collaborative decision-making, when appropriate.
- Promotes the team in working collectively in support of the agency mission.

Talent Manager

- Ensures appropriate selection and development of qualified staff.
- Swiftly and confidently addresses performance problems.
- Ensures compliance with Human Resources policies and procedures.
- Develops employees through effective, proactive coaching and mentoring.
- Actively works with employees to facilitate continuous improvement.
- Assesses individual, program and agency strengths and weaknesses to increase effectiveness of performance.

Cultivator of Cultural Competence and Diversity

- Challenges stereotypes and holds self and others accountable for addressing bias or prejudice.
- Fosters an inclusive workplace where diversity and individual differences are valued.
- Develops and maintains a culturally diverse environment.
- Uses fair and equitable hiring practices.
- Fosters a culture that promotes creativity and innovation in alignment with the Preble Street mission.

Strategic Leader

- Builds a shared vision and acts as a catalyst for change.
- Influences others to translate a vision into positive action.
- Participates in succession planning efforts and development plans.
- Supports strategic planning by connecting implementation plans to current and future agency goals.
- Applies varied perspectives to develop goals and strategies in line with the Preble Street mission.
- Effectively communicates program initiatives, strengths, and challenges within and across programs.

Preble Street

Caseworker Core Competencies

The mission of Preble Street is to provide accessible barrier-free services to empower people experiencing problems with homelessness, housing, hunger, and poverty, and to advocate for solutions to these problems.

Preble Street develops a culture of casework teams who understand and practice the following throughout their role:

- Relationship is the foundation of our work
- Social work is rooted in love, compassion and curiosity
- Dignity, self-determination, and respect is inherent in how we work with all clients and each other

A competency is a broad indicator of best practice, and an area of knowledge essential to be able to perform a job effectively. Competencies are connected to the goals and outcomes of the larger agency. These casework competencies will provide a framework for ongoing training, coaching and evaluation.

Throughout this document our reference of colleagues is inclusive of co-workers across agency and community partners,

Oriented to Mission

- Promotes working collectively in support of the mission as an individual and as a member of the team
- Works to advance social and economic justice by connecting direct services work and policy change
- Demonstrates a commitment to client centered service provision utilizing person-first language, a strengths-based, non-judgmental approach, and offering low-barrier services
- Builds relationships based on unconditional positive regard, empathy, and authenticity
- Develops awareness of how systems of oppression including racism, sexism, xenophobia, ableism, homophobia, transphobia, classism and/or other social dynamics intersect and combine to impact us as individuals and the people we serve based on the multiple identities we each hold
- Ensures that delivery of services is inclusive and accessible

Oriented to Population

- Cultivates knowledge of the experience of those served across Preble Street programs including adult and youth homelessness, trauma, human trafficking, military service, mental illness, and substance use
- Develops comprehensive knowledge of resources necessary for the stability of clients including but not limited to housing, food, primary and mental health care, substance use treatment, education, legal services and employment
- Utilizes social work assessment to help understand client behavior
- Learns and implements evidence based best practices including but not limited to person centered care, trauma informed care, harm reduction, motivational interviewing, and Housing First

Self-Aware

- Utilizes reflective and critical thinking skills to gain insight into the impacts of personal experience, privilege, marginalization, bias, and prejudice and how they shape assumptions, worldviews, values, and beliefs
- Applies principles of mindfulness to enhance capacity to pause and respond rather than immediately react
- Utilizes supervision in an open and self-reflective manner in alignment with the agency definition of supervision
- Receives and provides feedback in a professional manner based on open, objective observation and individual professional development needs
- Takes responsibility for personal wellness, and promotes this with colleagues

Effective Communicator

- Communicates in a clear, organized manner in both verbal and written communication
- Applies active listening skills as a foundation for developing professional relationships
- Demonstrates openness to and respect for diverse perspectives
- Adapts communication strategies as required to effectively communicate with a diversity of individuals

- Ensures coordinated programming and service provision through active communication and collaboration across the agency

Promotes Safety

- Ensures safety in our programs through relationships, assessments, self-awareness, de-escalation strategies, crisis intervention and compliance with program and agency policies and procedures
- Practices effective crisis intervention skills, conducting crisis and risk assessments in consultation with supervisor and team and providing intervention, support, and follow up as appropriate in accordance with agency protocols
- Establishes and maintains professional boundaries with colleagues and clients, utilizing supervision and other appropriate resources to ethically navigate boundary challenges as they arise
- Monitors, assesses, and intervenes to maintain a safe working environment both in the community and within low barrier program spaces

Accountable

- Maintains knowledge of and compliance with Preble Street policies, procedures, and legal obligations
- Maintains professional, timely documentation of services provided to clients in a manner consistent with program and agency practice
- Develops, implements, accesses, and updates client-driven service plans with consistent follow-through, regular monitoring, and support to the client throughout each stage of the plan
- Practices effective time management, works efficiently in tight time frames, and responds in a timely way to clients and colleagues to ensure adequate follow-through
- Reliably completes tasks assigned or undertaken in alignment with job description

Advocate and System Navigator

- Works from an empowerment perspective in support of client efficacy
- Collaborates with colleagues in a professional manner that promotes respect and increases access to quality care for clients
- Navigates systems and resources relevant to client needs, and advocates for access to these systems and resources
- Engages in advocacy for and with clients at all levels, including direct services, community resources/benefits administration, and policy changes/legislation
- Maintains familiarity with and actively supports the advocacy work of Preble Street by connecting direct services and policy change

Critical Thinker and Problem Solver

- Applies problem solving techniques and informed professional judgment in order to practice solution-oriented approach to challenges
- Positively contributes to the planning and implementation of sustainable improvements in service delivery and the quality of services
- Demonstrates an ability to navigate client services through assessment and research, identifying available options, and taking appropriate action, including identifying when to consult with a supervisor
- Aims to work to the highest level of autonomy within the scope of the position
- Maintains ethical practice at all times, supported by the use of appropriate resources, including team members, supervision, legal and ethical codes, and the agency mission, policies, and resources

Collaborative Member of Program and Agency

- Grows professionally through actively engaging in the three components of agency supervision; administrative, educational, and supportive
- Maintains a flexible, team-oriented approach to the work and assumes positive intent with colleagues
- Readily and actively participates in program and agency-wide activities and initiatives
- Practices direct, respectful, solution-oriented collaboration, within team, agency, and colleagues
- Recognizes and acts on opportunities to promote and integrate team member diversity to strengthen teams and improve client services

July 27th, 2020

Att. H

**EMERGENCY HOMELESS SHELTER
5 PORTLAND STREET, PORTLAND ME**

Summary of Proposed Project

The proposed project is currently in use as a mixed-use building owned and operated by Preble Street. The lower level is entered from Oxford Street. The lower level is approximately 7,834 SF and is primarily used as a commercial kitchen, open dining area, and food storage. The main level is entered from Portland Street. The main level is approximately 8,125 SF and is used for offices and meeting spaces for Preble Street staff, as well as a day shelter for homeless counseling. The main level also currently acts as an emergency overflow shelter, often helping shelter up to 75 people a night.

The proposed facility will build on the success seen during the COVID-19 pandemic public health crisis at the Emergency Wellness Shelter staffed and organized by Preble Street at the USM Sullivan Gym. That facility showed that a small number of homeless individuals sheltered with adequate space and support can thrive in an urban neighborhood in creating safety and wellness for all.

The new proposed work includes the following:

- Interior Renovations:
 - Convert 768 SF of lower level existing food storage space into new Preble Street office space for staff supporting the homeless shelter above.
 - Convert 7,378 SF of upper level existing office space and day-time shelter space to new permanent homeless shelter space.
 - The new space will include spaces for 40 cots, distanced 8' apart.
 - The upper level existing showers, laundry, and bathrooms will remain in place.
 - On the upper level there will be a social area with flexible tables and a counter for food serving.
 - There will be a security screening location at the main entrance on the upper level off Portland Street.
 - There will be a centralized shelter operations area on the upper level with sight lines to sleeping areas.
- Exterior improvements:
 - Install a new 6'-0" tall courtyard fence that will partition off the existing exterior courtyard. The fence will be placed at the edge of the lot and the sidewalk. The existing light pole, fire hydrant, concrete posts and landscaping will remain as is. The courtyard will be accessible only from the interior of the building after renovations except for emergency egress and access.
 - Install two (2) new exterior windows at the lower level into the new admin office area along the Preble Street side.

July 27th, 2020

**EMERGENCY HOMELESS SHELTER
5 PORTLAND STREET, PORTLAND ME**

The following outlines how the proposed project has been designed to meet the applicable standards of the City of Portland associated with Level II: Site Plan review and Conditional Use Application.

2.0 Transportation

2.1 Transportation Analysis – Traffic Impact

N/A. No increase in vehicle traffic is expected from the proposed project.

2.2 Access and Circulation

The entrances to the building will all remain as existing. The main entrance will be barrier free. Two additional exits will remain in place on Portland Street, exiting directly into the existing courtyard. The existing entrances on Oxford Street will remain as they are.

2.3 Loading and Servicing

All loading and servicing will remain as currently set up for the Preble Street food pantry drop offs.

2.4 Sidewalks

The existing sidewalk on Portland Street and Preble Street will remain. Sidewalks will be repaired in conformance with Chapter 25 of the City Code as needed.

2.5 Public Transit

The site is within 1/4 mile from the bus lines below.

Metro Transfer Station: Metro Pulse at Elm Street (0.2)

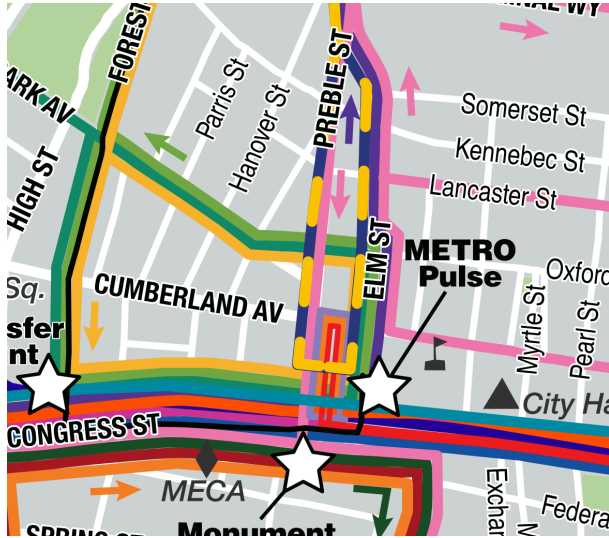
Bus Stops: Portland and Preble Street (8) – 200 feet

Cumberland and Preble Street (7,8) – 400 feet

Oxford Street and Alder Street (2, 4, 5)– 350 feet

Cumberland and Elm Street (8) – 0.1 miles

Congress Street and Center Street (1,2,4,5,7,8,9B, 21, 24a, BRZ)– 0.2 miles



2.6 Off-street Parking: Vehicle & Motorcycle/Scooter

2.7 Bicycle Parking

Indoor secure bicycle storage is currently located across the street at the ground level of 343 Cumberland.

2.8 Snow Storage

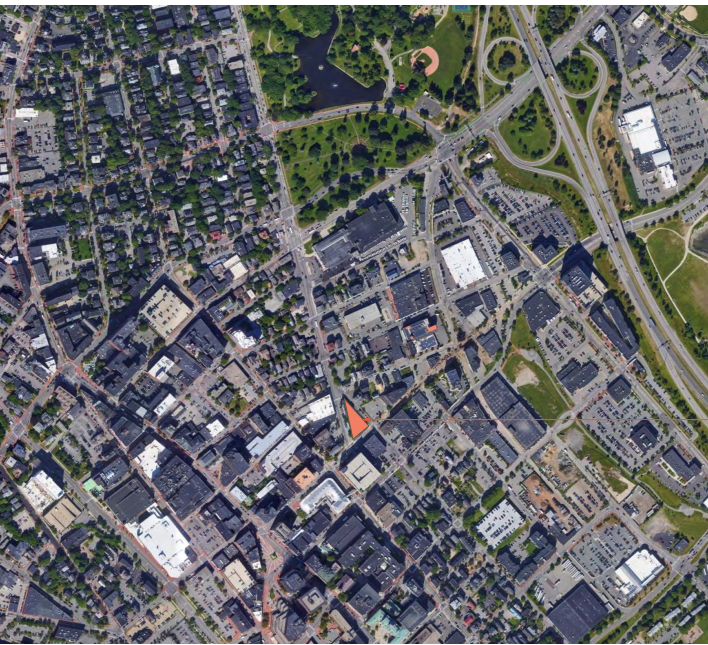
N/A – No proposed changes to existing buildings snow removal operations.

2.9 Traffic Demand Management

N/A



LOCATION OF SITE (NOT TO SCALE)



DRAWING INDEX		
GENERAL		
	COVER SHEET	
A0.1	GENERAL NOTES	
ARCHITECTURAL		
A-0.2	LIFE SAFETY PLAN - MAIN LEVEL	
A-0.2A	LIFE SAFETY PLAN - LOWER LEVEL	
A-0.3	CODE SUMMARY	
A-0.4	WALL ASSEMBLY	
D-1.1	DEMOLITION PLANS - LOWER FLOOR	
D-1.2	DEMOLITION PLANS - UPPER FLOOR	
A-1.2	LOWER LEVEL FLOOR PLAN	
A-1.3	MAIN LEVEL FLOOR PLAN	
A-2.1	SOUTH + EAST ELEVATIONS	
A-3.1	BUILDING SECTIONS	
A-6.1	FENCE ELEVATIONS	
A-8.1	DOOR SCHEDULE	
A-9.1	PERSPECTIVES	
A-9.2	PERSPECTIVES - COURTYARD	
A-9.3	RENDERING - COURTYARD	
A-9.4	RENDERING - COURTYARD	

Preble Street Resource Center

Project Information

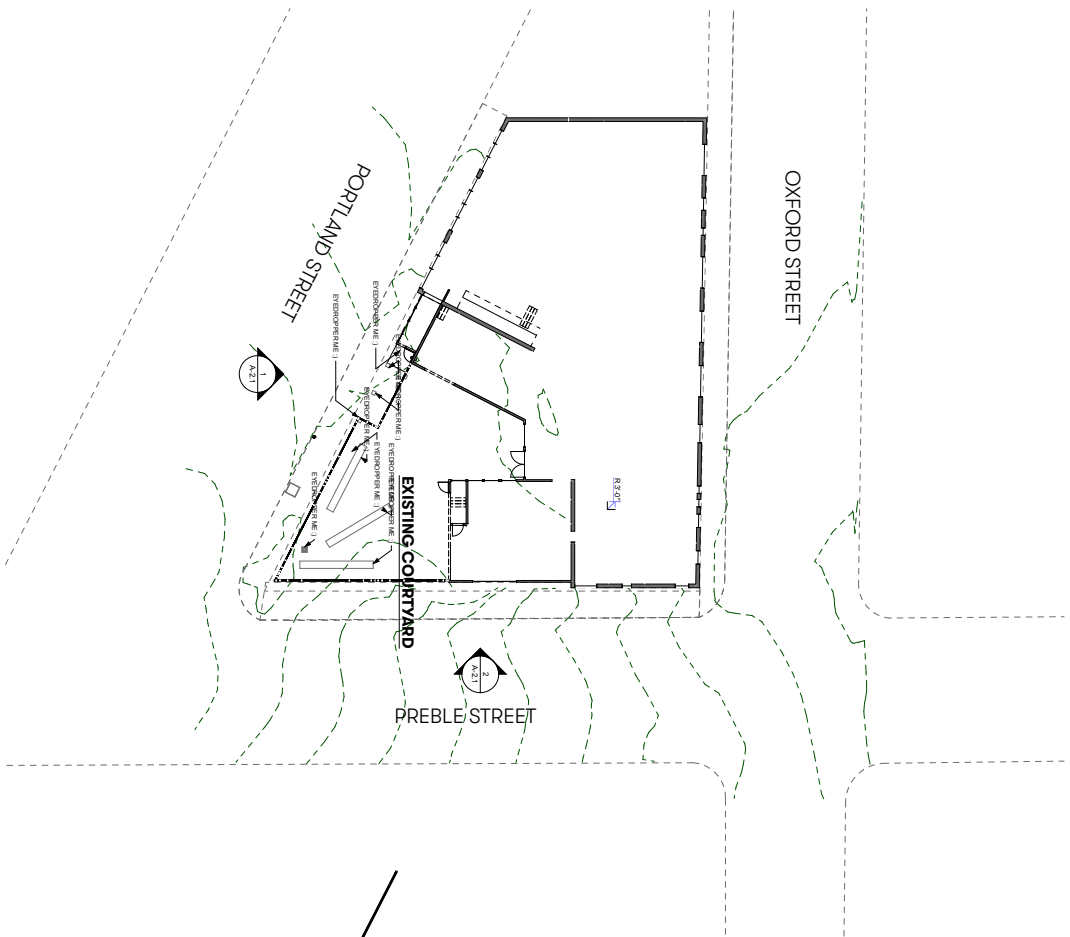
CLIENTS	Preble Street
ARCHITECT	Kaplin Thompson Architects
CONTRACTOR	Wright-Ryan Construction
PROJECT ADDRESS	5 Portland Street, Portland, ME, 04101

Zoning Information

ZONING	B3
BUILDING CODE	IBC 2015, NPPA 2018
OCCUPANCY	Residential R-1

Existing Structure

PROPOSED OCCUPANCY:	Residential R-1
EXISTING BUILDING HEIGHT:	2-Story
WORK AREA:	8,793 SF



3

SCALE: 1/8" = 1'-0"



Kaplan
Thompson
Architects
Portland, ME 04101
kaplanthompson.com

PROJECT
**Preble Street
Resource
Center**

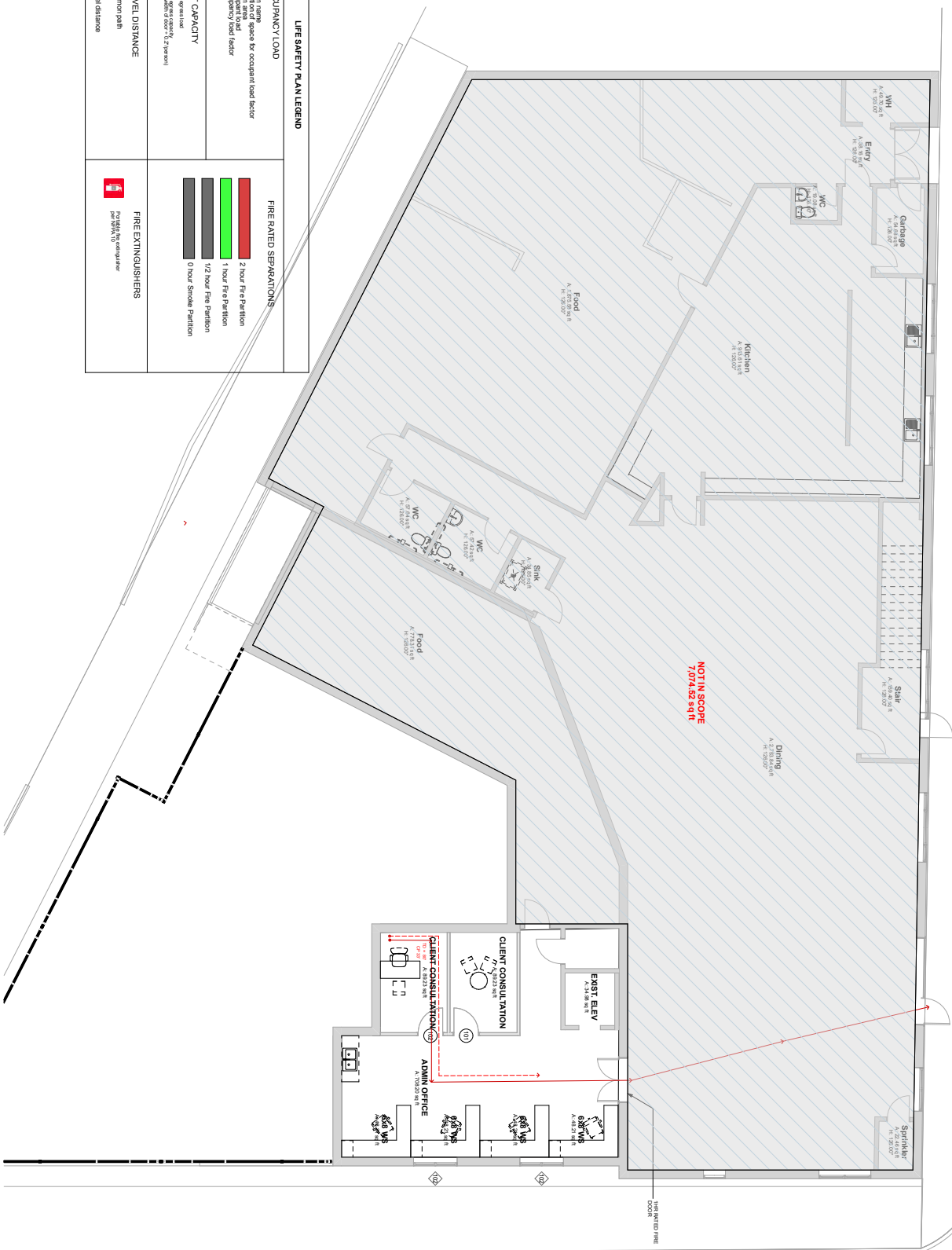
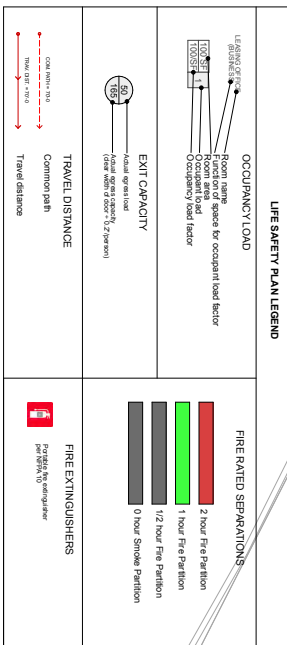
5 Portland St
Portland, ME 04101



NOTED CONSTRUCTION	
PROJECT	PHASE
DATE	05/04/2020
REVISED 1	
REVISED 2	ITT RSL SRT
PHASE	Existing Conditions

SITE PLAN
A-0.0

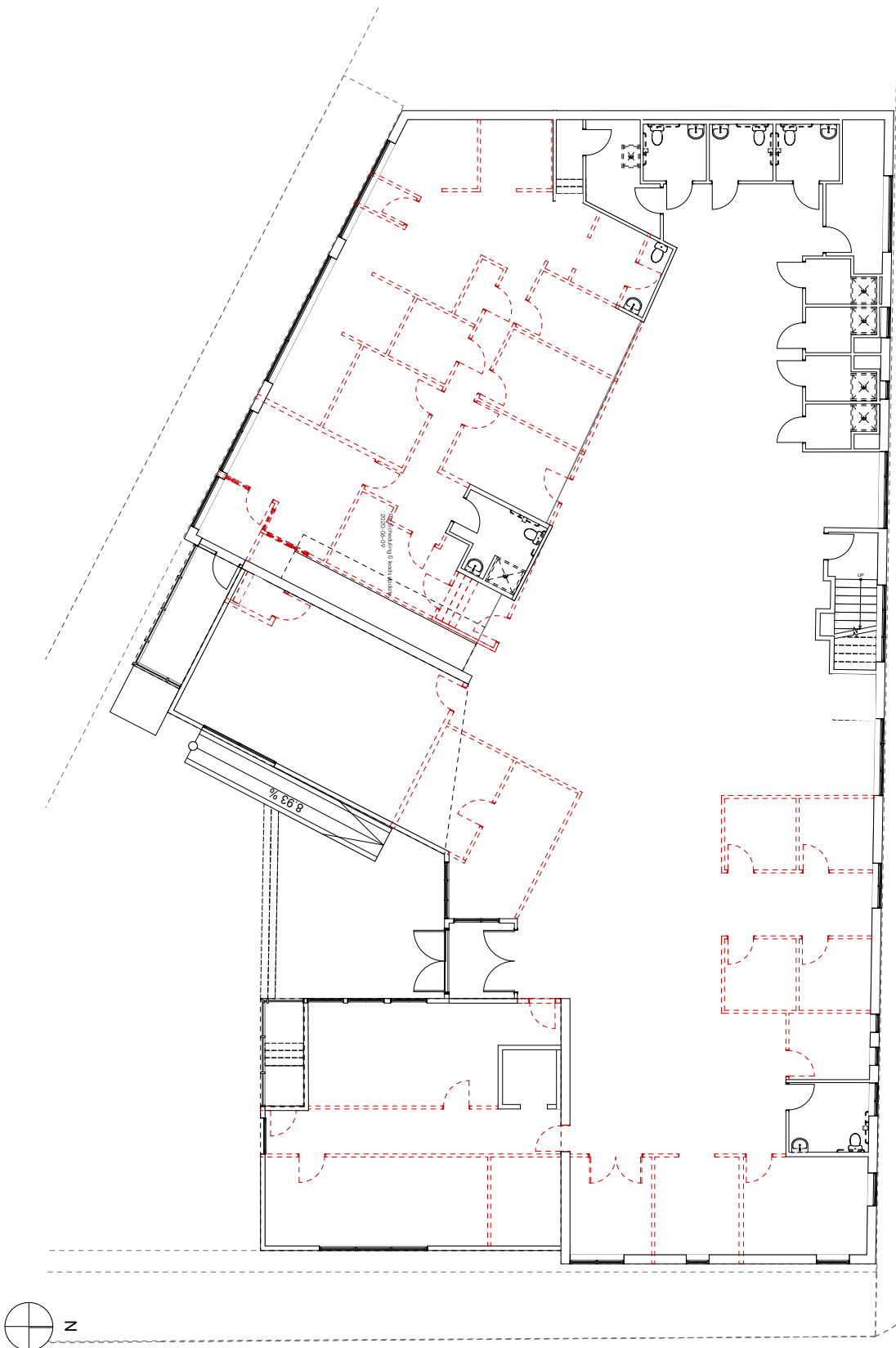




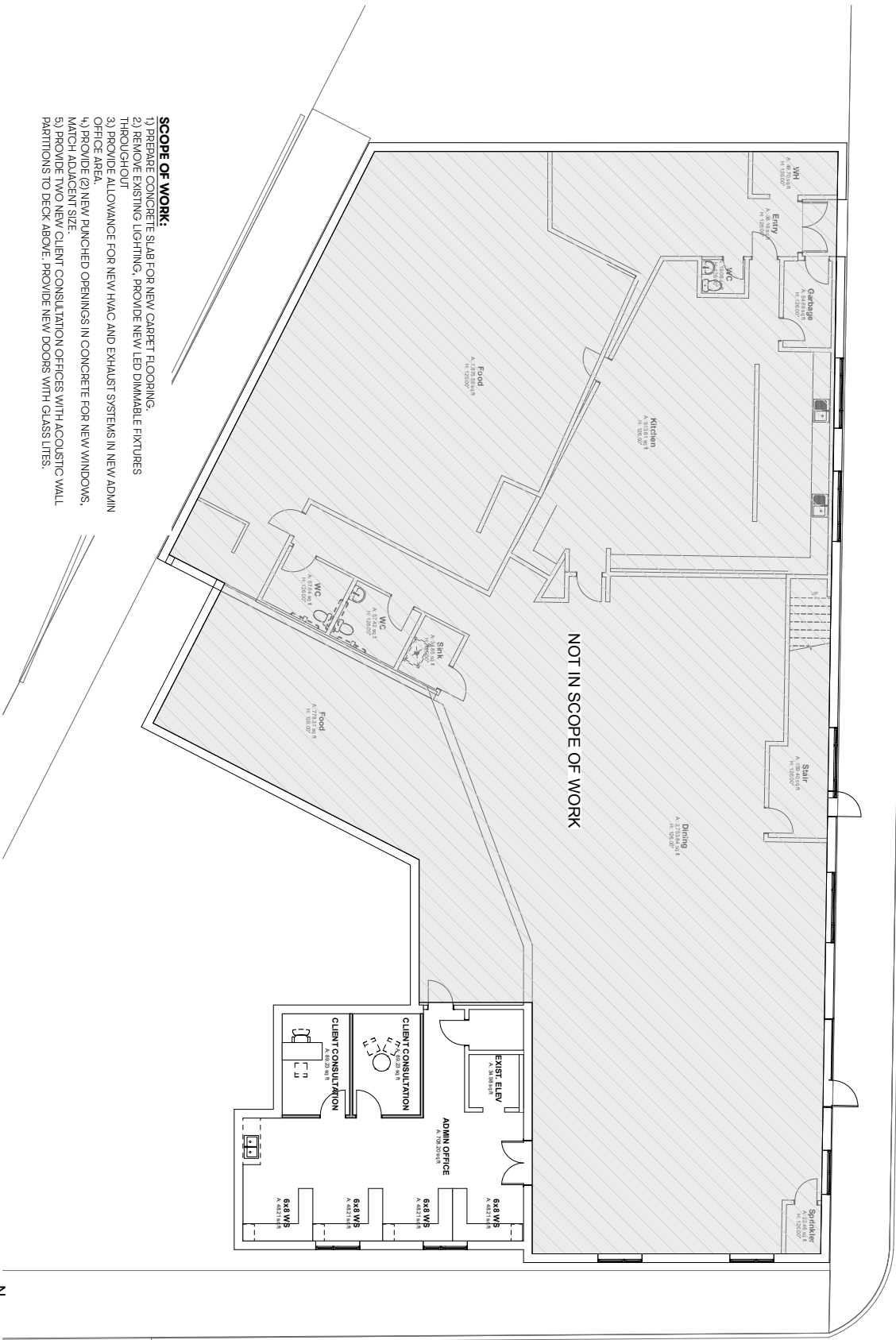
2 LOWER LEVEL
SCALE: 3'10" = 1'-0"



TO BE DEMOLISHED



ISSUE NO.	DESCRIPTION	CH ID	CHANGE NAME	DATE
NOT FOR CONSTRUCTION				
PROJ ECT				
DATE				
REVISED 1				
REVISED 2				
DRAWN BY				
PLSSE				
Issuing Conditions				
PRJ-5				
05/28/2020				
TT RR SFT				



1 LOWER LEVEL
SCALE: 3/8" = 1'-0"



**Kaplan
Thompson
Architects**
Portland, ME 04101
kaplanthompson.com

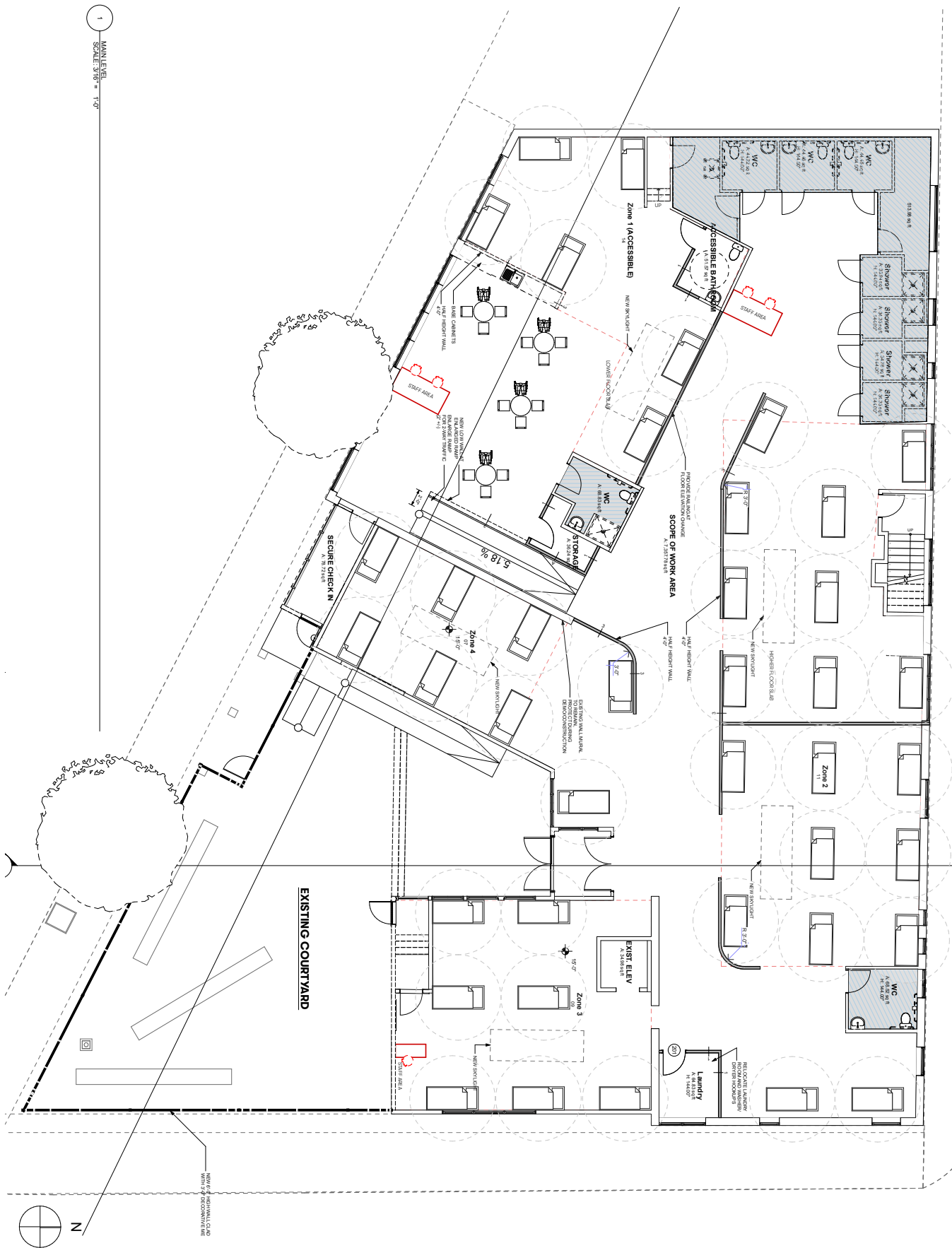
PROJECT
**Preble Street
Resource
Center**

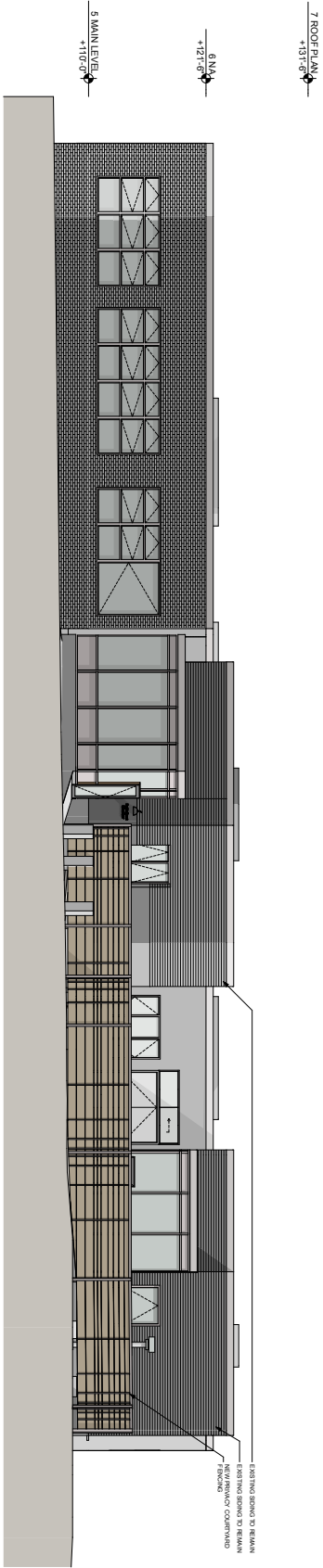
5 Portland St
Portland, ME 04101



NOT FOR CONSTRUCTION		
PROJECT	DATE	REVISION
10/20/20	05/04/2020	REVISED 1
10/20/20	05/04/2020	REVISED 2
10/20/20	05/04/2020	REVISED 3
10/20/20	05/04/2020	REVISED 4
10/20/20	05/04/2020	REVISED 5
10/20/20	05/04/2020	REVISED 6
10/20/20	05/04/2020	REVISED 7
10/20/20	05/04/2020	REVISED 8
10/20/20	05/04/2020	REVISED 9
10/20/20	05/04/2020	REVISED 10
10/20/20	05/04/2020	REVISED 11
10/20/20	05/04/2020	REVISED 12
10/20/20	05/04/2020	REVISED 13
10/20/20	05/04/2020	REVISED 14
10/20/20	05/04/2020	REVISED 15
10/20/20	05/04/2020	REVISED 16
10/20/20	05/04/2020	REVISED 17
10/20/20	05/04/2020	REVISED 18
10/20/20	05/04/2020	REVISED 19
10/20/20	05/04/2020	REVISED 20
10/20/20	05/04/2020	REVISED 21
10/20/20	05/04/2020	REVISED 22
10/20/20	05/04/2020	REVISED 23
10/20/20	05/04/2020	REVISED 24
10/20/20	05/04/2020	REVISED 25
10/20/20	05/04/2020	REVISED 26
10/20/20	05/04/2020	REVISED 27
10/20/20	05/04/2020	REVISED 28
10/20/20	05/04/2020	REVISED 29
10/20/20	05/04/2020	REVISED 30
10/20/20	05/04/2020	REVISED 31
10/20/20	05/04/2020	REVISED 32
10/20/20	05/04/2020	REVISED 33
10/20/20	05/04/2020	REVISED 34
10/20/20	05/04/2020	REVISED 35
10/20/20	05/04/2020	REVISED 36
10/20/20	05/04/2020	REVISED 37
10/20/20	05/04/2020	REVISED 38
10/20/20	05/04/2020	REVISED 39
10/20/20	05/04/2020	REVISED 40
10/20/20	05/04/2020	REVISED 41
10/20/20	05/04/2020	REVISED 42
10/20/20	05/04/2020	REVISED 43
10/20/20	05/04/2020	REVISED 44
10/20/20	05/04/2020	REVISED 45
10/20/20	05/04/2020	REVISED 46
10/20/20	05/04/2020	REVISED 47
10/20/20	05/04/2020	REVISED 48
10/20/20	05/04/2020	REVISED 49
10/20/20	05/04/2020	REVISED 50
10/20/20	05/04/2020	REVISED 51
10/20/20	05/04/2020	REVISED 52
10/20/20	05/04/2020	REVISED 53
10/20/20	05/04/2020	REVISED 54
10/20/20	05/04/2020	REVISED 55
10/20/20	05/04/2020	REVISED 56
10/20/20	05/04/2020	REVISED 57
10/20/20	05/04/2020	REVISED 58
10/20/20	05/04/2020	REVISED 59
10/20/20	05/04/2020	REVISED 60
10/20/20	05/04/2020	REVISED 61
10/20/20	05/04/2020	REVISED 62
10/20/20	05/04/2020	REVISED 63
10/20/20	05/04/2020	REVISED 64
10/20/20	05/04/2020	REVISED 65
10/20/20	05/04/2020	REVISED 66
10/20/20	05/04/2020	REVISED 67
10/20/20	05/04/2020	REVISED 68
10/20/20	05/04/2020	REVISED 69
10/20/20	05/04/2020	REVISED 70
10/20/20	05/04/2020	REVISED 71
10/20/20	05/04/2020	REVISED 72
10/20/20	05/04/2020	REVISED 73
10/20/20	05/04/2020	REVISED 74
10/20/20	05/04/2020	REVISED 75
10/20/20	05/04/2020	REVISED 76
10/20/20	05/04/2020	REVISED 77
10/20/20	05/04/2020	REVISED 78
10/20/20	05/04/2020	REVISED 79
10/20/20	05/04/2020	REVISED 80
10/20/20	05/04/2020	REVISED 81
10/20/20	05/04/2020	REVISED 82
10/20/20	05/04/2020	REVISED 83
10/20/20	05/04/2020	REVISED 84
10/20/20	05/04/2020	REVISED 85
10/20/20	05/04/2020	REVISED 86
10/20/20	05/04/2020	REVISED 87
10/20/20	05/04/2020	REVISED 88
10/20/20	05/04/2020	REVISED 89
10/20/20	05/04/2020	REVISED 90
10/20/20	05/04/2020	REVISED 91
10/20/20	05/04/2020	REVISED 92
10/20/20	05/04/2020	REVISED 93
10/20/20	05/04/2020	REVISED 94
10/20/20	05/04/2020	REVISED 95
10/20/20	05/04/2020	REVISED 96
10/20/20	05/04/2020	REVISED 97
10/20/20	05/04/2020	REVISED 98
10/20/20	05/04/2020	REVISED 99
10/20/20	05/04/2020	REVISED 100

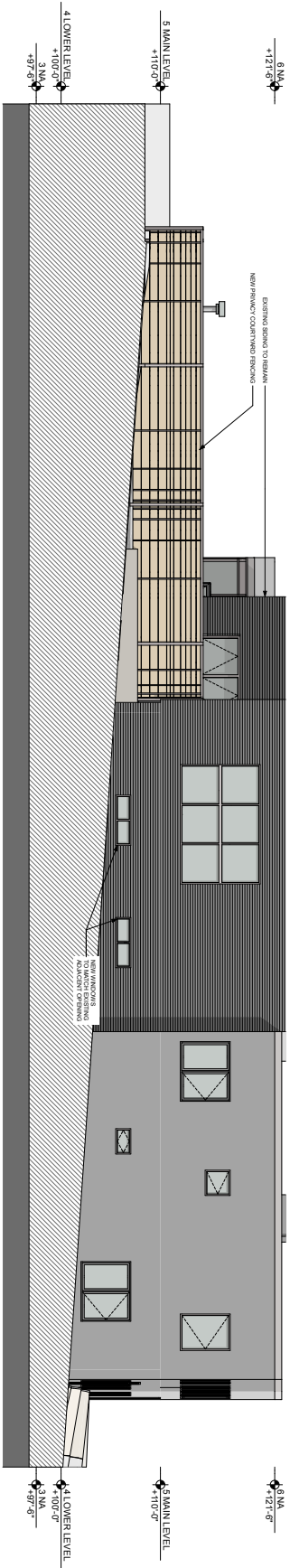
LOWER LEVEL
FLOOR PLAN
A-1.2





1 ELEVATION: ENTRY SOUTH

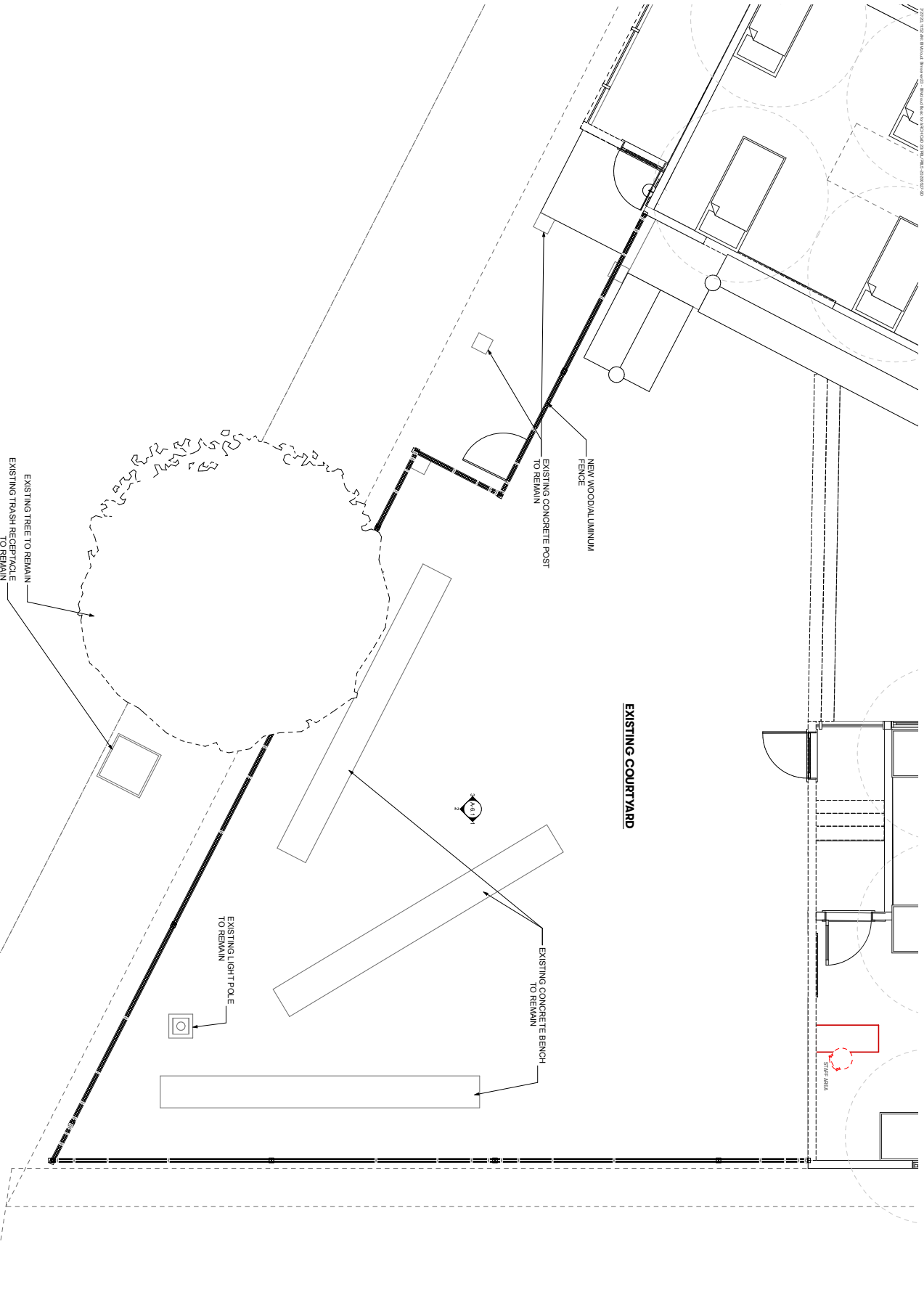
SCALE: 1/8" = 1'-0"



2 ELEVATION: ENTRY EAST

SCALE: 1/8" = 1'-0"





Kaplan
Thompson
Architects
Portland, ME 04101
kaplanthompson.com

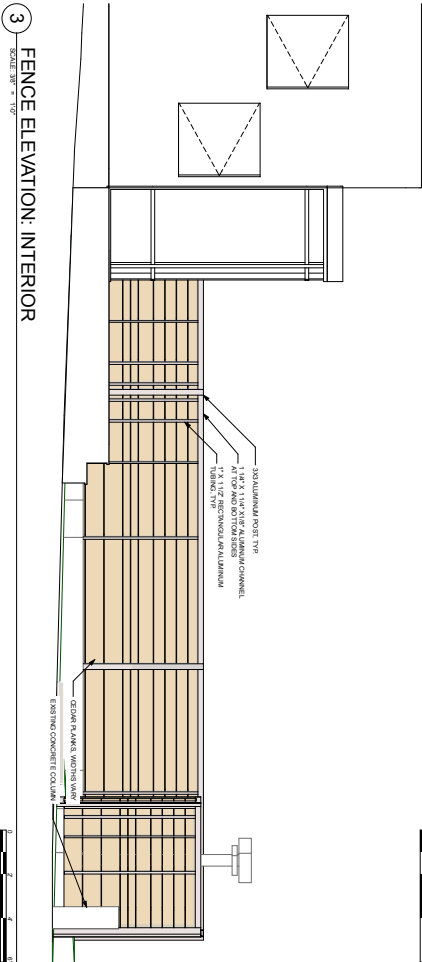
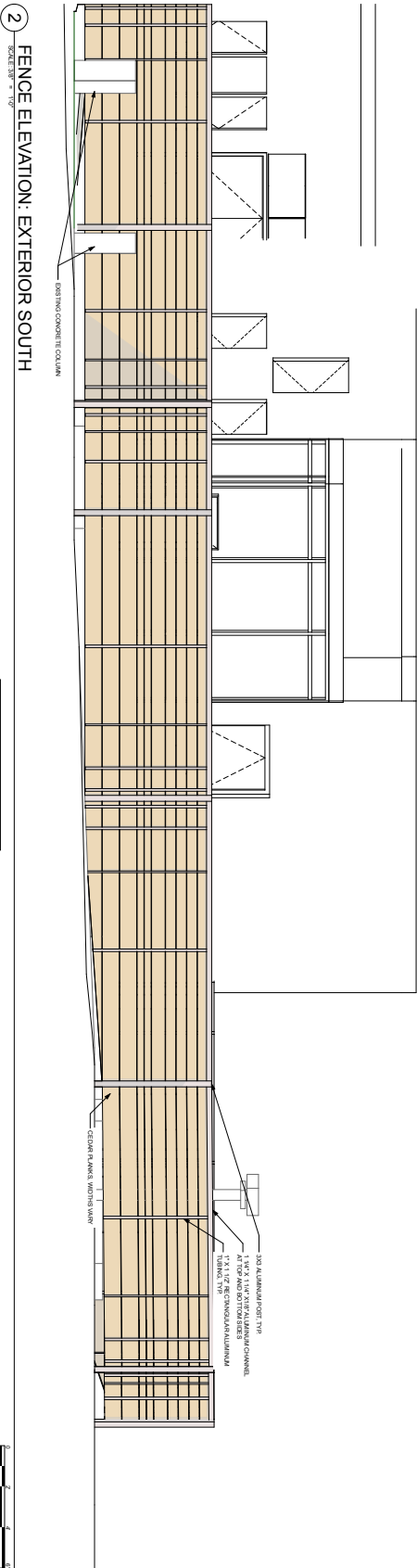
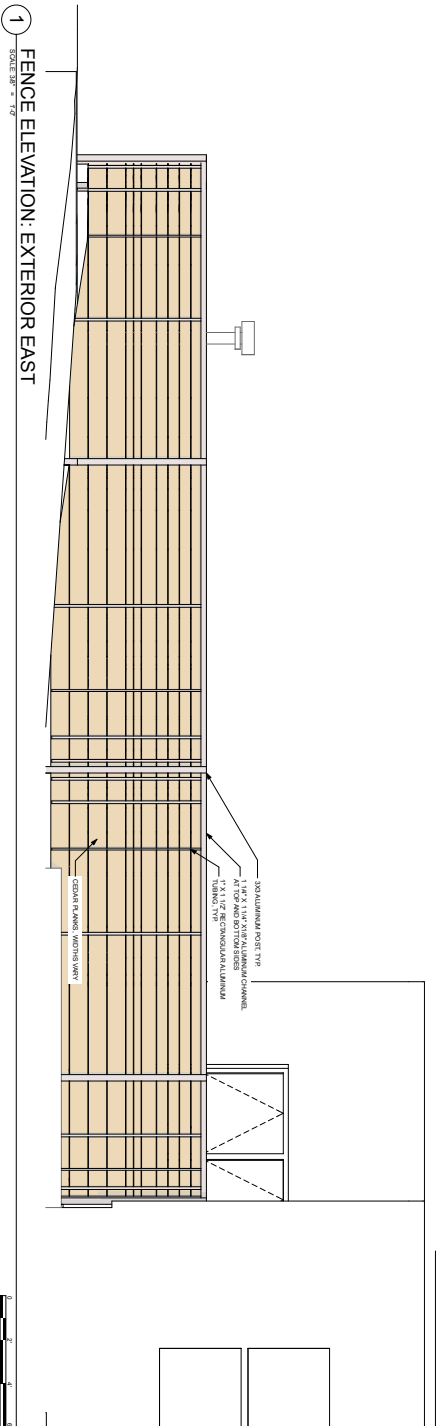
PROJECT
Preble Street
Resource
Center

5 Portland St
Portland, ME 04101



NOT FOR CONSTRUCTION		
PROJECT	PHASE	DATE
REVISION 1		05/04/2020
REVISION 2		
DRAWN BY	ITJ RLS / SRT	
PHASE	Existing Conditions	

ENLARGED
COURTYARD PLAN (1)
A-5.1



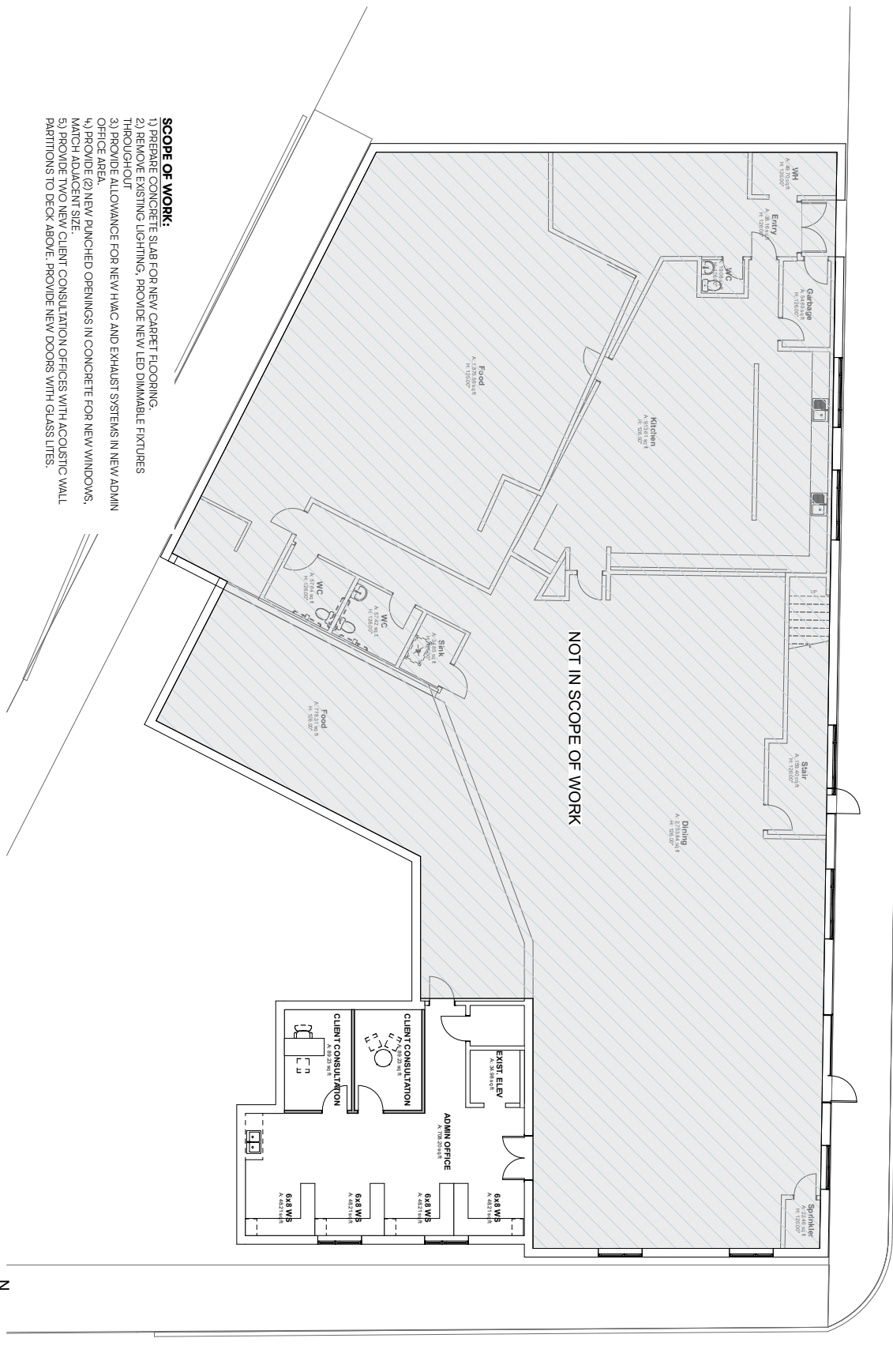
NOT FOR CONSTRUCTION

PROJECT	PHASE
DATE	05/04/2020
REVISED 1	
REVISED 2	
DRAWN BY	JT 181 SRT
PHASE	Building Conditions



PROJECT Preble Street Resource Center	PHASE Existing Conditions	
	DATE	05/28/2020
	DRAWN BY	JT RR SBT
	REVISED	
5 Portland St Portland, ME 04101		RENDERING - COURTYARD A-9.3





SCOPE OF WORK:

- 1) PREPARE CONCRETE SLAB FOR NEW CARPET FLOORING.
- 2) REMOVE EXISTING LIGHTING, PROVIDE NEW LED DIMMABLE FIXTURES THROUGHOUT
- 3) PROVIDE ALLOWANCE FOR NEW HVAC AND EXHAUST SYSTEMS IN NEW ADMIN OFFICE AREA
- 4) PROVIDE (2) NEW PUNCHED OPENINGS IN CONCRETE FOR NEW WINDOWS, MATCH ADJACENT SIZE.
- 5) PROVIDE TWO NEW CLIENT CONSULTATION OFFICES WITH ACOUSTIC WALL PARTITIONS TO DECK ABOVE. PROVIDE NEW DOORS WITH GLASS LITES.

1 LOWER LEVEL
SCALE: 3/16" = 1'-0"





NOT FOR CONSTRUCTION	
PROJECT	PBL5
DATE	05/28/2020
REVISED 1	
REVISED 2	
DRAWN BY	JT RR SRT
PHASE	Existing Conditions

Fwd: Proposed Preble Street Shelter, 5 Portland Street

Andrew Tufts <atufts@portlandmaine.gov>
To: Jennifer Munson <jmy@portlandmaine.gov>

Thu, Oct 15, 2020 at 2:40 PM

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

From: **Anne Pringle** <oldmayor@maine.rr.com>
Date: Thu, Oct 15, 2020 at 2:24 PM
Subject: Fwd: Proposed Preble Street Shelter, [5 Portland Street](#)
To: Tufts, Andrew <atufts@portlandmaine.gov>

Submitted directly, below. FYI..

Anne

----- Forwarded Message -----

Subject: Proposed Preble Street Shelter, [5 Portland Street](#)
Date: Thu, 15 Oct 2020 12:26:14 -0400
From: Anne Pringle <oldmayor@maine.rr.com>
To: [planning@portlandmaine.gov](#)

FRIENDS OF DEERING OAKS

PO BOX 10416

Portland, ME 04104

To Portland Planning Board

Re Proposed Emergency Homeless Shelter

[5 Portland Street](#)

October 15, 2020

I am writing on behalf of the Friends of Deering Oaks to oppose Preble Street's proposed homeless shelter.

This proposed shelter must be considered in context:

~~The Bayside Vision (2000) was cited as supportive of this effort because **twenty years ago** it was considered "vital" to concentrate social services in that neighborhood. What was created, however, in the words of a prominent social services provider, was an "Open Air AMHI". For at least the last decade, it has become clear that there are myriad negative impacts of such concentrations, especially homeless shelters: drug-use, assault, public drinking, etc. The continuing pattern of excessive police calls to this one small neighborhood simply must be recognized and addressed. Absolutely no one -- homeless, neighbors, or the City -- benefits from this pattern of concentration

This is exactly why, after an 18+ month public planning process, the City of Portland decided to locate a new, best practices Homeless Service Center on Riverside Street. Please review the rationale in the City Council's Policy Resolution, **attached**. Notwithstanding the twenty-year old "Bayside Vision", a new "Wellness Shelter" does not belong in Bayside, which is already home to three shelters, two of which will that will remain and one of whose future is uncertain, as well as many other social services.

~~In response to the increasing challenges of serving the homeless during the pandemic, the State has formed a Homeless System Re-design Initiative to: 1) look at "statewide needs and gaps related to supportive housing", 2) "design a holistic response system to meet the needs of the most vulnerable in Maine and promote efficient use of resources; and 3) "begin to build a housing pipeline by creating 200 affordable and 40 supportive housing units through innovative, flexible methods". The focus appears to be on housing placement ("housing first"), not more "emergency" shelters. This **statewide planning effort** is expected to conclude in June 2021.

~~Preble Street has been operating a variety of homeless services at the proposed location for many years, offering essential services not offered by others: on-site meals, day room, bathrooms, showers, storage, counseling space, etc. Over the last few years, it began restricting the hours of some of these services, reducing and terminating many in the spring of this year. Take-out food delivery was initiated and Deering Oaks saw an immediate impact of increased trash. We requested a site walk to "problem solve" what could be done and were told that Preble Street leadership was "too busy" and that the "Director of Community Engagement" was unavailable for a masked, socially-distanced sitewalk.

On June 18, Preble Street announced its own "New Vision", including that the take-out service at the soup kitchen would end and there would be mobile food delivery to various sites, including Deering Oaks. When we heard this plan, we specifically asked that Deering Oak should not be a delivery site. We received no answer and twice-daily delivery started three days later. Dozens and dozens of Preble Street "clients" were drawn to the park by this poorly-planned and poorly-executed initiative.

Serious problems followed, just as they had long been experienced in Bayside: drug-use, drug-dealing, assaults, public sex, urination and defecation, smoking, trash, etc. Many drug overdoses and one overdose death occurred. In addition, a survivor of the Rwandan genocide, innocently watching a baseball game, was mowed down and killed by a driver high on drugs he likely purchased and ingested in Deering Oaks. This is the **cost of poor planning**.

~~As you may be aware, the Council's Health and Human Services/Public Safety Committee (HHS/PS) is currently considering the "small shelter" issues that the Planning Board considered when it tabled the topic in 2017, noting that many elements needed further examination. The HHSPS Committee is currently considering these issues, including potential licensing requirements for lodging houses and shelter operators. This is an extension of the City's **multi-year planning effort** to assure efficient and accountable homeless services.

To summarize:

~~As the City's Planning Board, you are responsible more than project approval. This application should be evaluated, not in the context of outdated City plans, but in response to recent City planning, the Council's policy resolution regarding homeless services, current State homeless planning efforts, and current Council HHS/PS Committee planning. There is no rush to approve this proposed shelter, as the City has a multi-faceted plan to house the homeless over the winter.

~~Preble Street has a long history of being unresponsive and dismissive of its impact on neighbors: Bayside, Deering Oaks, and St. John/Valley (where Florence House is located). When the City offered flexible and creative ways to continue the services provided at the Resource Center, Preble Street dismissed all suggestions. As noted, immediate and serious impacts ensued in Deering Oaks (**see attached images**) and elsewhere. This track record cannot be ignored as you evaluate Preble Street's management plan, which contains many promises that have never been honored in Bayside. They have not earned the trust the Planning Board would convey if you approve this plan and this proposal.

Please table this application indefinitely.

Anne Pringle, President

Friends of Deering Oaks

--
Andrew Tufts
Planner
Planning and Urban Development Department

389 Congress Street 4th Floor
Portland, ME 04101
atufts@portlandmaine.gov
(207) 874-8724

2 attachments



Shelter Policy Resolution 2.3.20.pdf
117K



Images to PB.docx
3214K

Resolve 7-19/20

Motion to postpone to December 16, 2019: 6-2 (Batson, Ray) on 11/18/2019

Motion to postpone to February 3, 2020: 9-0 on 12/16/2019

Motion to amend to add statistics and additional content to the "Be it resolved" paragraphs 3, 8 and 14: 8-0 (Ali absent) on 2/3/2020

Passage as amended: 6-2 (Cook, Costa opposed, Ali absent) on 2/3/2020

Effective 2/13/2020

KATE SNYDER (MAYOR)
BELINDA S. RAY (1)
SPENCER R. THIBODEAU (2)
TAE Y. CHONG (3)
JUSTIN COSTA (4)

CITY OF PORTLAND
IN THE CITY COUNCIL

KIMBERLY COOK (5)
JILL C. DUSON (A/L)
PIOUS ALI (A/L)
NICHOLAS M. MAVODONES, JR (A/L)

**RESOLUTION OUTLINING POLICY GOALS FOR THE CITY OF PORTLAND'S
SINGLE-ADULT SHELTER FACILITY**

WHEREAS, for the past 30 years a residence located at 203 Oxford Street, which was built in the year 1900 and originally designed as a two-family dwelling,¹ has been leased by the City of Portland to serve as a single-adult shelter facility, namely the Oxford Street Shelter; and

WHEREAS, the Oxford Street Shelter, which opened in December of 1989 with 50 beds has since expanded as follows²:

- to 62 beds in October 1994, due to an increase in homelessness;
- to 80 beds in 1996, due to an increase in homelessness;
- to 108 beds in 1998, due to an increase in homelessness;
- to 127 beds in 1999, due to an increase in homelessness;
- to its current maximum capacity of 154 beds as set by the Fire Department in 2000, due to an increase in homelessness; and

WHEREAS, in 2001, when the Oxford Street Shelter reached its maximum capacity of 154 beds, a plan for emergency shelter overflow was developed; and

WHEREAS, in April of 2003 the Salvation Army gym was used for the first time to accommodate overflow from the Oxford Street Shelter; and

WHEREAS, since that time alternative overflow options for the Oxford Street Shelter have been developed, including 75 mats at the Preble Street Resource Center and a limited number of mats at the City's General Assistance office; and

WHEREAS, the average nightly bed counts for the last three years, along with high and low censuses by month are as follows³:

	2019			2018			2017			
	AVG	HIGH	LOW	AVG	HIGH	LOW	AVG	HIGH	LOW	
January	241	271	212	227	248	208	222	238	185	January
February	240	271	212	227	238	211	225	247	178	February
March	239	261	199	219	246	184	228	239	212	March
April	227	257	204	222	240	202	227	243	207	April
May	203	217	178	201	220	177	224	245	204	May
June	203	222	181	199	222	172	221	235	185	June
July	191	211	171	201	221	185	213	227	187	July
August	171	188	135	207	229	186	204	222	182	August
September	155	176	141	201	215	185	206	226	181	September
October	156	166	144	207	223	188	201	225	184	October
November	159	178	120	211	248	182	204	227	169	November
December	179	203	155	228	254	199	208	244	165	December
ANNUAL AVG	197			213			215			ANNUAL AVG

WHEREAS, the only physical expansion of habitable space at the Oxford Street Shelter over the 30-year period from 1989 to 2019 occurred in 1995 when the City began leasing the adjacent property, a former auto body shop located at 197 Oxford Street; and

WHEREAS, each increase in the number of beds was recommended by the Emergency Shelter Assessment Committee (ESAC), which was jointly established in August of 1987 by the City of Portland and the United Way to monitor shelter beds in the City and serve as an advisory board to the City regarding homeless issues, with staff from the City Social Services Division serving as staff on ESAC²; and

WHEREAS, the City of Portland is currently working through a process to replace the Oxford Street Shelter with a new facility; and

WHEREAS, in conjunction with this process, the City Council's Health & Human Services and Public Safety Committee has held a series of meetings to examine and discuss the City's current single-adult shelter policies in order to ensure this City service is being provided in accordance with Council priorities and goals and in the best interests of the City and all of its inhabitants; and

WHEREAS, for the past three years the Oxford Street Shelter has served a population that generally comprises 28% stating they are from Portland, 40% stating that they are from other communities in Maine, and 32% stating that they are from out of state or out of country; and

WHEREAS, the Council recognizes that in operating the Oxford Street Shelter for these past 30 years, the City of Portland has been providing a regional service that benefits communities and individuals far beyond the City's boundaries; and

WHEREAS, the Council recognizes the need to bring together more resources from other municipalities as well as the State and Federal governments to encourage a more regional approach to addressing homelessness; and

WHEREAS, addressing homelessness was identified as a 2017 priority by the seven communities comprising the Greater Portland Council of Government's Metro Regional Coalition, or MRC (Cape Elizabeth, Falmouth, Gorham, Portland, Scarborough, South Portland and Westbrook); and

WHEREAS, on October 8, 2019 the MRC updated its Fiscal Year 2020 workplan goals under the heading of "Homelessness" to add the following:

1. To house more of the homeless in the Greater Portland area;
2. To more equitably distribute the responsibility of caring for the homeless across municipalities; and

WHEREAS, the Council recognizes the need to balance competing priorities in the City budget in order to best serve all of Portland's residents; and

WHEREAS, there is no prior written record of Council guidance regarding its policy goals for the City's single-adult shelter services aside from annual approvals of the municipal budget;

NOW, THEREFORE, BE IT RESOLVED that the City Council does hereby proffer the following policy goals to provide staff with guidance on Council objectives as the City plans for its new homeless services center for single adults:

1. Continue to employ a housing first approach, using the homeless services center as a place to help stabilize people experiencing homelessness as they transition to more permanent housing;
2. Continue the excellent work of the award-winning Long-Term Stayer Initiative⁴, which seeks to focus resources on housing those people with the longest stays in homelessness in the City;

3. Look into Diversion and Prevention tactics such as the Pine Street Front Door Triage program, a program staff reports has successfully diverted “nearly 20% of individuals from ever entering homelessness and spending a night in a shelter”⁵, and consider establishing a separate triage facility on the peninsula or in another convenient location where individuals experiencing homelessness can present to determine their best path forward;
4. Along with diversion and prevention tactics, seek other methods to decrease the average nightly census at the City-run facility;
5. Continue to work with other cities and towns to develop a regional strategy for addressing homelessness and more equally distributing the responsibility of caring for the homeless across municipalities;
6. Continue to work with community partners and local and national experts to determine national best practices that will ensure the safety of staff, clients, and community members;
7. Continue to pursue partnerships to help to address the needs of specific homeless populations, increase the supply of permanent housing for the chronically homeless, and reduce the average nightly census at the City run facility;
8. Ensure the new facility is built with ample capacity to handle our current average annual nightly census, which, for the last three years (2017-2019) has been approximately 200 individuals per night;
9. Ensure the new facility has adequate capacity to handle overflow onsite as needed;
10. Over time, as the average nightly census regularly and on a year-round basis comes in below 200, consider establishing an appropriate cap on city services at the facility, with sufficient advanced notice to other communities and the State government regarding when said cap will go into effect;
11. Develop clear transportation guidelines to assist clients in reaching the facility and accessing outside services in the City as necessary;
12. Develop a clear policy for Criminal Trespass Orders and other cases in which a suspension of services may be merited so that clients can easily see how specific behaviors will impact their ability to stay at the facility;

13. Develop clear guidelines establishing that services provided by the shelter, including meals, are only for shelter clients who have completed or are completing the intake process; and
14. Work to diversify revenue streams both for the construction and operation of the new facility, involving as much as possible other municipal, state, and federal funding sources as well as contributions from community partners, individuals, and the private sector.

ATTACHMENT A

References

1. Maine Memory Network, <https://www.mainememory.net/artifact/67713>, accessed on October 17, 2019.
2. *Oxford Street Shelter History*, City of Portland Department of Social Services, circa 2004, <https://www.portlandmaine.gov/DocumentCenter/View/2288/Oxford-Street-Shelter-History>, accessed on October 17, 2019.
3. Chart created on 10/22/2019 by Belinda Ray and based on Emergency Shelter Assessment Committee Monthly Shelter Statistics for the Oxford Street Shelter on the City of Portland website, <http://www.portlandmaine.gov/Archive.aspx?AMID=61>, accessed on October 17, 2019.
4. *National Alliance to End Homelessness Honors Pioneers in Innovation and Excellence at Annual Awards Ceremony*, National Alliance to End Homelessness Press Release, Washington D.C., October 10, 2017. <https://endhomelessness.org/wp-content/uploads/2016/10/Awards-Ceremony-FINAL-101017.pdf>, accessed on October 22, 2019.
5. DHHS Staff Memo to HHS & PS Committee from Sarah Fleurant, Oxford Street Shelter Director, dated September 23, 2019. Available in the HHS & PS Committee packet from October 8, 2019.
<https://portlandme.civicclerk.com/web/UserControls/DocPreview.aspx?p=1&aoid=608>

Images Posted by the Public of Impact on Deering Oaks



Preble Street shelter application

Avery Yale Kamila <avery.kamila@gmail.com>

Oct 15, 2020 2:42 PM

Posted in group: **Planning Board**

Dear Planning Board members,

I'm writing to urge you to deny the application from Preble Street to create a new shelter at its resource center property.

Preble Street allows people to congregate illegally on the sidewalks and streets surrounding its property and has done so for decades. As a result, human and drug trafficking flourish, creating an unsafe neighborhood for housed and unhoused residents and anyone who works in or travels through the area. Preble Street has refused to address issues raised by neighbors and the organization is NOT viewed as a community partner.

While the City of Portland has responded to concerns from residents about its nearby Oxford Street Shelter, Preble Street has not. Instead they've created a disorderly building that attracts human traffickers across from a child care center and surrounded by a residential neighborhood. This is not a safe place to house vulnerable individuals. Preble Street is not a reliable manager.

I urge you to deny their permit application.

Thank you for considering my concerns.

Sincerely,
Avery

Avery Kamila
PO Box 4242
Portland, ME 04101
207-780-0915

5 Portland St

Chris Aceto <chrisacetomiami@gmail.com>

Oct 14, 2020 11:52 AM

Posted in group: **Planning Board**

Goor Morning

I own 47 Portland St in Portland and am opposed and encouraging the planning board to oppose 5 Portland Streets desire to expand in this neighborhood.

I could go ver the " talking point" to oppose (re liscences conditional use for 55 Portland st etc) but the bottom line for my desire to block it is simply because Preble St is a terrible neighbor. What you have recently seen spill out into the Deering Oaks is what we deal with daily.

People having sex in my parking lot. Drugs being used out in the open. People begging for money. People accosting and abusing folks who frequent my office building

I thought we had a plan to build a new large shelter at Riverton.?

The preble st issue is now spreading up to Monument Square where I also own two buildings. Its so out of hand, I am at the tail end of having the energy to complain to Jon Jennings, counsilors etc.

I invite though, any planning board member to spend a couple hours with me to walk around my property. We can pick up needles together and wait to get into an altercation simply for " being" out on the sidewalk. This is the norm down there and its getting worse

CHRIS ACETO

Preble Street Resource Center Conditional Use application

Dan Hayes <DHayes@rockriverco.com>

Oct 6, 2020 1:53 PM

Posted in group: **Planning Board**

To the Planning Board of the City of Portland, ME and Belinda Ray,

I own three apartment buildings on Alder Street in the first block south of Portland Street in the Bayside District; 32 Alder Street (3 units); 36 Alder Street (3 units) and 40 Alder Street (14 units). I have owned these building for about 10 years.

I strongly oppose the Preble Street Resource Center application for an emergency shelter at 5 Portland Street.

In the ten years I have owned these properties I have spent hundreds of thousands of dollars upgrading my buildings so that they are clean, safe, secure and in full compliance with all building codes. However, I can only control my properties and the neighborhood has long been out of control – overrun with drug addicts, alcoholics, homelessness, mental illness, crime and drug trafficking. For the safety of my residents, I have a security guy that lives on site. I have cameras to record the junkies shooting up and openly having sex in public in the parking lots behind my buildings. We have hoses to hose down the drunks and addicts that pass out on the lawns and parking lots. I have a private trash hauling service to haul away the tons of garbage and debris that are dumped on my properties and Alder Street by the hordes of zombies that have taken over the streets. Children play hopscotch and foursquare in the parking lots behind my buildings where we daily pick up dozens of hypodermic needles, broken beer bottles and other trash left by trespassers. We have thought about streaming the footage from our security cameras to make people aware of the outrageous public behavior that occurs, unabated by the police or social workers.

The City has ignored the Bayside District for too long. Most of the residents in my buildings are people of color, many with children. The City's practice of concentrating services for the addicted, homeless and mentally ill in Portland's only minority majority neighborhood is wrong. Since most of the service organizations have shut down due to pandemic, the neighborhood has changed dramatically for the better. Children can play on sidewalks free of needles, syringes and meth pipes. People can walk the street without being hassled by aggressive zombies and drug dealers. Hordes of addicts no longer dump all the recycling bins onto the street searching for the bottles and cans with deposits so they can buy their next fix in the parking lot of 259 Oxford Street.

I know this to be true because I keep a unit in 32 Alder Street and stay there myself. The infestation of drug dealing criminals, addicts, alcoholics and the mentally ill is more concentrated in the Bayside District than in the worst parts of Baltimore, Philadelphia or Los Angeles – other cities where I own property.

Please rescue the Bayside District and its residents. Say no to the Preble Street Resource Center's application for an emergency shelter at 5 Portland Street. While well intended, the operators of these emergency shelters have not done an adequate job of protecting the neighborhood and its residents from the dangers posed by the concentrations of drug addicts, alcoholics and the mentally ill they attract.

If you have any questions, or desire any additional information, please call or email me.

Regards,

Dan Hayes



Dan Hayes

Principal

The Rock River Companies

2120 Colorado Avenue, Suite 160, Santa Monica, CA 90404

Direct: 410.244.1705 Mobile: 310.890.8368

This e-mail, and any attachments thereto, is intended only for use by the addressee(s) named herein and may contain legally privileged and/or confidential information. If you have received this e-mail in error, please immediately notify me by telephone and permanently delete the original and any copy of any e-mail and any printout thereof.

Abutter Comments RE: Preble Street Resource Center project (Plan Number CU-001231-2020)

Daren Hebold, CCIM <dhebold@luxrealty.com>

Sep 9, 2020 9:39 AM

Posted in group: **Planning Board**

Good day Mr. Tufts & Portland Planning Board,

My firm manages the Portland Public Market Garage ("PPMG"), located at 315 Cumberland Avenue and directly across the street from the Preble Street Resource Center ("Center"). We have reviewed the proposal CU-001231-2020 regarding the proposed conversion of the Center into an Emergency Shelter, which concerns us greatly due to what we perceive could likely become an increased neighborhood nuisance factor generated by the Center.

Accordingly, to better inform this process we'd like to register some of our direct observations regarding the Center in recent years:

- Since December 2016 my firm has exclusively operated PPMG, a privately owned and professionally operated parking garage
- Our 600+ daily parkers are mostly professional employees who work at nearby businesses in the Monument Square and West Bayside areas. Understandably, they simply desire a safe, clean, secure place to park.
- There are numerous choices for downtown Portland parking, and we must remain competitive in order to retain our valued parkers and to operate a sustainable business.
- In selecting a parking garage, parkers are mainly concerned about their own personal safety as well as securing their vehicle for the day.
-
- Consistently during our entire management tenure, the behaviour and actions of Preble Street Resource Center clients have generated the overwhelming majority of complaints, challenges and police dispatch calls among our parkers and employees. On a daily basis, our parkers and employees alike are consistently subjected to:
 - Loud, offensive and often belligerent behaviour emanating from the outdoor courtyard at the Center and Preble Street sidewalks on both sides of the road;
 - Loitering around both of our pedestrian entrances (both Preble Street & Cumberland Avenue) with occasional comments directed at our parkers as they enter/exit;
 - Lounging, eating, littering and sleeping in our exterior courtyard and landscaped areas;
 - Hypodermic needles around our perimeter and elevator lobbies;
 - Blocking of our vehicular entrance/exit to Preble Street by individuals loitering;
 - Constant attempts to enter our facility to utilize the restroom, loiter in the elevator lobbies, or to cut through to Elm Street whereupon our staff must frequently resort to forcibly escorting loiterers out of our facility;
 - In some situations, our staff is unable to handle the severity of the situation and we call the Portland Police for assistance. Reviewing the police log may prove informative in this process.
- Since March 2020 during the Covid situation, the Center appears to have been closed, which has resulted in our parkers and employees enjoying an exceptionally peaceful time period without the formerly omnipresent nuisance activity.
- If the facility is to be repurposed and re-opened, we suggest that such use must be very carefully considered and should be in the collective best interest of the neighborhood, business community and City of Portland

In closing, we encourage you to share these comments with the Planning Board review team and other members of the public who have an interest in following this project. We realize that different types of businesses and services must coexist in Portland, but believe the Center presents an unusually and exceptionally challenging situation for the neighborhood. It seems that converting the Center to an Emergency Shelter may actually yield a more intense use that could escalate these challenges.

Thank you for your consideration and we look forward to further discussion.

Daren Hebold, Managing Director
LUX Partners, LLC

Manager for Northeast Investors, LLC d/b/a Portland Public Market Parking Garage

315 Cumberland Avenue
Portland ME 04101



Daren Hebold

Founder, CEO, LUX Companies | LUX Realty, LUX Partners
and LUXOLO Financial

A PO Box 7444, Portland ME 04112

P (207) 502-2132 **M** (207) 329-5092

E dhebold@luxrealty.com **W** <http://luxrealty.com>

CITY OF PORTLAND
Planning & Urban Development Department

**CONDITIONAL USE – PLANNING BOARD REVIEW
SUBMISSION CHECKLIST**

- * Please upload each document as a separate PDF file
- * Please confirm each item by electronically checking the boxes to the left for each document

Conditional uses are listed in the Zoning Ordinance for each zone and these proposed uses must address the criteria contained in Section 14-474 in the written application. In addition to the criteria in Section 14-474, each application must address any applicable conditional use standards contained in the applicable zone for the proposed use.

GENERAL APPLICATION DOCUMENTS

Yes ☒	N/A ☐	Project Description Cover Letter with detailed project description
Yes ☒	N/A ☐	Completed Checklist – Conditional Use (this document)
Yes ☒	N/A ☐	Right, Title and Interest Deeds, leases, or purchase and sales agreements

CONDITIONAL USE STANDARDS AND CRITERIA

Yes ☒	N/A ☐	Traffic Address volume and type of vehicle traffic to be generated, hours of operation, expanse of pavement, and number of parking spaces required are not substantially greater than would normally occur at surrounding uses or other allowable uses in the zone.
Yes ☒	N/A ☐	Environmental Impacts Address use will not create unsanitary or harmful conditions by reason of noise, glare, dust, sewage disposal, emissions to the air, odor, lighting, or litter.
Yes ☒	N/A ☐	Design and Operation Address the design and operation of the proposed use, including but not limited to landscaping, screening, signs, loading, deliveries, trash or waste generations, arrangement of structures, and materials storage that will not have a substantially greater effect; impact on surrounding properties than those associated with surrounding uses or other allowable uses in the zone.
Yes ☒	N/A ☐	Zone Specific Criteria Deeds, leases, or purchase and sales agreements

July 27, 2020

City of Portland Maine
Department of Planning and Urban Department
Planning Division
389 Congress St
4th Floor
Portland, ME 04101

Re: Conditional Use Application, 5 Portland Street
Preble Street

Dear Ladies and Gentlemen:

I represent Preble Street, a Maine nonprofit corporation.

Pursuant to Section 14-474 of the Portland Code of Ordinances, I am submitting an application for conditional use approval for an emergency shelter to be located at 5 Portland Street.

The premises is currently owned by Preble Street, a Maine nonprofit corporation. Preble Street currently uses the premises as a resource center providing social services to Portland's homeless population.

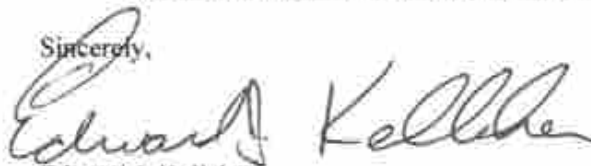
Preble Street wishes to convert the premises to an emergency shelter.

The following items are being submitted:

1. Project Description.
2. Submission Checklist.
3. Evidence of right, title or interest – deed to Preble Street for subject premises.
4. Evidence of compliance with the general standards for conditional use approval set forth at 14-474(c)(2).
5. Documents evidencing compliance with the specific use standards for emergency shelters set forth at Section 14-474(c)(3)(a).
6. Floor Plan for the proposed emergency shelter.
7. Full Plan Set and Elevations.

Please don't hesitate to call if you have any questions.

Sincerely,



Edward J. Kelleher

Short Form Warranty Deed

2607
MAINE REAL ESTATE TAX PAID

STAMCO, a Maine general partnership with a place of business in Portland, Maine, FOR CONSIDERATION PAID, grants to Preble Street Resource Center, Inc. a Maine non-profit corporation with a mailing address of P.O. Box 1459, Portland, ME 04104, with WARRANTY COVENANTS, the following described real property located in Portland, County of Cumberland, Maine:

A certain lot or parcel of land together with the buildings thereon, being more particularly described as follows:

No. 1-15 Portland Street, No. 60-68 Preble Street and 246-254 Oxford Street, Portland, Maine, containing eleven thousand one hundred thirty-four (11,134) square feet more or less, all according to the City of Portland valuation plans. The said easterly line on Preble Street is 117.14 feet more or less; the said northerly line on Oxford Street is 126.66 feet more or less; the said southerly line on Portland Street is 142.63 feet more or less; the said westerly line extending through from Portland Street to Oxford Street is 54.2 feet more or less.

Being the same premises conveyed to the Grantor herein by deed of Edward C. Gall dated June 27, 1983 and recorded in the Cumberland County Registry of Deeds in Book 6204, Page 167.

WITNESS our hands and seals this 11th day of January, 1993.

WITNESS

MICHAEL J. LUCHENSKI

STAMCO, a Maine General Partnership

by: T.S.W. Corp., General Partner

by: Stephen Webber
Stephen Webber, It's Presidentby: William Webber
William Webber, Gen. Partner
Being all of the Partners of STAMCO

Recorded
Cumberland County
Registry of Deeds
01/13/93 09:06:48AM
John B. O'Brien
Register

State of Maine
Cumberland, ss.

January 11, 1993

Personally appeared William Webber in his capacity as general partner of STAMCO and acknowledged the foregoing instrument to be his free act and deed on behalf of STAMCO.

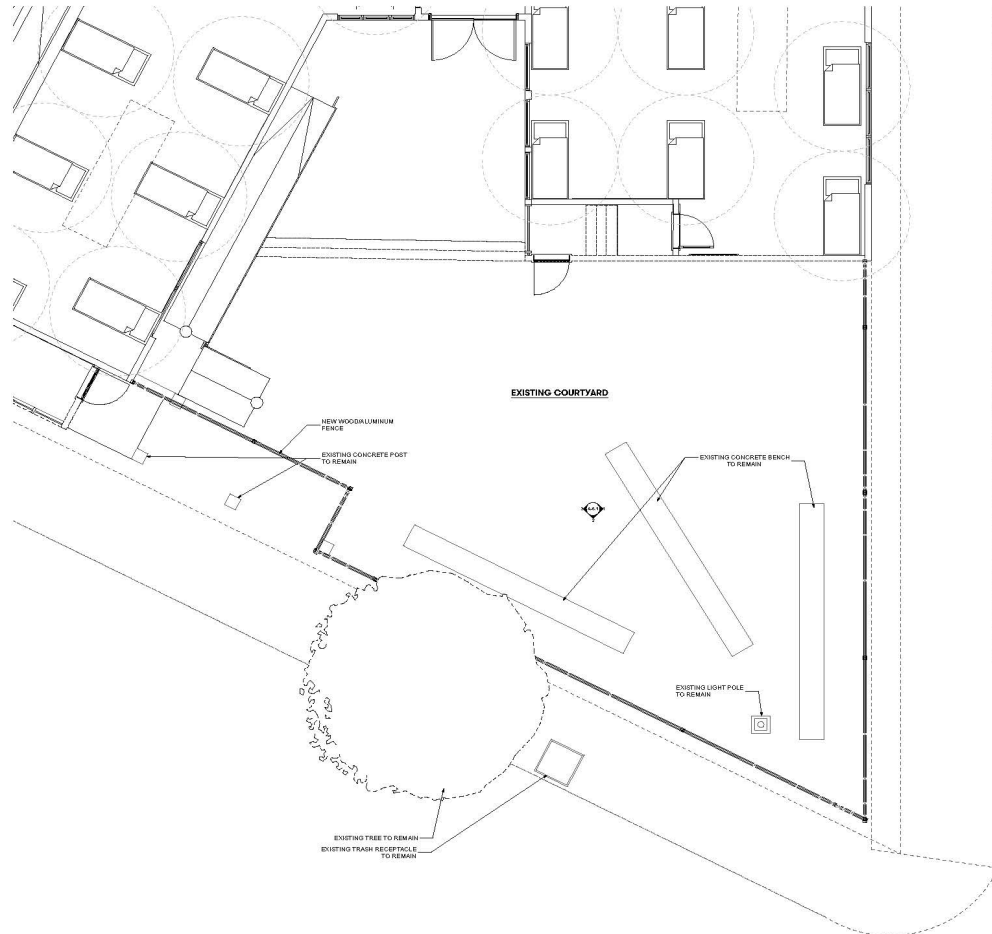
Patricia M. Powers
Notary Public/Attorney

PATRICIA M. POWERS, NOTARY PUBLIC
STATE OF MAINE
MY COMMISSION EXPIRES 12/21/96

July 27, 2020

**EMERGENCY HOMELESS SHELTER
5 PORTLAND STREET, PORTLAND ME**

The Proposed emergency shelter shall feature a fenced in courtyard which can be accessed by the clients of the emergency shelter. The new fencing will act as a screening from the courtyard to Portland Street and Preble Street.



July 27th, 2020

**EMERGENCY HOMELESS SHELTER
5 PORTLAND STREET, PORTLAND ME**

General Conditional Use Approval Standards

- 1. The volume and type of vehicle traffic to be generated, hours of operation, expanse of pavement, and the number of parking spaces required are not substantially greater than would normally occur at surrounding uses or other allowable uses in the same zone.**

The proposed project will have less vehicle traffic generated compared to the current use of the building. Due to the lower number of staff present at any one time at the new Wellness Shelter compared to the previous greater numbers of staff present during the day at the Resource Center and Soup Kitchen, less vehicle traffic and parking will be utilized. Additionally, the previous use included low Income people who were housed but needed social services or hunger relief who would come to the Resource Center for casework services or for the soup kitchen, both of which are not being provided at that site, therefore less vehicle traffic. Having 3 staff on throughout the night will mean that there may be small numbers of staff vehicle use beginning and leaving work during the overnight but that is comparable to the current use of the building as the overflow shelter for the Oxford Street Shelter and the vehicle use by that overnight staff.

- 2. The proposed use will not create unsanitary or harmful conditions by reason of noise, glare, dust, sewage disposal, emissions to the air, odor, lighting, or litter.**

The proposed use will not increase noise, glare, dust, sewage disposal, emissions to the air, lighting, or litter. The proposed fencing will decrease negative impacts on the neighborhood from the current use of the property. The Wellness Shelter has a 9 pm curfew and a 10 pm Lights Out policy so quiet is expected both in and around the shelter and the courtyard.

- 3. The design and operation of the proposed use, including but not limited to landscaping, screening, signs, loading, deliveries, trash or waste generation, arrangement of structures, and materials storage will not have a substantially greater effect/impact on surrounding properties than those associated with surrounding uses or other allowable uses in the zone.**

The proposed project will decrease impact on the surrounding properties. The current day-shelter and emergency temp. overnight shelter has exterior space open to the corner of Preble Street and Portland Street. This open courtyard often crowds with people throughout the day and evening. The new emergency wellness shelter has the opportunity to work with smaller groups giving the homeless a better chance to recovery. The new fencing will act as a screening for those wanting to be outside during the day and evening during their stay with Preble Street. This facility will provide adequate space and support for the homeless individuals staying there. The new screening fence will have a positive impact in the neighborhood.

July 27th, 2020

**EMERGENCY HOMELESS SHELTER
5 PORTLAND STREET, PORTLAND ME**

Specific Conditions for Emergency Shelters

Emergency shelters are subject to the following conditions, in addition to the provisions of section 14-474 (c) 2. Notwithstanding section 14- 474(a) or any other provision of this Code, the Planning Board shall be substituted for the Board of Appeals as the reviewing authority for any shelter also subject to Level III site plan review:

- i. **The facility shall provide adequate space for conducting security searches and other assessments;**

Refer to floor plan for "Secure Check-In" location.

- ii. **The facility shall be designed with a centralized shelter operations office on each level providing sight lines to sleeping areas;**

Staff areas have been marked on the floor plan with sight lines to all sleeping areas.
Refer to floor plan for staff operation areas.

- iii. **A Management Plan adequately outlining the following areas shall be provided:**

**Management responsibilities;
Process for resolving neighborhood concerns;
Staffing;
Access restrictions;
On-site surveillance;
Safety measures;
Controls for resident behavior and noise levels; and
Monitoring Reports.**

See management plan attached.

- iii. **Adequate access to and from METRO service shall be provided. The facility shall be within a 1/4 mile of a METRO line, or shall be within 1/2 mile of a METRO line and provide adequate indoor space to permit all shelter guests day shelter, as well as implement strategies to help residents utilize transit;**

The site is within 1/4 mile from the bus lines below.

Metro Transfer Station:

Metro Pulse at Elm Street (0.2)

Bus Stops:

Portland and Preble Street (8) – 200 feet

Cumberland and Preble Street (7,8) – 400 feet
Oxford Street and Alder Street (2, 4, 5)– 350 feet
Cumberland and Elm Street (8) – 0.1 miles
Congress Street and Center Street (1,2,4,5,7,8,9B, 21, 24a)– 0.2 miles

- iv. **The facility shall provide on-site services to support residents, such as case management, life skills training, counseling, employment and educational services, housing assistance, or other programs;**

The lower level includes admin area and (2) client consultation rooms for these specific purposes. The lower level can be accessed by an existing elevator. This work is also done in areas throughout the shelter level, at tables, the front desk, near the laundry, and outside in the courtyard. Low barrier approach incorporates any natural, informal meeting times to work on client goals in addition to formalized, scheduled appointments that take place on the lower level.

- v. **Suitable laundry, kitchen, pantry, bicycle storage, and secure storage facilities for shelter stayers shall be provided on-site; and**

The shelter will include laundry services, bicycle storage, and secure storage facilities for shelter clients. Clients will receive all meals on the main level due to COVID-19 precautions. The lower level current functions of kitchen and pantry remain in operation and hot and cold meals will be brought upstairs to the shelter level via the elevator.

- vii. **An outdoor area for guest use shall be provided on-site with adequate screening to protect privacy of guests.**

Existing courtyard will be fenced off for privacy. Refer to floor plans, elevations and renderings for design intent.

WELLNESS SHELTER

MANAGEMENT PLAN

I. Neighborhood Concerns

Preble Street will take the steps below aimed at ensuring three goals: first, clients of the shelter are given a reasonable and clear set of expectations concerning their behavior at the shelter and in the surrounding neighborhood, second that clients are made aware of these expectations and the expectations are enforced by shelter staff, and third, the mechanisms are in place to receive and respond to any concerns or questions raised by neighbors or other stakeholders. In furtherance of these priorities, Preble Street will take the following steps:

- Preble Street staff facilitate periodic community meetings for clients of the program which include discussion of expectations related to being a good neighbor.
- Preble Street staff will have all clients sign a “Services Expectation Agreement” upon intake to reinforce and make clear neighborhood behavioral expectations, a copy of which is attached as **Exhibit 1**.
- Preble Street staff promote community-building in the neighborhood through staff and client participation in neighborhood clean ups and regular staff attendance at the Bayside Neighborhood Association meetings.
- Preble Street staff work to connect clients with resources necessary to meet basic needs using a trauma informed, harm reduction approach.
- Preble Street staff meet with and communicate regularly with the Cumberland County Crisis Response Team and the Portland Police Department Community Policing to prevent and/or respond proactively to public safety concerns.
- Preble Street Managers readily provide their contact information and respond in a timely way to questions or concerns from community members.

II. Staffing

Preble Street has will ensure a minimum of three awake staff people on-site at all times. Attached as **Exhibit 2** is a staffing plan and sample staffing schedule. The staffing schedule is a sample and may be changed, without reducing overall supervisory effectiveness.

The Wellness Shelter will be overseen by a Program Director with expertise in management of programs working with individuals experiencing homelessness as well as extensive training in mental health and substance use issues. The Director will be accountable for hiring and managing staff, ensuring that all staff meet training requirements, and developing and implementing policies and procedures aimed at maintaining a safe environment and furnishing quality social services at the Wellness Shelter.

Caseworkers and Housing Support Workers will work directly with Wellness Shelter clients to ensure that basic needs are met, develop individual service plans including a housing stability plan, assist with applications for benefits, and make referrals to relevant community resources. In addition, these staff will

be responsible for monitoring safety in the building and on the property. Safety will be monitored by staffing the front desk, requiring that all persons who enter the building sign in and exhibit safe behavior, and by doing frequent and regular walks throughout and around the facility. Additionally, staff will monitor security cameras placed on the premises.

Caseworkers and Housing Support Workers will receive training to understand and effectively respond to the complex issues that face chronically homeless individuals. This training will include CPR, First Aid, mental health, substance abuse, co-occurring disorders, homelessness, Housing First, crisis intervention, intervention and de-escalation of potential conflict, trauma informed care and essential community resources. In addition, staff will be trained in Preble Street's Core Competencies for case management staff and Core Competencies for Management staff. (See Exhibit 3). Three Supervisors will be responsible for providing leadership for casework and housing support staff throughout all shifts. Supervisors will receive additional training in supervision, policy implementation, and crisis intervention and will be directly supervised by the Program Director.

III. Access Restrictions

Both the physical design of the building and the program design will act in tandem to control access to the building. The front desk staff person is responsible for monitoring entry into and exit from the building.

There are four access points to the building:

- The primary entrance will be on Portland Street to the west of what will be a fenced in courtyard. This entry will consist of two sets of doors. The first set will be un-locked and leads into a small vestibule. The second set will be locked and lead to the staffed front desk in the main lobby. This front desk will be constantly staffed by Preble Street employees. All people entering the building will have to be buzzed in by Preble Street staff.
- There are three basement level doors onto Oxford Street. These doors provide limited access only to staff or for emergency egress.
- There are two doors accessible only to individuals already in the building that will lead to a fenced-in courtyard that is not accessible to the public.
- Entrances will be monitored through video surveillance to ensure security.

1. Client Access

The Wellness Shelter is accessible to clients twenty-four (24) hours a day. Unlike traditional shelters that close in the morning for cleaning, clients may stay in the building at all times and are provided three meals per day on site. Laundry will also be provided on-site, and the entire design of the space will be done in way that minimizes the need for clients to come and go from the building.

Private outdoor space allowing clients to get sunshine and fresh air will be created that will only be accessible by clients from a doorway located inside the building.

This outdoor space is bordered by Portland and Preble Streets. A privacy fence, with a pleasing exterior architectural and artistic design, will wrap the courtyard allowing private outdoor space, protecting clients from being preyed upon. Benches and tables will allow clients the freedom to eat, visit, and heal in the fresh air in a healthy outdoors environment that maintains confidentiality. Passerbys will enjoy a lovely privacy fence, designed to fit into the urban neighborhood landscape.

2. *Visitor Policy*

Clients are not permitted to have guests other than service providers. This wellness shelter is designed with the latest health knowledge to prevent the spread of COVID-19 and is considered a ‘closed shelter’ in that only clients of the shelter are allowed to access it along with Preble Street staff, approved volunteers and community mental, physical and spiritual health providers.

IV. On-Site Surveillance

Four functional surveillance cameras will be situated in order to monitor the outer perimeter of the property and will be directed to avoid monitoring any neighboring properties unless explicitly agreed with the owner of that property. Exact mounting locations will be selected to maximize viewing coverage, in consultation with the Portland Police Department; mounting height will be a minimum of 10 feet above the ground to prevent vandalism.

The cameras are part of a digital video security system that will allow for live viewing of each camera from a central computer as well as the recording of data. This data is saved until the footage overwrites itself approximately every 30 days. Front desk staff will be responsible for monitoring the cameras. Any changes in camera locations will be in consultation with the Portland Police Department.

V. Safety Measures

Working closely with the Portland Police Department and other public safety departments, Preble Street provides extensive trainings to all staff on basic safety including CPR, First Aid, intervention and de-escalation of potential conflicts, how to communicate with crisis services and with 911, and the role of police, firefighters and Medcu in on site situations. Preble Street has developed specific safety protocols and regularly meets and communicates with the Portland Police and other emergency personnel. Attached as **Exhibit 3** is an outline of the Preble Street training material.

VI. Controls for Client Behavior and Noise Levels

Clients’ behavior is expected to be safe and appropriate. Clients are required to execute the Preble Street Service Agreement attached hereto as **Exhibit 1**. Clients may not unreasonably disturb others, use the premises for any purpose deemed hazardous, conduct any activity or occupation which is illegal, noisy or dangerous, nor cause any damage or waste to the premises. No alcohol or illicit substances are permitted in any indoor or outdoor shelter area.

Loitering of non-clients around the Wellness Shelter is not permitted nor is any behavior that is disruptive or unsafe. Any behavior that does not meet safety and noise expectations as well as any loitering will be addressed by procedures that will vary based on the severity and the responsiveness of the person whose behavior is being inappropriate:

- First, the individual(s) is asked to leave the area and staff use any existing relationship as well as offers of alternative resources, if needed, to make sure that the individual(s) leave the area and understand the need to change this behavior in the future.

- Second, in the event that the person returns to the area or refuses to leave, Preble Street staff will serve the individual(s) with paperwork approved by the City of Portland Police and Legal Department that lets them know that they are restricted from a specific area around the building.
- Third, if the individual(s) still does not leave the area or returns, the police will be notified to move the individual(s) along and/or to make an arrest for trespassing. Preble Street staff follow up with the Police Department to ensure that individuals do not return to the area and that they understand that continued trespassing can result in incarceration.

Preble Street staff facilitate periodic community meetings for clients of the program which include discussion of expectations related to being a good neighbor, and staff are proactive in addressing concerning behaviors around the building, including outreaching individuals engaging in that behavior and addressing the behavior individually and in community meetings.

VII. Monitoring Reports

Preble Street will submit regular reports to the funding sources of the Wellness Shelter, as required (United Way, State of Maine, Maine State Housing Authority, etc.) In addition, Preble Street is an active member of three planning and monitoring entities – the local Emergency Shelter Assessment Committee, the Region One Homeless Council, and the Maine Continuum of Care. Preble Street will regularly report on the Wellness Shelter at those meetings.

While the COVID-19 pandemic is occurring, Preble Street also actively participates on Portland Shelter and COVID Homeless Needs meeting on weekly calls and the Coordinating Clinical Support-COVID & Portland Homeless Providers biweekly meetings facilitated by the DHHS Commissioner's Office. Preble Street reports on all their shelters at these meetings.

This Management Plan is subject to periodic updating and review. Preble Street shall give to the Office of the Planning & Urban Development written notice and an opportunity to comment to material changes to this Management Plan.

Exhibit 1: Service Agreement

PREBLE STREET SERVICE AGREEMENT

Preble Street offers many services including help with basic needs, employment services, casework, and housing. Preble Street also offers three meals a day in their shelter and 24 hour accessibility.

Preble Street staff is available to answer questions, make referrals, and to make appointments with you. We encourage you to meet with a caseworker if you have problems with housing, hunger, income, employment, or getting connected to services in the community.

Preble Street welcomes everyone and expects all who come here to help us maintain a safe space in which everyone is respected.

To be a safe and respectful place Preble Street does not tolerate the following:

- Violence
- Threatening
- Unwanted sexual advances (physical or verbal)
- Hate speech
- Drug or alcohol use on site
- Drug exchange, use, possession or buying/selling on or near our property

If a person is suspected of any illegal activity such as exchanging or dealing drugs, you will be asked not to come to our programs. We will also report our concerns to law enforcement and will work with the Portland Police Department to eliminate criminal behavior at Preble Street and in our neighborhood.

I, _____, have read/had this read to me and understand what Preble Street can offer and how Preble Street works on keeping its programs safe and respectful.

Client Signature

Date

Staff Signature

Date

Exhibit 2: Staffing Plan and Sample Staffing Schedule

The staff team will be led by a Program Director with expertise in management of programs working with individuals experiencing homelessness as well as extensive training in mental health and substance abuse issues. Supervisors with extensive experience in homeless and/or residential services will take responsibility for task supervision during weekend and overnight shifts and will report directly to the program Director. Caseworkers and Housing Support Workers will receive extensive training in crisis intervention, mental illness and substance abuse issues, CPR, First Aid, housing first, trauma informed care and harm reduction as well as an orientation to Preble Street’s low barrier model and area resources. It is anticipated that all staff will receive three weeks of training and assisting in other Preble Street sites before the Wellness Shelter opens.

To summarize, the proposed staffing team includes:

- 1 Senior Director of Social Work
- 1 Program Director
- 3 Supervisors
- 14 Caseworkers (1st & 2nd shift) and Housing Support Staff (3rd shift) (FT and PT)
- 1 Program Administrator
- Janitorial Services staff
- As Needed Staff to cover gaps during staff training/vacation/holiday time

Typical Day Staffing Pattern

Staffing will take place in three shifts each day – a daytime shift, an evening shift, and an overnight shift. All staff members will be awake at all times. There will never be fewer than three staff members present on site. Most day and evening shifts will include four or five staff members present on site, including one supervisor and three or more line staff. Overnight shifts will have a minimum of three staff.

The following chart outlines the basic staffing pattern.

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
8am-4pm	FT#1	FT#1	FT#1	FT#1	FT#1		
“Daytime”	FT#2	FT#2	FT#2	FT#2	FT#2	PT	PT
	PT	FT#3	FT#3	FT#3	FT#3	FT#3	PT
	PT	PT	FT#4	FT#4	FT#4	FT#4	FT#4
	FT#5	FT#5				FT#5	FT#5
			Sup#1	Sup#1	Sup#1	Sup#1	Sup#1
		PD	PD	PD	PD	PD	
4pm-12am	FT#6	FT#6	FT#6	FT#6	FT#6		PT
“Evening”	FT#7	FT#7	FT#7	FT#7	FT#7	PT	PT
	PT	PT	FT#8	FT#8	FT#8	FT#8	FT#8
	PT		FT#9	FT#9	FT#9	FT#9	FT#9
	FT#10	FT#10				FT#10	FT#10
		Sup#2	Sup#2	Sup#2	Sup#2	Sup#2	
12am-8am							
“Overnight”	FT#11	FT#11	FT#11	FT#11			
	FT#12				FT#12	FT#12	FT#12

				FT#13	FT#13	FT#13	FT#13
		PT#1	FT#14		FT#14	FT#14	FT#14
	Sup#3	Sup#3	Sup#3	Sup#3			

Exhibit 3: Preble Street Training Material Outline

Preble Street Required Training for All Staff

I. Orientation:

- Preble Street Handbook and Policies
- Confidentiality Policy and Unlawful Harassment Policy
- Exposure Risk Policies (Universal Precautions, Bloodborne and Airborne Pathogens)
- Incident and Accident reporting, Worker's Compensation, and Trauma Protocol

II. Maintaining a Safe Work Environment:

- Boundaries & Confidentiality,
- Crisis Prevention, Intervention, and De-escalation,
- Challenging Behaviors
- Emergency Services
- Intervention Basics
- Weapon Policy and Trauma Procedures
- Emergency & Non-Emergency Procedures
- Mental Health Crisis Intervention
- Overdose Response Training

Additional Annual Training:

- Unlawful Harassment & Safety Training
- Video Display Terminal Training (for office staff)

III. Specific Program Training

Adult Services

Residential Services (Logan Place/Florence House/Huston Commons):

- History & Logan Place/Florence House/Huston Commons Policies
- Harm Reduction
- Social Services Tour
- Police Interaction Protocol/Referral Guidelines
- Personal Safety & De-escalation Techniques
- Boundaries & Confidentiality
- Challenging and Unsafe Behaviors
- Steps for Safe Interactions
- Co-occurring Mental Health and Substance Use Disorders
- Mental Health Intervention Training
- Developing Positive Relationships
- Assessing for Suicide
- Stages of Alcoholism/Withdrawal/Overdose/Recovery
- Substance Abuse and Victimization
- History and Principles of Supportive Housing

Wellness Shelter/Florence House:

- Shelter Procedures and Policies (including Intake Procedures, On Call Procedures, Illegal Substance Policy, & Overflow Plan)
- Emergency Interventions/Police and Medcu Protocols
- De-escalating & Addressing Difficult Behaviors
- Boundaries & Confidentiality

- Suicide Intervention
- HMIS Training (Program Administrator)
- Sexual Assault & Victim Advocacy 101 (SARSSM)

Casemanagement Programs (Veterans Housing Services/Anti-Trafficking Services/Health Services):

Anti-Trafficking Services (ATS)

- Staff roles and responsibilities
- Human Trafficking 101 (Human Trafficking, Labor Trafficking and Sex Trafficking in Maine and beyond)
- Grants and funding
- Competencies (Preble Street core competencies, ATS core competencies, harm reduction principles, professional development)
- Case manager role (caseloads, rapport building, service plans, client closings)
- Intake process
- Specifics for working with MVOTs
- Documentation
- ATS protocols (subpoenas, hoteling, after-hours)
- Safety planning
- Maine Housing Matrix
- Supervision and case review
- Supplemental readings and webinars

Veteran Housing Services (VHS)

- VA SSVF (Supportive Services for Veteran Families) orientation and federal training modules
- Overview of Bangor, Lewiston and Portland VHS offices and community partners
- Functional zero goals for Maine

Health Services

- Social determinants of health
- Health needs of the homeless in the community
- Shadow shifts with Maine Medical Center staff at the MMC/PS Learning Collaborative
- Harm reduction
- Medication Assisted Treatment (MAT)
 - Research (readings and scholarly articles)
 - Protocols for Greater Portland Health MAT
- Shadow shifts with Street Outreach

Teen Services

Teen Center:

- Agency Overview
- Drop in Policies/Rules/ Regulations
- Confidentiality
- Consumer Needs, Issues, and Characteristics
- Boundaries

- Harm Reduction/Drugs & Alcohol
- Case Management/Paperwork/Resources
- Child Abuse Reporting (DHHS/CPS Training)
- Crisis Intervention
- Outreach
- Program Assistant (HMIS Training)

Joe Kreisler Teen Shelter:

- Joe Kreisler Teen Shelter Policies /Rules
- Intake/ Discharge Procedures
- Confidentiality
- Child Abuse Reporting (DHHS/CPS Training)
- Police/Medcu/Fire Department Procedure
- Emergency & Evacuation Procedure
- Emergency Preparedness Plan/Overflow
- Suicide Prevention
- Upon Hire and as required by license:
 - Physical exam for staff
 - TB testing
 - First Aide/CPR (American Red Cross)

IV. Additional Training from Outside Sources:

University Of Maine -- Motivational Interviewing, Ethical Decision Making, Communicating One on One, Using Feedback Effectively, Constructive Conflict Resolution, Anger as Information, The Practice of Supervision, Assessing the Risk of Violence, Stepping Up to Supervisor, Critical Thinking, Compassion Fatigue, Managerial Courage, Negotiation Skills, Coaching to Enhance & Improve Performance

Co-Occurring Collaborative of Southern Maine –some examples are:

Multi-Cultural Responsiveness in Maine, Co-Occurring Disorders and the Criminal Justice System, Meth on the Move, Psychiatric Care of Patients in the ER Department, Treatment & Recovery Philosophies

Nancy Ansheles CATALYST Trainings – regular contracted professional training on improving effectiveness of work and programs

Sexual Assault Response Services of Southern Maine – Trainings for new staff and programs as needed on sexual assault, medical and legal issues.

American Red Cross – First Aid and CPR for agency staff on a quarterly basis.

DHHS –Mandated Reporting

David Mandt & Associates – Mandt System Training

Day One -Training on Mental Health and Substance Use Disorder

Portland Police Department – Police Interaction and Relationships, CIT Officers and Crisis Intervention

Maine Medical Center/Preble Street Learning Collaborative – Ethics in the Health & Mental Health Care, training specific to medical conditions with high incidence among individuals experiencing homelessness

Management Competencies: Eight Core Competencies

A competency is a broad indicator of best practice; an area of knowledge critical to be able to perform your job well. Competencies are also connected to the goals and outcomes of the larger agency. These management competencies will provide a framework for training, coaching and evaluation to support your management level role and supervisory/management responsibilities.

Self-Aware

- Works to be conscious of own strengths and motivations, manages assumptions and professional development needs.
- Attends to own personal wellness and responsibility, and promotes this in the work environment.
- Provides individual and team feedback based on open, objective observation.
- Uses a strength-based approach to promote learning and professional development as a supervisor.

Effective Communicator

- Communicates in a clear, organized manner.
- Applies active listening skills by checking for understanding and asking for clarification.
- Encourages diverse perspectives.
- Applies skills in communicating with diverse interaction and learning styles.

Problem-Solver/Decision-Maker

- Identifies and analyzes challenges and implements solutions from a strength-based perspective.
- Evaluates information and resources to develop viable, sustainable solutions.
- Facilitates effective problem solving, consulting with others when appropriate.
- Uses supervision to communicate obstacles to accomplishing essential job functions and goals.
- Effectively prioritizes issues and projects in alignment with goals and outcomes of Preble Street.

Accountable:

- Displays an understanding of essential job functions.
- Creates a standard of work and follow-through to ensure the standard is upheld.
- Dedicated to meeting and exceeding exceptional service and performance.
- Maintains knowledge of and compliance with Preble Street policy, procedures and legal obligations.
- Displays continuous work toward understanding, integrating and achieving supervisory best practices.
- Monitors performance measures connected to programs and activities.
- Demonstrates financial stewardship including the careful use and protection of financial resources.
- Acts in a professional and ethical manner.
- Creates and facilitates effective, relevant and productive agendas and meetings.

Team Builder

- Inspires and fosters team commitment, trust and group excellence and positive morale.
- Coaches and guides employees towards desired outcomes.
- Promotes positive partnerships and collaboration within the agency and throughout the community.
- Encourages group problem solving through collaborative decision-making, when appropriate.
- Promotes the team in working collectively in support of the agency mission.

Talent Manager

- Ensures appropriate selection and development of qualified staff.
- Swiftly and confidently addresses performance problems.
- Ensures compliance with Human Resources policies and procedures.
- Develops employees through effective, proactive coaching and mentoring.
- Actively works with employees to facilitate continuous improvement.
- Assesses individual, program and agency strengths and weaknesses to increase effectiveness of performance.

Cultivator of Cultural Competence and Diversity

- Challenges stereotypes and holds self and others accountable for addressing bias or prejudice.
- Fosters an inclusive workplace where diversity and individual differences are valued.
- Develops and maintains a culturally diverse environment.
- Uses fair and equitable hiring practices.
- Fosters a culture that promotes creativity and innovation in alignment with the Preble Street mission.

Strategic Leader

- Builds a shared vision and acts as a catalyst for change.
- Influences others to translate a vision into positive action.
- Participates in succession planning efforts and development plans.
- Supports strategic planning by connecting implementation plans to current and future agency goals.
- Applies varied perspectives to develop goals and strategies in line with the Preble Street mission.
- Effectively communicates program initiatives, strengths, and challenges within and across programs.

Preble Street

Caseworker Core Competencies

The mission of Preble Street is to provide accessible barrier-free services to empower people experiencing problems with homelessness, housing, hunger, and poverty, and to advocate for solutions to these problems.

Preble Street develops a culture of casework teams who understand and practice the following throughout their role:

- Relationship is the foundation of our work
- Social work is rooted in love, compassion and curiosity
- Dignity, self-determination, and respect is inherent in how we work with all clients and each other

A competency is a broad indicator of best practice, and an area of knowledge essential to be able to perform a job effectively. Competencies are connected to the goals and outcomes of the larger agency. These casework competencies will provide a framework for ongoing training, coaching and evaluation.

Throughout this document our reference of colleagues is inclusive of co-workers across agency and community partners,

Oriented to Mission

- Promotes working collectively in support of the mission as an individual and as a member of the team
- Works to advance social and economic justice by connecting direct services work and policy change
- Demonstrates a commitment to client centered service provision utilizing person-first language, a strengths-based, non-judgmental approach, and offering low-barrier services
- Builds relationships based on unconditional positive regard, empathy, and authenticity
- Develops awareness of how systems of oppression including racism, sexism, xenophobia, ableism, homophobia, transphobia, classism and/or other social dynamics intersect and combine to impact us as individuals and the people we serve based on the multiple identities we each hold
- Ensures that delivery of services is inclusive and accessible

Oriented to Population

- Cultivates knowledge of the experience of those served across Preble Street programs including adult and youth homelessness, trauma, human trafficking, military service, mental illness, and substance use
- Develops comprehensive knowledge of resources necessary for the stability of clients including but not limited to housing, food, primary and mental health care, substance use treatment, education, legal services and employment
- Utilizes social work assessment to help understand client behavior
- Learns and implements evidence based best practices including but not limited to person centered care, trauma informed care, harm reduction, motivational interviewing, and Housing First

Self-Aware

- Utilizes reflective and critical thinking skills to gain insight into the impacts of personal experience, privilege, marginalization, bias, and prejudice and how they shape assumptions, worldviews, values, and beliefs
- Applies principles of mindfulness to enhance capacity to pause and respond rather than immediately react
- Utilizes supervision in an open and self-reflective manner in alignment with the agency definition of supervision
- Receives and provides feedback in a professional manner based on open, objective observation and individual professional development needs
- Takes responsibility for personal wellness, and promotes this with colleagues

Effective Communicator

- Communicates in a clear, organized manner in both verbal and written communication
- Applies active listening skills as a foundation for developing professional relationships
- Demonstrates openness to and respect for diverse perspectives
- Adapts communication strategies as required to effectively communicate with a diversity of individuals

- Ensures coordinated programming and service provision through active communication and collaboration across the agency

Promotes Safety

- Ensures safety in our programs through relationships, assessments, self-awareness, de-escalation strategies, crisis intervention and compliance with program and agency policies and procedures
- Practices effective crisis intervention skills, conducting crisis and risk assessments in consultation with supervisor and team and providing intervention, support, and follow up as appropriate in accordance with agency protocols
- Establishes and maintains professional boundaries with colleagues and clients, utilizing supervision and other appropriate resources to ethically navigate boundary challenges as they arise
- Monitors, assesses, and intervenes to maintain a safe working environment both in the community and within low barrier program spaces

Accountable

- Maintains knowledge of and compliance with Preble Street policies, procedures, and legal obligations
- Maintains professional, timely documentation of services provided to clients in a manner consistent with program and agency practice
- Develops, implements, accesses, and updates client-driven service plans with consistent follow-through, regular monitoring, and support to the client throughout each stage of the plan
- Practices effective time management, works efficiently in tight time frames, and responds in a timely way to clients and colleagues to ensure adequate follow-through
- Reliably completes tasks assigned or undertaken in alignment with job description

Advocate and System Navigator

- Works from an empowerment perspective in support of client efficacy
- Collaborates with colleagues in a professional manner that promotes respect and increases access to quality care for clients
- Navigates systems and resources relevant to client needs, and advocates for access to these systems and resources
- Engages in advocacy for and with clients at all levels, including direct services, community resources/benefits administration, and policy changes/legislation
- Maintains familiarity with and actively supports the advocacy work of Preble Street by connecting direct services and policy change

Critical Thinker and Problem Solver

- Applies problem solving techniques and informed professional judgment in order to practice solution-oriented approach to challenges
- Positively contributes to the planning and implementation of sustainable improvements in service delivery and the quality of services
- Demonstrates an ability to navigate client services through assessment and research, identifying available options, and taking appropriate action, including identifying when to consult with a supervisor
- Aims to work to the highest level of autonomy within the scope of the position
- Maintains ethical practice at all times, supported by the use of appropriate resources, including team members, supervision, legal and ethical codes, and the agency mission, policies, and resources

Collaborative Member of Program and Agency

- Grows professionally through actively engaging in the three components of agency supervision; administrative, educational, and supportive
- Maintains a flexible, team-oriented approach to the work and assumes positive intent with colleagues
- Readily and actively participates in program and agency-wide activities and initiatives
- Practices direct, respectful, solution-oriented collaboration, within team, agency, and colleagues
- Recognizes and acts on opportunities to promote and integrate team member diversity to strengthen teams and improve client services

July 27th, 2020

**EMERGENCY HOMELESS SHELTER
5 PORTLAND STREET, PORTLAND ME**

Summary of Proposed Project

The proposed project is currently in use as a mixed-use building owned and operated by Preble Street. The lower level is entered from Oxford Street. The lower level is approximately 7,834 SF and is primarily used as a commercial kitchen, open dining area, and food storage. The main level is entered from Portland Street. The main level is approximately 8,125 SF and is used for offices and meeting spaces for Preble Street staff, as well as a day shelter for homeless counseling. The main level also currently acts as an emergency overflow shelter, often helping shelter up to 75 people a night.

The proposed facility will build on the success seen during the COVID-19 pandemic public health crisis at the Emergency Wellness Shelter staffed and organized by Preble Street at the USM Sullivan Gym. That facility showed that a small number of homeless individuals sheltered with adequate space and support can thrive in an urban neighborhood in creating safety and wellness for all.

The new proposed work includes the following:

- Interior Renovations:
 - Convert 768 SF of lower level existing food storage space into new Preble Street office space for staff supporting the homeless shelter above.
 - Convert 7,378 SF of upper level existing office space and day-time shelter space to new permanent homeless shelter space.
 - The new space will include spaces for 40 cots, distanced 8' apart.
 - The upper level existing showers, laundry, and bathrooms will remain in place.
 - On the upper level there will be a social area with flexible tables and a counter for food serving.
 - There will be a security screening location at the main entrance on the upper level off Portland Street.
 - There will be a centralized shelter operations area on the upper level with sight lines to sleeping areas.
- Exterior improvements:
 - Install a new 6'-0" tall courtyard fence that will partition off the existing exterior courtyard. The fence will be placed at the edge of the lot and the sidewalk. The existing light pole, fire hydrant, concrete posts and landscaping will remain as is. The courtyard will be accessible only from the interior of the building after renovations except for emergency egress and access.
 - Install two (2) new exterior windows at the lower level into the new admin office area along the Preble Street side.

July 27th, 2020

**EMERGENCY HOMELESS SHELTER
5 PORTLAND STREET, PORTLAND ME**

The following outlines how the proposed project has been designed to meet the applicable standards of the City of Portland associated with Level II: Site Plan review and Conditional Use Application.

2.0 Transportation

2.1 Transportation Analysis – Traffic Impact

N/A. No increase in vehicle traffic is expected from the proposed project.

2.2 Access and Circulation

The entrances to the building will all remain as existing. The main entrance will be barrier free. Two additional exits will remain in place on Portland Street, exiting directly into the existing courtyard. The existing entrances on Oxford Street will remain as they are.

2.3 Loading and Servicing

All loading and servicing will remain as currently set up for the Preble Street food pantry drop offs.

2.4 Sidewalks

The existing sidewalk on Portland Street and Preble Street will remain. Sidewalks will be repaired in conformance with Chapter 25 of the City Code as needed.

2.5 Public Transit

The site is within 1/4 mile from the bus lines below.

Metro Transfer Station: Metro Pulse at Elm Street (0.2)

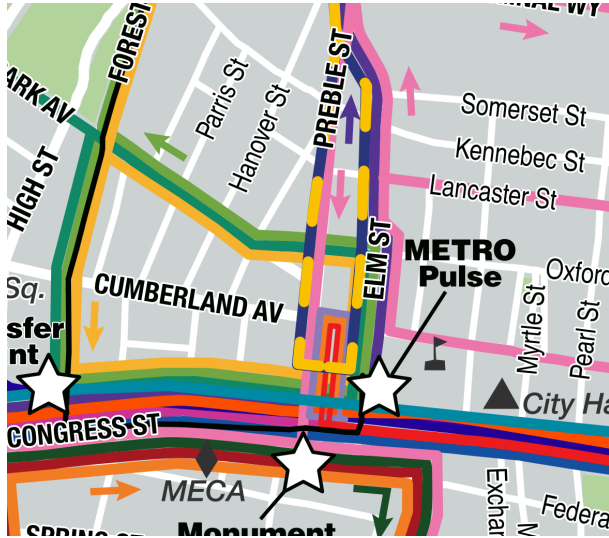
Bus Stops: Portland and Preble Street (8) – 200 feet

Cumberland and Preble Street (7,8) – 400 feet

Oxford Street and Alder Street (2, 4, 5) – 350 feet

Cumberland and Elm Street (8) – 0.1 miles

Congress Street and Center Street (1,2,4,5,7,8,9B, 21, 24a, BRZ) – 0.2 miles



2.6 Off-street Parking: Vehicle & Motorcycle/Scooter

2.7 Bicycle Parking

Indoor secure bicycle storage is currently located across the street at the ground level of 343 Cumberland.

2.8 Snow Storage

N/A – No proposed changes to existing buildings snow removal operations.

2.9 Traffic Demand Management

N/A

plan#CU-001231-2020

Demian Trask <demiantrask@yahoo.com>

Sep 14, 2020 1:47 PM

Posted in group: **Planning Board**

Hello!

I would like to encourage you to deny the application for the Preble Street Resource Center emergency shelter.

Portland treats West Bayside's residents as second class citizens, and it has to stop. It has gone on long enough.

The drug problem, as well as the human excrement and used heroin/fentanyl needle (biohazard/hazmat) problem in Portland's West Bayside community has been fed by Preble Street Resource Center.

The shelter plan masquerades as a solution for homelessness, while instead, centrally located downtown, it is the drug dealers' and organized criminals' dream come true.

The city has not offered proper services to assist property owners in the vicinity of Preble Street Resource Center in the decade I have lived in this neighborhood as a property owner forced to deal with problems including breaking and entering, theft, smashed car windshields, constant needle drug use around my home, forced clean up of human excrement and used needles--problems I have seen first hand that Preble Street Resource Center has casually invited, with residents like me relegated to serving as the "help."

Right now, with the shelter more closed than open, the residents of West Bayside are finally able to experience other than a sub-standard daily life. The second class citizen status Portland has forced West Bayside's residents to endure over the years by foisting all homeless services into our struggling hands has been racist, classist subjugation set up such that charitable non-profits conveniently enrich themselves right downtown at the expense of the community's underrepresented tax paying residents.

The diminished value of property in the entire West Bayside neighborhood totals in millions of dollars, collectively, as a result of too many years being the location of too many homeless services.

Unless the city plans to comp property owners to the tune of hundreds of thousands of dollars a piece for every building in the neighborhood Preble Street Resource Center's shelter plan would crush out of the value of West Bayside, the city of Portland should rethink its approach, certainly saying no to the shelter at what remains of Preble Street Resource Center.

Portland should complete the shelter at the Westbrook line that is supposed to be availing services and lodging to the homeless as the city has been planning for what has become a matter of years by now.

P.S. I'd like to request you update my name in your system.

I received a notice from your offices, regarding Preble Street Resource Center's plan, addressed to "Demian Annies Trash," at 50 Alder Street, 04101.

My name is actually spelled "Demian Trask-Annies." I also prefer to receive mailings at my mailing address, PO Box 49, Portland, ME. 04112.

Thank you!

Demian Trask-Annies

Don't leave people out in the cold

Emma Wolfsohn <ewolfsohn@meca.edu>

Oct 15, 2020 3:18 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Don't leave people out in the cold

Donaldson, Gary <Gary.Donaldson@td.com>

Oct 15, 2020 3:18 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Thank you,

Gary Donaldson

Internal

Approve Preble St Shelter Request

Grace Abbott <gkmabbott@gmail.com>
Posted in group: **Planning Board**

Sep 15, 2020 9:16 PM

Hi All,

I'm reaching out to you today to urge you all to approve the new homeless shelter in Portland through the Preble Street Resource Center. We have a crisis in our city and it breaks my heart to see so many community members and fellow human beings suffer on our streets while so many of us live so comfortably. We must address this crisis to the fullest extent possible, it's your duty to this city and this homeless shelter would be a good step and a partial solution.

Thank you for hearing my concerns,
Grace Abbott

Another shelter in Portland

Grace Stone <ggstone9@gmail.com>

Sep 15, 2020 9:38 PM

Posted in group: **Planning and Urban Development**

Hi there,

My name is Grace Stone and I am a member of the Portland community. I am reaching out today because as I've watched the COVID-19 crisis worsen, our city's homelessness problem has only worsened. I wanted to reach out and let you know that while I've seen how much criticism the proposal for another shelter in Portland has gotten, I believe it is a crucial measure to protect our city's houseless population and show them that we care about them. Of course it does not solve all of the problems in our city and in order to fix homelessness we need large, structural change, but it is only right and proper to open this shelter.

Thank you,

Grace

--

Grace Stone

ggstone9@gmail.com

207-650-5847

Do not approve PS's permit/application to convert 5 Portland St.

Heidi Souerwine <heidi.souerwine@gmail.com>

Oct 15, 2020 2:24 PM

Posted in group: **Planning Board**

please include this letter with the meeting packet
Dear City Planning Board members,

I am writing today to urge you to reject Preble Street's permit for a shelter at 5 Portland Street.

Approving this permit flies in the face of what the city's vision is for Portland. The city's vision through 2030 requires equitability and requires the costs and benefits of the city to be fairly distributed. Clustering social services has already failed our city for 20 years and we are supposed to be moving forward, doing better. Another shelter in Bayside does the opposite of that. Preble Street must find another neighborhood. West Bayside needs balance. The existing consolidation of services already creates an inappropriate burden on the city's smallest neighborhood. The city expanded zoning for emergency shelters in 2017 and there are many, many other places shelters can go.

Additionally, there's a lot of work right now at the State level for how we address homelessness. They are focusing on the right things – regional and statewide solutions, permanent housing, supportive housing (things which actually resolve homelessness) and other improvements, that mirror how the Riverton shelter was envisioned. No new shelters except the Riverton shelter should be approved until their recommendations come out.

Lastly, you must consider the applicant. Preble Street does not currently address neighborhood concerns, or have a process to do so. In contrast, their "Vision for Bayside" flies in the face of what our neighborhood has shared with them. Despite holding a seat on the BNA board for 21+ years they do not use those meetings to share important information about changes in operations, or expansion of services until well after the impacts were already being felt by their residential and business neighbors. The last several months have demonstrated they still are unwilling to address neighborhood concerns, as they refuse to take accountability or responsibility for the issues we are currently dealing with resulting from them switching to mobile food delivery, the closure of resource center (which was planned long before the pandemic), and the construction at 55 Portland St. They say they will work with police to stop loitering and disorder around the facility, but the situation at 55 Portland right now, and in the section of DO Park at Forest & Portland streets, and the surrounding streets (which mine is – I am the 2nd closest home to that location) has proved - again - that they will not. For years Preble Street management has said they are not responsible for anything that happens outside their doors, and most recently have said they aren't even responsible for the trash generated by the meals they distribute in areas that neighbors had no input or control over. Their mission is important, and well-meaning, but they continually fail at planning and sacrifice safe, thoughtful execution with little regard for the impact and safety of the families, community, and businesses they operate around.

If you will not reject it, you must at least table it, firmly, until licensing is approved, codified, and enforceable. Licensing is so important so there are rules in place that citizens and the city can hold vendors accountable to.

Sincerely,
Heidi Souerwine
Mechanic St., West Bayside

Shelter at 5 Portland Street

Hilda Taylor <hilda@urbancatsitters.com>

Oct 15, 2020 2:37 PM

Posted in group: **Planning Board**

I'm writing to voice my opposition to the plan by the Preble Street Resource Center to site a PERMANENT shelter at 5 Portland Street. First of all, in these uncertain times, now is NOT the time to approve ANYTHING permanent, anywhere, but I particularly have issue with a permanent shelter being operated by Preble Street. I have lived in Portland since 1984 and owned my property on Hanover Street since 1994. I've seen the homeless population explode since then and watched as Preble Street has grown, taking over the Wayside Soup Kitchen and the Salvation Army Teen Shelter, among other things. I've watched them pay lip service to the neighborhood association but without ever becoming a real PARTNER with the neighborhood and consistently turning a blind eye to the toxic environment they've created here.

While I have never had to utilize their services, friends of mine have. They have all told me that for anyone in recovery who's trying to put their life back together, the PSRC is the LAST place they'd want to be. A friend from high school who'd been homeless off & on for a few years in Portland, got sober and moved back to Augusta (where we're both from) and got a job and an apartment. With 3+ years of sobriety, he was doing well although living on the edge of poverty. Medical issues affected his ability to work and he found himself homeless again. Because of a lack of services in Augusta, he made his way back to Portland although he worried about being able to maintain his sobriety. He told me that the first thing that happened when he walked into Preble Street was that someone offered to sell him drugs. He had his belongings stolen. He started drinking again (thankfully, amazingly, he did not start using drugs again) and was regularly being arrested "on the block" for drinking in public.

Ironically, he was ALMOST one of Preble Street's "Housing First" success stories that we often hear about after the initial placement (but never later after the person has been evicted, sometimes multiple times, because they take Preble Street's "anything goes" lifestyle with them). He was eventually housed at Logan Place, in October of 2016. But the years of drugs and drinking, which continued after he moved to there, took their toll and he died in April of 2017 at the age of 48. I can't help but wonder if he might still be here if he hadn't been sucked back into the toxic environment surrounding Preble Street. They make a big deal out of their supposed "successes" but it's not hard to dig deeper and see that they're facilitating very little LASTING positive change (but plenty of negative as things have continued to get worse around their operations). They have clients in their system for YEARS. That's just wrong. It's wrong for the clients and it's wrong for the neighborhood.

I believe the City is on the right path with the new shelter plans at Riverside and, hopefully, finally, the State is stepping up to help lift the burden of the area's homelessness off Portland and placing it where it belongs: with the communities where the homelessness originates. This proposal by Preble Street travels along the same old road and will create more of the same chaos and tragedy that has been brewing here for years.

Respectfully yours,

Hilda Taylor
17 Hanover Street
(207)761-9651

Shelter

Jack St Pierre <jackstpierre62@yahoo.com>

Oct 15, 2020 2:29 PM

Posted in group: **Planning Board**

My name is Jack St Pierre and I own a property at the corner of Portland and Brattle streets that houses one of the city's premier restaurants and I vehemently oppose the new shelters proposed for 5 Preble. The mess created in the neighborhood especially this summer is intolerable . Please table this proposal.
Jack St.Pierre

Sent from Yahoo Mail on Android

Reject the 5 Portland Street Application

Jason Tropp <jasontropp@gmail.com>

Oct 15, 2020 3:10 PM

Posted in group: **Planning Board**

Please include this letter in the meeting materials for the Oct 20th planning board workshop.

To the Portland Planning Board,

I'm writing in regards to Preble Street's application to convert 5 Portland St into an emergency shelter.

As a resident and home owner in west Bayside I have very strong concerns about the ongoing operations of Preble Street in this area and their possible expanding footprint in the neighborhood. My concerns are as follows.

A permit should be tabled or denied until there is a sheltering licensing process and ordinance in place from the city. I fear that without a license for any new shelter there will be little residents or the city can do to hold shelter services accountable for the impacts they will absolutely have on the community, surrounding public and private spaces and the existing residents.

Preble Street does not need to open an additional shelter in west Bayside. If they want to pursue a shelter facility it should be allocated to another neighborhood elsewhere in the city as we should all bear some of the weight instead of continuing to consolidate all their services and facilities in west Bayside. The continual allowance of this consolidation has created a hot spot of unsafe activity requiring constant PD, FD and Health calls, and current conditions, this year especially, have emboldened their clients to behave even more dangerously in the streets and surrounding neighborhood. There needs to be consideration and guidelines for how close new shelters can be to one another, including in relation to existing shelters. We must have thoughtful oversight and there needs to be an equitable solution and approach to the issue.

Since closing the doors to their resource center and soup kitchen (planned long before the pandemic), they have expanded the flow of their clients in the neighborhood to now stretch from Preble Street to State Street, having a heavy impact on the safety and use of Deering Oaks Park and the Post Office, and the surrounding side streets. Effectively Preble Street's actions and lack of planning or accountability for their clients, has and continues to negatively impact the residents and public spaces in west Bayside and now Parkside as well.

Preble Street has not proven to be a good neighbor for years or take an active interest in understanding their impact in the spaces they occupy. I have been told by Preble Street staff that they are only responsible for their clients when inside one of their facilities. If they are literally on the sidewalk outside their door they can be loitering, creating trash, shouting, fighting, camping, drinking, selling or using and it's not Preble Street's concern to monitor or ensure safety in those spaces. Their only goal is to service the clients when inside their walls. This is a problem because of the crowd they draw, which often sets up camp for the day outside these spaces. There should be no new shelter until there are protocols in place from the city to manage and enforce safety in addition to planning for the copious amounts of trash that is generated by both the service and it's clients. This week alone I filled 4 full trash bags with garbage that had collected on my street over the course of 3 days. The trash was generated mostly by Preble Street's clients and those taking up daytime residence in the park. This morning I awoke to fresh trash collecting on the street again. This anecdote does not include the numerous calls to Portland PD and the continued and ongoing needle pickup reporting, which again, has grown exponentially due to the growing "Preble Street Impact Zone".

The location of 5 Portland Street as a potential shelter is very concerning because of its proximity to Bubba's. Unfortunately Bubba's and its parking lot have become a favored area for loitering, drug use, selling, public drinking, and public urination and defecation (all of which I regularly witness) for those on the street and that trend has only accelerated in 2020. By making this an even more convenient place to access, these activities will continue to get worse.

I am also troubled by Preble Street's leadership as they are not required to hold their Board meetings or reviews in the spaces they own and the streets they impact. When you're not living in the areas or seeing the daily (and nightly) impact on the environment you occupy and affect you become apathetic to those who are in fact living with the consequence every day. Preble Street has a worthy mission of helping those on the street but has it been considered if the services and actions

of Preble Street in west Bayside truly help lift people out of homelessness or if they simply allow them to continue and fall deeper into that state.

The addition of ANOTHER shelter in west Bayside will certainly encourage the crowds to grow. If this summer has been challenging to manage, next summer will be even more difficult. This is the result again of not only the consolidation of services and shelters in west Bayside but the fact that Portland, and this neighborhood in particular, carry the brunt of the weight for the state, catering to those from outside Portland and beyond Maine who come to our city knowing the bar of entry is so low.

Preble Street's Vision for Bayside is not Bayside's vision for Bayside. Our neighborhood is one with a smaller voice as we have fewer homeowners and residents, but we need to be heard just as any other neighborhood in the city is. Preble Street has lost the trust of the neighborhood and their word is no longer enough because they ring hollow. We need the city to respect the residents of west Bayside and stand up for us and make the tough decisions, not the easy ones that keep the status quo of business as usual for Preble Street in Bayside.

Thank you,
Jason Tropp
Mechanic Street - West Bayside

5 Portland St

Jim Hall <mtjimhall@gmail.com>

Sep 15, 2020 2:08 PM

Posted in group: **Planning Board**

I am writing to express concerns about Preble Street's application for conditional use of 5 Portland Street as a new permanent shelter.

This is the very first test of the city's recently enacted conditional use standards for shelter operations, and I hope to learn that they provide legitimate protections from a known bad neighbor.

My primary complaint is that Preble Street has NOT submitted a viable process to resolve community concerns. The only measures they've listed are already proven failures.

As a board officer of the Bayside Neighborhood Association (BNA), I can tell you that their attendance at our meetings has merely acted as a smoke screen, with no real engagement or dialogue for decades. Preble Street management and board knows this, and I could provide extensive minutes or recordings of many public meetings demonstrating such.

Preble Street fails to enforce any part of the agreement which their clients already sign, which was exactly what enabled the extreme lawlessness surrounding their operations at the resource center and soup kitchen. Preble Street director Mark Swann is on record in many places stating that they don't consider handling any of the fallout of their operations at all a responsibility to the larger community.

As far as twice-yearly neighborhood cleanups – their involvement has extended to providing brooms that the midtown community policing coordinator then distributes to BNA members who do the actual work. Not exactly a conflict resolution plan.

These false solutions have proven entirely ineffective at resolving any community concerns for decades. As a long-time highly involved neighbor who has tried to engage in practical solutions with many organizations, I have no reason to trust Preble Street will do any better, unless something like these new standards actually *forces* them to. By contrast, city staff and other local providers *have* worked with neighborhood representatives, and have acted as responsible community members even in the midst of disagreement. Preble Street has been given every opportunity, but again and again they refuse to collaborate.

Preble Street's management has a proven record of non-cooperation with the rest of civil society, and a willingness to play hardball to get their way. Just one recent example: They refused city staff requests to obtain a food distribution license, abusing the fact that they want to help needy people to act as if no rules should apply to their operations. I could list a very long history of similar actions going back years, but will refrain for the sake of brevity.

When the Bayside Neighborhood Association asked Preble Street's board president why they want to locate yet another shelter in an already overwhelmed poor neighborhood – the only answer given was their own convenience: "Because we own the building". Remember it wasn't so long ago that they newly purchased the former city property at 55 Portland with the *stated intention* of breaking covenants on permitted uses. Their actions consistently show that they are purposely doing everything in their power to move *against* the wishes and plans of municipality governance and the community that hosts them.

As they've continued to bully their way to an ever-expanding Bayside footprint, they now want to cram more and more shelters into a previously ghettoized area the city is trying to break up, running directly counter to what the city council is clearly trying to do with expanded zoning and similar measures like these conditional use standards. See Preble Street's recently published 5-year vision, which posits *three* new emergency shelters in Bayside.

The city's HHS committee is currently in the process of forming small shelter licensing requirements – which I understand can't exactly be applied until they are approved – but it would be improper to rush through and grandfather a new shelter while knowing that additional council guidance is imminent.

Please do not allow Preble Street to move forward with any new shelter use without explicit neighborhood support of a real process for resolving community concerns. At the very least, please wait until we know what licensing rules need to be met. To grant this now in the face of neighborhood opposition would send a clear message to all neighborhoods (including Riverton, future site of the city's new homeless service center) that despite council efforts, there remains no protection from known bad neighbors.

Sincerely,

Jim Hall

47 Cedar St / Portland ME 04101

207-939-3741

https://selfservice.portlandmaine.gov/EnerGov_Prod/SelfService#/plan/1fec2d45-5af1-47c0-82ec-eb33a37fc177

Don't leave people out in the cold

jfdavis.me@gmail.com <jfdavis.me@gmail.com>

Oct 15, 2020 3:16 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building.

Please do not leave people out in the cold.

Joan F.Ashley

Sent from my iPhone

Don't leave people out in the cold

John Sevigny <jsevigny@preblestreet.org>

Oct 15, 2020 3:18 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Thank you,

John J. Sevigny

Don't leave people out in the cold

Judith Moll <judith.moll@icloud.com>

Oct 15, 2020 4:24 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Thank you for taking this vital action. I have been a volunteer with Preble Street for three years and know the critical work they do. I have the utmost respect for their services.

*Judith Moll, LCSW
South Portland*

Don't leave people out in the cold

Kayla Wicker <kaylawicker1228@gmail.com>

Oct 15, 2020 3:17 PM

Posted in group: **Planning and Urban Development**

Hello,

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Sincerely,

Kayla Wicker

263 State Street
Portland, Maine 04101
October 15, 2020

Members of the Portland Planning Board
Portland, Maine

Dear Members of the Portland Planning Board

My name is Marie Gray and I am a long time resident of the Parkside neighborhood. I writing in hopes that you will table the proposal recently submitted by Preble Street to develop a Wellness Shelter at their building at 5 Portland Street, Portland, Maine.

No doubt you are aware of the long list of issues with regards to Preble Street and its operations. Among these things would be:

- the kind of neighbor Preble Street has been in Bayside for years
- the impact on their clients and the community as a whole because of their recent unilateral decision to close their bathrooms and shower facilities
- the chaos that has been created in Edwards Lot of Deering Oaks as a result of Preble Street's recent business decisions.
- The cavalier attitude which Preble Street always exhibits when asked to assist in correcting issues that arise as a result of their business model.

The community engaged in a thoughtful and comprehensive 18 month planning process to address homelessness. This process resulted in a plan to develop a homeless service center. This development should proceed before any additional shelters are added to a small, in-town Portland neighborhood. Additionally, other neighboring communities must be required to assume their social responsibility to their own citizens.

Our common humanity requires us to address homelessness in a thoughtful and compassionate way. However, the answer to homelessness is *housing not shelters*. Please vote to table Preble Street's proposal. It is a step backwards.

Very truly yours,

Marie L. Gray

Shelter Licensing and Preble Street

Michael Gelsanliter <mrgelsanliter@gmail.com>

Oct 14, 2020 9:16 PM

Posted in group: **Planning Board**

Dear Planning Board,

I ask you to please vote to table Preble Street's permit for creating additional permanent shelter(s) in Bayside. It is well documented that our small neighborhood contains a disproportionate amount of shelters as compared with the rest of the city.

As noted by neighbors and also some councillors, Preble Street has been less than transparent and even belligerent at times with regard to changes in operations, services and reduction of hours.

The City's new vision through 2030 and not Preble Street's vision for Bayside should be the focus for creating a more equitable solution to the problem of homelessness.

Please consider creating licensing first as was suggested back in 2017 as the first order of business.

Thank you for your time and effort in addressing this problem.

Michael Gelsanliter
32 Mechanic Street
Portland 04101

Shelter

Patricia J. Washburn <pat@patwashburn.net>

Oct 15, 2020 3:20 PM

Posted in group: **Planning and Urban Development**

Greetings!

I am a voter and worker in Portland. While I am able to pay for housing, I am concerned about the many people in the city who cannot.

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

I appreciate all that the city is doing to keep people safe.

Sincerely,

Patricia J. Washburn

Don't leave people out in the cold

rachel.egreen@yahoo.com <rachel.egreen@yahoo.com>

Oct 15, 2020 4:23 PM

Posted in group: **Planning and Urban Development**

Please see below. I encourage you to allow Preble Street to move forward with its plans to provide people in our community with shelter and safety, not to mention the simple dignity that comes with access to water, restrooms and other basic needs.

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Rachel Green
Portland, Maine

Don't leave people out in the cold

Richard Walker Butler <richard.walker.butler@gmail.com>

Oct 15, 2020 3:17 PM

Posted in group: **Planning and Urban Development**

--

Richard W. Butler

207-332-8269

NO Bayside shelter - concerned resident

Sarah Pluck <sarahpluck@gmail.com>

Sep 1, 2020 8:39 AM

Posted in group: **Planning Board**

Hello, I am very against adding another shelter to the bayside neighborhood! It's a mess down there. One neighborhood should not have to host the majority of a city's social services.

Preble st has proven they don't listen to the local residents and can't manage a facility that benefits people of the neighborhood. So many social services should not be shoved into one block.

Clustering all of Portland's most vulnerable people into two blocks in one small neighborhood marginalizes them and has, unsurprisingly, fostered an unsafe environment that sets them up to fail.

It has also overwhelmed a residential neighborhood with a small population who have historically been unable to garner much attention to our legitimate concerns.

Thank you,
Sarah Pluck of 41 Alder St

Begin forwarded message:

From: Sarah Pluck <sarahpluck@gmail.com>
Date: July 2, 2020 at 12:41:24 PM EDT
To: ksnyder@portlandmaine.gov
Subject: Bayside shelter - concerned resident

Hello,

I have lived and owned property in the bayside neighborhood for over seven years. I tried to raise my children there but there was too much unsavory and dangerous activity. I was there every day. I understand the area. For the sake of the residences living there, PLEASE do not allow another shelter!

I was down there just a few weeks ago and watched a man overdose... I called the police but they couldn't get there in time. Then I watched another overdose!! There is so much drug activity there.

Clustering all of Portland's most vulnerable people into two blocks in one small neighborhood marginalizes them and has, unsurprisingly, fostered an unsafe environment that sets them up to fail.

It has also overwhelmed a residential neighborhood with a small population who have historically been unable to garner much attention to our legitimate concerns.

Thank you,
Sarah Pluck

Bayside and additional shelters

suzie st. pierre <suzie@isaportlandme.com>

Oct 15, 2020 2:30 PM

Posted in group: **Planning Board**

Portland Planning Board Members,

As a business owner who operates and resides in this neighborhood, we cannot afford to have additional shelters. This summer has been by far the most difficult for the obvious COVID-19 related hurdles and I understand that everyone needs some help sometimes, but why more here? After five and half years of operating here, we have coexisted and tried to be sympathetic towards our fellow neighbors, but at what cost?

My customers are accosted for money or cigarettes and we witness fights and drug deals right in front of our windows. I personally clean up human feces in my parking lot regularly and have to ask people to move from sleeping on the sidewalks around the building. What does this say to my customers? This ongoing struggle, with little help from the city, has us questioning whether or not there is a future here for our business and our home with small children.

For the livelihood of my business, I oppose any additional shelters. It is time to diversify the locations of shelters around the city and not centrally locate them in one neighborhood.

Thank you for your time and consideration.

Suzie Perez

Owner – Isa Bistro

Don't leave people out in the cold

Tessa Kosmides <tessakosmides@icloud.com>

Oct 15, 2020 3:21 PM

Posted in group: **Planning and Urban Development**

*Hi,
I am a resident of Portland and homelessness is an important issue for me as a member of this community. I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

*Thank you for your time,
Tessa Kosmides*

Comments to the Planning Board regarding PSRC application for a conditional use to build a 40 bed shelter at 5 Portland Street

My name is Thomas Blackburn. My wife and I have resided on Hanover Street for over 20 years. Our neighborhood, the Bayside neighborhood has one of the highest instances of homelessness per capita in the country. There are very real and predictable consequences of having such a large population of homeless folks concentrated in a small neighborhood for such a long period of time. Bayside has become a magnet for those who wish to prey upon the homeless. It is a magnet for antisocial behavior, drug dealing and human trafficking. My wife and I have personally witness countless cases of open drug use, drinking, intoxication and human deification on our property and in our neighborhood.

The Portland Street area has one of the highest calls for service for police and emergency personnel. Having a high concentration of shelters and services within a few city blocks is a tested and failed approach to dealing with this issue of homelessness. Bayside shelters include the Oxford Street Shelter, the teen shelter and the family shelter. Additionally, PSRC has operated the soup kitchen and its resource center with an open courtyard which for many years has served as a magnet for the predators who prey on the homeless. There is a theory that explains this decline in the quality of life my wife and I, along with our neighbor's and members of the homeless population have experienced and continue to experience.

“The **broken windows theory** is a criminological **theory** that states that visible signs of crime, anti-social behavior, and civil disorder create an urban environment that encourages further crime and disorder, including serious crimes”.

In 2012 I was appointed by the City Council to serve on the Task Force to Prevent and End Homelessness in Portland to address these issues; in particular the concentration of social services in Bayside. The task force which included a broad spectrum of community leaders to examine and recommend to the council strategies to mitigate the homeless issues. This task force included Jon Jennings as a co chairman, and Mark Swan of PSRC. There were many recommendations; one of the major recommendations was to NOT site any new shelters in Bayside and pursue expanded zoning to allow for emergency shelters in all zones in Portland. Multiple sites were also recommended, and the housing first model was unanimously adopted.

The city has decided to develop city owned land on Riverside street for larger self-contained shelter. I support that direction where the homeless including the chronic homeless have supportive services available for their care.

With the pandemic and more homeless seemingly concentrated in Portland as the regional hub. Homelessness has become a more visible pressing issue for those who experience homelessness and for the general public.

PSRC is proposing to build a shelter in direct contradiction of the task force recommendations. Why? Because they own the property. Rather than find an alternative location in some other part of Portland and sell their property they purchased the former DPW offices for \$1.8 million. Further investing in Bayside . What are their plans for 55 Portland Street?

Is PSRC helping? Are the homeless safer from predators and do they have the resources they need to live independently or with supportive housing in the community? During the time they operated the resource center at 5 Portland Street, a part of the property was an open courtyard. This became known as the PHARMACY where drugs can be easily acquired, and outbursts of violence often occurred. When complaints were made by residents and many others about drug dealing, litter and bad behaviors their response was that they had no control outside their property. Despite repeated requests by the neighborhood association and others to curb this activity PSRC did little or nothing. The courtyard remained opened, not enclosed, not more heavily staffed. It was the city who was called upon to police antisocial and predatory behaviors.

Those of us in Bayside do our part to help the homeless with the teen shelter and family shelter We want others to do their part. The recent activities in Deering Oaks and City Hall underscore the disruption loitering, open drug use and general bad behavior that is manifested on all along Portland Street.

Portland has few areas left for development. Preble street is one of the major access points to Portland. Is this how we want the public to view Portland? I strongly urge you to do the right thing for the Bayside neighborhood, for Portland and for the homeless of this city and deny this application! If PSRC wishes to help the homeless they need to find a more suitable location. PPSRC has had over 20 years in Bayside and have failed to keep those they serve safe and partner with the Bayside community to address ongoing concerns. In short PPRC has failed miserably. They don't deserve another chance!

October 13, 2020
City of Portland, ME Planning Board
Via e-mail

I am writing in opposition of Preble Street's application for a new, permanent shelter in Bayside. This is a poorly thought-out answer to a very serious and growing problem. Homelessness in Portland, Maine.

Portland's homeless issue has been an increasing problem for years. The issue continues to worsen as city, county and state officials are consistently incapable at forming any type of meaningful policy for addressing homelessness. Instead we have old, filthy, poorly planned shelters and "soup-kitchens" all concentrated in one tiny neighborhood – Bayside.

And now, the private non-profit that has proven time and again that it won't have anything to do with the neighborhood it resides in (and feels "...it is not responsible for any impacts outside its doors") is trying to capitalize on this unfortunate lack of any meaningful policy. I echo the sentiments of many residents and business-owners in Bayside and Parkside when I say enough is enough.

The lack of any policy, lack of shelter licensing and the concentration of multiple special-interest groups, (e.g. battered woman, human trafficking victims, troubled teens, homeless, the drug-addicted) in such a concentrated area is a continuing recipe for disaster and has been proven to not only be ineffective; but harmful to the populations it is trying to care for. If there is no ordinance for licensing these shelters, the city loses any leverage it may have if and when, the shelter becomes problematic.

Lastly, a significant amount of time and effort went into the process of siting a modern homeless services center in Riverton. What is causing the delay in pursuing this? With the current pandemic and need for social distancing, it would only seem logical that this option needs to be fast-tracked.

Sincerely Yours,

Thomas Leonard
19-21 Sherman Street
Portland

Don't leave people out in the cold

Daphne Braden <daphne.r.braden@gmail.com>

Oct 15, 2020 4:25 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Best,
Daphne

Planning Board Approval

tina petra <tinapetra@gmail.com>

Oct 15, 2020 4:25 PM

Posted in group: **Planning and Urban Development**

To whom it may concern:

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Sincerely,

*Christina Petra
5 Cumberland Ave. #2
Portland, ME. 04101*

Homeless shelter

Mimi Olins <mimiolins@gmail.com>

Oct 15, 2020 4:25 PM

Posted in group: **Planning and Urban Development**

Dear planning board of Portland,

My daughter recently turned 13, the magic old to volunteer in the kitchen at Preble Street Resource Center. As a family raising our kids on the peninsula we have spent time living with privileges like shelter, food security, and access to health services, while teaching our children how to take care of those we pass by on the street, in the park, asking for help in the old port. We want our city to work quickly to support organised shelter and services for the folks who are must vulnerable and desperate, who are out in the streets and parks daily, suffering from circumstances and in need of support.

My daughter and I now have a Wednesday morning weekly shift and are appreciative of the work Preble Street is committed to doing to be a part of improving the lives and safety of these vulnerable folks. Supporting people who are struggling with homelessness, mental and physical health issues, addiction and who do not have the resources to support themselves is good for everyone in the city.

Please support Preble Street's proposal for upgrading 5 Portland Street and help give shelter to more people in need.

Sincerely,

Mimi and Talia Olins

2 Taylor Street

Portland

Don't leave people out in the cold

Janet Joyce <jjoyce1246@gmail.com>

Oct 15, 2020 4:26 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

*Janet C. Joyce
M. Patrick Joyce
27 Grafton St.
Portland, Maine 04103*

Residents and taxpayers, and donors to Preble Street, the Portland Public Library, Salvation Army, and Wayside Food Programs.

Don't leave people out in the cold

Amelia Clancy <clancyamelia@yahoo.com>

Oct 15, 2020 4:27 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Request to approve renovations for Preble St Wellness Shelter

Kristin Hebert <khebert1134@gmail.com>

Oct 16, 2020 9:11 AM

Posted in group: **Planning and Urban Development**

Hello,

My name is Kristin Hebert, and I'm writing as a lifelong resident of Portland to request that you use your power to approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter.

The housing crisis in Portland is shocking. This pandemic has only made clearer what we all already knew - too many of our community members are experiencing homelessness. I can't help but ask what does this say about us? That we, as a community, allow this to happen in our wonderful city that has more than enough resources (and I don't necessarily mean the city budget, but rather the wealth that exists among it's residents) not to let people sleep on the streets?

This pandemic is disheartening in many ways, but the one thing that gives me hope is that it provides an opportunity for us to do better. A 24/7 Wellness Shelter is one important shift to ensure that our community members are taken care of.

Thank you,
Kristin

--

Kristin Hebert
Smith College Class of 2016



Virus-free. www.avg.com

Don't leave people out in the cold

Michaela Irakoze <mickyirakoze96@gmail.com>

Oct 15, 2020 3:21 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Sent from my iPhone

Shelter for those without a home

Katherine Howe <katherineahowe4@gmail.com>

Oct 15, 2020 3:21 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Thank you

Don't leave people out in the cold

Sandreuter, Bill <bill.sandreuter@anthem.com>

Oct 15, 2020 3:21 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Anthem, Inc.

Bill Sandreuter, Learning Infrastructure Analyst – Planning & Operations Learning

O: (207) 489-9014 | M: (207) 809-9786

bill.sandreuter@anthem.com

For planning purposes, I will be out of the office: October 8-9; October 29 & November 2

"With Great Power Comes Great Responsibility"

SAFE SPACE ALLY Pronouns: he, him, his

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information or may otherwise be protected by law. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message and any attachment thereto.

Homeless

DMW- DSW <donna.wampole@maine.edu>

Oct 15, 2020 3:21 PM

Posted in group: **Planning and Urban Development**

Dear esteemed members of the City of Portland planning commission,

My name is Dr. Donna Wampole and I am a professor of Social Work with the University of Southern Maine. As a social worker the care and wellness of all beings is of the utmost importance to me. Likewise, as a resident of this city and professor of social work, it is a source of pride to live and work in a community dedicated to the care of others. Given the challenges of the Covid-19 panic, many in the homeless and housing insecure community have found survival even more difficult than already experienced. This coming winter is sure to again be deadly for many not just from our climate, but from the Covid health crisis. As such I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter.

This approval will save the lives of many this winter and contribute to the quality of life so many residents, myself included, appreciate and are proud of.

Sincerely,

Donna M. Wampole, DSW, LCSW
Assistant Professor
University of Southern Maine
School of Social Work
Masterton G22

Student Appointments: donnawampole28.youcanbook.me

Zoom account: <https://maine.zoom.us/j/7736916368>

(Copy and paste)

she/her pronouns

Strengths: *Intellection, Input, Empathy, Connectedness, Developer*

Don't leave people out in the cold

Ellen Ebert <ellen.ebert@hotmail.com>

Oct 15, 2020 3:21 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Thank you!

Sent from my iPhone

Please do not leave people out in the cold

Mara Gruppi <mara.gruppi@gmail.com>

Oct 15, 2020 3:21 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Don't leave people out in the cold

William L. Hobbs <WHobbs@mmc.org>

Oct 15, 2020 3:22 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

The above message was suggested by Preble Street officials. It is a polite and restrained request. More importantly, have mercy on these human beings who live among us and are suffering before our eyes. Don't look away. Help them.

William L. Hobbs

Patient Access Associate

One Riverfront Plaza

Westbrook, ME 04092

207-661-7329

whobbs@mmc.org



CONFIDENTIALITY NOTICE: This email message, including any attachments, is for the use of the intended recipient(s) only and may contain information that is privileged, confidential, and prohibited from unauthorized disclosure under applicable law. If you are not the intended recipient of this message, any dissemination, distribution, or copying of this message is strictly prohibited. If you received this message in error, please notify the sender by reply email and destroy all copies of the original message and attachments.

Conditional Use

John Putnam <JStephenPutnam@msn.com>

Oct 15, 2020 3:22 PM

Posted in group: **Planning and Urban Development**

I am writing to support the request that your Board approve the Preble Street conditional use application so its facility at 5 Portland Street can be renovated into a 24/7 Wellness Shelter.

This is the kind of non-governmental funded project that can assist our homeless

Thank you for your consideration.

J. Stephen Putnam

727-580-0979

Winter Address

1445 Manatee Cir

Tarpon Springs, FL 34689

Summer Address

Unit B7 207 East Grand Ave

Old Orchard Beach ME 04064

Sent from Mail for Windows 10

Preble Street 24/7 Wellness Shelter

Elizabeth Davidson <davidson.elizabeth.a@gmail.com>

Oct 15, 2020 3:22 PM

Posted in group: **Planning and Urban Development**

To whom it may concern:

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Sincerely,
Elizabeth A. Davidson
126 Summit Street
Portland

Don't leave people out in the cold

Karen Luse <luse.karen@gmail.com>

Oct 15, 2020 3:22 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Karen Luse
121 Ashmont St.
Portland

Approve Preble Street's Renovation Plan

Maxwell Lisanti <maxwell.lisanti@gmail.com>

Oct 15, 2020 3:23 PM

Posted in group: **Planning and Urban Development**

To Whom it May Concern,

Preble Street is on the agenda of the City of Portland Planning Board this Tuesday, October 20 for its conditional use application to turn the site of the Resource Center into a new, best practice 24/7 Wellness Shelter, like the highly successful shelter operated at the University of Southern Maine Sullivan Gym over the summer.

If the Planning Board approves this application, Preble Street will be able to create a space allowing 40 more unhoused residents of Portland to have access to safe, warm shelter in the brutal Maine winter. The COVID-19 pandemic has exacerbated conditions that cause people to become and continue to be houseless. Preble Street's expansion is a small but extremely important step to ensure that Portland's most vulnerable residents are safe.

I urge the Planning board to approve Preble Street's application.

Thank you,

Maxwell Lisanti

Don't leave people out in the cold

Polly Bennell <pbennell@gmail.com>

Oct 15, 2020 3:23 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

--

Polly Bennell
InterPlay Creative
Coaching and Consulting

pbennell@gmail.com (207) 749-4474
81 Deake Street, South Portland, Maine 04106

Don't leave people out in the cold

Bethany Snow <bethany.snow@gmail.com>

Oct 15, 2020 3:23 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Do the right thing.

Bethany R. Snow

Bethany.Snow@Gmail.com

Phone/Whatsapp: +1 253-686-6188

Don't leave people out in the cold

Margoe Shaw <mshaw@clarkinsurance.com>

Oct 15, 2020 3:23 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Margoe

Margoe Shaw - Account Analyst, Business Insurance Department

Clark Insurance | Tel: 207.523.2251 PO BOX 3543

1945 Congress Street | Building A | Portland, ME 04104

Agency 207.774.6257 Fax: 207.774.2994

Note: for the safety of our customers and employees, our staff is working remotely and our offices are closed to visitors until further notice. Thank you for your understanding and patience. Please see our [COVID-19 Page](#) for more information.



WE KNOW MORE SO YOU CAN WORRY LESS

www.clarkinsurance.com

Join us on  

TO THE RECIPIENT: Information contained in this message is CONFIDENTIAL, proprietary, and/or protected by copyright. If the reader of this email is not the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify Clark Insurance by calling (207) 774-6257, or by forwarding this message and attachments (if any) to info@clarkinsurance.com. You are further requested to help us protect the privacy of our customers and business partners by deleting all copies of this communication from your equipment and files. Thank you.

Public Comment

Gloria Aponte Clarke <gloriaaponteclarke@gmail.com>

Oct 15, 2020 3:24 PM

Posted in group: **Planning and Urban Development**

Hello City of Portland Planning Board,

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

I look forward to your response,

Gloria Aponte Clarke
Portland Maine

Housing and taking care of our community

Molly Roberts <mbroberts@llbean.com>

Oct 15, 2020 3:25 PM

Posted in group: **Planning and Urban Development**

Good afternoon,

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Molly Bryant Roberts | Mgr Creative Production

She/Her/Hers

L.L.Bean, Inc. | Creative Department | 15 Casco Street | Freeport, ME 04033

207.552.2526

signature_275061290

Don't leave people out in the cold

ellen decotiis <ehdecotiis1@hotmail.com>

Oct 15, 2020 3:25 PM

Posted in group: **Planning and Urban Development**

10-15-2020

Hello:

Please vote to permit Preble Street to open a 40 bed shelter, under conditional use guidelines of the city, to keep people warm and safe this Fall and Winter. Preble Street is not requesting any city funds and has this usage in its initial permit from Portland.

As a volunteer for many years I have seen , firsthand, the impact of the weather on the people. We are sending out hundreds of meals everyday but they need and deserve a warm place for sleeping. The problems of homelessness are aggravated by the Pandemic ...we need to care for others in our communities.

Thank you,

Ellen H. DeCotiis, Buxton volunteer

Don't leave people out in the cold

Nancy Hall <casco101@aol.com>

Oct 15, 2020 3:25 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

*Nancy Hall
Casco*

Don't leave people out in the cold

connie ceconi <dtl.connie@gmail.com>

Oct 15, 2020 3:27 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Don't leave people out in the cold

Caitlin Gutheil <cgutheil@gmail.com>

Oct 15, 2020 3:28 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Don't leave people out in the cold

Lindsey Robinson <lrobin64@me.com>

Oct 15, 2020 3:28 PM

Posted in group: **Planning and Urban Development**

Hi,

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Preble Street 24/7 Wellness Shelter

Zachary Mullin <zmullin@ymcaofsouthernmaine.org>

Oct 15, 2020 3:28 PM

Posted in group: **Planning and Urban Development**

Hi All

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold!

All the best,

Preble Street

Joseph McDonnell <jmcdonnell20@gmail.com>

Oct 15, 2020 3:29 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Joe McDonnell, Portland, Maine

Don't leave people out in the cold

James Melloh <jmelloh@roadrunner.com>

Oct 15, 2020 3:29 PM

Posted in group: **Planning and Urban Development**

Dear Planning Board Members,

Please do not leave people out in the cold this winter. I respectfully request the City of Portland Planning Board approve the Preble Street's conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. **Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building.**

We are responsible for each other's welfare. It is part of what makes us human.

Thank you,

James Melloh MD

Preble Street Wellness Shelter

Laura Packard Tucker <ljp Packard@gmail.com>

Oct 15, 2020 3:29 PM

Posted in group: **Planning and Urban Development**

Good afternoon -

My name is Laura Packard Tucker, a resident of Portland, Maine and a human services policy researcher.

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Thank you for your attention.

*Best,
Laura*

207-536-4182

Don't leave people out in the cold

Elizabeth Peavey <peavey@gwi.net>

Oct 15, 2020 3:29 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Sincerely,

*Elizabeth Peavey
20 Savoy Street
Portland*

Don't leave people out in the cold

Katherine <katnovak13@gmail.com>

Oct 15, 2020 3:30 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Sincerely

Sent from my iPhone

Don't leave people out in the cold

Samuel Foster <scfoster1992@gmail.com>

Oct 15, 2020 3:29 PM

Posted in group: **Planning and Urban Development**

Good afternoon,

As a Portland resident for the last 3 years, I have witnessed 3 winters of our most vulnerable residents endure the most bitter of cold nights in our city. I urge you to allow the Preble Street center to convert to a 24/7 wellness center and provide additional boarding for 40 of those left out in the cold.

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Very Respectfully,
Sam Foster

Don't leave people out in the cold

Ellen Corson <ellenbcorson@gmail.com>

Oct 15, 2020 3:29 PM

Posted in group: **Planning and Urban Development**

Please!!! The situation is desperate but we have a solution!!!!

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Don't leave people out in the cold

Paul Fidalgo <paulfidalgo@gmail.com>

Oct 15, 2020 3:30 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Preble Street

Zanny H <smhanveywork@gmail.com>

Oct 15, 2020 3:30 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

-Suzanne Hanvey

Don't leave people out in the cold

Melissa Trepanier <mtrepanier@clarkinsurance.com>

Oct 15, 2020 3:31 PM

Posted in group: **Planning and Urban Development**

Dear Planning Board,

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Thank you for kind consideration,

Melissa

Note: for the safety of our customers and employees, the majority of our staff are working remotely and our offices are closed to visitors until further notice. Thank you for your understanding and patience. Please see our [COVID-19 Page](#) for more information.

Melissa Trepanier, Account Manager, ACSRL

Clark Insurance | PO Box 3543
1945 Congress Street / Building A / Portland ME 04104
TDirect: 207.523.2275 Office: 1-800-244-6257



www.clarkinsurance.com

TO THE RECIPIENT: Information contained in this message is CONFIDENTIAL, proprietary, and/or protected by copyright. If the reader of this email is not the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify Clark Insurance by calling (207) 774-6257, or by forwarding this message and attachments (if any) to info@clarkinsurance.com. You are further requested to help us protect the privacy of our customers and business partners by deleting all copies of this communication from your equipment and files. Thank you.

Please approve 5 Portland Street as a 24/7 Wellness Shelter for deserving, homeless fellow human beings

Wheaton Griffin <wig@westelcom.com>

Oct 15, 2020 3:31 PM

Posted in group: **Planning and Urban Development**

Dear Members of the Planning Board:

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

By the way, my wife and I live one block from the site of the needed shelter on 5 Portland Street. Thank you for your consideration.

Wheaton Griffin
Hanover Street
Portland ME

Don't leave people out in the cold

Joni Kelly <jonikelly51@yahoo.com>

Oct 15, 2020 3:31 PM

Posted in group: **Planning and Urban Development**

To whom it may concern:

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter.

Please do not leave people out in the cold.

Thank you.

Joni Brooks-Kelly

Preble Street Shelter

Allison Kuhns <allison.m.kuhns@gmail.com>

Oct 15, 2020 3:32 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Respectfully,

Allison Kuhns, Brackett Street

In support of 24/7 Wellness Shelter-Preble Street

Gail Witherill <gwitherrill@gmail.com>

Oct 15, 2020 3:32 PM

Posted in group: **Planning and Urban Development**

As a supporter and volunteer for Preble Street, I hope that the City of Portland Planning Board will approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With the COVID 19 crisis adding another layer to the myriad of problems facing the homeless, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please say yes.

*Sincerely,
Gail Witherill
Cumberland Center*

Sent from my iPad

Don't leave people out in the cold

Elizabeth Spahr <espahr22@gmail.com>

Oct 15, 2020 3:33 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Don't leave people out in the cold

Sandy Trottier <strottier@clarkinsurance.com>

Oct 15, 2020 3:34 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Peace, Kindness, and Good Health!



Sandy Trottier | Operations Coordinator

Clark Insurance | 1945 Congress St, Bldg A

PO Box 3543 | Portland ME 04104-3543

Tel: 207.523.2254 | Cell: 207.590.3255

www.clarkinsurance.com

Note: for the safety of our customers and employees, the majority of our staff are working remotely and our offices are closed to visitors until further notice. Thank you for your understanding and patience. Please see our [COVID-19 Page](#) for more information.

Would you recommend us to your friends?

Please, make an email introduction. Thanks!



TO THE RECIPIENT:

TO THE RECIPIENT: Information contained in this message is CONFIDENTIAL, proprietary, and/or protected by copyright. If the reader of this email is not the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify Clark Insurance by calling (207) 774-6257, or by forwarding this message and attachments (if any) to info@clarkinsurance.com. You are further requested to help us protect the privacy of our customers and business partners by deleting all copies of this communication from your equipment and files. Thank you.

Preble street

Elizabeth Endyke <lizzy.endyke@gmail.com>

Oct 15, 2020 3:34 PM

Posted in group: **Planning and Urban Development**

Please approve the preble street conditional use application.

Thanks,

Lizzy Endyke

Sent from my iPhone

Approve Preble St conditional use application

Stanzi Littlefield <stanzilittlefield@gmail.com>

Oct 15, 2020 3:36 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Don't leave people out in the cold

Janice Cohen <jacywalt@gmail.com>

Oct 15, 2020 3:36 PM

Posted in group: **Planning and Urban Development**

This seems like a good plan that will help the homeless in a way that can help them develop the behaviors that will enable them to take care of themselves.

Janice Cohen

Don't leave people out in the cold

Nancy Chandler <NChandler51@comcast.net>

Oct 15, 2020 3:37 PM

Posted in group: **Planning and Urban Development**

Dear Portland Planning Board,

Although I live in Topsham, the summer of 2019 I sent \$200 to the City of Portland to help pay for living expense of the refugees at the Civic Center. I was delighted to hear enough of us concerned citizens sent money that you had extra and were able to pass some of the remainder on to Brunswick when it experienced a wave of refugees.

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. People like me will continue to send money to Preble ST to cover the basic survival needs of their clients. Please do not leave people out in the cold. It helps keep the whole community healthy to have all people protected from catching COVID to which they are more susceptible when weakened through cold, or hunger.

Nancy Chandler
11 Western Ave.
Topsham, Me 04086
NChandler51@comcast.net

Don't leave people out in the cold

Marge Titcomb <mjtbean@aol.com>

Oct 15, 2020 3:38 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board **approve** the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

I, and my faith community, have volunteered in various ways with Preble Street and its various resources for the most needy. They are a stellar organization committed to doing the right thing for the neediest among us.

Please APPROVE the application.

Sincerely,

Marge Titcomb

Don't leave people out in the cold

Eva Goetz <evarosegoetz@gmail.com>

Oct 15, 2020 3:38 PM

Posted in group: **Planning and Urban Development**

Dear City Planning Board,

We are a reflection of how we treat the people in society who need us most.

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Thank you for taking steps to protect those most vulnerable,

All the best,
Eva Rose Goetz
70 Merrill St
Portland, Maine

Don't leave people out in the cold

Mair Honan <paullieandpal@gmail.com>

Oct 15, 2020 3:38 PM

Posted in group: **Planning and Urban Development**

Please allow the Preble wellness shelter for 40 people to go forward. This is desperately needed at this dire time. It will be one sane solution in a overwhelming problem. please do the right thing.
Rev. Mair Honan

Portland's homeless

Robin Ivy Payton <robinivy88@gmail.com>

Oct 15, 2020 3:38 PM

Posted in group: **Planning and Urban Development**

To Whomever can help

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. I am very familiar with this situation, having had a family member who needed Preble Street's shelter and service over a period of years. It makes a difference and in some cases, a life or death difference.

I understand that Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold this winter.

Thank you.

Sincerely,

Robin Ivy Payton

--

Robin Ivy Payton

Yoga Teacher, RYT 500, E-RYT, YACEP

Don't leave people out in the cold

Anita Jones <anitabjones@gmail.com>

Oct 15, 2020 3:38 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Thank you for considering this request.

Anita B. Jones
Old Mast Road
Portland ME

Don't leave people out in the cold

Sonia Robertson <robertsonsonia336@gmail.com>

Oct 15, 2020 3:39 PM

Posted in group: **Planning and Urban Development**

Dear Planning Board,

Please approve Preble Street's application for a 24/7 wellness shelter for 40 homeless people this winter. The city is struggling to find winter shelters for the homeless. The Preble St proposal helps relieve the situation. You have the power to have a lifelong impact on the lives for 40 people. Use your power for them.

Thank you.

Sonia Robertson
336 Danforth St

Sent from my iPhone

Don't leave people out in the cold

James Elkins <jelkins@gwi.net>

Oct 15, 2020 3:41 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed.

I realize that this is regional issue and that support for the homeless should come from all the surrounding communities, but Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Jim Elkins
22 Carlisle Way
South Portland, ME 04106
(207) 303-5725

Don't leave people out in the cold

bailey100@gwi.net <bailey100@gwi.net>

Oct 15, 2020 3:41 PM

Posted in group: **Planning and Urban Development**

We are writing to ask that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter.

This is desperately needed as winter approaches (not to speak of the pandemic!) Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Kenneth and Janice Bailey

59 Mountfort St

Portland

Don't leave people out in the cold

Sarah Cook <sarahcookcoaching@gmail.com>

Oct 15, 2020 3:43 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Sarah Cook, Volunteer at Preble Street

Don't leave people out in the cold

Selene Spivak <selene.spivak@maine.edu>

Oct 15, 2020 3:44 PM

Posted in group: **Planning and Urban Development**

To whom it may concern,

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Best wishes,
Selene Spivak

Don't leave people out in the cold

madison van etten <madisonvanetten@gmail.com>

Oct 15, 2020 3:45 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Preble Street conditional use application

Samantha Duarte <samantha.duarte@maine.edu>

Oct 15, 2020 3:45 PM

Posted in group: **Planning and Urban Development**

To Whom It May Concern,

Please approve the Preble Street conditional use application! Everyone deserves warmth and shelter and converting the day shelter to a 24/7 facility can help save lives and offer support to those that need it.

Thank you,
Samantha Duarte

Don't+leave+people+out+in+the+cold

Elizabeth Mullin <mainedogluvah@gmail.com>

Oct 15, 2020 3:45 PM

Posted in group: **Planning and Urban Development**

I strongly urge the planning board to approve Preble Street's plans to adapt during these Covid times by opening a 24/7 center to meet the needs of our homeless residents. While offering less overnight beds this plan will still help some avoid cold nights outside and even more importantly connect them with services to improve their lives. I realize you have to balance many concerns and needs. Thank you for considering this, Elizabeth Mullin

Don't leave people out in the cold

Bruce Rusk <brucerusk@gmail.com>

Oct 15, 2020 3:46 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Thnak you

Bruce Rusk
Auburn, ME

Don't leave people out in the cold

Diane Christy <dchristy@clarkinsurance.com>

Oct 15, 2020 3:46 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Diane

Diane Christy, ACSR,CISR,

Senior Account Analyst, Business Insurance Dept.

Clark Insurance | PO Box 3543

1945 Congress St. | Building A | Portland, ME 04104

Tel: 207.523.2205 | Fax: 207.774.2994

www.clarkinsurance.com



TO THE RECIPIENT: Information contained in this message is CONFIDENTIAL, proprietary, and/or protected by copyright. If the reader of this email is not the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify Clark Insurance by calling (207) 774-6257, or by forwarding this message and attachments (if any) to info@clarkinsurance.com. You are further requested to help us protect the privacy of our customers and business partners by deleting all copies of this communication from your equipment and files. Thank you.

Don't leave people out in the cold

Kathleen Savesky Buckley <savesky@me.com>

Oct 15, 2020 3:46 PM

Posted in group: **Planning and Urban Development**

Dear Friends,

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

*Kathleen Buckley
207-838-6178*

Don't leave people out in the cold

Heather Allen <heather99marie@hotmail.com>

Oct 15, 2020 3:46 PM

Posted in group: **Planning and Urban Development**

Dear City of Portland Planning Board:

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Housing is a matter of life and death. No one should have to live outdoors in Maine's brutal winter months. Let's put people first. Let's give those in need dignity. Let's be remembered for doing what is right. Not because we have to but because we want to. Everyone deserves a chance to be the best version of themselves. Everyone has a story. Portland is a community of people working with people and for people. We all have a moral obligation to support the efforts of Preble Street, as they continue to speak for those voices that often go unheard. We all want the same things.... To be valued as human beings. This is not a handout. These are people in our community that are victims to a much greater problem in our society - lack of social services and a detrimental opioid crisis that we are all paying for. Let's do better than this. Let's be the example that other communities look to and aspire to be... We love Portland. Show us that the City of Portland loves us back. Approve the request to allow for much needed renovations that will help further facilitate this mission. Our mission. Your mission. Let's get it done!

Heather
Sent from my iPhone

City of Portland Planning Board Approval of Preble Street Conditional Use Application

Gregg Ritter <gritter@clarkinsurance.com>

Oct 15, 2020 3:47 PM

Posted in group: **Planning and Urban Development**

Good Afternoon,

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Sincerely,

Gregg Ritter

218 Sheridan Street

Portland, ME 04101

Requesting approval for 5 Portland St to be a wellness center

betts mayer <bettsgmayer@gmail.com>

Oct 15, 2020 3:47 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

*Betts Mayer
211 Sheridan St
Portland, Me 04101*

Sent from my iPhone

Don't leave people out in the cold

Sally Regan <sallyregan25@yahoo.com>

Oct 15, 2020 3:49 PM

Posted in group: **Planning and Urban Development**

Dear members of the City of Portland Planning Board:

As a downtown Portland resident, I respectfully request that you approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Thank you and best regards.

Sally Regan
439 Congress St Apt 301
Portland ME 04101

Don't leave people out in the cold

Helen Cunningham <cunningham1@kenyon.edu>

Oct 15, 2020 3:49 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Helen Cunningham

Approve the shelter

Alessa Foley <afoley0294@gmail.com>

Oct 15, 2020 3:49 PM

Posted in group: **Planning and Urban Development**

Please approve the preble st application to change their day shelter to a wellness center! It holds 40 people which mean 40 people wont have to sleep outside in the cold and will receive the services they need to get on their feet. Their lives are in your hands so please make the right decision.

Don't leave people out in the cold

Kristina Minister <krisminister@me.com>

Oct 15, 2020 3:50 PM

Posted in group: **Planning and Urban Development**

To the Planning Board. The proposal to turn the Preble Street Resource Center into a Wellness Shelter is a thoughtful and carefully planned response to accommodate homeless persons who will suffer immeasurably if they have no place to go this coming winter.

I urge the Planning Board to approve the application for a Wellness Shelter.

Thank you.

Kristina Minister
101 North Street, Apt. 4
Portland Maine

Preble street wellness center

Dana Green <danamgreen@smccme.edu>

Oct 15, 2020 3:51 PM

Posted in group: **Planning and Urban Development**

Hello,

I'm a concerned member of the community who is asking that you please give approval for the Preble Street conditional use application in order for its facility at 5 Portland Street to undergo the necessary renovations for a new 24/7 Wellness Shelter. I'm sure that I need not remind you that we're currently in the midst of a pandemic, and all of us are feeling its effects to some degree, especially those who are most vulnerable. To my knowledge, Preble Street is not asking for City funds, just the approval for renovations. Please do the right thing and protect our city's most vulnerable population from the extreme dangers of a Maine winter.

Thank you for reading and for your consideration,

Dana Green

approve the shelter

Andy Schmidt <andyschm@gmail.com>

Oct 15, 2020 3:52 PM

Posted in group: **Planning and Urban Development**

You hold my neighbors lives in your hands. I would say it is a grave duty, except that it is really really simple. You just do the right thing and forget about the trumpian impulses of neighbors. If you don't your grandchildren will someday find out and be like how did you let that woman die?

Andy

Don't leave people out in the cold

Owen Marshall <osmarshall@gmail.com>

Oct 15, 2020 3:54 PM

Posted in group: **Planning and Urban Development**

Hi,

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

-Owen Marshall
143 Bolton St, Portland ME 04102

Preble street conditional use application

Yasmine Cumar <yasminecumar21@icloud.com>

Oct 15, 2020 3:54 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

APPROVE PREBLE ST CONDITIONAL USE APPLICATION

Michelle Spencer <michellespencer519@gmail.com>

Oct 15, 2020 3:55 PM

Posted in group: **Planning and Urban Development**

To Whom it May Concern,

Please, I ask, approve the Preble Street Conditional Use Application.

There is no reason for people to be DYING when freezing temperatures hit.

Please, do the right thing.

Sincerely,

Michelle Spencer.

Don't leave people out in the cold

Alec Watson <aleccole32@gmail.com>

Oct 15, 2020 3:55 PM

Posted in group: **Planning and Urban Development**

To all that is concerned:

I'm asking for the planning board to please consider making the decision to turn Preble Street Day Shelter into a 24/7 Wellness Shelter. Everyone should have a warm place to stay everyday of the year not just in the winter. I can't imagine having to turn anyone away in the cold. It's imperative that people have a shelter where they can feel safe and protected from the extremities of Mother Nature. It's the first basic need in Maslow's hierarchy of needs to provide shelter ,food and safety to every human being. Please I ask you to consider making this plan a "yes" to all the individuals who depend on our love to keep them warm & safe throughout the year.

Best,

Alec Watson

--

Sent from Gmail Mobile

Don't leave people out in the cold

casey schwarz <caseyelizabeth@gmail.com>

Oct 15, 2020 3:55 PM

Posted in group: **Planning and Urban Development**

Hi,
I'm a residential of Portland and strongly support the efforts of Preble st to provide for our unhoused neighbors. Please allow their plans for a shelter.

Casey Schwarz

Don't leave people out in the cold

John Sustersic <john.sustersic@gmail.com>

Oct 15, 2020 3:56 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Best,
John Sustersic, Ph.D.
Falmouth, Maine

Don't leave people out in the cold

Robin Bartlett <rsbartlett@yahoo.com>

Oct 15, 2020 3:56 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Don't leave people out in the cold

Ben Nappi <benjnappi@hotmail.com>

Oct 15, 2020 3:57 PM

Posted in group: **Planning and Urban Development**

What are you folks thinking? Of course, this should be approved. This winter is going to be bad enough without people living in subzero temperatures on the street. Those headlines would not be flattering.

Ben N.

Don't leave people out in the cold

Marion Knox <marionknox@gmail.com>

Oct 15, 2020 3:57 PM

Posted in group: **Planning and Urban Development**

Madam, Sir,

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

*Marion Knox
70 Thomas St
Portland Maine
04102*

Knox Gardens LLC
(207) 780-0018

Don't leave people out in the cold

John Testa <jtesta2@maine.rr.com>

Oct 15, 2020 3:57 PM

Posted in group: **Planning and Urban Development**

To Whom it May Concern:

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Respectfully,

Donna Testa

Don't leave people out in the cold

Luke Claflin <ltclaflin@coastal.edu>

Oct 15, 2020 3:58 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold

Don't leave people out in the cold

Prudence Barry <prudencebbarry@gmail.com>

Oct 15, 2020 4:00 PM

Posted in group: **Planning and Urban Development**

I live on Chestnut Street, and have been very aware of the increase in number of people needing shelter, cold weather or not. Providing a stable place for 40 people to live seems like the least the city and people in the neighborhood can do. I admit that I don't understand all the dynamics of housing, but it makes me sad knowing that there are people here who don't have safe places to live. Misfortune is not a mandate for suffering.

Sincerely,
pru

Preble Street application

Jed Davis <jed@mitchellanddavis.com>

Oct 15, 2020 4:00 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at [5 Portland Street](#) undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Thank you, Jed Davis

Don't leave people out in the cold

Herb Janick <hjanick@gmail.com>

Oct 15, 2020 4:00 PM

Posted in group: **Planning and Urban Development**

Planning Department,

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Herb Janick

Please Open Preble

Justin Nichols <justinnichols70@yahoo.com>

Oct 15, 2020 4:02 PM

Posted in group: **Planning and Urban Development**

Dear Planning Board,

I'd like to voice support for Preble Street and their plan to house 40 people this winter. Every day I see folks down at Deering Oaks and elsewhere, and many really are in difficult situations. The County won't allow use of the Civic Center, The City doesn't have enough bed/shelter space, and many people will have no shelter. Preble Street is aiming to provide a safe option for up to 40 people in need, and at no financial cost to Portland.

If Preble is not approved, I hope the City is able to figure out another way to safely house these people.

Thanks for your work!

Justin Nichols
Sherman St

Sent from my iPhone

Don't leave people out in the cold

Mark Elsner <sandyogin@yahoo.com>

Oct 15, 2020 4:03 PM

Posted in group: **Planning and Urban Development**

Having been previously helped out of a hard spot & sheltered over the winter of 2017-18 by the City at the Oxford Shelter, I strongly advocate for the re-purposing of the Preble Center in light of all that's changing and changed.

Thank you.

Mark Elsner
Sent from Yahoo Mail on Android

Don't leave people out in the cold

Barbara Feltes <hwb@gwi.net>

Oct 15, 2020 4:03 PM

Posted in group: **Planning and Urban Development**

I am writing to ask that the Planning Board approve the conditional use application for Preble Street so that they can provide a place to provide services for 40 people - helping them to move on to a more stable and healthy life.

I don't see that this will end up being a place where many people will hang around selling drugs etc. It seems to be a good step in the right direction of dealing with the problem of homeless.

Thank you

Barbara Feltes

Portland ME

Don't leave people out in the cold

Geoff Alexander <salty44sailor@yahoo.com>

Oct 15, 2020 4:04 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Thank you!!

Geoff Alexander

Sent from my iPhone
Please excuse any typos

Please approve Preble Street application for renovating for emergency shelter at 5 Portland Street

cstj@gwi.net <cstj@gwi.net>

Oct 15, 2020 4:06 PM

Posted in group: **Planning and Urban Development**

Dear Portland planning Board,

Please approve the application by Preble Street to make the necessary renovations to 5 Portland Street to become a 24 hour emergency shelter. You know that the need is great in these times and the use is not different from how the property has been used, only better,

Brunswick will continue to do our part with our own Tedford Housing, but we cannot meet the whole county or state's needs. We are all in this time together,

Thank you for your consideration.

Christopher St.John

Home office 14 Cedar St.

Brunswick, ME 04011

Landline (207) 607-4168

Cell (207) 441-2694

Don't leave people out in the cold

Kimberly Scofield <kimberly.scofield@maine.edu>

Oct 15, 2020 4:06 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Kimberly

Sent from my iPhone

Don't+leave+people+out+in+the+cold

Bonni Hamilton <bonnihamilton@gmail.com>

Oct 15, 2020 4:08 PM

Posted in group: **Planning and Urban Development**

Dear Planning Board,

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Thank you so much for helping our fellow Mainers,

Bonni Hamilton, Eliot

Don't leave people out in the cold

Christine Stenberg <christinestenberg09@gmail.com>

Oct 15, 2020 4:09 PM

Posted in group: **Planning and Urban Development**

I support allowing the Preble Street organization provide overnight shelter for the homeless, particularly in the winter. I ask that you approve this. I am a Portland resident, voter and taxpayer, as well as a supporter and volunteer for Preble Street.

Christine Stenberg

Don't leave people out in the cold

Tess Hall <thall@kidsrsu.org>

Oct 15, 2020 4:10 PM

Posted in group: **Planning and Urban Development**

Dear City of Portland Planning Board,

I respectfully request that you approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

-Tess

Preble Street

Christianne Walsh <walsh04101@hotmail.com>

Oct 15, 2020 4:10 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Christianne Walsh

Sent from Mail for Windows 10

Don't leave people out in the cold

Kyle Shearer <kshearer88@gmail.com>

Oct 15, 2020 4:11 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

As a nurse and a citizen of Portland I ask you to please approve Preble street's application,

Kyle Shearer

Preble Street

amanda garami <amandagarami6@gmail.com>

Oct 15, 2020 4:16 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Amanda

Don't leave people out in the cold

Duckfat Restaurant <hugosmaine@msn.com>

Oct 15, 2020 4:12 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Thank you for your consideration on this issue.

Sincerely,

Nancy Pugh

Duckfat

43 Middle Street

Portland, ME

5 Portland Street Renovations

Sean Daly <sean@dalylife.com>

Oct 15, 2020 4:16 PM

Posted in group: **Planning and Urban Development**

To Whom it May Concern:

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Sincerely,

Sean Daly

Don't leave people out in the cold - Really

Patrick Rombalski <rombalskipatrick@gmail.com>

Oct 15, 2020 4:16 PM

Posted in group: **Planning and Urban Development**

This is a cut and paste statement but please enlighten me on why this is even a question? I live on Munjoy Hill and have been fortunate enough to volunteer at PS. I've lived across the country and many different urban areas. It seems we should be thankful for the work of this NFP. Let's remove barriers to helping the poor.

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Sincerely,

Patrick Rombalski

Don't leave people out in the cold

bligh godin <blighalexandria@gmail.com>

Oct 15, 2020 4:16 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold!

Don't leave people out in the cold

sourdoughpancakes@yahoo.com <sourdoughpancakes@yahoo.com>

Oct 15, 2020 4:19 PM

Posted in group: **Planning and Urban Development**

yes, let's house people!!

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Preble Street

Paul Schofield <pschofie79@yahoo.com>

Oct 15, 2020 4:28 PM

Posted in group: **Planning and Urban Development**

Dear City of Portland Planning Board,

I'm writing to voice support for the new Preble Street 24/7 Wellness Center, and to urge you to approve the conditional use application currently under consideration. Whatever the reasons against it, we're experiencing a public health emergency at the moment, and a decision to approve the renovations would mean a warm place to stay for dozens of people this winter. I think this is a decisive consideration.

Thank you for your consideration.

Paul Schofield

14 Clinton Street
Portland, ME 04103

Don't leave people out in the cold

Rebecca Cohen <rlcvt27@gmail.com>

Oct 15, 2020 4:31 PM

Posted in group: **Planning and Urban Development**

To the Planning Board:

I add my voice to respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Please take this opportunity to do what our federal government has recently and regularly deemed not worth its time or energy: Show compassion for those with less than us.

Thank you for doing the right thing.

Rebecca L. Cohen
Mitigation Investigator
50 Gray Street #2
Portland, Maine 04102
(678) 361-6773
rlcvt27@gmail.com

Preble Street

Pearl Coogler <pearlcoogler@gmail.com>

Oct 15, 2020 4:33 PM

Posted in group: **Planning and Urban Development**

respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

*Thank you,
pearl coogler*

Don't leave people out in the cold

Nina Pooley <nina@stbartsyarmouth.org>

Oct 15, 2020 4:38 PM

Posted in group: **Planning and Urban Development**

Dear members of the City of Portland Planning Board,

As the rector of a parish consistently involved in assisting the Oxford Street shelter system - I know I speak on behalf of the members of St. Bartholomew's Episcopal Church, Yarmouth, as concerned members of our Portland area community. We have ourselves helped to host more than 150 people over the past several years when the shelter was overflowing and unable to house everyone in need of shelter. The need for overflow capacity is obvious - particularly at a time of a national public health and crisis with extensive economic fallout - which threatens the housing of many families and individuals living in the Portland area.

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

The Rev. Dr. Nina Pooley
Rector, St. Bartholomew's Episcopal Church,
Yarmouth Maine
nina@stbartsyarmouth.org

God's dream is that you and I and all of us will realize that we are family, that we are made for togetherness, for goodness, and for compassion. - Desmond Tutu

Don't leave people out in the cold

David Larsen <dnlarsen42@icloud.com>

Oct 15, 2020 4:39 PM

Posted in group: **Planning and Urban Development**

Portland, ME Planning Board,

I am enclosing the letter drafted by Preble Street Resource Center with which I wholeheartedly agree. Please approve their request to make the changes needed for a safe 24/7 Wellness Center. People who are homeless and in so many ways abandoned by society need this.

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Thank you,

David Larsen
1327 Westbrook Street
Portland, ME 04102

Sent from my iPad

Don't leave people out in the cold

Marguerite Usher <travelqueen48@aol.com>

Oct 15, 2020 4:39 PM

Posted in group: **Planning and Urban Development**

Sent from my iPhone

Don't leave people out in the cold

Kelli Antonson <antonson.kelli@gmail.com>

Oct 15, 2020 4:36 PM

Posted in group: **Planning and Urban Development**

To those voting on Preble Streets application to convert their facility into a 24/7 wellness shelter:

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building.

Please do not leave people out in the cold. In a time when there is so much outside of our control, please use your voice/ power to change the lives of the individuals who could receive shelter and care this winter through Preble Street's request.

*With my sincere best wishes,
Kelli Antonson*

Don't leave people out in the cold

David Plimpton <plimpton.david@gmail.com>

Oct 15, 2020 4:42 PM

Posted in group: **Planning and Urban Development**

Ladies and Gentlemen,

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter.

With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Thank you for your service and for considering my views.

Sincerely,
David Plimpton

Don't leave people out in the cold

kim muehle <krmuehle@icloud.com>

Oct 15, 2020 4:43 PM

Posted in group: **Planning and Urban Development**

respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Sent from my iPhone

Don't leave people out in the cold

Carmen Elena Menjivar Rivers <celena5810@yahoo.com>

Oct 15, 2020 4:44 PM

Posted in group: **Planning and Urban Development**

I hope that We are better human beings to be able to see the need of our fellow citizens that are in dispear.

Thank You,

Carmen Elena Rivers

Don't leave people out in the cold

Andrea Garcia <andrea113252@gmail.com>

Oct 15, 2020 4:46 PM

Posted in group: **Planning and Urban Development**

To whom it may concern,

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold. Especially in the middle of a pandemic, we should not risk the health of others by not permitting them to sleep inside. It is cruel and inhumane to leave people sleeping outside in the cold, they are human too. I hope you read my request and many others' requests and sympathize with those who are not fortunate enough to own their own home.

Thank you for your time,

Andrea Garcia

Don't leave people out in the cold

Jonathan Bangs <sjonbang@gmail.com>

Oct 15, 2020 4:46 PM

Posted in group: **Planning and Urban Development**

To whom it may concern:

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Regards from a Portland citizen,

Jonathan Bangs

99 Falmouth Street Apt 3

Portland, ME 04103

Don't leave people out in the cold

Cynthia Lamberton <cuthbert2@me.com>

Oct 15, 2020 4:46 PM

Posted in group: **Planning and Urban Development**

I hope you can vote to provide these very vulnerable people a safe warm and dignified place to stay for the winter. I hope you will vote to approve the use of the problem street facilities at 5 Portland street. Thank you in advance for your support.
Cynthia

Sent from my iPhone

Don't leave people out in the cold

Curry Ander <incornwall@yahoo.com>

Oct 15, 2020 4:50 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter.

With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Curry Ander,
Freeport Maine - supporter of Preble Street.

Don't leave people out in the cold

Maddy Riker <maddyriker@gmail.com>

Oct 15, 2020 4:50 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Preble Street Shelter

Scott Bennett <sbennett006@gmail.com>

Oct 15, 2020 4:50 PM

Posted in group: **Planning and Urban Development**

To whom it may concern,

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter.

With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building.

Please do not leave people out in the cold.

Thank you,

Scott Bennett

Portland, Maine

24/7 Wellness Shelter

Carol and Mike Colton <candmcolton@gmail.com>

Oct 15, 2020 4:51 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Sincerely,

Carol Colton
60 Mayland Street

Don't leave people out in the cold

Rebecca Sammon <bflysp@gmail.com>

Oct 15, 2020 4:53 PM

Posted in group: **Planning and Urban Development**

To whom it may concern:

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Kind regards,

Rebecca Sammon

Sent from my iPhone

Don't leave people out in the cold

Gwyneth Jones <gjones@bowdoin.edu>

Oct 15, 2020 4:55 PM

Posted in group: **Planning and Urban Development**

Planning Board,

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

-Gwyneth Jones

Approval for 24/7 Wellness Shelter

Devin Ivy <devinivy@gmail.com>

Oct 15, 2020 4:55 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Best,
Devin Ivy
1 Avon Place, Apt. #17
Portland, ME 04101

Don't leave people out in the cold

Bill Gregory <wgregor1@maine.rr.com>

Oct 15, 2020 4:58 PM

Posted in group: **Planning and Urban Development**

Although living in Yarmouth now I was living in Portland for the entire period I was Senior Minister at Woodfords Congregational Church. Let me add my voice to those asking for your approval to rezone so Preble Street can house forty person who would otherwise have to face our Maine winter unhoused. The Rev. Bill Gregory

Preble street conditional use application

Margaret C. Lavoie <Lavoie@mainefamilylawyer.com>

Oct 15, 2020 5:01 PM

Posted in group: **Planning and Urban Development**

I believe it is essential that the Planning Board approve Preble Street's conditional use application to make the necessary Covid-informed renovations to its facility at 5 Portland Street. This facility will ensure at least 40 people will not be left out in the cold in the coming seasons. Thank you for your consideration. Meg Lavoie

Margaret C. Lavoie

527 Ocean Avenue, Suite 1

Portland, Maine 04103

t:207.747.4870 | f: 866.275.2505



As the COVID-19 situation continues to evolve, our Firm is committed to taking all responsible action promoting public health and our community's efforts to combat the virus's spread. We also remain committed to our obligations to serve our clients' needs and to support the continued processing of civil cases. We have in place technology that will allow us to continue our Firm's work as advocates and as mediators and neutrals remotely to keep cases on track. Please contact us for further information.

Don't leave people out in the cold

Julie Parks <jlauren@gmail.com>

Oct 15, 2020 5:02 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Don't leave people out in the cold

Dena Profenno <denaalice74@yahoo.com>

Oct 15, 2020 5:03 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

People deserve shelter, food and good health. Please do the right thing.

Thank you,

*Dena Profenno
109 Johnson Road
Gray ME 04039*

People need shelter

Paul Kendrick <kendrickpt@gmail.com>

Oct 15, 2020 5:04 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Don't leave people out in the cold

Hutch Brown <phingsb@gmail.com>

Oct 15, 2020 5:04 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Sincerely,
Hutch Brown
67 Gray street
portland ME 04102

Preble Street winter shelter

Broydrick, Paula <Paula.Broydrick@nemoves.com>

Oct 15, 2020 5:05 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Thank you!

Paula Broydrick
Coldwell Banker Realty
53 Baxter Boulevard, Portland, ME 04101
207-773-1990; 207-329-8762 (cell)

A portion of my commission supports
Coldwell Banker CARES

***Wire Fraud is Real*. Before wiring any money, call the intended recipient at a number you know is valid to confirm the instructions.** Additionally, please note that the sender does not have authority to bind a party to a real estate contract via written or verbal communication.

Don't leave people out in the cold

Alfred & Margery Margolis <7treepearls@gmail.com>

Oct 15, 2020 5:06 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

This outstanding organization deserves notice and support by your Board. Thank you.

*Alfred and Margery Margolis
Quarry Hill Terraces
30 Community Dr.
Camden, ME 04843*

Don't leave people out in the cold

Anna Brewer <anna.brewer.96@gmail.com>

Oct 15, 2020 5:07 PM

Posted in group: **Planning and Urban Development**

Dear Members of the Planning Board:

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Thank you,
Anna Brewer
37 Payson Street

Don't leave people out in the cold

Lillian Eckstein <lillian.eckstein@gmail.com>

Oct 15, 2020 5:08 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

*Thank you,
Lillian Eckstein*

Don't leave people out in the cold

LOUISE DAVIS <lld41@aol.com>

Oct 15, 2020 5:08 PM

Posted in group: **Planning and Urban Development**

I hope the Planning Board will approve Preble Street's using their own building at 5 Portland St. for a new shelter for homeless people. Please. It's getting colder now, and these people will be in trouble soon, if they aren't already.
Thank you!

LOUISE DAVIS

lld41@aol.com

Please use my new email from now on. It is lldavis370@gmail.com

Don't leave people out in the cold.

Harper Burke <hrburke@umich.edu>

Oct 15, 2020 5:11 PM

Posted in group: **Planning and Urban Development**

To whom it may concern,

I'm writing to request that the City of Portland approves Preble Street's conditional use application for renovations on the building at 5 Portland Street. These renovations would provide for the building to be used as a 24/7 Wellness Shelter, something Portland sorely needs. Portland's combined housing opioid crises have already forced many people into the streets; the pandemic has, of course, worsened the situation, and with cold weather fast approaching, Portland is heading toward a season of unnecessary deaths due to exposure. Please approve this initiative to save lives.

Preble Street is requesting **no City funds**, but only seeking Planning Board approval for the necessary COVID-informed renovations.

Don't leave people out in the cold.

Many thanks,

Harper Ria Burke

Pronouns: [She/her/hers](#)

J.D. Candidate, 2023

University of Michigan Law School

hrburke@umich.edu | (207) 578-2399



Don't leave people out in the cold

Madeleine Corson <ljisunflower@me.com>

Oct 15, 2020 5:12 PM

Posted in group: **Planning and Urban Development**

On Tuesday October 20 ,Please vote to have the homeless have a reliable place to be warm. Then they can focus on finding a place to live with the help of a caseworker.

Please approve the conditional use application for 5 Portland Street.

Maddy Corson

Sent from my iPhone

Don't leave people out in the cold

diana hallen <dianahallen608@hotmail.com>

Oct 15, 2020 5:13 PM

Posted in group: **Planning and Urban Development**

Please don't leave people
Out in the cold!!

Sent from my iPhone

Don't leave people out in the cold

Michael A. Wicker <wickerm@mail.gvsu.edu>

Oct 15, 2020 5:13 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.--

Michael A. Wicker
Environmental Geologist
(616) 970-8459
wickerm@mail.gvsu.edu

Don't leave people out in the cold

Joan Conroy <joanconroy42@gmail.com>

Oct 15, 2020 5:13 PM

Posted in group: **Planning and Urban Development**

Dear Planning Board Members:

At this time I am respectfully requesting that you approve the application for a plan by Preble Street Resources to convert their current space on Portland Street into a 24/7 hour shelter for those who will otherwise be literally left out in the cold during the winter months.

Many thanks for taking the time to read my letter,
Joan Conroy
Saco, Maine

Sent from my iPad

Don't leave people out in the cold

Annalise Panici <2021apanici@msad51.org>

Oct 15, 2020 5:14 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Don't leave people out in the cold

James Millard <jmillard@waynflete.org>

Oct 15, 2020 5:14 PM

Posted in group: **Planning and Urban Development**

To the Planning Board, City of Portland, Maine:

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

--

Jim Millard
6-12 English Faculty
Global Liaison for Students Shoulder-to-Shoulder
Cross Country Coach
Substitute Teacher Coordinator

Preble Street 24/7 Wellness Shelter

Phil Coupe <phil@revisionenergy.com>

Oct 15, 2020 5:15 PM

Posted in group: **Planning and Urban Development**

Dear Planning Board,

Reducing the historic enormous crowds at Preble Street to a 40-bed situation is a no-brainer. Of course it will not solve the burgeoning problems of homelessness and pan-handling that is ruining the City, but it will be a step in the right direction. The next step after this one would be identifying another property in the City where many more homeless can shelter such that we successfully get people off the street and on the path to self-sufficiency (if they are able).

Mark Swann has done so much for so many over the decades, let's heed his good advice to make the conversion to a 40-bed wellness shelter.

Thank you,
Phil



Phil Coupe | Co-Founder
ReVision Energy, a Certified B Corp

207.232.6595 cell
866.700.6065 ofc

Locations in Maine, New Hampshire and Massachusetts
Enjoy the Sun with us: [Blog](#) | [Facebook](#) | [Twitter](#) | [Instagram](#)

WE ARE HIRING!

Searching for outstanding people
to join our team of co-owners
in vanquishing carbon emissions
on & off the roof in ME, NH & MA!



*Prior experience
working with wild
creatures is a must!*

(Totally kidding.
Sunsquatch
is friendly.)

Please Don't Leave People Out in the Cold

Nora <moberg@gwi.net>

Oct 15, 2020 5:16 PM

Posted in group: **Planning and Urban Development**

To Portland City Council,

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. **Preble Street is not asking for City funds** and is only seeking Planning Board approval for necessary COVID-informed renovations to the building.

Please do not leave people out in the cold.

Sincerely,

Nora E. Kreisler

Don't leave people out in the cold

John Stange <john.stange@maine.edu>

Oct 15, 2020 5:16 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Regards,

John Stange

Don't leave people out in the cold

Maddy Cropley <madison.cropley@maine.edu>

Oct 15, 2020 5:17 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Preble Street

Lori Gunn <lgunn1870@gmail.com>

Oct 15, 2020 5:24 PM

Posted in group: **Planning and Urban Development**

To Whom It May Concern,

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

*Thank you,
Lori Gunn
Aoife Gunn*

Homelessness in Portland/ Preble Street

Michelle Bartlett <michellemvra@gmail.com>

Oct 15, 2020 5:27 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

I am a clinical case manager. My office is located on Preble Street and much of the population I work with has experienced or is currently experiencing homelessness in our community. The consequences of homelessness were devastating enough before the pandemic, now it is unimaginable. I was witness to the positive changes that could be made when the Sullivan Wellness Center was open and run by the staff of Preble Street this spring. All humans deserve and have the right to their basic needs being met. Food, shelter, and safety are the most basic of needs. Preble Street is able to do so much more. Please allow them to shelter 40 people in our neighborhood so that 40 people have the opportunity to thrive. Thank you.

--

*Thanks so much,
Michelle*

--

Michelle Bartlett, MHRT-C
Maine Vocational & Rehabilitation Associates, Inc.
59 Preble Street
Portland, Maine 04101
E-mail: michellemvra@gmail.com
Phone: (207) 774-4248 ext: 102
Fax: (207)347-7872
www.mainevocandrehab.com

~~~~~

NOTICE OF CONFIDENTIALITY:

THIS MESSAGE IS INTENDED ONLY FOR THE USE OF THE INDIVIDUAL OR ENTITY TO WHICH IT IS ADDRESSED AND MAY CONTAIN INFORMATION THAT IS PRIVILEGED, CONFIDENTIAL OR EXEMPT FROM DISCLOSURE UNDER APPLICABLE LAW. IF THE READER OF THIS MESSAGE IS NOT THE INTENDED RECIPIENT, YOU ARE HEREBY NOTIFIED THAT ANY DISSEMINATION, DISTRIBUTION OR COPYING OF THIS COMMUNICATION IS STRICTLY PROHIBITED. IF YOU HAVE RECEIVED THIS COMMUNICATION IN ERROR, PLEASE NOTIFY MAINE VOCATIONAL AND REHABILITATION ASSOCIATES, INC., IMMEDIATELY BY TELEPHONE AT (207) 774-4248, AND RETURN THE ORIGINAL MESSAGE TO MAINE VOCATIONAL AND REHABILITATION ASSOCIATES, INC., VIA THE U.S. POSTAL SERVICE TO: 59 PREBLE STREET PORTLAND, ME 04101. THANK YOU.

## Please approve Preble Street's conditional use application

---

**Bob McKillop** <mckillop@maine.rr.com>

Oct 15, 2020 5:32 PM

Posted in group: **Planning and Urban Development**

Dear City of Portland Planning Board:

I understand that the City of Portland Planning Board will be considering the approval of the Preble Street conditional use application, which seeks to renovate its facility at 5 Portland Street for its use as a new 24/7 Wellness Shelter, including COVID-informed renovations to the building. .

Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building.

Please approve this application!

The City of Portland needs these overnight homeless services, especially with winter coming.

Preble Street is experienced and has the trained and compassionate staff required for providing these services.

Thank you

Bob McKillop

918 Washington Ave, Unit #6

Portland, ME 04103

## Don't leave people out in the cold

---

**GABEL Landis** <landis.gabel@insead.edu>

Oct 16, 2020 11:33 AM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Sincerely,

H. Landis Gabel

--

Emeritus Professor of Economics and Management

The Novartis Chair in Management and the Environment, Emeritus

INSEAD

E-mail: [landis.gabel@insead.edu](mailto:landis.gabel@insead.edu)

## Don't leave people out in the cold

---

**Aaron Brady** <aaron@learnitology.com>

Oct 16, 2020 11:33 AM

Posted in group: **Planning and Urban Development**

I stand with Preble Street's message:

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

Sincerely,

Aaron Brady  
Rosemont, Portland Resident

## Don't leave people out in the cold

---

**Margaret Irwin** <mirwin72@gmail.com>

Oct 16, 2020 11:21 AM

Posted in group: **Planning and Urban Development**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

*Sincerely  
Margaret Corral  
North Yarmouth, Maine*

## Don't leave people out in the cold

---

**Barbara Michael** <bmichael5@myfairpoint.net>

Oct 16, 2020 11:20 AM

Posted in group: **Planning and Urban Development**

Dear friends,

Please approve Preble Street's conditional use permit for necessary Covid-19 renovations to the 5 Portland St. facility, so that more people can be sheltered there 24/7 as cold weather approaches.

I understand this is not a funding request, but a request for your permission to facilitate Preble Street's serving people safely at this address.

You and I are warm and safe. Those currently on the street are no less deserving to be so.

Thank you for your attention.

Barbara D. Michael



## 24/7 Wellness Shelter

---

**Brooke Lloyd** <brookelloyd1979@gmail.com>

Oct 16, 2020 11:17 AM

Posted in group: **Planning and Urban Development**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

*Thank you*

*Brooke Lloyd*

## Don't leave people out in the cold

---

**Leslie Rothman** <ljrothman@yahoo.com>

Oct 16, 2020 11:05 AM

Posted in group: **Planning and Urban Development**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

*Thank you for your consideration of this important project.*

*Leslie Rothman  
63 Atlantic St.  
Portland, Maine  
040101*

## Don't leave people out in the cold

---

J Clere <jchet99@gmail.com>

Oct 16, 2020 11:00 AM

Posted in group: **Planning and Urban Development**

Good morning -

I am a local city resident and long-time supporter of Preble Street. I am responding to their notice that the planning board is currently evaluating an application by Preble Street for a wellness shelter. I support their efforts and hope you carefully consider the application in light of the city's current situation with regard to the homeless services. I think this is a good solution and don't know of any others on the table that you are ready to implement to provide this assistance.

Therefore:

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

thanks for your consideration.

J. Clere  
36 Ludlow Street

## Please Save Lives By Providing Housing

---

Julia Conley <jmconley62@gmail.com>

Oct 16, 2020 11:00 AM

Posted in group: **Planning and Urban Development**

To whom it may concern,

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. **Please do not leave people out in the cold.**

Thank you for your consideration,

Julia Conley

## 24/7 Wellness Shelter

---

**adinah** <adinah.barnett@gmail.com>

Oct 16, 2020 10:57 AM

Posted in group: **Planning and Urban Development**

Hello decision makers,

Please take care of our city's most vulnerable citizens. Please act now.

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Thank you very much for your swift action on this very important issue.

Best wishes,

Adinah Barnett

17 Atlantic St #2

Portland, Me. 04101

## Don't leave people out in the cold

---

Bev <ldunton5@roadrunner.com>

Oct 16, 2020 10:50 AM

Posted in group: **Planning and Urban Development**

As a mother of a former homeless person, now thankfully living in a group home, I urge you to approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. If you have never known the heartache knowing that a loved one is living on the streets, you are blessed.

Sincerely,

Beverly Dunton

## Don't leave people out in the cold

---

**Jeanette Andonian** <jeanette.andonian@maine.edu>

Oct 16, 2020 10:43 AM

Posted in group: **Planning and Urban Development**

*To whom it may concern:*

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold. If this conditional use application is not granted we will indeed have larger problems in Portland over the months ahead.*

*Jeanette Andonian, MSW, Ph.D.*

## Don't leave people out in the cold

---

**Louise Maxfield** <louweez@maine.rr.com>

Oct 16, 2020 10:33 AM

Posted in group: **Planning and Urban Development**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

Louise Maxfield  
Blessings!



## Don't leave people out in the cold

---

Dina Lattanzi <dlattanzi@msad51.org>

Oct 16, 2020 10:31 AM

Posted in group: **Planning and Urban Development**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

--

Dina Lattanzi  
English Department  
Greely High School

## Don't leave people out in the cold

---

Ellie Falby <elliefalby@gmail.com>

Oct 16, 2020 10:21 AM

Posted in group: **Planning and Urban Development**

Dear city council,

Please help keep our parks clean and our unsheltered residents safe and warm this winter. In effort to do this, *I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

*Thank you for all of the hard work you do.*

Ellie Falby  
17 Adelaide St  
Portland, ME 04103

Sent from my iPhone

## In support of Preble Street

---

**Elizabeth Sky-McIlvain** <eskymacgm@gmail.com>

Oct 16, 2020 10:14 AM

Posted in group: **Planning and Urban Development**

As an owner of a unit at 15 Brown St., I have watched and talked with and listened to the homeless for almost a decade. The population has changed, but the situation is not much better. Times are getting worse. As winter approaches, the need for shelter (always a need, in all seasons) is magnified. My husband and I are financial supporters of Preble Street; we are well aware of the success of their management and the depth of their commitment. They are in a position to make life better for many!

So I am urging you to approve the following [words from Preble St.]:

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

Respectfully -  
Elizabeth Sky-McIlvain

--

15 Brown St. #206 Portland, ME  
Box 248 Georgetown, ME

## Wellness Shelter

---

**Amanda Reynolds-Gregg** <amanda.reynoldsgregg@gmail.com>

Oct 16, 2020 10:14 AM

Posted in group: **Planning and Urban Development**

Good morning,

I am reaching out to you today to respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold which would almost guarantee loss of life in an already challenging and devastating year.

Thank you for your time and consideration,  
Amanda Reynolds-Gregg, Portland Resident

## Don't leave people out in the cold

---

**Kathryn Stead** <stead482@gmail.com>

Oct 16, 2020 10:11 AM

Posted in group: **Planning and Urban Development**

Please approve the Preble Street conditional use application so that it's facility at 5 Portland Street can be renovated to become a new 24/7 Wellness Shelter.

As a 45 year resident of this wonderful city I feel strongly that this initiative is essential to the well-being of some of our people who are threatened daily by weather and an unfortunate variety of other unmet needs. Most of us cannot imagine not having a bed and warm place to go every night. It must be a desperate situation.

Approving this application is one way to help and I know that Preble Street will do a quality job.

Kathryn Stead  
50 Gleckler Rd  
Portland ME

Sent from my iPad

## Don't leave people out in the cold

---

**Ryan Ocampo** <reosomethingnew2022@gmail.com>

Oct 16, 2020 9:53 AM

Posted in group: **Planning and Urban Development**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

## Don't leave people out in the cold

---

**Kimberly Fournier** <kfournier@intermed.com>

Oct 16, 2020 9:40 AM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Thank you,  
Kimberly

**CONFIDENTIALITY NOTICE:** This email message, including any attachments, is for the use of the intended recipient(s) only and may contain information that is privileged, confidential, and prohibited from unauthorized disclosure. If you are not the intended recipient of this message, any dissemination, distribution, or copying of this message is strictly prohibited. If you no longer wish to receive these emails, please notify the sender by reply email and destroy all copies of the original message and attachments.

## Don't leave people out in the cold

---

**Linda Schumacher** <lindas60@zwi.net>

Oct 16, 2020 9:37 AM

Posted in group: **Planning and Urban Development**

I want to add my voice to those working to insure people are safe and warm this winter and beyond.

I am writing to request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street can undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside and as winter approaches, this is an important, needed initiative. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID based renovations to the building. Please act to make sure people are not left out in the cold.

Linda Schumacher  
6 Ponce Street  
Portland



## Request to approve the Preble Street conditional use application

---

**Eileen Griffin** <emgatk@gmail.com>

Oct 16, 2020 9:33 AM

Posted in group: **Planning and Urban Development**

Dear Members of the Planning Board for the City of Portland,

I am writing to respectfully urge you to approve the Preble Street conditional use application so that its facility at 5 Portland Street can undergo renovations that will allow it to become a new 24/7 Wellness Shelter...one we so desperately need in the city.

There are so many human beings sleeping outside, and with the combined dangers of harsh winter weather and the pandemic/flu season around the corner, this Preble Street initiative is critical.

Preble Street is not seeking any funding at all from the city....only your approval that is necessary for them to move forward and complete the necessary COVID-19 renovations to the building.

I am so proud of our city for the compassion and care and action we take for all our people.

Thank you!

Eileen Griffin  
Hanover Street  
Portland, ME

## Preble Street Conditional Use Application

---

erin.cote@gmail.com <erin.cote@gmail.com>

Oct 16, 2020 9:30 AM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland St undergo renovations needed for a new 24/7 Wellness Shelter.

With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building.

Please do not leave people out in the cold.

Thank you,

Erin Stuart

## Don't leave people out in the cold

---

**svea seredin** <sveaseredin@gmail.com>

Oct 16, 2020 9:30 AM

Posted in group: **Planning and Urban Development**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

Sent from my iPhone

## Don't leave people out in the cold

---

**Laurie Soucy** <ljasoucy@icloud.com>

Oct 16, 2020 9:22 AM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Sincerely,  
Laurie Soucy

## Don't leave people out in the cold!!

---

**Skylar** <skylardcook@gmail.com>

Oct 16, 2020 9:16 AM

Posted in group: **Planning and Urban Development**

Hi there! I hope you and your loved ones are staying safe. I'm emailing you because as you well know, there is an alarming amount of people without homes in Portland.

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Thank you for your time.

-Skylar Cook (14 yrs. old) of Portland Maine

## Wellness Shelter

---

**Elise Boyson** <eboyson@gmail.com>

Oct 16, 2020 9:13 AM

Posted in group: **Planning and Urban Development**

Dear Planning Board Members,

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Sincerely,

Elise Boyson

27 Clifton Street, Portland

## Approval of Preble St conditional use application

---

**Barbara Brown** <brown.barbaras@yahoo.com>

Oct 16, 2020 9:07 AM

Posted in group: **Planning and Urban Development**

Dear Planning Board members,

I understand that the City of Portland Planning Board at its meeting this Tuesday, (October 20) is considering a conditional use application from Preble Street. The application is to allow renovations to its facility at 5 Portland Street to turn it into a new, 24/7 Wellness Shelter. This would be similar to the highly successful shelter they operated at the University of Southern Maine Sullivan Gym over the summer.

With so many people sleeping outside during a public health emergency and as another Maine winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building.

I strongly urge the Planning Board to approve Preble Street's application to allow these renovations to ensure that our most vulnerable people in Portland have shelter and warmth during the upcoming winter.

Thank you,

Barbara S. Brown

156 Sheridan St Unit 2C

Portland, ME 04101

## Don't leave people out in the cold

---

**James Bucar** <jbucar@maine.rr.com>

Oct 16, 2020 9:00 AM

Posted in group: **Planning and Urban Development**

Dear Members of the Portland Planning Board:

I urge you to approve the Preble Street conditional use application to accomplish renovations needed to accomodate sheltering 40 homeless people this winter. I cannot think of any reason to deny Preble Street's plans to provide a best practice Wellness Shelter for Portland's homeless population.

Sincerely (and hopefully),

James Bucar



## Don't leave people out in the cold

---

**John Ryan** <jryan@wright-ryan.com>

Oct 16, 2020 9:00 AM

Posted in group: **Planning and Urban Development**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

*Thank you for your attention to this important matter.*

*Sincerely,*

John Ryan

29 Waterville St #3

Portland, ME 04101

<no subject>

---

**Shannon Keavy** <skeavy@une.edu>

Oct 16, 2020 8:58 AM

Posted in group: **Planning and Urban Development**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

This e-mail may contain information that is privileged and confidential. If you suspect that you were not the intended recipient, please delete it and notify the sender as soon as possible.

## PLEASE HAVE PEOPLE STAY WARM AND SAFE

---

mcmw <cat10111@hotmail.com>

Oct 16, 2020 8:52 AM

Posted in group: **Planning and Urban Development**

Good Morning,

I request that the City of Portland Planning Board approve the Preble Street conditional use application, so that its facility at 5 Portland Street undergo the renovations needed for a new 24/7 Wellness Shelter. As you know, it is not safe at all for people to be sleeping outside during a public health emergency and with winter approaching, so this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold!

Respectfully,

Maria Catalina Melo, M.D.

## Please - Don't leave Mainers out in the cold

---

Emily Loisel <emilyloisel@gmail.com>

Oct 16, 2020 8:48 AM

Posted in group: **Planning and Urban Development**

Hello there & good morning-

My name is Emily Loisel. I am a former resident of Portland, Maine and a lifelong Mainer.

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

I understand that resources are limited but it would inhumane to withhold help if possible to extend supports to the growing number of unhoused Maine residents.

Thank you very much for your time.

Best wishes for health/happiness,  
Emily M. Loisel

## Conditional Use Application for Preble Street

---

**Blake McCartney** <blake.e.mccartney@gmail.com>

Oct 16, 2020 8:48 AM

Posted in group: **Planning and Urban Development**

Hello, City of Portland Planning Board,

I am writing to respectfully request that the Board approve the Preble Street conditional use application to convert its 5 Portland Street location into a 24/7 Wellness Shelter.

I am a resident in the neighborhood, and I know that opponents' voices are often much louder than proponents'. However, the concerns of people who have safe places to live cannot override concern for our most vulnerable population. Further, if we do not act to solve homelessness--by creating more sustainable shelters like the Preble Street proposal--then the problem will only get worse and worse. I feel that my neighbor's complaints about this proposed shelter are callous, frivolous, and unjustified.

Please do not deny our most vulnerable citizens an opportunity to have a safe place to sleep and regain control over their lives. This shelter has no cons and will only end up benefiting all of us here in Portland.

Thank you for your consideration,  
Blake McCartney

## Don't leave people out in the cold

---

**Nancy E. Shablom** <nwpoint@verizon.net>

Oct 16, 2020 8:36 AM

Posted in group: **Planning and Urban Development**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

Regards,

Nancy Ellis Shablom  
NWPoint@verizon.net

## Fwd: Preble Street

---

**Kevin Riley** <krileygd201@gmail.com>

Oct 16, 2020 8:35 AM

Posted in group: **Planning and Urban Development**

To whom it may concern:

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

Kevin Riley

## Approve 24/7 Preble Wellness Shelter

---

**Shannon Papalia** <shannon.papalia@uconn.edu>

Oct 16, 2020 8:34 AM

Posted in group: **Planning and Urban Development**

*Good Morning,*

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

*Sincerely,*

Shannon Papalia  
Community Health Worker



## Wellness Shelter

---

**Elisabeth Brewington** <elisabethsbrewington@gmail.com>

Oct 16, 2020 8:33 AM

Posted in group: **Planning and Urban Development**

Good morning,

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Thank you,  
Elisabeth

Elisabeth S. Brewington [she, her, hers]  
SJC MHA class of 2020

**Achiever | Developer | Maximizer | Relator | Restorative**

## Don't leave people out in the cold

---

Emily Scott <scottemilyanne@gmail.com>

Oct 16, 2020 8:32 AM

Posted in group: **Planning and Urban Development**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

*Emily Anne Pepper*

## Don't leave people out in the cold

---

**Jennifer Hickey** <jhickey@kw.com>

Oct 16, 2020 8:16 AM

Posted in group: **Planning and Urban Development**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

Sincerely,

Jennifer Hickey  
Sent from my iPhone

## Approve Preble Street renovation request

---

**Lin Lisberger** <lin.lisberger@gmail.com>

Oct 16, 2020 8:15 AM

Posted in group: **Planning and Urban Development**

To the Portland Planning Board,

As a caring city resident, I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. Preble Street has shown itself capable of housing people safely through this pandemic at the center at the Sullivan Gym as USM last spring and summer. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed.

This is not an ask for City funds. It is a request for Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Sincerely,

Lin Lisberger

Lin Lisberger  
lin.lisberger@gmail.com  
www.linlisberger.com  
<https://www.covestreetarts.com/exhibitions-1/flight>  
<http://trails.org/2020/08/14/the-art-of-walking/>

## Please don't leave people out in the cold

---

**Vicki Wyman** <vwyman@clarkinsurance.com>

Oct 16, 2020 8:13 AM

Posted in group: **Planning and Urban Development**

Good morning,

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Sincerely,

Vicki

*Please note that, for the safety of our customers and employees, our offices remain closed to visitors until further notice. Thank you for your understanding and patience. Please see our [COVID-19 Page](#) for more information.*

**Vicki Wyman, CPIW, CIC, MLIS** | Senior Account Manager - Business Insurance

**Clark Insurance** | PO Box 3543

1945 Congress St | Building A | Portland ME 04104

Tel: 207.523.2216 | Fax: 207.774.2994



[www.clarkinsurance.com](http://www.clarkinsurance.com)

*Would you recommend us to your friends?*

*Please, make an email introduction. Thanks!*



TO THE RECIPIENT: Information contained in this message is CONFIDENTIAL, proprietary, and/or protected by copyright. If the reader of this email is not the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify Clark Insurance by calling (207) 774-6257, or by forwarding this message and attachments (if any) to [info@clarkinsurance.com](mailto:info@clarkinsurance.com). You are further requested to help us protect the privacy of our customers and business partners by deleting all copies of this communication from your equipment and files. Thank you.

## Portland Planning Board Meeting

---

**Hunter Ross** <hross2@une.edu>

Oct 16, 2020 8:09 AM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold this winter.

Thank you,

**Hunter Ross**

*University of New England, College of Pharmacy*

*Doctor of Pharmacy Candidate | 2022*

This e-mail may contain information that is privileged and confidential. If you suspect that you were not the intended recipient, please delete it and notify the sender as soon as possible.

## PREBLE STREET RENOVATIONS

---

**Brian Steppacher** <brian.steppacher@gmail.com>

Oct 16, 2020 7:42 AM

Posted in group: **Planning and Urban Development**

Sir / Madam :

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

Are we our brothers' and sisters' keepers?

Has PREBLE STREET shown to the City of Portland, Maine that it is a responsible, caring, supportive and necessary place of refuge for the people of the street?

Hard times call for radical action and a community of compassion.

I know you will take the right actions.

With hope and faith,

Brian Steppacher

A friend to the Planning Board of the City of Portland, Maine  
South Portland, Maine

## Don't leave people out in the cold

---

**Nick Daly** <nickdaly424@gmail.com>

Oct 16, 2020 7:31 AM

Posted in group: **Planning and Urban Development**

Hello,

My girlfriend and I live at 60 Parris Street and love our neighborhood. However, crime has gotten more violent and there are needles everywhere.

We want the best for folks experiencing homelessness (e.g., SUD counseling, social work, shelter) but are at a point where we don't feel safe going out to walk our dog at night. Additionally, there has been an uptick in human feces that can be harmful to humans and pets alike - our dog recently ate human feces and we were really worried she was going to get sick. My point is, these are systematic problems, and we need a proposal that ensures the safety of **ALL people living in this neighborhood**. How can we be part of the solution? Thank you very much for your consideration.

Best,  
Nick and Kelsey



## Don't leave people out in the cold

---

**Samantha Herriot** <samanthaherriot@hotmail.com>

Oct 16, 2020 7:11 AM

Posted in group: **Planning and Urban Development**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

*Thank you,  
Samantha*

## Don't leave people out in the cold

---

**Maureen Fitzgerald** <mfitzgerald12@icloud.com>

Oct 16, 2020 7:08 AM

Posted in group: **Planning and Urban Development**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

Maureen FitzGerald

## Don't leave people out in the cold

---

Judi Lim <judichong@gmail.com>

Oct 16, 2020 7:02 AM

Posted in group: **Planning and Urban Development**

*To the Planning Board:*

*We respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

*Sincerely,*

*Chong and Judith Lim*

*34 Fengler Rd*

*Scarborough, ME 04074*

## Preble Street

---

**Jeff Holmes** <drjeffholmes@gmail.com>

Oct 16, 2020 6:43 AM

Posted in group: **Planning and Urban Development**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

--

Jeffrey A. Holmes, MD  
Regional Director of Simulation Education, Hannaford Simulation Center  
Director of Simulation Education  
Department of Emergency Medicine  
Maine Medical Center  
Assistant Professor, Tufts University School of Medicine  
Boston, MA

Editor of [www.downeastem.org](http://www.downeastem.org)

## Don't leave people out in the cold

---

**Leverett, Stephen V.M. (US)** <SLeverett@unum.com>

Oct 16, 2020 6:37 AM

Posted in group: **Planning and Urban Development**

Dear Planning Board members,

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Thank you for your consideration.

Please wear your mask.

Stephen Leverett

## Please Approve Preble St. Conditional Use Application

---

**Brian Walker** <brian@trailguideconsulting.com>

Oct 16, 2020 6:29 AM

Posted in group: **Planning and Urban Development**

In your upcoming Tuesday meeting, I would urge the Planning Board to approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter.

Winter in Maine is no time or place for homelessness. COVID-19 has exacerbated the current situation. If there are good alternatives, please consider those ideas as well, but please don't make the alternative no alternative, forcing people out in the cold to face illness and potential death.

As you know, Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building.

Thank you for your consideration.

Leigh and Brian Walker  
137 Spring St.  
Portland, ME 04101

## Don't leave people out in the cold

---

**Lauren Goldsmith** <lgoldsmi@maine.rr.com>

Oct 16, 2020 5:59 AM

Posted in group: **Planning and Urban Development**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

*Lauren Goldsmith  
Portland, Maine*

Sent from my iPad

## Preble Street Shelter

---

**Josh Key** <joshkeykidd@gmail.com>

Oct 15, 2020 11:24 PM

Posted in group: **Planning and Urban Development**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*



## Don't leave people out in the cold

---

**Dan Morse** <sail420dan@gmail.com>

Oct 15, 2020 11:20 PM

Posted in group: **Planning and Urban Development**

*Dear planning board of the [City of Portland](#)*

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

*-- Be Well,  
Dan o Morse*

## Don't+leave+people+out+in+the+cold

---

**Andrew Shedd** <andyshedd@gmail.com>

Oct 15, 2020 11:15 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

## Don't+leave+people+out+in+the+cold

---

**sandy good** <mrsjohnngood@gmail.com>

Oct 15, 2020 10:41 PM

Posted in group: **Planning and Urban Development**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

## Don't leave people out in the cold

---

**John Kruger** <kruger1@roadrunner.com>

Oct 15, 2020 10:35 PM

Posted in group: **Planning and Urban Development**

As a twenty year supporter of Preble Street and the work they do I urge your approval of the conversion required to provide more shelter for the homeless as winter approaches.

Respectfully,  
John Kruger, Windham

Sent from my iPad

## Don't+leave+people+out+in+the+cold

---

**Theresa Stevens** <luv2bikeandski@gmail.com>

Oct 15, 2020 10:33 PM

Posted in group: **Planning and Urban Development**

*Dear City of Portland Planning board ,*

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

*Respectfully yours,*

*Theresa Stevens*

## Don't leave people out in the cold

---

**Lalla Carothers** <lallacarothers@mac.com>

Oct 15, 2020 10:32 PM

Posted in group: **Planning and Urban Development**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

*Thank you—*

*Lalla Carothers  
Volunteer, Preble Street Soup Kitchen*

## Don't leave people out in the cold

---

**Monica Boucher** <monica.boucher@maine.edu>

Oct 15, 2020 9:55 PM

Posted in group: **Planning and Urban Development**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

## Don't leave people out in the cold

---

Lucy Amory <lucyamory@gmail.com>

Oct 15, 2020 9:25 PM

Posted in group: **Planning and Urban Development**

*Hello,*

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

*Thank you  
Lucy Amory*

Sent from my iPhone



## Don't leave people out in the cold

---

**Pauline** <breakwater@maine.rr.com>

Oct 15, 2020 9:14 PM

Posted in group: **Planning and Urban Development**

Sent from Mail for Windows 10

## Don't leave people out in the cold

---

**Stacey Zaccaro** <musinggirl@yandex.com>

Oct 15, 2020 9:13 PM

Posted in group: **Planning and Urban Development**

*Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

## Don't leave people out in the cold

---

Janet Howe Kuech <janet79ku@yahoo.com>

Oct 15, 2020 9:05 PM

Posted in group: **Planning and Urban Development**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

Janet Kuech  
Gorham ME

## Don't leave people out in the cold

---

**Thomas Rogers** <trogers1@me.com>

Oct 15, 2020 9:01 PM

Posted in group: **Planning and Urban Development**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building.*

*Thanks for your consideration.*

*Tom Rogers  
8 Drew Rd  
South Portland, ME*

Sent from my iPhone

## Don't leave people out in the cold

---

**Maxine Sclar** <msclar1@maine.rr.com>

Oct 15, 2020 8:59 PM

Posted in group: **Planning and Urban Development**

*To the Portland Planning Board...*

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

*Maxine Sclar*

Sent from my iPad  
509 Chandlers Wharf  
Portland, ME 04101  
msclar1@maine.rr.com

## Please Support Preble Street's Life-saving Work!

---

**Jay Tansey** <jay.tansey@gmail.com>

Oct 15, 2020 8:58 PM

Posted in group: **Planning and Urban Development**

Dear Planning Board Members,

As a member of the Preble Street Board of Directors and longtime supporter of the agency's life-saving work, I respectfully ask - and strongly urge - the City of Portland Planning Board to approve Preble Street's conditional use application so that 5 Portland Street can undergo important renovations needed for a new 24/7 Wellness Shelter.

With more people than ever sleeping outside as winter approaches and during a public health emergency, this initiative is desperately needed. As you know, Preble Street is not asking for City funds and is simply seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave our friends, family, and neighbors out in the cold.

Thank you for your time and consideration.

Sincerely,

Jay

-----  
**Jay Tansey**  
(617) 543-7516  
jay.tansey@gmail.com

## Don't+leave+people+out+in+the+cold

---

**rob boudewijn** <robboudewijn@gmail.com>

Oct 15, 2020 8:56 PM

Posted in group: **Planning and Urban Development**

I request the the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 247 Wellness Shelter. This initiative is essential in light of the approaching winter, subjecting the most vulnerable to the elements.

thanks, rob j boudewijn

97 rackleff st. portland maine

## Don't leave people out in the cold

---

Erica Alt <emccarthyalt@gmail.com>

Oct 15, 2020 8:53 PM

Posted in group: **Planning and Urban Development**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

*-Erica Alt*



## Don't leave people out in the cold

---

**Beth Doran** <beth\_doran@hotmail.com>

Oct 15, 2020 8:47 PM

Posted in group: **Planning and Urban Development**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter.*

*With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building.*

*Please do not leave people out in the cold.*

*Sincerely,*

*Beth Doran*

Sent from my iPhone

**Olivia Ryan** <oliviaryan1997@gmail.com>

Oct 15, 2020 8:42 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that it's facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID informed renovations to the building. Please do not leave people out in the cold.

Respectfully,  
Olivia Ryan  
Portland Resident

--

Olivia Ryan

## Don't leave people out in the cold

---

**Dick and Etta May Bates** <thebates1@comcast.net>

Oct 15, 2020 8:40 PM

Posted in group: **Planning and Urban Development**

Please open up Treble Street for people to sleep there...Etta may bates

## Don't leave people out in the cold

---

**Dick and Etta May Bates** <thebates1@comcast.net>

Oct 15, 2020 8:36 PM

Posted in group: **Planning and Urban Development**

Please do not leave people out in the cold.....Dick and Etta May Bates

## Preble Street application

---

**patricia waldron** <patriciawaldron@yahoo.com>

Oct 15, 2020 8:24 PM

Posted in group: **Planning and Urban Development**

Sent from my iPad

Please support this proposal from Preble Street. We need places now for the homeless.

Thank you for your consideration.

Sincerely,

Tricia Waldron

## Request/ wellness shelter

---

**Bridget O'Keefe** <bridget.okeefe@maine.edu>

Oct 15, 2020 8:17 PM

Posted in group: **Planning and Urban Development**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

Sincerely, Bridget O'Keefe

## Don't leave people out in the cold

---

jean bryenton <jeanbryenton@hotmail.com>

Oct 15, 2020 8:17 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Thank,  
Jean Bryenton

## Problem Street conditional use app

---

**Anna Louise Englund** <ale123@icloud.com>

Oct 15, 2020 8:14 PM

Posted in group: **Planning and Urban Development**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

*Sincerely,*

*AnnaLouise Englund  
110 Alice Street  
Portland, ME 04103*

Sent from my iPad



## Don't leave people out in the cold

---

**Leslie Rothman** <ljrothman@yahoo.com>

Oct 16, 2020 11:05 AM

Posted in group: **Planning and Urban Development**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

*Thank you for your consideration of this important project.*

*Leslie Rothman  
63 Atlantic St.  
Portland, Maine  
040101*

## Don't leave people out in the cold

---

**Amanda Carson** <amanda.g.carson@gmail.com>

Oct 16, 2020 11:51 AM

Posted in group: **Planning and Urban Development**

To Whom it May Concern,

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Thank you for your time and kindness,  
Amanda Carson, Resident of Portland, ME

--

**AMANDA CARSON**  
*she/her/hers*

Graduate Student, M.S. Counselor Education: School Counseling  
University of Southern Maine  
amanda.carson@maine.edu

Cycling Instructor, Rêve Cycling Studio, Portland, ME  
www.revecyclingstudio.com  
\*\* Currently located at Halo at the Point! <http://haloatthepoint.com>

mobile: 414.745.9093

## Please don't leave people out in the cold

---

edit.proof.wright@gmail.com <edit.proof.wright@gmail.com>

Oct 15, 2020 5:34 PM

Posted in group: **Planning and Urban Development**

Dear Planning Board:

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Thank you!

--Shannon Wright

Portland resident

## Don't leave people out in the cold

---

**Gaye Brown** <gayebrown25@gmail.com>

Oct 15, 2020 5:35 PM

Posted in group: **Planning and Urban Development**

*Dear Planning Board Members:*

*I respectfully request that the board approve the Preble Street conditional use application so that its facility at 5 Portland Street can undergo renovations for a new 24/7 Wellness Shelter. With so many clients forced outdoors due to the public health emergency, and with winter approaching, this initiative is desperately needed. Preble Street is not asking for city funds; it only seeks Planning Board approval for necessary COVID-informed renovations to the building. Your approval will ensure that 40 vulnerable people are not sleeping out in the cold.*

*Thank you for your consideration.*

*Sincerely yours,*

*Gaye Brown*

*72 Prospect Street*

*Portland, ME 04103*

## Don't leave people out in the cold

---

**Jennifer Heald** <jenniferheald8154@gmail.com>

Oct 15, 2020 5:35 PM

Posted in group: **Planning and Urban Development**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergoes renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

Sincerely,

Jennifer Muehle Heald  
236 State Street Apt 2  
Portland, Maine 04101

## Don't leave people out in the cold

---

jprin99443@aol.com <jprin99443@aol.com>

Oct 15, 2020 5:39 PM

Posted in group: **Planning and Urban Development**

*Dear members of the Portland Planning Board,*

*As a past resident of Portland, a long time supporter of Preble Street and past director of outpatient clinics at Maine Medical Center,*

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

*Sincerely,  
Jane P. Pringle, M.D.*

## Preble Street 24/7 Wellness Center Approval

---

**Susan Mansfield** <suzonboard@gmail.com>

Oct 15, 2020 5:41 PM

Posted in group: **Planning and Urban Development**

To the Planning Board:

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

Thank you,

*Susan L Mansfield*

## Don't leave people out in the cold

---

Mary O'Brien <marymobrien2@gmail.com>

Oct 15, 2020 5:45 PM

Posted in group: **Planning and Urban Development**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

*I volunteer at the Gathering Place in Brunswick, and I know this kind of overnight shelter is desperately needed everywhere in the state. I plan to urge all communities to take this kind of action. Preble St harnesses community support and donations to meet a public need that affects the well being on residents and visitors to Portland, so please partner with them in this way.*

--

Mary O'Brien  
7 Bowdoin St.  
Brunswick, ME 04011

marymobrien2@gmail.com  
207-240-0874



## Don't leave people out in the cold

---

**Portland Fruit and Nut Company** <info@portlandfruitandnut.com>

Oct 15, 2020 5:46 PM

Posted in group: **Planning and Urban Development**

I was just approached by my adopted 18 year old son's birthmother this past weekend. She was very distraught, because she had spent the last 7 nights, sleeping in her car. The safest place to park it, she felt, was in front of an "Unavailable" woman's shelter. I told her, not to worry and stick it out for a few more days. I would do my best to find her a safe place to sleep. She drew a deep sigh of relief!. Well 4 days later and lots of phone calls, Nothing has happened. This child of God literally handed over her own flesh and blood to us, on the day after her son was born, eighteen years ago! The greatest gift to me and my wife; AND more importantly, a Better chance for a Better life for her Newborn son ! Not a day goes by that I don't recognize the magnitude of her sacrifice. She is just one person, with one story that needs to be heard. There are countless others, with the same God given needs. Real Faces, Real People, with their own particular story. The stories are not as important as the facts. And the Most Basic Fact is, " No Person, should Ever, be left out in the cold!" There are NO EXCUSES. I don't know how I'm going to explain to my son and his birthmother how or why the 'system' failed? But i will give them my opinion and a real dose of the truth..."It takes a cold person, with a cold heart " to literally ' Leave somebody out in the cold " SO, the next time, you go for that 'extra blanket 'on a cold winter's night... Pause, and take a 'moment' to Feel and Realize, that little bit of extra 'chill' in your body. Then magnify it a thousand fold. Because, that's what it probably feels like to a person out in the cold ! No bed, No blankets, No heat and No roof over your head !! Just the brutal, painful COLD; that goes right to the core of your bones. And along the way, Wreaks 'Havoc' with your heart and soul !! There is NO reason for this to happen to any "Human Being"

**Re: Preble Street**

---

**Amy Tinkle** <amyseltzman.tinkle@gmail.com>

Oct 15, 2020 5:48 PM

Posted in group: **Planning and Urban Development**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

Thank you,

Amy Tinkle  
Portland, ME

## 5 Portland St. - Preble St. Conditional Use Application

---

**Gisele** <gisele.messier@gmail.com>

Oct 15, 2020 5:50 PM

Posted in group: **Planning and Urban Development**

To Whom It May Concern:

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Thank you for supporting the many homeless individuals who urgently need our help!

--

**Gisele Messier**  
**1700 Broadway #272**  
**South Portland, ME 04106**  
**(207) 450-2083**  
**gisele.messier@gmail.com**



Virus-free. [www.avg.com](http://www.avg.com)

## Support for Preble Street 24/7 Wellness Shelter

---

**Emily Southard** <emilysouthard99@gmail.com>

Oct 15, 2020 5:51 PM

Posted in group: **Planning and Urban Development**

Members of the Portland Planning Board,

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold!

Thank you,

Emily Southard

## Comment for Approval of Preble's Petition

---

**Greta Lozada** <greta.lozada@maine.edu>

Oct 15, 2020 5:51 PM

Posted in group: **Planning and Urban Development**

Good evening,

As a Portland community member I implore that you approve the petition. I live in the intersection of Park Ave and Forest Ave, every day I see how these humans have been left out in the cold and it is sad to see that our community has not been able to come up with a way to help these members of society. We must find a way to facilitate a place where they could get the resources and help they need. Being at the park where they are using the streets as their living quarters is unacceptable. Using any hidden alley and at times even the front door of my apartment as their restrooms is unacceptable. These members of our community desperately need our help. Approving Preble's petition is one step forward in this long road to help our community.

Best,  
Greta Lozada  
207-228-5770

## Don't leave people out in the cold

---

angelaabsher@gmail.com <angelaabsher@gmail.com>

Oct 15, 2020 5:52 PM

Posted in group: **Planning and Urban Development**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

*Thank you , Angela Absher*

Sent from my iPhone

## Wellness shelter

---

**Cameron Macedo** <macedocameron@gmail.com>

Oct 15, 2020 5:52 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

## Don't+leave+people+out+in+the+cold

---

**Tristan Bennett** <taft.bennett@gmail.com>

Oct 15, 2020 5:52 PM

Posted in group: **Planning and Urban Development**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*



## Don't leave people out in the cold

---

**Jay Knowlton** <jay.s.knowlton@gmail.com>

Oct 15, 2020 5:57 PM

Posted in group: **Planning and Urban Development**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

--

Jay Knowlton  
Munjoy Hill resident  
c: 207.975.9004

## Don't leave people out in the cold

---

Virginia Gill <vgilldvm@gmail.com>

Oct 15, 2020 5:59 PM

Posted in group: **Planning and Urban Development**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold!!*

*Respectfully,  
Virginia Gill  
Cape Elizabeth*

Sent from my iPhone

## Preble Street

---

**Betsy Smith** <betsysmith429@gmail.com>

Oct 15, 2020 6:01 PM

Posted in group: **Planning and Urban Development**

To Whom It May Concern on the City of Portland Planning Board:

We are donors and supporters of Preble Street and believe the work they do is unparalleled in this community.

We know the Planning Board will be discussing Preble Street's conditional use application -- for a new 24/7 Wellness Shelter -- at its upcoming meeting on Oct 20. This type of program is desperately needed in Portland.

We respectfully request that the Planning Board approve Preble Street's conditional use application in order that its facility at 5 Portland Street can undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

I look forward to the Planning Board's decision and a response to my email after the vote.

Thank you very much,  
Betsy Smith  
Portland resident (63 Stroudwater Rd)

--

Betsy Smith  
betsysmith429@gmail.com  
207-939-7769

## Don't leave people out in the cold

---

**Bethany Woodworth** <bethanyw@maine.rr.com>

Oct 15, 2020 6:02 PM

Posted in group: **Planning and Urban Development**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

*Sincerely*

*Bethany L Woodworth*

## Don't leave people out in the cold

---

**Jane Sloven** <janeslo@maine.rr.com>

Oct 15, 2020 6:08 PM

Posted in group: **Planning and Urban Development**

Please approve Preble Street's application to house people this winter.

Respectfully,  
Jane Sloven

Sent from my iPhone

## Don't leave people out in the cold

---

**Claire Sutton** <OceanSunshine@outlook.com>

Oct 15, 2020 6:14 PM

Posted in group: **Planning and Urban Development**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

Thanks.

Claire

Sent from Mail for Windows 10

## Don't leave people out in the cold

---

**Benjamin Heasly** <benjamin.heasly@gmail.com>

Oct 15, 2020 6:15 PM

Posted in group: **Planning and Urban Development**

To whom it may concern:

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Sincerely,

Ben Heasly

**Grace Grace-Street Ministry** <gracestreetministry@gmail.com>

Oct 15, 2020 6:15 PM

Posted in group: **Planning and Urban Development**

I'm sending this email in support of the Preble Street Wellness shelter. As the executive director of a small street ministry, I've seen firsthand the good work that Preble Street does. I also know that the lessons learned from the shelter at Sullivan Gym will be applied with great efficacy at this new facility. -Pastor Jeffery Logan, Grace-Street Ministry.

--

Grace-Street Ministry  
email: GraceStreetMinistry@gmail.com



## Don't leave people out in the cold

---

**suzcat23@gmail.com** <suzcat23@gmail.com>

Oct 15, 2020 6:17 PM

Posted in group: **Planning and Urban Development**

*I respectfully request the City of Portland Planning Board approve the Preble Street conditional use application so its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

Sent from my iPhone

## Don't leave people out in the cold

---

**Barbara Boes** <barbaraboos@icloud.com>

Oct 15, 2020 6:23 PM

Posted in group: **Planning and Urban Development**

*I respectfully request that the Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

*Thank you*

Sent from my iPhone

**please approve the Preble Street conditional use application**

---

**Jason Heinze** <jasonheinze@gmail.com>

Oct 15, 2020 6:23 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed.

I work with many homeless and formerly homeless individuals. They need the help Preble Street can provide -- during winter and a pandemic more than ever. Please do not leave people out in the cold.

Sincerely,  
Jason Heinze

## Preble Street conditional approval

---

**Kaspar Heinrici** <kaspar@seaweedmaine.com>

Oct 15, 2020 6:25 PM

Posted in group: **Planning and Urban Development**

As a member of the Portland community and manager of a business in the area

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

*Thank you,  
Kaspar*



**Director of Business Development**

Web: [www.seaweedmaine.com](http://www.seaweedmaine.com)

Instagram: [@sea.weed.co](https://www.instagram.com/sea.weed.co)

Phone: 207 766 6893

## Don't leave people out in the cold

---

**Elaine McGillicuddy** <ebmcgillicuddy@gmail.com>

Oct 15, 2020 6:26 PM

Posted in group: **Planning and Urban Development**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

Elaine G McGillicuddy  
62 Avalon Road  
Portland, Maine 04103

## Don't+leave+people+out+in+the+cold

---

**Leslie Richfield** <leslie.richfield@gmail.com>

Oct 15, 2020 6:28 PM

Posted in group: **Planning and Urban Development**

To whom it may concern,

I am writing to express my strong support for the new Preble Street 24/7 Wellness Shelter.

Thank you,

Leslie Richfield

Portland, Me

Sent from my iPhone

## Don't leave people out in the cold

---

**Anna Cashman** <annaelizabeth114@gmail.com>

Oct 15, 2020 6:31 PM

Posted in group: **Planning and Urban Development**

*Hello,*

*My name is Anna Cashman and I am sending this email to respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter.*

*With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

*Thank you,  
Anna Cashman*

## Don't leave people out in the cold

---

Trish B <trishabreshears@gmail.com>

Oct 15, 2020 6:34 PM

Posted in group: **Planning and Urban Development**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*



## Don't leave people out in the cold

---

**Penny Kacere** <kkacere@earthlink.net>

Oct 15, 2020 6:35 PM

Posted in group: **Planning and Urban Development**

Dear Portland Planning Board,

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Thank You,  
Penny Kacere

## Don't leave people out in the cold

---

Jeanette <jog@maine.rr.com>

Oct 15, 2020 6:36 PM

Posted in group: **Planning and Urban Development**

Dear Portland City Planning Board,

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

*God Bless you for helping with this critical humanitarian problem.*

*Sincerely,*

*Jeanette Guglielmetti*

## Preble Street shelter

---

**wendy Haskell** <wendy\_haskell@hotmail.com>

Oct 15, 2020 6:37 PM

Posted in group: **Planning and Urban Development**

To whom it may concern:

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

*Thank you,  
Wendy Haskell*

Sent from my iPad

## Don't leave people out in the cold

---

**Bob and Linda Webster** <blwebby@yahoo.com>

Oct 15, 2020 6:41 PM

Posted in group: **Planning and Urban Development**

Dear Planning Board,

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

Sincerely,  
Linda Webster  
Sent from my iPhone

## Preble Street conditional use application

---

**Liz Blake** <elizabeth.p.blake@gmail.com>

Oct 15, 2020 6:44 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Best,  
Elizabeth Blake  
Biddeford, ME

## Don't+leave+people+out+in+the+cold

---

max zakian <maxzakian@gmail.com>

Oct 15, 2020 6:46 PM

Posted in group: **Planning and Urban Development**

*respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold*

## Approve Preble St 24/7 Wellness Shelter

---

**Nikki Wetenkamp** <nwetenkamp@gmail.com>

Oct 15, 2020 6:50 PM

Posted in group: **Planning and Urban Development**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

*Thank you for your consideration and attention to this important matter.*

*Kindly,  
Nikki Wetenkamp  
11 Cleeve St.  
Portland, ME 04101*

Sent from my iPhone

## Don't leave people out in the cold

---

**Jean Harmon** <monaharmonart@yahoo.com>

Oct 15, 2020 6:53 PM

Posted in group: **Planning and Urban Development**

Help these people!

Sent from my iPad



## Approve Wellness Shelter at Preble St

---

Emily Kelly <enicklawskyk@gmail.com>

Oct 15, 2020 6:56 PM

Posted in group: **Planning and Urban Development**

*To Whom It May Concern:*

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

*I am a resident physician at Maine Medical Center, and almost every day I see first hand how living without permanent shelter negatively affects my patients' health, and limits the extent of the care and counselling we are able to provide. Housing this winter is a life-and-death matter of importance.*

*Sincerely,*

*Emily Kelly, MD*

## Preble Street request for conditional facility use

---

Laura Paul <laura.cyr@gmail.com>

Oct 15, 2020 6:59 PM

Posted in group: **Planning and Urban Development**

*Greetings -- This email is in regard to Preble Street's request for conditional use of their space to shelter people. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

*Thank you for your consideration.*

*Sincerely,  
Laura Paul*

## Please approve the Preble Street conditional use application

---

**Mollie Barnathan** <mwbarathan@gmail.com>

Oct 15, 2020 7:09 PM

Posted in group: **Planning and Urban Development**

Hello-

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Thank you,

Mollie

Mollie Barnathan, MPH  
Postpartum Doula and Maternity Concierge  
mwbarathan@gmail.com  
617-512-9456

## Don't leave people out in the cold

---

**Anne Grimes** <annergrimes@gmail.com>

Oct 15, 2020 7:15 PM

Posted in group: **Planning and Urban Development**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

*Sincerely,*

*Anne Grimes*

Sent from my iPhone

## Don't leave people out in the cold

---

**Pat** <patlin900@aol.com>

Oct 15, 2020 7:15 PM

Posted in group: **Planning and Urban Development**

Please allow Preble Street to open a homeless shelter this winter. It is desperately needed in Portland. I have volunteered at Preble Street and find them to be a very responsible, caring, professional agency! Thank you, Pat Linscott

Sent from my iPhone

## Don't leave people out in the cold

---

**Reesa Wood** <reesawood@gmail.com>

Oct 15, 2020 7:20 PM

Posted in group: **Planning and Urban Development**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

--

Reesa Wood

## Don't leave people out in the cold

---

**Amy Gamble** <amygamble17@gmail.com>

Oct 15, 2020 7:28 PM

Posted in group: **Planning and Urban Development**

To the City of Portland Planning Board,

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

*I work for a non-profit organization that is committed to keeping all of greater Portland healthy and I would love for our community to also have the shelter so badly needed.*

Amy Gamble, PharmD

978-549-5617

Sent from my iPhone

## Don't+leave+people+out+in+the+cold

---

**Jeanne LePage** <jeanne.lepage6@gmail.com>

Oct 15, 2020 7:30 PM

Posted in group: **Planning and Urban Development**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

*Thank you,  
Jeanne LePage*



## Please Approve Preble Cond Use App on Tues

---

**Karen Prieto** <kprieto01@gmail.com>

Oct 15, 2020 7:32 PM

Posted in group: **Planning and Urban Development**

Dear Planning Board members,

My name is Karen Staples Prieto. I recently moved back to Brunswick after living out of state, and I work for a company in Portland.

I'm relieved to hear that the Preble Street facility at 5 Portland Street may be converted to a 24/7 Wellness Shelter. This initiative is desperately needed - can you imagine how awful it must feel to sleep outside in a normal winter, much less this year with a pandemic?

In order to give shelter and a helping hand to forty human beings, Preble Street just needs your help with one thing: Approval of the conditional use application for necessary COVID-informed renovations to the building.

If you could please make this approval request a top priority on Tuesday October 20, I'd be very grateful - on behalf of my fellow Mainers in Portland who are having tough times this winter. Please help them have a place to stay, so they're not out in the cold.

With appreciation,

Kp

## Don't leave people out in the cold

---

Christoph Egli <cegli67@gmail.com>

Oct 15, 2020 7:34 PM

Posted in group: **Planning and Urban Development**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold*

Best Regards  
Christoph Egli

54 Smith Street  
South Portland, ME 04106  
cegli67@gmail.com  
+1 207 239 7411

## Don't leave people out in the cold

---

Jeff Peterson <jbpjayhawk@gmail.com>

Oct 15, 2020 7:36 PM

Posted in group: **Planning and Urban Development**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold*

*Jeff Peterson  
Portland*

## Don't leave people out in the cold

---

**Deborah Silberstein** <deborah.silberstein@gmail.com>

Oct 15, 2020 7:36 PM

Posted in group: **Planning and Urban Development**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

## Planning Board, Portland Shelter

---

**Jamie Walsh** <jamielouisewalsh@gmail.com>

Oct 15, 2020 7:37 PM

Posted in group: **Planning and Urban Development**

To Whom it May Concern,

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Respectfully,  
Jamie Walsh

## Preble Street

---

**Merissa Beaulieu** <merissabeaulieu@gmail.com>

Oct 15, 2020 7:39 PM

Posted in group: **Planning and Urban Development**

Greetings,

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter.

With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building.

**Please do not leave people out in the cold.**

M Beaulieu

## Don't leave people out in the cold

---

**Richard Wolfe** <richard.robert.wolfe@gmail.com>

Oct 15, 2020 7:40 PM

Posted in group: **Planning and Urban Development**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

## Preble Street Wellness Shelter

---

amyroche@myfairpoint.net <amyroche@myfairpoint.net>

Oct 15, 2020 7:46 PM

Posted in group: **Planning and Urban Development**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

*I work in the neighborhood (with MaineHealth Access to Care at 241 Oxford Street) and I see the need every day. Last winter we had people sleeping on the sidewalk in front of our building. Anything that can be done to provide the homeless with shelter and care is greatly appreciated by everyone in the community.*

*Thank you for your consideration.*

*Sincerely,*

*Amelia L. Roche  
Westbrook, Maine*



## Preble Street

---

**Susan Hemond** <susanhemond5@gmail.com>

Oct 15, 2020 7:51 PM

Posted in group: **Planning and Urban Development**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

*Thank you,*

*Susan Hemond*

## Don't leave people out in the cold

---

**Bill Creighton** <todabill@gmail.com>

Oct 15, 2020 7:53 PM

Posted in group: **Planning and Urban Development**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

*Thanks very much,*

*Bill Creighton*

## Don't leave people out in the cold

---

**Parker Beekom** <parker.beekom@gmail.com>

Oct 15, 2020 7:54 PM

Posted in group: **Planning and Urban Development**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

*-Parker Beekom*

## Moral Imperative

---

**Amy Sinclair** <amysinclair@maine.rr.com>

Oct 15, 2020 8:00 PM

Posted in group: **Planning and Urban Development**

Dear Planning Board,

It's not okay to willfully leave people outside in the cold during the Maine winter.  
Please support Preble Street's initiative.

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Respectfully,

Amy

Amy Sinclair  
amysinclair@maine.rr.com

## Don't leave people out in the cold

---

**Julia Lockwood** <julialockwood@comcast.net>

Oct 15, 2020 8:01 PM

Posted in group: **Planning and Urban Development**

I support the planning board to grant approval to Preble Resource Center to create a wellness center for the homeless. I am a board member of the Grace Street Ministry and am stunned by the lack of shelter space for this population. Please support this initiative.

Julia Lockwood MD

Sent from my iPhone

## Don't leave people out in the cold!

---

**Marilyn Noble** <quiltingpastor@gmail.com>

Oct 15, 2020 8:03 PM

Posted in group: **Planning and Urban Development**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold. Please take this action and show that Portland cares about everyone and is willing to step up and take action!*  
thank you Marilyn Noble, resident of Portland

## Don't leave people out in the cold

---

**Joe Heasly** <jheasly1@maine.rr.com>

Oct 15, 2020 8:06 PM

Posted in group: **Planning and Urban Development**

Dear Portland Planning Board members,

The following is text provided by the folks at Preble Street, but I wholeheartedly support it; I hope you will, too:

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Thank you,

Joe Heasly  
1832 Congress St  
Portland

## Wellness Center

---

**Linda Suitor** <lindacampt@gmail.com>

Oct 15, 2020 8:09 PM

Posted in group: **Planning and Urban Development**

Dear Planning Board,

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Sincerely,

***Linda Suitor***

259 Meadow Road  
Raymond, ME 04071  
207-751-1018



## Don't leave people out in the cold

---

**maddy r** <madelineryan1287@gmail.com>

Oct 15, 2020 8:10 PM

Posted in group: **Planning and Urban Development**

To whom it may concern,

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Thank you,  
Madeline Ryan

## Don't leave people out in the cold

---

**Robbie Trowbridge** <rgtrowb8@gmail.com>

Oct 15, 2020 8:11 PM

Posted in group: **Planning and Urban Development**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

Thank you.

## Please don't leave people out in the cold!!

---

**Anne Parsons Marchant** <aparsonsmarchant@gmail.com>

Oct 15, 2020 8:11 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

with thanks,  
Anne Parsons Marchant  
131 Temple Ave #37  
OOB ME 04064

## Approve Preble Street Wellness Shelter!

---

**Nicole Brown** <nicole.brown1@maine.edu>

Oct 16, 2020 1:07 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold. The people of Portland deserve to be housed.

**Nicole Brown**

*Social Work Major*

*Psychology Minor*

*University of Southern Maine '21*

*President of USM's Social Work Student Organization*

*Pronouns: She, Her, Hers*

## Don't leave people out in the cold

---

**Hilary Andrew** <andrew.hilary@gmail.com>

Oct 16, 2020 12:59 PM

Posted in group: **Planning and Urban Development**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

*Thank you!  
Respectfully,  
Hilary Andrew*

## Comment on Preble Street request

---

**Paul Sarvis** <psarvis51@gmail.com>

Oct 16, 2020 12:55 PM

Posted in group: **Planning and Urban Development**

Forgive the canned response, but I can't say it any better than the quoted text below; I hope the Planning Board will approve this conditional use application.

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

Thank you for considering my input  
Paul Sarvis  
24 Linden St.  
Portland 04103

## Don't leave people out in the cold

---

**Jean Sanborn** <jmsanbor@colby.edu>

Oct 16, 2020 12:45 PM

Posted in group: **Planning and Urban Development**

It would be inhumane and unthinkable not to allow that use of this space by 40 of the currently homeless people in Portland. The winter is coming on. Preble Street knows how to manage housing like this. The Planning Board must approve the plan.

Sincerely,  
Jean Sanborn

## Don't leave people out in the cold

---

**Susan Kroll** <sckroll@me.com>

Oct 16, 2020 12:41 PM

Posted in group: **Planning and Urban Development**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

Susan C. Kroll  
33 Kimberly CT  
Portland, ME. 04103



## Don't leave people out in the cold

---

**Jason Rogers** <jason.rogers@maine.edu>

Oct 16, 2020 12:40 PM

Posted in group: **Planning and Urban Development**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

Thank you,  
Jason

--

Jason Rogers, BSW, MHRT/C  
He/Him  
MSW Student, University of Southern Maine 2021  
Phone: 207-210-1326  
Email: jason.rogers@maine.edu

## Our community can do better, don't leave people out in the cold

---

**Eric Dodge** <eric.dodge@maine.edu>

Oct 16, 2020 12:29 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Best,  
Eric Dodge

## Don't leave people out in the cold

---

**Kristina McKenna** <kristinammckenna@gmail.com>

Oct 16, 2020 12:26 PM

Posted in group: **Planning and Urban Development**

Hello,

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland St undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Thank you,

Kristina McKenna

## Don't leave people out in the cold

---

Sarah Daignault <spdmom@gmail.com>

Oct 16, 2020 12:15 PM

Posted in group: **Planning and Urban Development**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

--

Thanks.

Sarah

Sarah Daignault

## Approval of 24/7 Wellness Shelter conditional use application - 5 Portland St

---

**Alice** <bluesky10@maine.rr.com>

Oct 16, 2020 12:04 PM

Posted in group: **Planning and Urban Development**

Dear City of Portland Planning Board,

Please approve the conditional use application submitted by Preble Street Resource Center for a 24/7 Wellness Center at 5 Portland St.

Your approval will allow Preble Street to provide 40 people an indoor place to sleep this winter and beyond, renovated with virus safety in mind. As you know, no City funds are requested, only an approval of use.

Preble Street has been a steadfast community partner in providing and advocating for food, shelter and other services for many years - a great benefit to the City. Please approve this application to bring some of our most vulnerable neighbors in from the cold.

Thank you.  
Sincerely,  
Alice Grant  
Cape Elizabeth

## Don't leave people out in the cold

---

**nan hughes** <nshoreyh@gmail.com>

Oct 16, 2020 12:03 PM

Posted in group: **Planning and Urban Development**

Sent from my iPad

## Don't leave people out in the cold

---

**Susan Berry** <susanb23@twc.com>

Oct 16, 2020 11:59 AM

Posted in group: **Planning and Urban Development**

I cannot imagine our wonderful city doing anything less than approve Preble Street as a 24 hour shelter for the homeless. The support surrounding that could too so.much good. Plus it's right.

## Preble Street Wellness Shelter

---

**Tessa Storey** <tessa@tessastorey.com>

Oct 16, 2020 12:00 PM

Posted in group: **Planning and Urban Development**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergoes renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Thank you,

Tessa Storey



---

## Preble Street - Remarks in Opposition to Conditional Use Permit for Emergency Shelter at 5 Portland Street

---

Laura S. Underkuffler <lu27@cornell.edu>

Oct 15, 2020 3:56 PM

Posted in group: **Planning Board**

October 15, 2020

### **Re: Application of Preble Street Resource Center: Conditional Use Permit for Conversion of 5 Portland Street to a Permanent Emergency Shelter**

To: Members of the Portland City Planning Board

I am writing regarding the conditional use permit application by Preble Street to convert its former Resource Center building into a homeless shelter for 40 people.

This proposal fails General Conditional Use Approval Standards, and the City's Specific Conditions for Emergency Shelters. It also fails state and national COVID requirements. After the flowery language of descriptions and philosophies is stripped away, what is left is an attempt to cram 40 people into one floor of a decrepit and aging building that was not built for this purpose, and which is not suitable for this purpose. The proposal, as described below, is critically and legally inadequate in multiple dimensions.

#### **I. Preliminary Observation: COVID Requirements, which are claimed to motivate this proposal, are conspicuously unaddressed.**

First, it must be noted that the exigencies of the COVID epidemic – which the applicant has claimed to have motivated this application, and to require its rushed approval – are reflected nowhere in this application. With the exception of a stated distance of 8 feet between beds, the proposal ignores all of the state and national COVID rules which attempt to stop the spread of this pandemic.

State and national CDC agencies require social distancing in public spaces. In this proposal, the only dimension in which there is even an attempt to meet this requirement is the listed space between beds. Essentially, as soon as residents get off their beds, there is no allowance or space for social distancing in this facility at all. The two conference rooms on the lower level, where it is stated that counseling required by the City's new rules will take place, are tiny spaces that hardly admit one desk and two chairs. No social distancing can happen there. In addition, and more fundamentally, there is no inside recreational or social space for residents to sit or "be" which allows social distancing whatsoever. In the entire facility, the only inside space that exists is a small first floor space with 4 tables that crowded with 4 chairs each. Even the architectural drawings place these tables only 4 feet apart. There is no other inside space for congregating, eating, socializing, or doing anything else – let alone one where required social distancing could be maintained. Presumably, the applicant will argue that residents can go "outside" into the "courtyard" as a place to be. However, this ignores the stark reality of that space. The "courtyard" is a large concrete slab, with concrete benches with no backs, providing no shelter, and open now to rain and shortly to snow.

Another critical requirement in COVID rules are the ventilation upgrades in public spaces that are now required to contain COVID's spread. With the CDC's acknowledgment on 10/7/20 that COVID is spread – perhaps primarily – by aerosol transmission, this requirement has become of even more critical importance. The ventilation system of any new or renovated building for public accommodation must be adequately ventilated, with sufficient air exchange and HEPA filters to block the spread of the virus's contagion. In this proposal, nothing is said about the capacity or quality of the ventilation system that this building will have. Nothing is said about HEPA filters, or system upgrades, or separate circulation and filtering systems for the two different floors.

Critical requirements of the COVID pandemic – although invoked by the applicant to justify the rush approval of this permanent project – are conspicuously unaddressed.

## II. General Conditional Use Approval Standards

**Requirement: “The Proposed Use will not create unsanitary or harmful conditions by reason of noise, glare, dust, sewage disposal, emissions to the air, odor, lighting, or litter.”**

This standard requires that the proposed use be evaluated as compared with other uses in the surrounding neighborhood. The applicant attempts to elide that requirement by making the argument that “the propos[al] ... will decrease negative impacts on the neighborhood from the current use of the property” – an apparent reference to the vast and documented neighborhood deterioration created by the operation of its resource center over the past ten years. (See, e.g., “Bayside at Rock Bottom: Portland Neighborhood Is Under Siege,” Portland Press Herald 5/6/18).

However, what Preble Street uses is not the test. An applicant cannot concede that it operated a public nuisance for years, and then claim that it should be granted a conditional use permit because its now-proposed use will be “an improvement” over prior, intolerable conditions. Rather, the legal test is whether the proposed use will create conditions in the neighborhood that are harmful to the property of others and to the neighborhood, as they now exist.

The operations of Preble Street in the 5 Portland Street location have created intolerable conditions for residential owners, restaurant owners, and others there for years. The area around Preble Street’s Resource Center has been the area of worst conditions in the City, under any metric. As the Portland Press Herald described the scene, “[r]ough looking crowds gather on street corners. Alcoholics drink openly on public sidewalks and addicts slide needles into their arms and legs. Others in drug-induced stupors slump over in doorways and entryways. Some slip into alleyways and private driveways to relieve themselves or engage in sexual acts. And tempers flare, leading to arguments and fights on city streets.” (Portland Press Herald, “Bayside at Rock Bottom: Portland Neighborhood Is under Siege,” above).

As was recently described from personal experience in another article, in the area “[t]rash cluttered [the] sidewalks: bottles and cans, empty cigarette packs and coffee cups, discarded blankets and dirty syringes Every form of refuse could be found on those curbs, from rotten food to human waste ... .” (“Chapter Two: Preble Street,” The Bollard, 11/19).

Conditions are currently alleviated in the area only because the Preble Street’s Resource Center was required, several months ago, to abandon operations.

Preble Street apparently wants decision-makers to assume that none of this will reoccur if it reopens with a permanent homeless shelter at this site. However, there is little to substantiate this statement. The track record of Preble Street at this location, and with this population, is worse than poor. As described below, Preble Street in its proposal makes its assurances (if they are possible) only as to the safety and preservation of its own property – a partial city block covered by its own building, and surrounding sidewalks. It does not even pretend to be able to control, or to take responsibility for, the kinds of conditions that its previous operations attracted.

**Requirement: “The design and operation of the proposed use, including but not limited to landscaping, screening, signs, loading, deliveries, trash or waste generation, arrangement of structures, and materials storage will not have a substantially greater effect/impact on surrounding properties than those associated with surrounding uses or other allowable uses in the zone.”**

This requirement reinforces the previous requirement. “Effects” and “impacts” must be assessed in terms of other surrounding uses, not in some sort of comparison with Preble Street’s previously disastrous operations.

However clear this requirement is, Preble Street’s application makes no effort to address it. The application does not describe surrounding uses (residences, restaurants and other small businesses, well-kept government operations), and does not describe how the proposed use will affect or impact any of them. Rather, the applicant persists in its attempt to change the legal standard to one that compares the proposed use with its previously and concededly detrimental and out-of-control operations:

“The proposed project will decrease impact on the surrounding properties [as compared with Preble Street’s prior operations]. The current day shelter and emergency temp[orary] overnight shelter have exterior space open to the

corner of Preble Street and Portland Street. [NB: the day shelter and temporary overnight shelter are now shut down.] This open courtyard crowds with people throughout the day and evening. [NB: this was also closed, and has been surrounded by fencing and “no trespassing” signs for months.] The new emergency ... shelter has the opportunity to work with smaller groups giving the homeless a better chance to recovery. The new fencing [around the courtyard] will act as a screening for those wanting to be outside during the day and evening... . This facility will provide adequate space and support for the homeless individuals staying there and the new screening fence will have a positive impact in the neighborhood.”

When this is boiled down, the entire paragraph contains only the argument that this proposal will be better than Preble Street’s own, prior operations – an argument that does not address what the City requirement demands. Furthermore, and more thinly, the only real statement about how this proposal will be better than Preble Street’s prior operations is that the “courtyard” will now be screened. There is nothing about any of the other severe problems that the placement of 40 people in a completely inadequate building (described below), and the attraction of others to this operation, will almost certainly create.

### **III. Specific Conditions for Emergency Shelters**

These specific conditions for emergency shelters were very recently enacted by the City Council, after public hearings and much deliberation. Meeting them is critical. Many of them are not met in this case.

**Requirement: “The facility shall provide adequate space for conducting security searches and other assessments.” (Other assessments presumably include whether the individual is ill, inebriated or under the influence of drugs, or exhibiting anger/hostility or other socially dangerous attitudes or behaviors).**

All of this is supposed to be going on in the “secure check in” area, which is approximately 12 feet x 6 feet. (Once the individual gets through the door from this area to the “main lobby,” security is lost and access to the entire building is achieved.) This space is completely inadequate for the safety assessments required for a shelter of this type.

**Requirement: “The facility shall be designed with a centralized shelter operations office on each level providing sight lines to sleeping areas.”**

This requirement is also violated by the project’s plans.

The floor, on which the shelter is located, is divided up by both full height (8 foot) and half height (4 foot) walls and partitions. It is also divided up into zones, as dictated by these walls. Three staff members will be on duty during the night and will be charged with observing the entirety of the facility.

The actual sight lines that the plan provides are as follows:

Staff member #1 (desk outside of the lavatories): this staff member is located at the far western part of the floor. He/she is responsible for the entirety of Zone 2, a total of 19 beds down the length of the building (zone 2), which totals more than 104 linear to feet. All of the beds except for the closest one to the monitor’s desk are behind 4-foot half walls, through or around which the monitor is apparently supposed to see. EOne, in the eastern far corner of the building, is also behind the 8-foot walls of the Water Closet (toilet) and completely obscured from view by this staff member or others.

Staff member #2 (desk in the opposite end of the building, next to the stairs to the lower level): This person is to monitor 7 beds in Zone 3. To see one of the beds, the monitor must look through or around a 4-foot half wall.

Staff member #3 (desk in the “common area” with four round eating tables): This person is to monitor 6 beds in Zone 1. Two are in direct line of sight. The other 4 are behind 4-foot half walls.

Zone 4 (6 beds): These beds are completely hidden on three sides by 8-foot walls. They are not even purported to be in the line of sight of anyone.

**Requirement: "A Management Plan adequately outlining the following areas shall be provided: Management responsibilities; Process for resolving neighborhood concerns; Staffing; Access restrictions; On-site surveillance;**

## **Safety measures; Controls for resident behavior and noise level."**

The Management Plan submitted with the application is grossly inadequate regarding these requirements.

As for the first requirement, "management responsibilities," the applicant's "Management Plan" skips this item altogether. This is, unfortunately, has been a pattern with this provider. What will this provider (applicant) *actually undertake* to do? *For what* is it undertaking to be responsible? This has been the core problem with the Resource Center operations for years. The applicant's attitude has always been that it runs its operations, and none of the externalities created toward others were its concern. What responsibility is undertaken here? Responsibility only for the building and the 8 feet of sidewalk that surrounds it? Or is there responsibility for conditions – drug use, public alcohol consumption, discarding of trash, violence – when those attracted to the shelter step across the street?

The clear inference from the proposal is that the applicant interprets "safety" and "desirable conditions" only in terms of its own building and its operations within that building, as described below. There is nothing in this proposal that guarantees anything to the public, the surrounding environment, or neighbors.

The next requirement is "process for resolving neighborhood concerns." On this, the applicant's outlined "process" boils down to describing its own internal relations with shelter clients (including the requirement that clients sign a "Service Expectation Agreement," something that it has used for years in its operations with little apparent effect). This is not a "process for resolving neighborhood concerns"; rather, the applicant acts as though there *will be no* concerns. That is not what the City's special zoning law requires.

Indeed, this reiterates a core problem with this plan. The Management Plan contains no assurance that it will, actually, take responsibility for problems that are created in the neighborhood as the result of its operations, and commit to their resolution. Neighbors and the City government have heard a lot of talk and (in the case of neighbors) absolutely no action from this operator in their midst for years. Its statements that it will "participate in the [once a year Bayside Neighborhood Association clean ups," and that someone from staff will "attend[] Bayside Neighborhood Association meetings," unfortunately mean little. Attending meetings and participating in annual clean ups organized by someone else are not the taking of responsibility for the serious problems that the use creates.

The next requirement, "staffing," has already discussed in the lines of sight. A staff of 3 people to monitor sight lines and enforce safety and other rules in this antiquated building is inadequate.

Other requirements are "on-site surveillance," "safety measures," and "controls for resident behavior." Again, sight lines to all beds are not there, which impairs on-site surveillance. In addition, and most critically, safety measures and controls for behavior are apparently limited to the building and the 8-foot sidewalk area that surrounds it. The proposal states that "clients cannot use the premises" for hazardous, illegal, or waste activities. "No alcohol or illicit substances are permitted in any indoor or outdoor shelter area." "Loitering of non-clients around the Wellness Shelter is not permitted nor is any behavior that is disruptive or unsafe." There is no mention if the behavior moves across the street, or halfway down the block. The proposal's undertaking is crafted carefully to include its premises, only. It excludes areas across the street, outside neighboring businesses or homes, or on surrounding streets or alleys.

**Requirement: "The facility shall provide on-site services to residents, such as case management, life skills training, counseling, employment and educational services, housing assistance, or other programs."**

Notably, the proposal does not address this requirement. It states only that there will be "(2) client consultation rooms for these specific purposes on the lower level." There is no statement, and no commitment, to provide life skills training, counseling, employment, educational assistance, housing assistance, or other programs; and no statement or commitment as to who will do it.

When the new shelter requirements were adopted, a critical mandate was that any new shelter must provide comprehensive services to the human beings housed. There is nothing in this proposal that even attempts to address this requirement.

In addition, the statement that there will be "(2) client consultation rooms" for the rendering of the unnamed services undermines any inference that the applicant takes the mandate for services seriously. Two tiny rooms, on the lower level, each approximately 8 x 10 feet in size, and which can barely accommodate one tiny table and two chairs, are

hardly a commitment to a comprehensive services program. The applicant's statement that counseling work can "also be done in areas throughout the shelter level, at tables, the front desk, near the laundry, and outside in the courtyard," only makes the situation worse. The last suggestion makes no sense, when one considers that the "courtyard" is uncovered, and open to the rain and (soon) the snow. The other suggestions are not much better. The "tables" mentioned are, again, the 4 tiny tables in the lobby area (the only tables that the entire facility provides). Privacy at these tables is impossible, as they are also – supposedly – the (only) indoor place where residents can exist, other than sitting on their beds. The front desk, as a place for confidential counseling, is even more perplexing. How can confidential counseling occur at a desk that is mere feet from the tables (just discussed), and in the gangway of the lobby? The suggestion that counseling could occur "near the laundry" is perhaps the most ridiculous of all. This area is surrounded by residents' beds, and there is no apparent place to sit other than the floor. Truly, the complete inadequacy of this aging building is obvious when the applicant has to strain to come up with these suggestions.

**Requirement: "Suitable laundry, kitchen, pantry, bicycle storage, and secure storage facilities for shelter stayers shall be provided on-site."**

The proposal states that laundry, kitchen, and secure storage facilities "will be included," with no further elaboration. It is difficult to know how adequate these will be. For instance, a place for personal storage is one of the most critical needs of homeless persons. Although the proposal states that this "will be included," there is no mention of where storage for 40 people will be and no inclusion of this on the drawings supplied. There is notation, elsewhere, of where the mandated bicycle storage will be provided. That will be in a different building owned by Preble Street, altogether.

**Requirement: "An outdoor area for guest use shall be provided on-site with adequate screening to protect privacy of guests."**

The obvious intention of the new shelter requirements is that the shelter occupants be afforded humane and adequate physical conditions. However, this proposal fails this test. For instance:

– As stated above, there will be no recreational space within this building for residents. Apparently residents, who will live in this closed environment, will be expected sit on their beds all day. The only other interior space is a small area with four round tables (pictured as each seating 4, at a non-social-distanced distance – at the most – of about 2 feet). This cramped area, accommodating 16 people, is all of the interior space afforded for the 40 residents. Beyond the sixteen "accommodated" by this space, there is nothing in the way of interior space. This is obviously grossly inadequate (as well as violating COVID guidelines).

– The outdoor, "courtyard" space is grossly inadequate. This is the specific issue that the specific condition above sets out. Driven outside, where will the people go? The answer, presented by the proposal, is that the "courtyard" will provide this venue. The "courtyard" is described in glowing terms. There, residents will be able to "eat, visit, and heal in the fresh air in a healthy environment that maintains confidentiality." The reality, however, appears somewhat different. "The landscaping," the proposal elsewhere states, "will remain as is." As it is, the "courtyard" is an expanse of concrete, with concrete slabs for sitting with no backs. In addition, as noted, it provides no cover – open to rain, wind, and snow. The belief that people will flock to its use as an oasis of sorts defies at least this writer's practical imagination.

For all of these reasons, the proposal cannot be approved.

Sincerely,

Laura Underkuffler  
Residence: 215 Oxford Street, Portland

Work: J. DuPratt White Professor  
Cornell University

## Please don't let our neighbors sleep out in the cold

---

**Jennifer Tibbals** <jldoherty84@gmail.com>

Oct 15, 2020 4:18 PM

Posted in group: **Planning Board**

Dear Planning Board,

I am writing to ask that you approve the Preble Street conditional use application so that the former Resource Center can become a 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. You have a chance to save people's lives. Please do not leave these vulnerable human beings out in the cold.

Thanks,

--

Jen Tibbals

**Re: 5 Portland St**

---

**Jim Hall** <mtjimhall@gmail.com>

Oct 15, 2020 5:06 PM

Posted in group: **Planning Board**

I would like to add to my prior comments to be included in the packet for the Planning Board's workshop next Tuesday, as well as future public hearing on this topic.

---

To the Planning Board,

The application to convert 5 Portland into a new permanent shelter is not happening in a vacuum. It's the first test of conditional use standards that are clearly intended to create new protections against negative community impacts.

Pointing to zoning showing this building as eligible to conditional usage ignores important context. This specific location is already surrounded by several grandfathered shelters that are not properly zoned. The council purposely opened up additional zones to shelter usage for exactly this reason.

The city is in the process of defining licensing to clarify shelter requirements such as buffering distances and capacity. It would be improper to grandfather a fourth shelter into this small area first.

While the pandemic has created a need for *temporary* shelter to provide proper distancing, this does not translate into a need for new permanent emergency shelters. The existing use of this space as an overflow area would actually be more appropriate until such time as the city shelter may be able to return to capacity.

The city already has an MOU in progress with the county to use a property for distancing when they need to vacate the Expo. The city is also working with the state on consolidating general assistance hotel use to lease a contiguous block that can operate more like a shelter and mitigate the effects of isolation. Director Dow indicated at the last HHS committee meeting that this plan will allow the Oxford shelter to begin taking on new clients again.

Longer term municipal plans are well in progress to create a service center hub, intended to work with partnerships that can shelter sub-populations with special needs. Creating a new general shelter at this time goes against the city's goals.

The state is in progress creating new regional systems intended to finally share the responsibility Portland has been shouldering alone. Forcing yet another permanent shelter into the cluster everyone is trying to break up also goes against state plans.

The neighborhood association has formally stated that none of the steps outlined in this application provide an adequate process for resolving community concerns. Given a history of operations with extreme impact, a stated refusal to recognize any responsibility for

helping mitigate these effects, and an inability to dialog appropriately with the community through the means suggested – you must consider this requirement failed at this time.

The application states in several places that impacts will be “better” or “improved”. A decrease from blatantly terrible is not a good enough metric. What is the measurable threshold, and what is the recourse if they fail as they have in the past?

Please do not grant this request.

– Jim Hall  
47 Cedar St

On Sep 15, 2020, at 2:08 PM, Jim Hall <mtjimhall@gmail.com> wrote:

I am writing to express concerns about Preble Street’s application for conditional use of 5 Portland Street as a new permanent shelter.

This is the very first test of the city’s recently enacted conditional use standards for shelter operations, and I hope to learn that they provide legitimate protections from a known bad neighbor.

My primary complaint is that Preble Street has NOT submitted a viable process to resolve community concerns. The only measures they’ve listed are already proven failures.

As a board officer of the Bayside Neighborhood Association (BNA), I can tell you that their attendance at our meetings has merely acted as a smoke screen, with no real engagement or dialogue for decades. Preble Street management and board knows this, and I could provide extensive minutes or recordings of many public meetings demonstrating such.

Preble Street fails to enforce any part of the agreement which their clients already sign, which was exactly what enabled the extreme lawlessness surrounding their operations at the resource center and soup kitchen. Preble Street director Mark Swann is on record in many places stating that they don’t consider handling any of the fallout of their operations at all a responsibility to the larger community.

As far as twice-yearly neighborhood cleanups – their involvement has extended to providing brooms that the midtown community policing coordinator then distributes to BNA members who do the actual work. Not exactly a conflict resolution plan.

These false solutions have proven entirely ineffective at resolving any community concerns for decades. As a long-time highly involved neighbor who has tried to engage in practical solutions with many organizations, I have no reason to trust Preble Street will do any better, unless something like these new standards actually *forces* them to. By contrast, city staff and other local providers *have* worked with neighborhood representatives, and have acted as responsible community members even in the midst of disagreement. Preble Street has been given every opportunity, but again and again they refuse to collaborate.

Preble Street’s management has a proven record of non-cooperation with the rest of civil society, and a willingness to play hardball to get their way. Just one recent example: They refused city staff requests to obtain a food distribution license, abusing the fact that they want to help needy people to act as if no rules should apply to their operations. I could list a very long history of similar actions going back years, but will refrain for the sake of brevity.

When the Bayside Neighborhood Association asked Preble Street’s board president why they want to locate yet another shelter in an already overwhelmed poor neighborhood – the only answer given was their own convenience: “Because we own the building”. Remember it wasn’t so long ago that they newly



purchased the former city property at 55 Portland with the *stated intention* of breaking covenants on permitted uses. Their actions consistently show that they are purposely doing everything in their power to move *against* the wishes and plans of municipality governance and the community that hosts them.

As they've continued to bully their way to an ever-expanding Bayside footprint, they now want to cram more and more shelters into a previously ghettoized area the city is trying to break up, running directly counter to what the city council is clearly trying to do with expanded zoning and similar measures like these conditional use standards. See Preble Street's recently published 5-year vision, which posits *three* new emergency shelters in Bayside.

The city's HHS committee is currently in the process of forming small shelter licensing requirements – which I understand can't exactly be applied until they are approved – but it would be improper to rush through and grandfather a new shelter while knowing that additional council guidance is imminent.

Please do not allow Preble Street to move forward with any new shelter use without explicit neighborhood support of a real process for resolving community concerns. At the very least, please wait until we know what licensing rules need to be met. To grant this now in the face of neighborhood opposition would send a clear message to all neighborhoods (including Riverton, future site of the city's new homeless service center) that despite council efforts, there remains no protection from known bad neighbors.

Sincerely,

Jim Hall

47 Cedar St / Portland ME 04101

207-939-3741

[https://selfservice.portlandmaine.gov/EnerGov\\_Prod/SelfService#/plan/1fec2d45-5af1-47c0-82ec-eb33a37fc177](https://selfservice.portlandmaine.gov/EnerGov_Prod/SelfService#/plan/1fec2d45-5af1-47c0-82ec-eb33a37fc177)

## Preble Street

---

**Amy Tinkle** <amyseltzman.tinkle@gmail.com>

Oct 15, 2020 5:44 PM

Posted in group: **Planning Board**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

Thank you,  
Amy Tinkle  
Portland, ME

## Shelter

---

**elizabeth kovarsky** <elizabeth.kovarsky@gmail.com>

Oct 15, 2020 6:42 PM

Posted in group: **Planning Board**

Please approve the Preble Street conditional use application. There is zero excuse for people to go and sheltered in Portland.

Sincerely,

Liz Kovarsky, resident

Sent from my iPhone

## 5 Portland Street Conditional Use Permit

Sarah Michniewicz <sarahmichniewicz@me.com>

Oct 15, 2020 7:00 PM

Posted in group: **Planning Board**

To Chair Mazer and Members of the Planning Board,

You will likely soon receive many well-meaning messages with some version of the following text copied from a solicitation email that was sent by Preble Street as part of the 'high impact advocacy' campaign being run by their full-time public relations and advocacy staff, made possible by the millions of dollars in donations they receive every year.

*People are being asked to "...request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold."*

As a 23-year resident of Bayside and leader of a small neighborhood association with no resources to marshal armies to our cause, I have my own request: please look past this intentionally emotional appeal and think very long and hard about what is really being asked; what an approval will say about the city's commitment to an equitable and sustainable future and complete neighborhoods for all its citizens; what the long-range impacts will be; and whether such a shelter is necessary or even desirable when viewed through the lens of effective city planning. Sheltering people safely in winter is essential; this project, objectively, is not.

As it stands the City is working with the county to utilize the Joyce House near the jail on County Way to house 50 homeless individuals when the Expo closes October 25. The Expo is currently under-capacity, sheltering around just 35 individuals. The City's Oxford Street Shelter also has not been filling to its 75-bed CDC-approved capacity. Through the use of General Assistance funds in conjunction with State monies the City is utilizing hotels to shelter additional people. The City uses diversion practices to help people stay in existing housing, and some vulnerable individuals will self-divert from shelters and outdoor situations. City shelter staff have always done a phenomenal job of bed management, moving things around to ensure no one is without a bed in the winter.

The City is also in the midst of a well thought out years-long shelter planning effort, comprising a modern homeless services center, two partner specialty shelters, and other elements. The State is embarking on a homelessness planning strategy initiative to implement its existing plan, with recommendations expected next summer. Increasing the number of shelters in Bayside before the Oxford Street shelter is relocated, or the new partner shelters are online, or the city's share of responsibility is reevaluated and hopefully redistributed, is frankly unconscionable. Bayside residents and businesses already struggling under COVID face the additional challenge of absorbing the fallout from impacts to the shelter system. It's an economic double whammy.

As Preble Street points out elsewhere, the former resource center has been used for years to effectively house 75 people as an overflow location. It can be used that way immediately, without a prolonged renovation, as-is, to temporarily house a CDC-approved 40 bed operation for the winter without creating yet another permanent shelter in Bayside, and nothing other than that should be allowed in this location. It's rushed, emotional decisions like the permanent 40 beds being suggested, and a lack of strategic long-range planning over the decades, that led to the unexamined growth of the sprawling web of shelters and services we see in Bayside today.

Lest anyone be under any illusion about what that means in practical terms, Bayside's calls for police service increased by 71% over the last decade, despite the fact that it accounts for only 1% of the city's landmass and 5% of its population. That's 21% of the city's total police calls. The rest of the peninsula hasn't seen much change over the years. And the numbers don't begin to tell the whole story, in part because many victimized people, particularly those experiencing homelessness, don't seek redress, and also because the sterility of a percentage sign can't convey what the day-to-day reality is like.

Continuing to add more shelters in Bayside is unsustainable, inequitable, and doesn't help the people it's intended to. It's time to put the brakes on, hard and fast, to make room for the homeless services we truly need, not the first proposal that's pushed under our noses in troubled times. If reactive policies and organic expansion of the existing system had worked, we wouldn't be having this conversation at all. This is time for a new start, not a step backward, not heeding the obsolete "New Vision for Bayside" from twenty years ago.

Preble Street's application is missing key ingredients to make it a viable long-term solution for homelessness – despite management's insistence that the four month experiment at the USM "Wellness" shelter was a watershed moment, there is no comparison to be made between the open expanse of gymnasium space in the quiet setting of the Sullivan Gym and the resource center's cramped urban corner in Bayside, butted up to homes and almost all of the city's other shelter beds,

and steeped in the culture of chaos that was allowed to flourish for so many years. The only source crying out for many small shelters seems to be Preble Street, who were themselves in opposition to shelters until just a few months ago.

There is also a blithe disregard in Preble Street's application for the reality of controlling the impacts in the area around 5 Portland Street. Trespassing people from lingering on the sidewalk around the facility is unrealistic – if it were possible, why were the former resource center sidewalks allowed to be so impassable and chaotic that pedestrians had to walk in the street to move through the area? Simply saying there will be “fewer people coming and going” isn't good enough. Preble Street's word isn't good enough, not in light of decades of inaction. It's up to the City to define an acceptable standard of impact, and doing that on the fly to accommodate this project is simply not good policy or precedent. The police department must evaluate this management plan and weigh in on what is and is not possible based on their years of experience in the neighborhood. The neighborhood must be included, not patronized, in developing a process for addressing neighborhood concerns.

Above all, licensing MUST come first, not least because Preble Street's “Vision” for 2020-2025 calls for not just this shelter but an additional one for women “in the area,” and there is room to grow at 5 Portland Street should the current food production operation move. If the planning board says yes to this permit will you be willing to say no to Preble Street's next request? Or the one after that? Licensing is in progress. Do that first. Please do not grant this permit and grandfather yet another shelter with no means for the City to mitigate impacts.

Preble Street is overselling its ability and its commitment to be a good neighbor to the residents and businesses, and the record shows it. They have squandered many years with a seat on the Bayside Neighborhood Association board that could have been spent collaborating on solutions and building goodwill instead of denying accountability.

You will likely be receiving practical, matter-of-fact letters from other long-time Bayside residents testifying to that sad reality. I hope you will give as much if not more weight to our words, the words of the people who will have to live with the impacts of yet another rushed, poorly conceived shelter, as to those of well-intentioned folks automatically clicking through from Preble Street's email.

Thank you,

Sarah Michniewicz

## Preble Street Conditional Application

---

**sberlew1** <sberlew1@comcast.net>

Oct 15, 2020 7:06 PM

Posted in group: **Planning Board**

Please approve the Preble Street conditional application. This is the right thing to do.

Sincerely,  
Sarah Berlew

Sent from my iPhone

## Turn preble street into a 24hr shelter for winter

---

**Amara Young** <msmariyoung@gmail.com>

Oct 15, 2020 7:17 PM

Posted in group: **Planning Board**

Hi,

Please approve the Preble Street conditional use application so that Portland's homeless population may have shelter this winter. If they are left out on the street, it could be deadly. We need to help them!

Thank you for your consideration.

Amara Young  
9 Longmeadow Rd  
Cumberland Foreside, ME 04110

Sent from my iPhone

## Preble Street conditional use application

---

**Emily Wasserman** <erwasserman96@gmail.com>

Oct 15, 2020 7:23 PM

Posted in group: **Planning Board**

Hello,

I am a Portland resident and weekly volunteer at Preble St. Resource Center, and I'm writing to ask that you please give the organization to 'go-ahead' to create their 24-hour wellness shelter.

Have you noticed the nip in the air lately? That the evening sky creeps in earlier and earlier each day? It's impossible not to. Regardless of how you feel about neighborhood politics, long-term housing solutions and the state of public/private/non-profit partnerships in the city, I do not believe you are insensitive to the physical sensation of cold air, to the danger of sleeping in an icy doorway or camped beneath the Casco Bay Bridge as a frigid tide rolls in. These are imminent, perennial dangers that we must address now, while simultaneously continuing the conversation about the state of the homeless population and the best use of social service resources in Portland.

Are there folks who will continue to sleep outside, even if this center is made available? Yes. And yet, that is an illogical reason to prevent the shelter from going up, given the dozens of folks who DO and WILL access these kinds of spaces and the services that accompany them come wintertime. Will this create temporary challenges or annoyances for area residents? Perhaps. Again, I am not invalidating those concerns. Rather, I am suggesting that we must simultaneously meet the pressing needs of homeless human beings while we also have that conversation in our communal, municipal and professional settings.

Thank you for your time and consideration, and please feel free to respond with any questions or concerns you have.

Sincerely,

Emily Wasserman



**CU-001231-2020**

---

**MaryLee Bennison** <maryleebennison@gmail.com>

Oct 15, 2020 7:47 PM

Posted in group: **Planning Board**

Dear Planning Board Members,

I am a long term home owner and community member in Bayside neighborhood. I have to start by saying how helpful and responsive the city employees have been to my needs as a close home owner to the Oxford Street Shelter, in particular the maintenance staff. I have always enjoyed living here and have many in this neighborhood whom I consider friends.

As a homeowner here in this neighborhood, the main issue I see is that the current shelter is not big enough and was not built to accommodate the people it serves. I believe we need to continue to look at the big picture for Maine and look for creativity in our solutions to homelessness. More importantly I think we need a unified, proactive approach as a state to serve the needs of the most vulnerable people.

Firstly, having a licensing system would give the city more ability to have a coordinated effort, rather than a disjointed approach. Preble Street often does things their own way which causes a great deal of confusion and lack of workable solutions. My experience as a homeowner is that the City is doing a great job with such limited resources and we need the City to be empowered to take the lead in this planning effort.

The State of Maine is also beginning to look at a more statewide ways to address the growing needs of all the residents. Especially during Covid, it is imperative that people have safe and socially distant options. Let's support and allow the State to do their work to present larger picture solutions to this growing issue.

I support people being housed, I support facilities that are more accessible and accommodate the needs of the people delivering and receiving services. I think it is time we come together as a community to find workable solutions.

Thank you, MaryLee Bennison

## Approve Preble Street Conditional Use Application

---

**Benjamin Ewing** <benjaminrewing@gmail.com>

Oct 15, 2020 8:11 PM

Posted in group: **Planning Board**

Good Evening,

Preble Street is on the agenda of the City of Portland Planning Board for October 20th. There is a conditional use application to turn an existing Preble Street site into a new 24/7 Wellness Shelter modeled after the successful shelter opened at USM Sullivan Gym. Each person will have their own individual space and will work towards housing and personal goals.

With winter approaching this is an important matter so please approve the conditional use application to help provide warmth and safety to Preble Street's clients.

Thanks,

Ben Ewing

## Preble Street Conditional Use Application

---

**Anna Eaves** <anna.eaves33@outlook.com>

Oct 15, 2020 8:24 PM

Posted in group: **Planning Board**

Hello,

I am a citizen of Portland and would like to ask you to approve the Preble Street conditional use application. I strongly believe that this is necessary in order to house those who do not have shelter and if the application is denied, I believe it could lead to insecurity, fear, and physical harm for those who do not have shelter. This year Portlanders and Mainers have been laid off, furloughed, received pay and hour decreases, and have faced other financial challenges. We have no way to anticipate how many people will need access to emergency housing in the winter and we all have the responsibility to prepare as many resources as possible to contribute to their safety and well-being. These people are part of our community and they matter greatly. We, as a city, must stand up for them and keep them safe.

Thank you for reading my email. I hope it has contributed in some way to positively impacting another person's life.

Best,  
Anna Eaves  
North Deering Area

## Preble Street

---

**Nikki Dube** <nicole.dube@maine.edu>

Oct 15, 2020 8:45 PM

Posted in group: **Planning Board**

Please approve the preble street conditional use application.

No amount of money is more important than a life.

Thank you

Sent from my iPhone

## Preble Street

---

**aonesheim@gmail.com** <aonesheim@gmail.com>

Oct 15, 2020 8:47 PM

Posted in group: **Planning Board**

To whom it may concern ,

Please approve Preble Street's conditional use application on October 20. It is Portland's moral duty to keep our neighbors without means warm and safe during our tough winter.

Thank you,  
Andrew Nesheim

## Preble street conditional use application

---

**Carl Hanson** <cfhanson@gmail.com>

Oct 15, 2020 9:09 PM

Posted in group: **Planning Board**

Good Evening,

I as a current resident of the city of Portland Maine and long time resident of this fine town would like the city of Portland, Maine to approve the Preble Street conditional use application.

Carl Hanson  
Cell 207-272-2518

## Preble Street

---

**Alexandra Wojenski** <alexwojenski@gmail.com>

Oct 15, 2020 10:04 PM

Posted in group: **Planning Board**

Hi there,

I am writing this evening to ask that the Preble Street use application be approved.

Thank you,  
Alex Wojenski

## Approve Prebble Street Conditional Use

---

Linda Moran <lg\_moran@yahoo.com>

Oct 16, 2020 12:15 AM

Posted in group: **Planning Board**

I'm writing to ask you to please approve the Prebble Street conditional use application.

For the past 4 years, we have paid for our children's apartment in downtown Portland. We have seen the homeless crisis in Portland, and we are grateful you are considering this action that will enable 40 people shelter and care.

Thank you,  
Linda Moran

Sent from Yahoo Mail for iPhone



## Homelessness

---

**Susanne Conley-Higgins** <smconley411@hotmail.com>

Oct 16, 2020 4:42 AM

Posted in group: **Planning Board**

Please approve the Preble Street Conditional use  
Application!!!  
No one should be left in the cold!!  
We all need to help these people, Why....  
Because they can't help themselves†  
Thank you, Susanne

Sent from my iPhone

2077491556@vzwpix.com <2077491556@vzwpix.com>

Oct 16, 2020 8:30 AM

Posted in group: **Planning Board**

I am a supporter of Preble Street Resource Center and thankful for all they do. Please approve the Preble Street conditional use application on your agenda for Oct 20, 2020.

This approval will enable 40 human beings and warmth, safety, food, and professional social work services this winter as with permission from the City of Portland, Preble Street Resource Center can convert their day shelter into a 24/7 Wellness Shelter.

I am proud of all our city does to help our people in need, such as our homeless.

Thank you,

Andrea Larsen

## Preble Street conditional use application

---

Jessica Willis <walkerent@gmail.com>

Oct 16, 2020 9:04 AM

Posted in group: **Planning Board**

To the Planning board of Portland,

My name is Jessica Willis and I am resident of Connecticut. Even though I don't live in your community I support Preble Street.

In August of 2017 I secured a free entry to Beach to Beacon 10K from a shipyard brewing contest. I decided that I would use that opportunity to support Preble Street and turned my race into a fundraiser for Preble Street. I was able to visit Preble Street and hand them my check personally to them. I enjoyed the visit to Preble Street and staying in Portland for the weekend.

The work that Preble Street does is very important. There are people that need to get back on their feet and Preble Street is that first step to help them do that. In the same breathe there are people that can not be a productive member of society and can not afford to take care of themselves. Both cases need our help, and are important lives to our community.

I live in Vernon, CT and our shelter has had to shut down it's overnight services because a lack of funds. It is critical that if Preble Street has the funds and space that it is allowed to move forward with the conditional Use Application of the Resource Center.

I don't live in your community, but it is one that I support. Portland is a great city. I feel we should support everyone that is apart of the community.

Please approve the Preble Street Conditional Use Application.

Thank you,

Jessica Willis

--

Jessica Walker Willis

Please send all quotations and orders to [walkerandwillis@gmail.com](mailto:walkerandwillis@gmail.com)

Walker and Willis Inc.

(860) 882-4514

[www.walkerandwillisinc.com](http://www.walkerandwillisinc.com)

## Preble Street

---

**Michela Micalizio** <michelarubymicalizio@gmail.com>

Oct 16, 2020 9:08 AM

Posted in group: **Planning Board**

Hello,

I am writing to you to beg that you approve the Preble Street conditional use application. Too many people have already barely survived through winters here, and many more have died. Please make Preble Street into a 24/7 wellness center.

Sincerely,

Michela Micalizio

## Preble Street's Request for 24/7 Wellness Shelter

---

**Matthew Houston** <matthewshouston@gmail.com>

Oct 16, 2020 9:21 AM

Posted in group: **Planning Board**

Dear planning board members,

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Thank you,

Matthew Houston  
North Deering, Portland

## Preble Street Wellness Shelter Winter 2020

---

**Becca Garibaldi** <beccagaribaldi@gmail.com>

Oct 16, 2020 9:24 AM

Posted in group: **Planning Board**

*To whom this may concern,*

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

*Best,  
Becca*

## Please Approve Preble Street's Proposed Wellness Shelter

---

**Danielle Corciullo** <danielle.corciullo@gmail.com>

Oct 16, 2020 9:28 AM

Posted in group: **Planning Board**

Hello,

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Sincerely,  
Danielle Corciullo

**re: Preble Street Conditional Use Permit**

---

**Jay O'Hara** <oharjo@gmail.com>

Oct 16, 2020 10:56 AM

Posted in group: **Planning Board**

To whom it may concern,

I want to write you in support of Preble Street's application for a conditional use permit for the current site of the Resource Center to be converted into a Wellness Center. As a resident of the Parkside neighborhood, and a member of the Bayside Community Garden in the same block as Oxford Street Shelter, I believe that this will be a benefit to our community and to Portland as a whole. It is precisely these types of investment in helping unhoused people get on their feet that is needed in these times. I hope you approve their application.

Sincerely,  
Jonathan O'Hara  
15 Deering Ave.

--

Jay O'Hara he/him Note: I limit my email engagement to only a few days a week. If you are looking to ask me about an urgent matter, please text or call.



## Prebble Street Conditional Use Application

---

**Elliot Nye** <enye@gm.slc.edu>

Oct 16, 2020 11:53 AM

Posted in group: **Planning Board**

Hello,

My name is Elliot Nye, and I am a resident of Portland Maine. I am writing to implore you to please consider approving the Prebble Street Conditional Use Application in anticipation of winter. As you know, winter conditions in Maine pose a challenge to everyone, and for those without access to food/shelter/warmth/social services deserve these resources as fellow people and citizens. I feel it is your responsibility to extend that care in every way possible. Thank you very much.

Best,  
Elliot

## Please approve 24/7 Wellness Shelter

---

**Galen Koch** <galen.e.koch@gmail.com>

Oct 16, 2020 11:53 AM

Posted in group: **Planning Board**

Dear Portland Planning Board,

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Please respect the lives of all of our citizens.

Respectfully,  
Galen Koch

--

Galen Koch // 207.664.4759

Founder + Lead Producer

**The First Coast**

[www.thefirstcoast.org](http://www.thefirstcoast.org)

@thefirstcoast

....

radio producer + writer

[www.galenkoch.com](http://www.galenkoch.com)

## Preble Street application

---

**Betty Haymon** <bhaymon@hotmail.com>

Oct 16, 2020 11:57 AM

Posted in group: **Planning Board**

Please approve the conditional use application for Preble Street. We need to convert the Preble Street day shelter into a 24/7 wellness shelter.

PLEASE approve this application. I volunteer every Saturday morning, breakfast shift, and fill paper bags for hundreds of meals. I work the food pantry shifts and fill many, many boxes with food for families in need. I serve dinner at the Teen Center to teens once a month. Now winter is coming. Food is absolutely necessary BUT shelter is a prime concern. PLEASE . . . think of eating your meals out of a paper bag in the midst of a snow storm or freezing temperatures. I bet if you can put yourself into this scenario you will vote immediately to pass to approve the application.

Please help our friends needing shelter and vote to approve the Preble Street conditional use application.

Betty C. Haymon  
bhaymon@hotmail.com

## Public Comment: 5 Portland Street 40-bed Shelter Application

---

George Rheault <george.rheault@gmail.com>

Oct 16, 2020 12:01 PM

Posted in group: **Planning Board**

My wife and I own a home on Hanover Street in West Bayside which has been our primary residence since August 2015. We can see both the Oxford Street and Portland Street entrances to the Preble Street Resource Center looking out our windows.

We fully support Preble Street's plan to convert the upper level of the former Resource Center to a 40-bed 24-hour residential shelter for unhoused individuals in need of emergency shelter services. Outlined below are various considerations the Planning Board should address in the workshop and do everything in its power to get this project approved and hammers swinging. To do otherwise literally may cost the lives of troubled people who are counting on the privileged in our community to do the right thing even if it may upset or inconvenience various business or other interests.

Fundamental need for 40-bed Shelter Clearly Established by City Council's Own Words from September 11, 2020

Frankly we are astonished the City of Portland has done nothing to expedite this plan despite the fact it will be fully paid for with non-City funds (a mix of State and private funds) and would dramatically assist the alarming number of individuals living in the streets, parks and the many unseen corners of Portland. One only has to read the letter 6 members of our City Council (including our feckless Mayor) wrote to the Cumberland County Commission back in September (see attachment) to make the argument for how important it is to get this 40-bed facility up and running AS SOON AS POSSIBLE. It says everything about our City's current leadership that the letter referenced above deliberately (and cynically) avoids ANY mention of the Preble Street 40-bed shelter application at the same time it begs the County to take on responsibilities that the City of Portland is shirking. That omission represents the moral bankruptcy of our City Council and highlights how important it is now that the Planning Board absorb the OBVIOUS NEED for additional quality shelter capacity expressed in the City Council's letter while avoiding the Council's total hypocrisy in not embracing an actionable plan that should already have been implemented by now if not for the Council-endorsed foot-dragging by Jon Jennings and the bureaucrats who answer to him.

The Planning Board is WELL AWARE of how many corners the City of Portland has cut in recent years to expedite and facilitate the many projects that the Jon Jennings regime has deemed acceptable. Where there is a Jon Jennings will, the Planning staff unsurprisingly find a way. In advance of the public hearing for this matter (which should already be on the agenda for the Planning Board's very next scheduled meeting), I would be happy to list all the different projects that the Planning Board has allowed major exceptions and waivers to occur without serious objection in 2020 and 2019 due to those projects having received the backroom blessing of City Hall.

So it will be fascinating to see if the Planning Board wield and abuse its political discretion to tut-tut and chin-scratch over an extremely low-impact interior renovation the intent of which would dramatically lower the previous activity that once existed at this site as recently as mid-March 2020.

Impact of 40-Bed Shelter Dramatically Less Than Pre-Existing Impacts

Planning staff should be acknowledging that the activity being proposed for the Resource Center property represents a dramatic drop from its previous extensive soup kitchen operation (3 meals/day, roughly 365 days/year serving 400+ per day) and homeless services day center. Additionally, the Planning staff should be taking note that the COVID-related closure of the 75-bed overflow overnight shelter at this location (operated by the staff of the City-run Oxford Street Shelter and offered on a rent-free basis by Preble Street) represents a MAJOR diminution of activity that should make it extremely easy for the Planning Board to approve a far more innocuous and less disruptive 40-bed residential shelter plan.

Since the arrival of Jon Jennings at City Hall in 2015, there has been a deliberate sowing of confusion about the 75-bed overflow shelter operation and who is responsible for it. Both City Hall and a handful of Bayside property-owners (operating under the banner of the "Bayside Neighborhood Association") with major support provided by Randy Billings and his Press Herald colleagues have done their level best to create the impression in the minds of many Portlanders that PREBLE STREET ran this shelter and thus was responsible for the many adverse impacts that flow from it. By refusing to hold the CITY responsible for its own failings, the interests that want to push poor and troubled people out of Portland's central precincts have instead tried to deflect the blame onto Preble Street whose only sins have been saving the City a TON of money on both rent and the direct provision of food for the City's overall homeless shelter operations (the State requires the provision of meals for all state-funded shelters as a condition of reimbursement and the City has been content for decades to push this responsibility onto Preble Street despite the fact that it has strained Preble Street's operations considerably and conflates Preble Street's many programs with the City's shelter operations which Preble Street has zero authority or supervision over.

Attached is a great article from 2012 that helps shed light on how the 75-bed overflow shelter worked in practice and how Preble Street has been an essential partner in the City's effort to mitigate the ever-widening impacts of homelessness for a long time. Sadly, it also reminds us that at one time the City and Preble Street had a constructive relationship - a time long since past now that morally bankrupt politicians like Jill Dusen and Belinda Ray openly insult Preble Street and the hard work that its social workers do every day to keep a badly strained system from completely collapsing.

While it took a deadly COVID epidemic that has killed hundreds of thousands to shut down the Resource Center, a wish that bad actors like the Bayside Neighborhood Association have dreamed about for years, it is absolutely irrational for anyone to suggest that replacing the previous constant whirlwind of activity that once characterized the 5 Portland Street building with a much more low-key 40-bed 24-7 residential shelter operation (versus an 8 p.m. to 8 a.m. turnstile) is anything but a huge plus for the entire area in the vicinity of the proposed shelter.

### Neighborhood Engagement

One aspect of the "management plan" that Preble Street has submitted that should be made clear is that Preble Street, as the shelter operator, should be responsible for holding periodic community-wide meetings regarding its shelter operations. This is a crucial function for maintaining community trust and linkage to the facility and it is essential that Preble Street NOT OUTSOURCE this responsibility to any third party, especially the Bayside Neighborhood Association, which barely is functional and whose board and "membership" (basically one and the same) is wholly unrepresentative of West Bayside's overwhelming renter and BIPOC demographic.

Preble Street should be required to hold a community meeting at least quarterly for the first 2 years of its operation to educate and orient interested community members on what it is doing at the shelter including presenting relevant shelter statistics (turnover rates, lengths-of-stay, prevalence of Portland connections among clients, disruptive episodes, mitigation strategies, etc.). Thereafter, twice a year meetings may be acceptable once the community and Preble Street have established understandings and lessons learned. But Preble Street should be DIRECTLY sponsoring and moderating these meetings including hosting them at neutral locations large enough (if in-person or digitally) to accommodate any interested member of the public without unaccountable gatekeepers. Invitations for these meetings and publication of them should be the responsibility of Preble Street and again not filtered through any third-party groups. Minutes from the meetings should be made public and any commitments or follow-up should be tracked by Preble Street including report-outs prior to and at future community meet-ups. Of course, beyond this, Preble Street is free to meet with whomever it wants to also discuss community concerns or responses to the shelter.

This effort at transparency and openness can be enriched in additional ways (including periodic open houses and other creative outreach), but it is essential that Preble Street be asked to build into its budget NOW this community outreach rather than it being vaguely promised down the road and then being easily discarded as an unfortunate "unfunded mandate" that gets deemed a luxury whenever it actually kicks in.

Any neighborhood is going to have an uneasy and skeptical relationship with any residential homeless shelter program (and there is much more hostility for the hypothetical concept than for the reality), but Preble Street has the opportunity to get things off on the right foot and build wide support that this work is valuable and effective and any problems arising will be flagged and mitigated or eliminated with community input and participation along the way instead of being allowed to fester and cause unnecessary animus.

### QUESTIONS ABOUT FACILITY DETAILS AND OPERATIONS

Any concerns the Planning Board has regarding the conditional use application should be squarely focused on the needs of those who will be using the shelter. If the needs of those individuals are being satisfactorily addressed and respected within the facility's footprint (including the outdoor courtyard), then these clients are far more likely to be good neighbors and cause few or any issues beyond the shelter.

To that end, the Planning Board should be putting itself in the shoes of those clients who would use the shelter.

While Portland has a lot of experience standing up emergency shelter operations at various locations (Salvation Army gym on Cumberland and Expo on Park Avenue), Preble Street themselves has the recent Sullivan Gym experience (50 beds) to draw off of for lessons learned to inform the new 40-bed shelter. It would be helpful for there to be a comparison of the Sullivan Gym layout with the 5 Portland Street layout to show how the relative success of the Sullivan Gym episode can be reproduced at the soon-to-be repurposed Resource Center.

With respect to COVID-related shelter guidelines - who has vouched for the bed spacing and other daily living space conditions depicted in the application materials? Maine CDC? Other infectious disease experts? It would be helpful to understand whether Preble Street has received formal blessings in writing about this rather than relying solely upon its own interpretations of how those guidelines should be implemented.

With respect to the elevator (which seems to be located very much off in a corner of the facility), is access likely to be a security concern and will use of it be monitored by staff, especially at night, via keycard or other permission-only technology? Shelter residents may be tempted to come and go via the elevator if it is unsupervised and at the very least security cameras should record comings and goings here to ensure it is not abused.

How will storage of personal belongings be handled by shelter residents and will they be able to have secure and private access to storage/locker spaces?

How adequate are the proposed laundry facilities (both for up-to-40 residents and staff who may have occasion to launder material for various reasons)? Presumably all bed linens will be separately laundered via other means than the on-site laundry room but this should be confirmed by the applicant.

The entrance vestibule raises some questions regarding its vandalism-resilience and how it will function. How much cueing up can it accommodate, especially during inclement weather? Will those waiting in the vestibule be seen from the street? While cameras are proposed to record all entry/exit activities, is shatter-proof glass and other outburst-proof materials being incorporated to ensure that any residents that have breakdowns are not able to create short-term havoc with the shelter's operations with a single destructive episode?

With respect to the staff-to-client ratio - what is the foundation for the 13.3 client to staff member ratio proposed for the facility? How does this compare to other facilities, like the Oxford Street Shelter or other small shelter facilities in Maine and New England? Did Preble Street arrive at this ratio via a homeless shelter "industry" standard?

The attractive fence proposed for the shelter is certainly appreciated and welcome but the following should be addressed in the workshop:

- What is the precise height of the fence (including how it changes based on the sidewalk elevation) and how easy would it be to scale it from either side and can anything be done to design it so as to discourage any attempts to do so?
- Graffiti resistance and removal including a budget contingency for this expense category should be built in now and a 24-hour graffiti removal policy should be required, otherwise the nice fence will quickly deteriorate if it is not maintained properly (graffiti taggers are likely to leave it alone once it gets a reputation for being an unreliable and ephemeral billboard for this kind of vandalism).
- Any gaps at top/bottom and in between the cedar planks should be plugged/covered over, especially on the interior so the courtyard does not become a means to evade inspections and staff supervision at the entrances (for the passing of drugs, etc.). Ideally there would be an interior fence providing a buffer space between the two fences to discourage anyone from trying to make the fence line a hot-spot for evading shelter rules. Preble Street should be open to possibly introducing vegetative landscaping (via containers?) at some point at intervals to soften the courtyard wall's visible impact and make it blend in more.
- Cameras should pick up all activity along the fence perimeter (including persons standing at some distance from the fence) including having night-vision capability as shenanigans are likely to occur most often at night versus other times of the day. There should also be camera synchronicity between courtyard access and the fence perimeter - so if the same shelter guest is continually entering the courtyard at times that coincide with someone loitering along the exterior side of the fence perimeter with bad intentions, this activity can be easily detected and contraband exchanges or other nuisance activity that may compromise shelter security can be efficiently stopped.

*[NB: This story was originally published in The Forecaster in 2012 when it was an independent publication, but it has now been absorbed into the media conglomerate that also owns the Portland Press Herald. The article is now archived via the PPH website at this link: <https://www.pressherald.com/2012/06/19/portland-emergency-shelters-overflowing-no-relief-for-homelessness-in-sight/>]*

## THE FORECASTER

Posted June 19, 2012

# Portland emergency shelters overflowing, no relief for homelessness in sight

BY ANDREW CULLEN

PORTLAND — On the wall behind city Health and Human Services Director Doug Gardner's desk is a classroom-sized whiteboard. On Monday, there were 10 high-priority projects, issues, and initiatives written on it.

Five of them – emergency shelter overflow, a veteran's affairs case worker at the Oxford Street shelter, the Homeless Task Force, a meeting with the Milestone shelter for intoxicated persons, and a General Assistance working group that has been discussing homelessness and housing alongside state-

mandated changes to assistance eligibility guidelines – share a common thread.

“If you look at my board, I guess it is pretty telling,” Gardner said. The message is clear – Portland is experiencing an epidemic of homelessness.

The city now averages about 350 homeless residents at any given time.

“These are the highest (numbers) that we’ve ever seen, at least for the last five to seven years,” Gardner said.

Social service workers expect the problem to get worse before it gets better. The city established the Homeless Task Force last November to assess long term-solutions and new approaches to resolving homelessness.

But the task force likely won’t make its recommendations until the fall, and the city has an emergency on its hands: it scarcely has the space for all the people looking for a place to sleep each night.

“Overflow is an urgent need that we want to align with the task force, but we really can’t be waiting until October,” Gardner said.

## **No room**

From 2000 to 2005, the city’s homeless population routinely exceeded the capacity available at its general shelter at 203 Oxford St., said Mark Swann, executive director of Preble Street, one of the city’s primary non-municipal service providers.



Men who didn't fit at Oxford Street were sent to spend the night at Preble Street's resource center, a busy hub of case management and other services during the day, located above the organization's soup kitchen at the corner of Preble and Portland streets.

Then, in 2005, Preble Street opened Logan Place, a supportive housing facility that offered permanent living quarters and services to 30 of the city's chronically homeless, regardless of their addictions, mental health issues, or other circumstances.

The project was an instant success, and it slashed the overflow demand to nothing virtually on its own, both Gardner and Swann said. Preble Street followed that with a similar home for chronically homeless women, Florence House. For the next three years, the city did not require overflow shelters.

"We had successfully wrenched the system in a way that worked," Swann said. "With just one creative housing option, we were able to really make a difference."

The supportive housing approach saved lives, and money, and even represented a "change (in) the conversation about homelessness," he said.

But with the recession in 2008 came slowly rising numbers at the shelters. The homeless population overall is now 20 percent higher than it was then, and the city has been opening overflow shelters nearly every night since January 2011.

First Florence House filled its 10 beds, and the city began sending women to the refugee services office on Lancaster Street. That arrangement quickly proved unmanageable, Gardner said. Since there was space at Oxford Street, the formerly all-male shelter began housing women, too, in separate rooms.

But as more and more men continued to flood the 154-bed shelter, Oxford Street also needed an overflow shelter. The city once again began using Preble Street's resource room as its overnight emergency shelter.

Most days since then, Preble Street staff had to shoo clients out the door at 6 p.m. Most head downstairs, where dinner is served at the same time.

While the hungry and homeless eat below, a pair of janitorial staffers rush to clean the hall-sized room, moving tables and chairs and washing the floor. As they finish, a team of city-employed workers from Oxford Street arrive carrying industrial-sized laundry sacks filled with towels and blankets.

Then they set up the "beds" – "a euphemism," Preble Street supervisor Mary Beth Sullivan said. They are simply plastic mats, perhaps 6 inches thick. A few people with doctor's orders not to sleep on the floor are given cots, which take up more space.

The Oxford Street workers open the door to a large storage room and pull out one forest green mattress after another, lining them up half a foot from each other, as per fire code, along the walls of the main space and a narrow hall. The mats are no wider than the frame of a man of average height and weight;

the preferred spots are along the walls, which affords greater privacy than those sandwiched between other “beds.”

The team tries to finish setting up by 8 o’clock. When they told the crowd of men waiting to get in last Friday evening that they would be 15 minutes late to open the doors, one stormed off, vehemently claiming that the staff didn’t care about the welfare of the homeless. Another man watched him go and said he would return later, after calming down; he doesn’t handle changes well, the man said.

The Oxford Street shelter can hold 154 people. The overflow shelter at Preble Street has a capacity of 75. For the last several months, this maximum – which is itself flexible because the shelters cannot mix men and women and must sometimes leave beds empty in the women’s dorm room, and because cots for those with disabilities take up more space – has been surpassed a few times a month, Oxford Street Assistant Director Rob Parritt said.

“It’s reached the point of almost having to open every night,” he said.

The current solution, when the city needs an emergency overflow shelter for the emergency overflow shelter, is to send people to the General Assistance waiting room at 196 Lancaster St.

The city calls it a “warming shelter.” Here, the homeless are not allowed to lie down. They sit on chairs throughout the night; Oxford Street staff try to move people to shelter beds as people leave them, Parritt said.

The warming shelter has seen as many as 16 people, he said. By morning, the warming shelter is mostly empty; those that have not received beds tend to eventually venture off the uncomfortable chairs and out into the world once the sun rises.

## **Search for solutions**

When the overflow shelter came into use again a year and a half ago, most officials thought it would be a temporary step.

“We certainly at that time didn’t think we’d be here a year later,” Gardner said.

But now, the reality that the trend is anything but temporary is settling in.

“I think we need to prepare for it to get worse, or prepare for it to take some time to improve,” Swann said. The recession started the flood, and increasingly the rickety life rafts that once kept the vulnerable from homelessness are out of reach.

“Not only are we seeing more people because of the recession, we’re seeing fewer options for them because the human services system is being dismantled,” he said, a week before the state’s new, more restrictive General Assistance eligibility guidelines take effect.

And as the task force process stretches on, a question that once nagged at the edges now gnaws at the forefront of service providers' conversations: Is the overflow shelter really workable? And can the city do better?

"... This overflow is not sustainable," Gardner said. "It's not a good situation for the individuals seeking shelter, for the staff, for the building, and it doesn't allow us to engage with folks the way we'd like to, because we're just trying to provide shelter for the people who are present."

"It's absolutely not the long-term option that's going to work for Portland," Parritt said.

The alternatives are few, the immediate future bleak.

"The last time numbers were like this ..." Parritt said, "we had Logan Place on the horizon. ... (Now,) there is no Logan Place on the horizon. There's no anything."

A search by a subcommittee of the Emergency Shelter Assessment Committee (which is separate from the city's task force) for alternative spaces that the city could use as a shelter turned up just one viable option, he said.

That building, at 250 Anderson St. in East Bayside, is being assessed by the city, Gardner said. At 16,000 feet, it is significantly larger than the Oxford Street shelter, and is more conveniently designed. With just one floor and a mostly open floor plan, it would require fewer staff to keep watch, and it sits in a mostly industrial, non-residential area.

But it is also further from the center of the city and the Preble Street soup kitchen, the Healthcare for the Homeless clinic on Portland Street, and a host of other services that the homeless depend on.

And few social workers like the idea of more, or bigger shelters.

“Shelters in general are not a good response to homelessness,” Gardner said.

“Permanent supportive housing is the response to homelessness.”

END



Office of the Mayor and City Council  
389 Congress Street Portland, ME 04101  
cityclerk@portlandmaine.gov  
207.874.8941

September 11, 2020

Cumberland County Board of Commissioners  
142 Federal Street  
Portland, ME 04101

Dear Chairman Coward and the Board of Commissioners of Cumberland County,

On August 14, 2020 Portland City Manager Jon Jennings wrote to County Manager Jim Gailey to request that the County Commissioners discuss the possibility for the Cross Insurance Arena to be temporarily used “for the purpose of providing temporary day space and services as well as overnight emergency shelter space for persons experiencing homelessness in our community.”

We understand that the CIA Trustees read the City Manager’s request and are not recommending the arena be considered for this purpose. However, we respectfully ask that before you make a decision on this matter, you take the time to explore this issue further by speaking directly with representatives from the City of Portland such as City Manager Jon Jennings, Director of Health and Human Services Kristen Dow, and Mayor Kate Snyder. It is imperative that you have a full understanding of the current situation in the community, the challenges we are facing in the Greater Portland region, and the potential short- and long-term solutions we see on the horizon with help from our partners at the County and State levels.

## THE SITUATION

As City Manager Jennings explained in his letter, due to the COVID-19 pandemic, many former resources designed to assist people experiencing homelessness are no longer available. The pandemic has also required the City of Portland to implement new social distancing protocols that have vastly diminished our capacity to shelter unhoused individuals.

The Oxford Street Shelter used to be able to accommodate 154 individuals with another 75-100 in nearby overflow facilities. It can now only accommodate 75 individuals, not even a third of its former capacity. As a result, we have opened an additional 75 beds at the Portland Expo and are currently sheltering more than 200 people in area hotels each night (see chart below).

| Facility                                                                 | Pre-COVID Capacity      | Current Capacity                                                                                                                                                                                                                                               |
|--------------------------------------------------------------------------|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Oxford Street Shelter (OSS)                                              | 154                     | 75                                                                                                                                                                                                                                                             |
| Overflow space for the OSS at the Preble Street Resource Center Day Room | 75                      | No longer available for use.                                                                                                                                                                                                                                   |
| Other City of Portland overflow spaces for the OSS                       | 30+                     | No longer available for use.                                                                                                                                                                                                                                   |
| Family Shelter Buildings                                                 | 130                     | Being used to provide shelter for unhoused people with exposure to COVID who are awaiting test results and/or to quarantine unhoused people with active COVID cases. Limited capacity for families at this time. Many families being sheltered in area hotels. |
| Portland Expo                                                            | Not in use pre-pandemic | 75                                                                                                                                                                                                                                                             |
| Area Hotels & Motels                                                     | Not in use pre-pandemic | 242<br>(187 single adults + 28 families)                                                                                                                                                                                                                       |

As the chart above indicates, in addition to accommodating many people in City facilities, we have well over 200 individuals being sheltered in area hotels each night. This is not a sustainable practice, nor is it a best practice. Being spread out like this makes it difficult for folks to access the services they need to assist them in obtaining permanent housing while also making it tough for area providers to track individuals in need of service, follow their progress, and provide assistance.

The spaces that the City of Portland currently has available to offer overnight shelter to unhoused individuals is inadequate, and our capacity to offer day space is even more limited. We need to find alternatives quickly, particularly as the weather gets colder and individuals will not be able to remain outside for large portions of the day.

#### THE TRUSTEES' RECOMMENDATION

In the letter communicating their recommendation concerning use of the Cross Insurance Arena, the Trustees' write:

We consider the Arena to be the public's property; and recognize that in times of crisis, a facility like ours can be put to creative use in order to solve problems and serve the common good.

We very much appreciate this sentiment and contend that this is, in fact, a time of crisis. We also believe that the hurdles identified in the Trustees' letter are, in fact, surmountable and should be



discussed in greater depth before a final decision on this matter is contemplated. Our responses to the Trustees' three areas of concern are enumerated below.

- *Contract Obligations*

While we understand the Trustees' concerns regarding contract obligations at the Cross Insurance Arena, we also recognize that in years past, when the CIA was under construction, the Portland Pirates were able to play at the Androscooggin Bank Coliseum in Lewiston. Had there not been contract disputes following that hiatus from the CIA, the Pirates would have started up again in Portland the following season without missing a beat.

Though moving the Mariners to Lewiston for a season may be a difficult task to accomplish, it could certainly be considered, especially since there will most likely be no attendees at games this season. One of the biggest concerns in moving the team away for a season before was how the fan base would react and how that would impact future ticket sales. That is not a consideration at this time as fans will not likely be allowed to gather in large arenas until COVID is fully under control. In some ways, the pandemic makes a temporary team relocation easier.

- *Appropriateness of the CIA to serve as temporary shelter*

Another concern the Trustees express in their letter is the suitability of the CIA for use as a temporary shelter. While this may in fact be a valid concern, we encourage you to discuss this more fully with staff experienced in running such a facility. Perhaps it is a poor fit. Perhaps not. But certainly this is something that should be evaluated by professional staff accustomed to doing this type of work before being used as a reason to deny the City's request.

- *Insurance*

The Trustees have expressed concern that the Arena's insurance does not cover this particular purpose. We suspect the Arena's insurance also did not cover its potential use as "an emergency Alternative Care Site should the ongoing COVID-19 pandemic force hospitals beyond their capacity," and yet, as the Trustees state, it has been slated for that use in coordination with State agencies and area hospitals. Clearly the insurance issue must have been worked out in that case.

Finally, in recommending that the Commissioners turn down the City of Portland's request, the Trustees state:

We support ongoing efforts to activate sites that already exist in the city and were designed to provide these critical services.

But that is precisely the issue: THERE ARE NONE. If there were, we would be pressing them into service immediately. Unfortunately, the buildings we are currently using to provide emergency shelter comprise a 1900s duplex, multiple three-unit Victorian era homes, an old auto garage,

the gymnasium at the Expo, and area hotel and motel rooms. While the City is currently working to design, fund, and build—for the first time—a facility designed to provide temporary shelter to people experiencing homelessness, that facility does not yet exist. We do hope to expedite its construction, but in the meantime, we need alternatives. Hence, City Manager Jon Jennings' letter on the Portland City Council's behalf.

As you consider the City of Portland's request at your meeting on Monday, September 14, 2020, we hope you will take our comments into consideration and delay your vote until you have had time to speak directly with City Manager Jennings and appropriate city staff and elected officials about this matter.

We thank you for your time and for your service to the community.

Sincerely,

**Belinda Ray, City Councilor, District 1**  
Chair, HHS & Public Safety Committee

**Tae Chong, City Councilor, District 3**  
Member, HHS & Public Safety Committee

**Kimberly Cook, City Councilor, District 5**  
Member, Housing Committee

**Kate Snyder, Mayor of the City of Portland**

**Jill Duson, City Councilor, At-large**  
Chair, Housing Committee

**Pious Ali, City Councilor, At-large**  
Member, HHS & Public Safety Committee  
and Housing Committee

cc: County Manager Jim Gailey  
City Manager Jon Jennings  
Director of Health & Human Services Kristen Dow  
HHS Commissioner Jeanne Lambrew  
Governor Janet T. Mills  
Dan Brennan, Maine Housing  
Jeremy Kennedy  
Portland City Council

**Bayside Neighborhood** <bnaportland@gmail.com>

Oct 16, 2020 12:02 PM

Posted in group: **Planning Board**

To Chair Mazer and Members of the Planning Board,

The Bayside Neighborhood Association is categorically opposed to adding more shelters in Bayside, and specifically to Preble Street's proposed project at 5 Portland Street. Our objections are based on irreconcilable inadequacies within Preble Street's application and many other factors including but not limited to the extraordinary impact of the decades-long inequitable concentration of high-impact social services within a single underserved and neglected neighborhood. We ask the planning board to look at this project both through the wider lens of city and state plans to address and end homelessness as well as through the frame of history.

We ask that you draw a line in the sand and deny this permit based on the applicant's long history of unwillingness to adequately address impacts on the community surrounding their facilities; the absence of legitimately enforceable controls for neighborhood impacts; the lack of a defined city standard for what constitutes acceptable impact from a social service facility; the absence of a process for resolving neighborhood concerns (or indeed even a process to determine what the neighborhood's concerns are); and the lack of licensing standards for emergency shelters, without which the city has no way to enforce the standards after a shelter is operational.

The attached letter was written in June 2020 as an initial response to the unveiling of Preble Street's "Vision" for 2020-2025, and captures the initial reaction of the BNA board. This letter was approved by 15 members of the 16 member board (ex-officio member Preble Street abstaining) and co-signed by many community members.

I will be providing updated testimony at Tuesday's planning board workshop on behalf of the Bayside Neighborhood Association. Please include this letter in the packet for that meeting.

Sincerely,

Sarah Michniewicz  
President, Bayside Neighborhood Association

--

**Mission Statement**

*The **Bayside Neighborhood Association (BNA)** brings members of the Bayside community together. BNA brings conversations about Bayside to Bayside and to the greater community in a way that organizes, informs, and empowers residents; social service and other organizations; local businesses; and city representatives to form meaningful and long-term partnerships. BNA preserves and promotes safety, multi-cultural diversity, housing, and carefully planned social, economic, and physical development in this unique urban community.*

## Preble Street

---

**Molly Kite Spadone** <mollyspadone@gmail.com>

Oct 16, 2020 12:31 PM

Posted in group: **Planning Board**

*To whom this may concern,*

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

*Respectfully,*

*Molly Spadone  
90 Salem st Portland, ME 04102*

## Preble Street 24/7 wellness center

---

**Emma Liberty-Langlais** <emmaliblang@gmail.com>

Oct 16, 2020 12:44 PM

Posted in group: **Planning Board**

Hello,

My name is Emma, and I'm a resident of the parkside neighborhood in Portland. I am contacting you to let you know how important it is to me that the planning board approves the Preble Street conditional use application. For many of the people living in my community, this decision means life or death. As the housing crisis in Portland continues to worsen, the pandemic continues, and the winter months approach us, it is extremely urgent that we have more services to provide people in our community with food, safety, and warmth.

Thank you for your time!

Kind regards,  
Emma Liberty-Langlais

## Preble Street Day Shelter

---

**Omega Haehnel** <omega.rain.haehnel@gmail.com>

Oct 16, 2020 12:47 PM

Posted in group: **Planning Board**

Hello,

I'm writing to implore you to approve the Preble Street conditional use application. This shelter could be the only thing standing between dozens of homeless lives and the harsh Maine winter. Do the right thing and turn the Preble Street day shelter into a 24/7 wellness center.

Thank you,  
Omega Haehnel

## Homelessness

---

**Brenda Norris** <bwnorris@icloud.com>

Oct 16, 2020 12:54 PM

Posted in group: **Planning Board**

Dear Planning Board members,

*I can't presume to know all the implications of this decision and I truly believe that you all have the best interest of the people you represent at heart. I know also that Preble Street is an organization that carry these beliefs and have the ability to implement change for the homeless of Portland, Maine and beyond.*

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

*Thank you for listening,*

Brenda

## **Urgent: Approve Preble Street conditional use application**

---

**Brooke Wentworth** <bwntwrth@gmail.com>

Oct 16, 2020 12:57 PM

Posted in group: **Planning Board**

Hello,

My name is Brooke Wentworth, and I'm a resident of Portland. I am contacting you to let you know how important it is to me that the planning board approves the Preble Street conditional use application. For many of the people living in my community, this decision means life or death. As the housing crisis in Portland continues to worsen, the pandemic continues, and the winter months approach us, it is extremely urgent that we have more services to provide people in our community with food, safety, and warmth.

Thank you for your time!

Kind regards,  
Brooke Wentworth



## Preble Street Conditional use application

---

**Charley Merryman** <charley.merryman@maine.edu>

Oct 16, 2020 1:18 PM

Posted in group: **Planning Board**

*I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.*

## Request for approval of conditional use application

---

**Liza Miller** <liza.victoria.miller@maine.edu>

Oct 16, 2020 1:22 PM

Posted in group: **Planning Board**

Dear Portland Planning Team,

I am asking and urging you to support and approve the Preble Street conditional use application. The unhoused community of Portland deserves and needs shelter, safety, food and social resources this winter.

We know that the upcoming season is brutal on the vulnerable members of the community, and even more so in this situation of a pandemic, they will not be able to easily shelter inside with pandemic restrictions and precautions. This issue should be a forefront concern and importance of the planning board to figure out a safe plan for those who would seek resources for basic needs this winter.

This Wellness Shelter proposal proposes each person their own bed and caseworker. I think it is the least we can do for our community to open up another option for emergency shelter and care, and hope you will consider supporting this proposal.

Thank you,

Liza Miller (Portland community member)

## Preble street shelter

---

**liv nicol** <osnapple1@gmail.com>

Oct 16, 2020 1:38 PM

Posted in group: **Planning Board**

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Thank you,

Olivia Nicol

**Preble Street Resource Center Application# CU-001231-2020**

---

**K. Scott Morrison** <kscottmorrison2@gmail.com>

Oct 16, 2020 1:47 PM

Posted in group: **Planning Board**

Good day all,

Please find an attachment to this email which is our written comments regarding Preble Street Resource Center's application for a 40 bed shelter in Bayside which is on the Planning Board's agenda for the Tuesday 4:30PM meeting on October 20, 2020.

Please provide a copy of our comments to each board member and staff of the planning board.

Also please confirm receipt of our comments.

Thank you and best regards,

K. Scott and Mary Beth Morrison  
9 Parris St.

To: City of Portland Planning Board

From: K. Scott & Mary Beth Morrison, 9 Parris Street Portland, ME, October 16, 2020

Re: Preble Street Resource Center Shelter Permit Application# CU-001231-2020

Thank you for opportunity to share our thoughts on the Preble Street Resource Center's application for a new permanent shelter in Bayside.

As owner residents of a Bayside home since 2010 my wife Mary Beth and I want to express our strong opposition to this new shelter application. Our opposition focus here is in three areas based on our personal experience living in Bayside and our involvement in the Bayside Neighborhood Association.

- a) Safety and security- Our 10- year history in Bayside is marked by continuous events of trespassing, vandalism, theft, verbal and physically threatening behavior, loitering, littering, drug dealing and drug use----all on our single property. We have found these trespasses are from people who reside in Bayside because of the social services they receive here. One person succinctly put it this way- "Bayside is the mecca for free everything", so people come here what is offered. In 2020 we experienced a reduction in trespass events and threatening encounters, explained by the closing of and/or the reduction in 'free' services offered in Bayside due to pandemic protocols. People seeking services have had to go elsewhere. What is happening in Deering Oaks Park this year, is a glimpse of what we have dealt with in our yard for 10 years. We have filed a criminal trespass authorization form with the Police Dept, allowing officers to engage with people on our property. A shocking statistic to us was provided by the police – 23% of all Portland police calls for service are in Bayside yet Bayside represents only 1% of Portland's population. The management of the Preble St. Resource Center is quoted as saying what happens outside their walls is not their responsibility, so the neighborhood is on its own to deal with whatever Preble Street Resources attracts. For neighborhood safety and security reasons please do not approve this application.
- b) Neighborhood fairness- We have learned that Bayside hosts a severely disproportionate share of the public and private social services offered in Portland. If the city residents and city government want to provide these services, then it is a fair and reasonable expectation for all neighborhoods to share in hosting them. I have asked Preble Street representatives if other Portland neighborhoods, or even other cities, have been explored for the location of this new shelter. They have not responded. Folks, the benefits, and burdens of our city should be shared! This is an opportune time for the city to bring fairness to the social services delivery system in Portland. Saying no to this shelter application is an answer long overdue!

- c) Accountability- Are the recipients of social services in Portland being well served? Are they really being helped to move on to a better life situation? Mary Beth and I support several service providers in Portland. From newsletters and reports we conclude that they are not well served by the existing service models. On the positive side, Portland's city council has approved building an adult homeless services center in Riverton that promises an improved, humane model for helping people. The state has engaged a commission to develop plans for coordinated regional homeless services. Portland City Council's Health and Human Services committee is developing a licensing process for these small shelters, such as is being proposed here. I understand there are numerous efforts under way by other service providers to better meet the homeless population's needs. It is reasonable and prudent for these plans to be fully developed before any new shelters, including this one, are approved.

Thank you again for this opportunity to share our thoughts on this application. Bottom line for us - the Preble Street Resource Center has been a historically inconsiderate, bullying type neighbor who does not deserve approval to expand their operations in Bayside with a permanent homeless shelter.

## Please vote to accept Preble Street's year-round winter shelter!

---

**Catherine Buxton** <catherine.anne.buxton@gmail.com>

Oct 16, 2020 2:02 PM

Posted in group: **Planning Board**

Hi there!

I am writing to strongly encourage you to vote to approve the 40 person wellness shelter at the site of the Preble Street Resource Center. Especially now it is essential for us all to get creative to make sure as many people as possible have homes during this winter. Preble Street has shown a long-time commitment to serving unhoused people here in Portland, and I trust them as a leader to care and house folks safely in their new space. This space will be essential in providing safe housing for folks experiencing homelessness and it will alleviate the escalating housing crisis here in Portland. A Wellness Shelter is an important step for finding people long-term housing. As it stands now, clients are spread out in disparate locations across the city, making it difficult for social workers and case managers to help them get back on their feet. A 24/7 shelter with services will help move more people to stability and economic independence.

Institution after institution has turned their backs on the homeless population this year, please do not be another one of these institutions.

Thank you for your time and attention.

**-Catherine Buxton**

[p] she/her/hers

[e] catherine.anne.buxton@gmail.com

[m]: 978-382-2629

## Preble Street

---

**Jason Ouellette** <jason.ouellette@gmail.com>

Oct 16, 2020 2:22 PM

Posted in group: **Planning Board**

Hello,

I hope this message finds you well. Please approve the Preble Street conditional use permit. The nights are already dipping into freezing temperatures and no Mainer should have to sleep in the cold. Please allow the shelter to provide warm beds for people.

Kind regards,  
Jason Ouellette



## Wellness Shelter

---

**Gordon Thomson** <thomsonbg@aol.com>

Oct 16, 2020 2:31 PM

Posted in group: **Planning Board**

We want to express our strong support for the Planning Board approval of the Preble Street conditional use application so that its facility at 5 Portland Street can undergo the needed renovations for the Wellness Shelter.

This facility is certainly desperately needed, particularly as winter approaches. No city funds are required for the COVID-related renovations that are needed for this building to serve homeless Mainers. Leaving people out in the cold is not good at any point in time, but the need is particularly important given the public health emergency that exists because of COVID-19.

We look forward to hearing that the Planning Board has granted this Preble Street application at its next meeting.

Gordon and Barbara Thomson  
160 Marlborough Rd  
Portland

## Winter housing crisis in Portland

---

**Fiona Coleman** <fionarcoleman27@gmail.com>

Oct 16, 2020 3:04 PM

Posted in group: **Planning Board**

Hello,

My name is Fiona, and I'm a resident of Portland. I am contacting you to let you know how important it is to me that the planning board approves the Preble Street conditional use application. For many of the people living in my community, this decision means life or death. As the housing crisis in Portland continues to worsen, the pandemic continues, and the winter months approach us, it is extremely urgent that we have more services to provide people in our community with food, safety, and warmth.

Thank you for your time!

Kind regards,  
Fiona Coleman

## Don't leave people out in the cold

**Kristen Miale** <KMiale@gsfb.org>

Oct 16, 2020 2:17 PM

Posted in group: **Planning and Urban Development**

To the Portland Planning Board,

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Thank you for your consideration.

Best regards,

Kristen Miale

**Kristen Miale | President**

**Good Shepherd Food Bank**

3121 Hotel Road | PO Box 1807

Auburn, Maine 04211

(207) 782-3554 ext. 1122

(207) 423-5166 (cell)

[kmiale@gsfb.org](mailto:kmiale@gsfb.org)

[www.feedingmaine.org](http://www.feedingmaine.org)

-

### The latest on GSFB's response to COVID-19

| Resources for Agencies | Resources for Community Members |
|------------------------|---------------------------------|
|------------------------|---------------------------------|

[COVID-19 FAQs for Partner Agencies](#)

[GSFB Food Map](#)

[Connecting with your Community Toolkit](#)

[Food Assistance Changes to Operations](#)

[Volunteer Guidance for Safe Deliveries](#)

[Cooking Matters at Home](#)

[Governor's Stay Healthy at Home Mandate](#)

[Recipes for Pantry Boxes](#)

[MANP Reopening Guide for Nonprofits](#)

[COVID-19 Food Safety Info](#)

|                                            |                                      |
|--------------------------------------------|--------------------------------------|
| United Way – Volunteer Incentive Program   | Accessing Assistance through DHHS    |
| United Way – COVID-19 Response Fund        | ME Equal Justice Legal Services      |
| Machias Savings Bank – Building Resilience | Community Resources thru Aunt Bertha |
| Other Maine COVID-19 Response Funds        | Maine 2-1-1: Find Services!          |

[Maine Center for Disease Control and Prevention \(CDC\)](#)

[Contact GSFB](#)



## Don't leave people out in the cold

---

hmstilin@gmail.com <hmstilin@gmail.com>

Oct 16, 2020 2:18 PM

Posted in group: **Planning and Urban Development**

Hello,

I respectfully request that the City of Portland Planning Board approve the Preble Street conditional use application in order that its facility at 5 Portland Street undergo renovations needed for a new 24/7 Wellness Shelter. With so many people sleeping outside during a public health emergency and as winter approaches, this initiative is desperately needed. Preble Street is not asking for City funds and is only seeking Planning Board approval for necessary COVID-informed renovations to the building. Please do not leave people out in the cold.

Heather Stilin

531 Cottage Road

South Portland, Maine

Sent from Mail for Windows 10

## Don't leave people out in the cold

---

**Bobbi Lennie** <bobble3@yahoo.com>

Oct 16, 2020 2:24 PM

Posted in group: **Planning and Urban Development**

Dear Planning Board Members,

I am requesting that the city of Portland Planning Board approve the Preble St conditional use application in order that the facility at 5 Portland St undergo renovations.

We need to ensure, as caring human beings, that we take care and shelter those less fortunate.

Particularly with winter right around the corner.

Thank you,

Sincerely,

Bobbi Lennie

Sent from my iPhone

## Don't leave people out in the cold

---

**Linda Haley** <lehaley30@gmail.com>

Oct 16, 2020 3:29 PM

Posted in group: **Planning and Urban Development**

Please approve the application for renovations for a 24/7 shelter.

Memorandum  
Department of Planning and Urban Development  
Planning Division

---



To: Brandon Mazer, Chair, and Members of the Portland Planning Board  
From: Shukria Wiar, Planner  
Date prepared: October 16, 2020  
Re: Dissolution of Conditional Zoning Agreement-57 and Text Amendment to R-4 Zone  
Project ID: ZN-001309-2020 CBL: 062 E005  
Date of meeting: October 20, 2020

---

I. INTRODUCTION

West End, LLC seeks to dissolve the existing Conditional Zoning Agreement (CZA) that currently encumbers 32 Thomas Street in order to allow the dimensional and use standards governing the parcel to return to the underlying R-4 zone. Concurrently with the CZA dissolution request, a proposed text amendment to the R-4 zone has been submitted to facilitate the adaptive reuse of the property to accommodate for six additional dwelling units, yielding a total of eleven units at the site should the zoning amendments be approved. The subject property currently includes five residential condominium units and two commercial condominium units housed within the parish house and the sanctuary, and should the proposed actions be approved, the interior floor area of the structures would be reconfigured to remove the commercial spaces and add six more dwelling units, yielding a total of eleven units.

**Figure 1: 32 Thomas Street – Subject Property**



CZA-57, the conditional zoning agreement that currently binds the subject property, was approved by the City Council on June 18, 2012. Prior to the CZA's adoption, the site's dimensional and use standards were controlled by the underlying R-4 Residential zone, which did not allow for any office use except in a very limited scope under the home occupation use. At the time of the CZA adoption, the applicant had stated the Church sanctuary was in poor condition



and in need of rehabilitation, and the rationale of the Conditional Zoning Agreement request was such that the office use (prohibited under R-4 zone requirements) would be allowed on the first floor of the Parish Hall (with restrictions) to help fund rehabilitation work to the church sanctuary in order to ensure the integrity of the structure and envelope of the building complex over the long term. The applicant had also requested relief from several of the dimensional requirements of the R-4 zone because the existing buildings predated the current land use ordinance.

## II. PROJECT DATA

|                            |                                                              |
|----------------------------|--------------------------------------------------------------|
| <b>Current Zoning:</b>     | Conditional Zone Agreement                                   |
| <b>Proposed Zoning:</b>    | R-4 Residential                                              |
| <b>Current Uses:</b>       | Residential and Commercial (six units + 2 commercial spaces) |
| <b>Proposed Uses:</b>      | Residential (11 units)                                       |
| <b>Parcel Area:</b>        | 17,798 square feet                                           |
| <b>Area to be Rezoned:</b> | 17,798 square feet                                           |

## III. BACKGROUND AND EXISTING CONDITIONS

### *a. History of the Site and Buildings*

Williston West Church was designed by Francis Fassett, Portland's leading architect in the 1870s, in the High Victorian Gothic Style. The building's form is defined by the large three-story bell tower and it originally had a slate roof which was replaced with asphalt shingles in 1957. Some of the stained-glass windows were created by well-known artists. The Parish Hall was added by John Calvin Stevens in 1905 and included a wing to connect to the church. Its architecture harmonizes with the church, and the Parish Hall is notable for the stained-glass windows on the upper floors. It also has historic interest as the meeting place of the Young People's Society of Christian Endeavor (a national organization that led to the Sunday School movement) which started there in 1881.

### *b. Existing Conditions*

**Figure 3: Existing Conditions**



The building complex comprises two existing buildings (church and Parish Hall) that are linked via a connecting structure, and a courtyard area is located between the connector and Thomas Street. The site is 17,798 square feet in area and is located at the corner of Thomas Street and Carroll Street on the periphery of the underlying R-4 Residential zone, with the R-6 zone located immediately to the north and east.

The Church and Parish Hall (the latter designed by John Calvin Stevens in 1905) are located within the West End Historic District and are both listed on the National Register of Historic Places, recognizing both the architectural and historical significance of the buildings. Additionally, both structures are landmarked by the City of Portland under its historic preservation ordinance.

The aerial photograph in Figure 4 illustrates that the existing buildings are very close to the lot boundaries and there is little space for buffers between the proposed uses and residential neighbors. The parking lot to the west of the church is owned by the abutter and serves the adjacent condominiums.

**Figure 2: Site in 1902**



*c. Previously Approved Development*

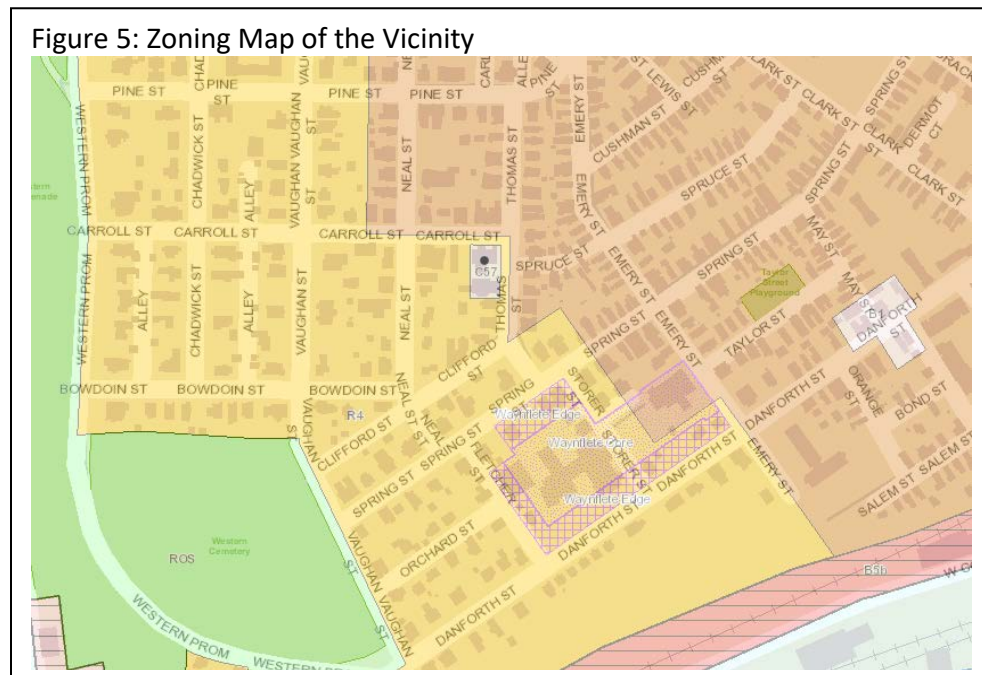
As mentioned earlier, the original church building was constructed in 1888 and the Parish Hall in 1914. When the Williston-West Church merged with Immanuel Baptist Church in 2011, the property was sold and the adaptive reuse of the former church and Parish Hall was proposed. The reuse involved creating approximately 2,500 square feet of office space, a use that was not allowed in the R-4 zone. Other uses proposed at the time included an accessory unit on the first floor of the Parish Hall, a family residence and possibly one other dwelling on the second and third floors of the Parish Hall, and rehabilitation and use of the Williston West Church sanctuary as a residential space.

In order to allow the proposed uses within the 2012 redevelopment plan, the City Council approved a Conditional Zoning Agreement (C-57) that outlined the permitted uses, dimensional standards, and performance requirements for the redevelopment of the site in June 2012. According to the applicant, the work on the residential portion of the project was started, but the Conditional Zoning Agreement was the subject of a legal challenge, partially related to consistency with the City's previous Comprehensive Plan and the commercial uses. In the end, the C-57 agreement was upheld and is still in effect today. However, the adaptive reuse project stalled and the site was sold at auction in 2019.



**IV. PROPOSED TEXT AMENDMENT AND ZONE ANALYSIS**

*a. Proposed Text Amendment*



The applicant proposes to dissolve CZA-57 and revert to the underlying R-4 zone in connection with the proposed text amendment in order to allow for the conversion of interior floor area into six additional dwelling units, yielding a total of eleven units should the text amendment be approved. The proposed text amendment revises paragraph Section 14-103(a) Conditional Uses within the R-4 zoning standards in order to permit higher residential density via reduction in the minimum lot area per dwelling unit requirement from 3,000

square feet of lot area per dwelling unit to 1,500 square feet per dwelling unit for nonresidential structures built prior to January 1, 1984 seeking to convert to residential uses of three units or more. The proposed text amendment is as follows:

**Sec. 14-103. Conditional uses.**

The following uses shall be permitted only upon the issuance of a conditional use permit, subject to the provisions of section 14-474 (conditional uses) of this article and any special provisions, standards or requirements specified below:

(a) Residential:

...

2. a. Alteration of an existing structure in residential use as of January 1, 1984 to accommodate one (1) or more dwelling units provided that:
  - i. ~~a.~~ No additional dwelling unit shall have less than six hundred (600) square feet of floor area, exclusive of common hallways and storage in basement and attic;
  - ii. ~~b.~~ No open outside stairways or fire escapes above the ground floor shall be or have been constructed in the immediately preceding five (5) years;
  - iii. ~~c.~~ The alteration will not result in a total cubic volume increase of more than ten (10) percent within the immediately preceding five (5) years;
  - iv. ~~d.~~ A lower level dwelling unit shall have a minimum of one-half of its floor-to-ceiling height above the average adjoining ground level;
  - v. ~~e.~~ No existing dwelling unit shall be decreased to less than one thousand (1,000) square feet of floor area;
  - vi. ~~f.~~ Three thousand (3,000) square feet of land area per dwelling unit shall be required;
  - vii. ~~g.~~ The project shall be subject to article V (site plan) of this chapter for site plan review and approval.
  - viii. ~~h.~~ Parking shall be provided as required in division 20 of this article.
- b. Alteration of an existing structure not in residential use as of January 1, 1984, such as a church, school, or other commercial building to three (3) or more dwelling units, provided that:
  - i. If there has been previous alteration of part of the structure for residential use after January 1, 1984, it was consistent with zoning in effect at

- the time altered;
- ii. No open outside stairways or fire escapes above the ground floor shall be constructed or have been constructed in the immediately preceding five (5) years;
  - iii. A lower level dwelling unit shall have a minimum of one-half of its floor-to-ceiling height above the average adjoining ground level;
  - iv. One thousand five hundred (1,500) square feet of land area per dwelling unit shall be required;
  - v. On-site parking shall be required as specified in division 20 (off-street parking) of this article, for the combined uses of the site;
  - vi. The project shall be subject to article V (site plan) of this chapter for site plan review and approval and the following additional standards:
    - 1. Any addition or exterior alterations such as facade materials, building form, and roof pitch shall be designed to be compatible with the architectural style of the structure;
    - 2. The scale and surface area of parking, driveways, and paved areas shall be arranged and landscaped to be compatible in size and scale with neighboring properties in the area and to properly screen vehicles from adjacent properties and streets; and
    - 3. Pre-existing dimensions of the structure existing as of January 1, 1984 shall be considered conforming. Existing setbacks may be further reduced by up to three (3) feet, or 50%, whichever is less, to accommodate minor exterior modifications.

In addition, the applicant proposes amendments to 14.105 (b) Dimensional requirements as follows in order to codify the 3,000 square feet of lot area per dwelling unit requirement for all other R-4 uses with the exception of the aforementioned nonresidential uses constructed prior to January 1, 1984:

**Sec. 14-105. Dimensional requirements.**

...

b) Minimum lot area per dwelling unit: Three thousand (3,000) square feet, except as provided for ~~a multiplex~~ elsewhere in this section. This requirement may be reduced by up to twenty (20) percent for a special needs independent living unit.

*b. R-4 Residential Zoning Requirements:*

The purpose of the Residential R-4 zone (Section 14-101) is as follows:

*The purpose of the R-4 residential zone is: (a) To preserve the unique character of the Western Promenade area of the city by controlling residential conversions and by allowing the continued mix of single-family, two-family, and low-rise multifamily dwellings and other compatible development at medium densities.*

The R-4 zone is mapped within the West End neighborhood of the city and is bound by the Western Prom ROS zone to the west, the R-6 zone that extends along Bramhall Street to the north, additional R-6 along Neal Street and Vaughn Street to the east, and the B-5b zone that extends along West Commercial Street to the south. R-4 includes a number of development controls intended to limit residential conversions and to control the form of development to limit impacts to neighborhood character by regulating floor to ceiling heights, fire escapes, and other aspects of the building envelope.

According to the applicant, the existing R-4 zone creates limitations with respect to density and setbacks that would make the adaptive reuse project infeasible. The R-4 zone requires 3,000 square feet of land for the first three dwelling units, and then 6,000 square feet of land for each additional unit thereafter. This density requirement would limit development on this site to four residential units in the event of a new construction project; currently there are five units housed within the existing structures, facilitated by the CZA. The applicant is proposing to add six additional residential units to yield a total of eleven units.

The applicant considered other alternatives before deciding upon the R-4 text amendment. These included:

- Amending the existing Conditional Zoning Agreement (C-57)
- Rezoning the site from R-4 to R-6
- An R-4 text amendment to add language specific to adaptive reuse for residential purposes to the R-4 zone.

While the first option was initially considered the preferred alternative, the applicant ultimately decided to pursue the third option concurrently with the dissolution of CZA-57 and its removal from the zoning map. The text amendment approach gives the ability to redevelop the site in an economically feasible way while avoiding further amendment to the CZA, as the office space use previously facilitated by the CZA was no longer part of the future development plans for the property. The R-5 zone permits adaptive reuse of buildings that are non-residential use as of January 1, 1984 to be converted into three or more dwelling units as a conditional use (Section 14-118 (3)) and in 2018, a comparable section was adopted for the R-3 zone (Section 14-88 (3)). This language has been reappropriated by the applicant for use within the R-4 zone under the proposed text amendment in order to allow the economically viable use of the existing structures while staying consistent with the residential character of the zone.

Should the board approve the proposed text amendment, staff would issue a recommendation to the Board for the de-mapping of CZA-57, removing it from the City's zoning map, and the Board's recommendation to City Council would also contain this action within it.

**V. CONSISTENCY WITH THE COMPREHENSIVE PLAN**

As part of the review of the proposed text amendment, the applicant is required to demonstrate that the proposal is in accordance with the Comprehensive Plan. The applicant has submitted a Comprehensive Plan analysis (Attachment A). Staff have identified the following goals and policies which are relevant to the proposed text amendment and finds the proposal in conformance with both the housing and economic development goals of the Comprehensive Plan, as well as the future land use vision set forth within the Plan. As stated, the purpose of the R-4 Zone is:



*(a) To preserve the unique character of the Western Promenade area of the city by controlling residential conversions and by allowing the continued mix of single-family, two-family, and low-rise multifamily dwellings and other compatible development at medium densities.*

The central vision of Portland's Plan 2030 is represented by the Venn diagram demonstrating the integral interrelation of the community's core belief that Portland is equitable, sustainable, connected, dynamic, authentic and secure. The vision conveys the message of the City's need to balance many competing interests to assure the advance of the vision as a unified concept. In this instance, that the City's goals for job growth and transforming Portland through orderly growth and development must be balanced with needs for connectivity of the street grid, sustainability of infrastructure and the ability to maintain that infrastructure, and security in the sense of public safety.



#### Housing: A Livable City

##### State Goals:

- To encourage and promote affordable decent, housing opportunities for all Maine citizens

##### Local Goals:

- Increase, preserve, and modify the overall supply of housing City-wide to meet the needs, preferences and financial capabilities of all Portland households.
- Encourage additional contextually-appropriate housing density in and proximate to neighborhood centers, concentrations of services, and transit nodes and corridors as a means of supporting complete neighborhoods.
- Pursue policies to enable people who work in Portland to have the option to live in Portland.
- Encourage quality, sustainable design in new housing development.

##### Goals from Future Strategies:

##### 3. Remove Housing Barriers

- Evaluate whether current zoning allows for new development consistent with historic patterns of form, density and/or use, as well as whether it allows for priority growth areas.
- Identify priority growth areas.
- Allow for a range of housing models in City codes, whether small units, co-housing, or others that may suit changing needs and demographics.

#### An Enduring City

##### State Goals:

- To preserve the State's historic and archaeological resources.

##### Local Goals:

- Stabilize and enhance historic areas of the city by ensuring quality investment in existing structures and compatible infill development.
- Ensure an appropriate balance of continuity and change as Portland grows and evolves.

## **VI. PUBLIC COMMENT**

The application was noticed to 100 neighbors and interested parties. The applicant has not held a Neighborhood Meeting and will need to do so prior to a public hearing. The Planning Division has not received any written public comment at the time this memo was completed. Staff did receive a phone call from Anne Pringle, President of the Western Promenade Neighborhoods Association, to express her support for the project. She would like to know what unattended consequences may be and what other properties may get affected by the proposed text amendment.

## **VII. NEXT STEPS**

- Staff to address any questions or concerns requested by the Planning Board at the workshop;

- Schedule a Public Hearing

## **ATTACHMENTS**

### APPLICANT'S SUBMITTAL

- A. 32 Thomas Street Zoning Application\_9.23.2020
- B. Map and Text Amendment Checklist
- C. Deed

### PLANS

- Plan 1      Vicinity Map
- Plan 2      Recording Plat

September 22, 2020

Planning and Urban Development Department  
Planning Division  
City of Portland, Maine  
389 Congress Street, 4<sup>th</sup> Floor  
Portland, ME 04101

Subject: Map and Text Amendment Application  
26 - 32 Thomas Street ("Williston-West Church")

To Whom it May Concern:

West End, LLC, which owns the membership interests in 32 Thomas Street, LLC, owner of 26 - 32 Thomas Street, is seeking map and text amendments to enable an adaptive reuse of the property.

The project site is comprised of eight parcels, Chart 062, Block E00, Lot 5001 (26 Thomas St Unit 1), Chart 062, Block E00, Lot 5002 (26 Thomas St Unit 2), Chart 062, Block E00, Lot 5003 (26 Thomas St Unit 3), Chart 062, Block E00, Lot 5004 (26 Thomas St Unit 4), Chart 062, Block E00, Lot 5005 (26 Thomas St Unit 5), Chart 062, Block E00, Lot 5006 (26 Thomas St Unit 6), Chart 062, Block E00, Lot 5007 (26 Thomas St Unit 7), and the Williston-West Church. The lot(s) that constitute 26 - 32 Thomas Street are currently improved with the historic Williston West Church a/k/a West-End Church sanctuary, and the historic parish house containing five residential condominium units and two commercial condominium units.

The parish house and the sanctuary are connected by a modern addition. Five residential units are built and currently occupied, while the commercial condominium in the parish house and the sanctuary sit empty.

The proposed map and text amendments would make the adaptive reuse project financially feasible by allowing for the construction of additional residential density, while returning the property to the R-4 zone, making it more compatible with the surrounding neighborhood. In addition, the proposed text amendments draw from existing language regarding alterations in other residential zones in Portland. Our thinking here is that this approach may help the City to unify its policy on adaptive reuse across several zones.

The property is currently subject to a Conditional Zoning Agreement which includes commercial space. We are seeking to dissolve the Conditional Zoning Agreement and return the property to the R-4 zone, subject to approval of the proposed text amendments.



September 22, 2020

Planning and Urban Development Department  
Map and Text Amendment Application for Williston-West Church  
Page 2

1. Text amendments to the R-4 zone to allow for adaptive reuse of buildings in non-residential use as of 1984, as is currently permitted in the R-3 and R-5 zones; and
2. Dissolution of Conditional Zone Agreement C57, which was required due to the nonconforming uses proposed in the previous plan, and return of the property to the R-4 zone.

We look forward to further discussing the project and this request for map and text amendments both with staff and the Planning Board.

Sincerely,

A handwritten signature in black ink, appearing to be 'Shawn Lyden', with a long horizontal line extending to the right.

Shawn Lyden  
Principal, West End LLC

**CITY OF PORTLAND**  
**Planning & Urban Development Department**

| MAP AND TEXT AMENDMENT<br>SUBMISSION CHECKLIST                                                                                                                                                                                                  |                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| * Please submit each document <u>and</u> drawing as a separate PDF file<br>* Please submit all drawings in a <u>24 x 36 sheet size</u><br>* Please confirm each item by electronically checking the boxes to the left for each document/drawing |                                                                                                                                                                                                                                                        |
| <b>GENERAL APPLICATION DOCUMENTS</b>                                                                                                                                                                                                            |                                                                                                                                                                                                                                                        |
| <input checked="" type="checkbox"/>                                                                                                                                                                                                             | <b>Project Description</b> <ul style="list-style-type: none"> <li>Cover Letter with detailed project description</li> </ul>                                                                                                                            |
| <input checked="" type="checkbox"/>                                                                                                                                                                                                             | <b>Consistency with Comprehensive Plan</b> <ul style="list-style-type: none"> <li>Analysis of the consistency of the zone change request with the goals, policies and land use plan of Portland's Comprehensive Plan.</li> </ul>                       |
| <input checked="" type="checkbox"/>                                                                                                                                                                                                             | <b>Proposed Text Amendment</b> <ul style="list-style-type: none"> <li>Provide proposed language for text amendment(s) and cite the relevant sections to be revised in the Land Use code.</li> </ul>                                                    |
| <input checked="" type="checkbox"/>                                                                                                                                                                                                             | <b>Completed Checklist – Map and Text Amendment Application (this document)</b>                                                                                                                                                                        |
| <input checked="" type="checkbox"/>                                                                                                                                                                                                             | <b>Right, Title and Interest</b> <ul style="list-style-type: none"> <li>Deeds, leases, or purchase and sales agreements</li> </ul>                                                                                                                     |
| <b>PLANS</b>                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                        |
| <input checked="" type="checkbox"/>                                                                                                                                                                                                             | <b>Vicinity Map</b>                                                                                                                                                                                                                                    |
| <input checked="" type="checkbox"/>                                                                                                                                                                                                             | <b>Proposed Map Amendment</b> (please use the Portland zoning map as a reference)                                                                                                                                                                      |
| <input checked="" type="checkbox"/>                                                                                                                                                                                                             | <b>Site Plan (if applicable)</b><br>On a separate sheet, please provide a site plan of the property showing existing and proposed improvements, including such features as buildings, parking, driveways, walkways, landscape and property boundaries. |

## **Zoning Amendments**

### **32 Thomas Street (“Williston-West”)**

#### Overview

Our team is proposing to an adjustment to the current zoning to allow for adaptive reuse of the property located at 26 - 32 Thomas Street. While the previous redevelopment plan for this site included commercial space, the current proposal seeks to rezone the project for an entirely residential use. Toward that end, we are seeking two amendments to the City’s zoning code:

1. Text amendments to the R-4 zone to allow for adaptive reuse of buildings in non-residential use as of 1984, as is currently permitted in the R-3 and R-5 zones; and
2. Repeal of Conditional Zone Agreement C57, which was required because of the nonconforming uses proposed in the previous plan.

While the immediate purpose for these amendments is to allow for the completion of the long-delayed adaptive reuse for this historic property, the amendments have other benefits as well:

- They bring consistency across similar residential zoning districts to allow for adaptive reuse of former churches, schools, and similar buildings;
- They eliminate a conditional zoning agreement, creating more consistent rules across properties in the same zoning district; and
- They bring the proposed reuse of 32 Thomas Street in line with the residential character of the R-4 zone.

Further information about the previous redevelopment effort on this site, this proposal, alternatives considered, and its consistency with City plans are below. We look forward to working with City staff, the Planning Board, and the City Council on these changes.

#### Previous Proposal

The original church building was constructed in 1888 and the Parish Hall in 1914. The site is an individually-designated landmark property and is also on the National Register of Historic places. After the Williston-West Church merged with Immanuel Baptist in 2011, the property was sold. The new owners proposed an adaptive reuse of the former church and Parish Hall. This reuse involved creating approximately 2,500 square feet of office space as well as residences and a possible community space.

In order to allow this redevelopment plan to go forward, the City Council approved a Conditional Zoning Agreement (C57) that outlined the permitted uses, dimensional standards, and performance requirements for the redevelopment of the site. While work commenced on

the residential portion of the project, the Conditional Zoning Agreement was the subject of a legal challenge, partially related to consistency with the City's previous Comprehensive Plan and the commercial uses. In the end, the C57 agreement was upheld. However, the project stalled and eventually the site was sold at auction.

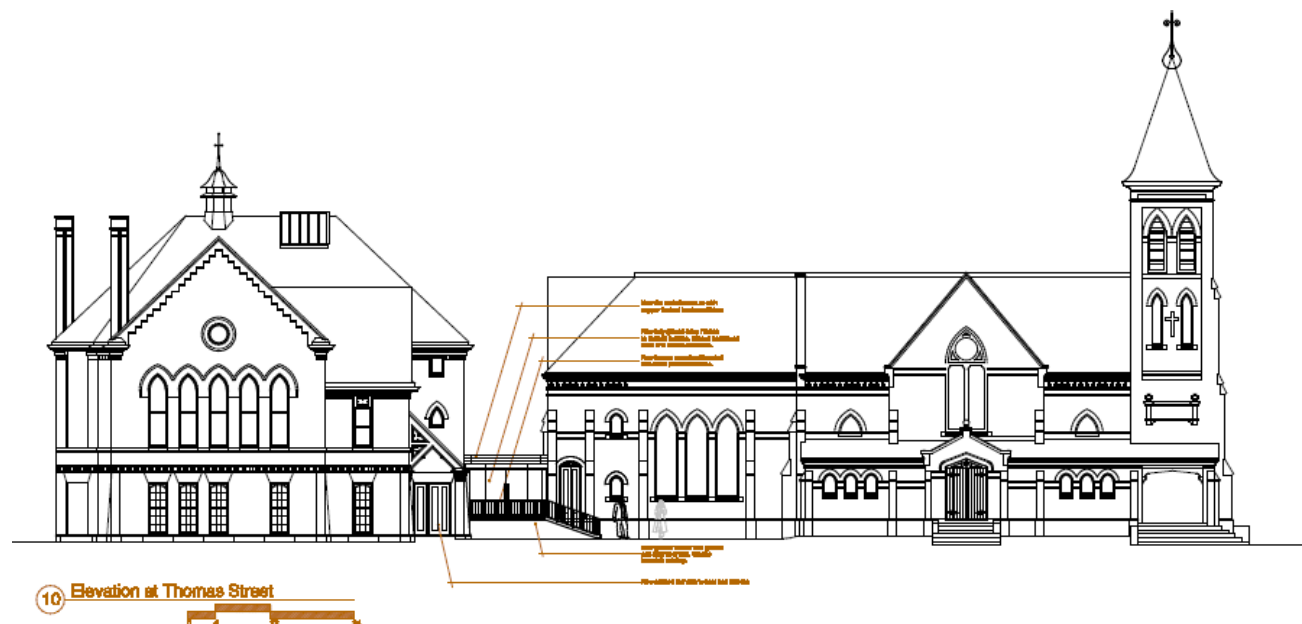


Figure 1: Elevation of the Buildings from Thomas Street (Garrison Consulting)

### Current Proposal

Our team proposes to complete redevelopment of the buildings with additional residences rather than commercial space. We plan for a total of 11 units on the site. The exact configuration of the units is still under development, but the only primary use on the site would be housing. The plan includes completing renovation of the building's exterior, with some possible modifications to accommodate the revised plan and accessory parking needs.

Given the primarily residential nature of our development proposal, we have explored zoning options that are in keeping with City plans, the current ReCode Portland effort, and other local concerns and interests. We want to create an economically feasible project that fits in with the surrounding neighborhood as much as possible.

Adaptive reuse of an existing building is a different enterprise than new development, creating a need for zoning allowances that differ from the base zoning. We have explored several options that might meet various stakeholders' interests as much as possible, and have developed a proposal we believe does so.

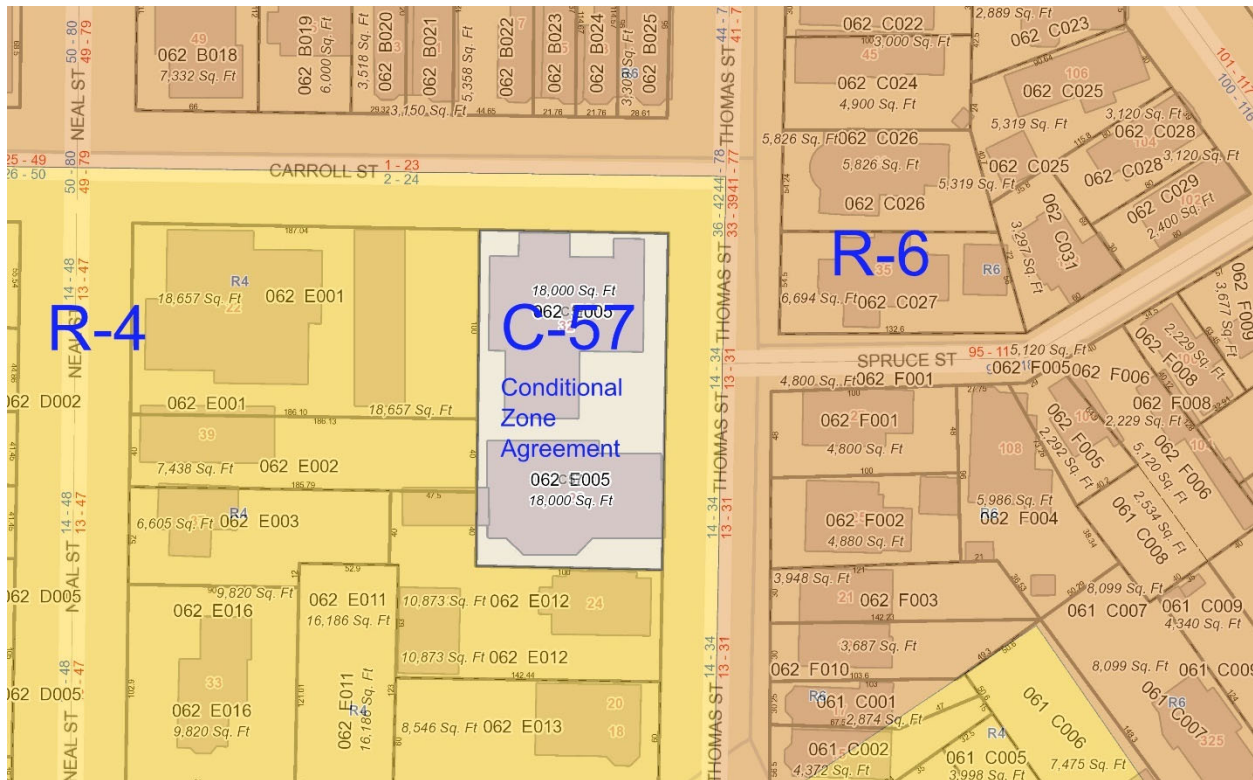


Figure 2: Existing Zoning around 32 Thomas Street

### Limitation of the Existing R-4 Base Zone

The purpose of the existing R-4 zone is:

*“To preserve the unique character of the Western Promenade area of the city by controlling residential conversions and by allowing the continued mix of single-family, two-family, and low-rise multifamily dwellings and other compatible development at medium densities.”*

We consider this site to be “compatible development,” as redevelopment would be residential and would allow for preservation and restoration of an existing historic structure. However, the language of the R-4 zone would not, by itself, permit this redevelopment.

Commercial uses on the site under our plan would be limited to home occupations and other uses permitted in the R-4 zone. However, there are other limits in the base zone that would make our project infeasible. Most importantly, the R-4 zone requires 3,000 square feet of land for each of the first three dwelling units, and then 6,000 square feet of land for each additional unit. Those requirements would limit redevelopment of this site to four units, less than the five already on the site.

The existing zone also creates limitations with respect to setbacks. While we don’t plan to significantly modify the exterior of the buildings, we may need to make some minor changes to

accommodate modern building codes or other factors. Much of the existing building is dimensionally nonconforming, making modifications very challenging.

#### Alternatives Considered

We explored several zoning options before setting on our proposed approach, focusing on three possibilities:

- *Amend the Existing C57 Conditional Zoning Agreement:* This approach has some appeal as being based on the existing zoning for the site. In fact, this was our original proposal earlier this year. After further consideration, however, we determined that this approach is not the best way to move forward. From the City's perspective, it retained a conditional zoning agreement while staff, the Planning Board, and the City Council are looking to simplify the zoning code and reduce site specific zoning allowances. From our perspective, this approach did not give us the flexibility we need in designing an economically viable reuse of the site. From the neighborhood's perspective, while this approach might seem to provide the most certainty, the reality is that the bulk of the restoration work required in the C57 agreement is already complete. There is a risk that tying the site to a specific redevelopment proposal would result in additional delays in project completion.
- *Propose a Map Amendment to R-6:* This approach would provide our team with the density and dimensional standards needed to complete redevelopment of the site. It would potentially be consistent with City goals to keep contiguous zoning districts, as the R-6 zone is right across the street. However, this approach is opposed by some in the neighborhood who are concerned about moving properties from R-4 to R-6. For this reason, we sought another approach.
- *Add Existing Language regarding Adaptive Reuse to the R-4 zone:* For some time, in Section 14-118 (3), the R-5 zone has allowed for adaptive reuse of structures that were in non-residential use as of January 1, 1984 into three or more dwelling units as a conditional use. The planning objective in this language is presumably to permit economically viable use of these structures, consistent with the residential character of the zone. This section was adapted for the R-3 zone in Section 14-88 (3) in 2018, with some adjustments to the language to acknowledge the differences between the R-5 and R-3 zones. This R-3 amendment permitted adaptive reuse of the former Reed School site.

We believe this final option is the best approach, and can replace the existing C-57 Conditional Zoning Agreement. This approach works for our team, as it gives us the ability to redevelop the site in an economically feasible way. It works for the City in that it takes an existing zoning tool – designed to accomplish goals outlined in City plans with respect to reuse of existing historic structures as well as housing production goals- and simply adapts it for use in an additional

zone. Finally, it works for the neighborhood, as it allows for existing permitted uses while also restoring historic structures.

### Proposed Language

The specific amendments to the R-4 zone we are proposing are as follows:

Adding a new section 14-103 (a):

"14-103 (a)

4. Alteration of a structure existing and not in residential use as of January 1, 1984, to three (3) or more dwelling units, provided that:

a. If there has been previous alteration of part of the structure for residential use after January 1, 1984, it was consistent with zoning in effect at the time altered;

b. No open outside stairways or fire escapes above the ground floor shall be constructed or have been constructed in the immediately preceding five (5) years;

c. A lower level dwelling unit shall have a minimum of one-half of its floor-to-ceiling height above the average adjoining ground level;

d. One thousand five hundred (1,500) square feet of land area per dwelling unit shall be required;

e. On-site parking shall be required as specified in division 20 (off-street parking) of this article, for the combined uses of the site;

f. The project shall be subject to article V (site plan) of this chapter for site plan review and approval and the following additional standards:

1. Any addition or exterior alterations such as facade materials, building form, and roof pitch shall be designed to be compatible with the architectural style of the structure;

2. The scale and surface area of parking, driveways, and paved areas shall be arranged and landscaped to be compatible in size and scale with neighboring properties in the area and to properly screen vehicles from adjacent properties and streets.

3. Pre-existing dimensions of the structure existing as of January 1, 1984 shall be considered conforming. Existing setbacks

may be further reduced by up to three (3) feet, or 50%, whichever is less, to accommodate minor exterior modifications."

In addition, we propose amending 14.105 (b) to allow for this new section:

"14.105. (b) Minimum lot area per dwelling unit: Three thousand (3,000) square feet, except as provided for ~~a multiplex~~ elsewhere this section. This requirement may be reduced by up to twenty (20) percent for a special needs independent living unit."

The proposed language in 14-103(a) is very similar to the language in the R-5 and R-3 zones, but contains three slightly different elements:

1. It clarifies that a partial alteration of a non-residential building to residential uses does not eliminate the ability to utilize this section. This language is advisable because the Williston-West site has been partially converted to five residential units.
2. It uses a different lot area minimum per dwelling unit. While the R-3 and R-5 zones use 3,000 square feet per unit, the minimum proposed would be 1,500 square feet of lot area per unit. This reflects the generally higher densities in the area, and the economics of redevelopment on the Peninsula.
3. It reduces setback requirements for existing buildings, and further allows for minor reductions in setback requirements to allow for changes such as those that might be required to meet current building code. While such an allowance is not as important in the R-3 and R-5 zones, where there is more space on most sites, it is essential in an urban site where the existing building is already very close to existing lot lines.

The proposed language still requires that the project be reviewed as a conditional use, in order to ensure that these standards are met.

The change to 14.105 (b) simply replaces the term "a multiplex" with the term "elsewhere in this section." While currently the only time lot area per dwelling unit varies from the district's base is in the case of multiplexes, adding 14-103(a) would create a second variation.

Alternatively, the phrase "or in 14-103(a)" could be added after "multiplex."

#### Applicability Elsewhere in the R-4 Zone

As a general text amendment, this would apply to any properties in the R-4 zone. While this is slightly more expansive than a conditional zoning agreement, we believe this opens up opportunities for other non-residential structures in the zone to be converted to residential uses with certainty. This change would therefore encourage non-conforming uses to come into conformance with the primarily residential nature of the R-4 zone.

One concern raised by neighbors is whether this amendment would encourage division of larger apartments into smaller spaces, by increasing the number of units that can be built on a



site. However, as this language only applies to buildings in non-residential use prior to 1984, it does not apply in many cases in the zone. We are not aware of any such buildings where a partial conversion to residential space has occurred since 1984, which are the only properties where there may be some risk of units being divided into smaller spaces.

### Consistency with City Plans

These proposed amendments are consistent with City plans. In particular, they will help accomplish three long-stated City goals:

- Additional housing production;
- Adaptive reuse of historic buildings; and
- Streamlining and clarifying of City land use code.

In particular, these changes are consistent with the city's Comprehensive Plan. At the core of that plan is housing production. The Plan calls for production of a variety of housing types and locations, with a specific, but achievable, goal of reaching a population of 72,000 by 2027. That target will require production of 2,557 housing units, or almost 300 per year. While this project by itself will not accomplish this goal, it will help in achieving that level of housing production.



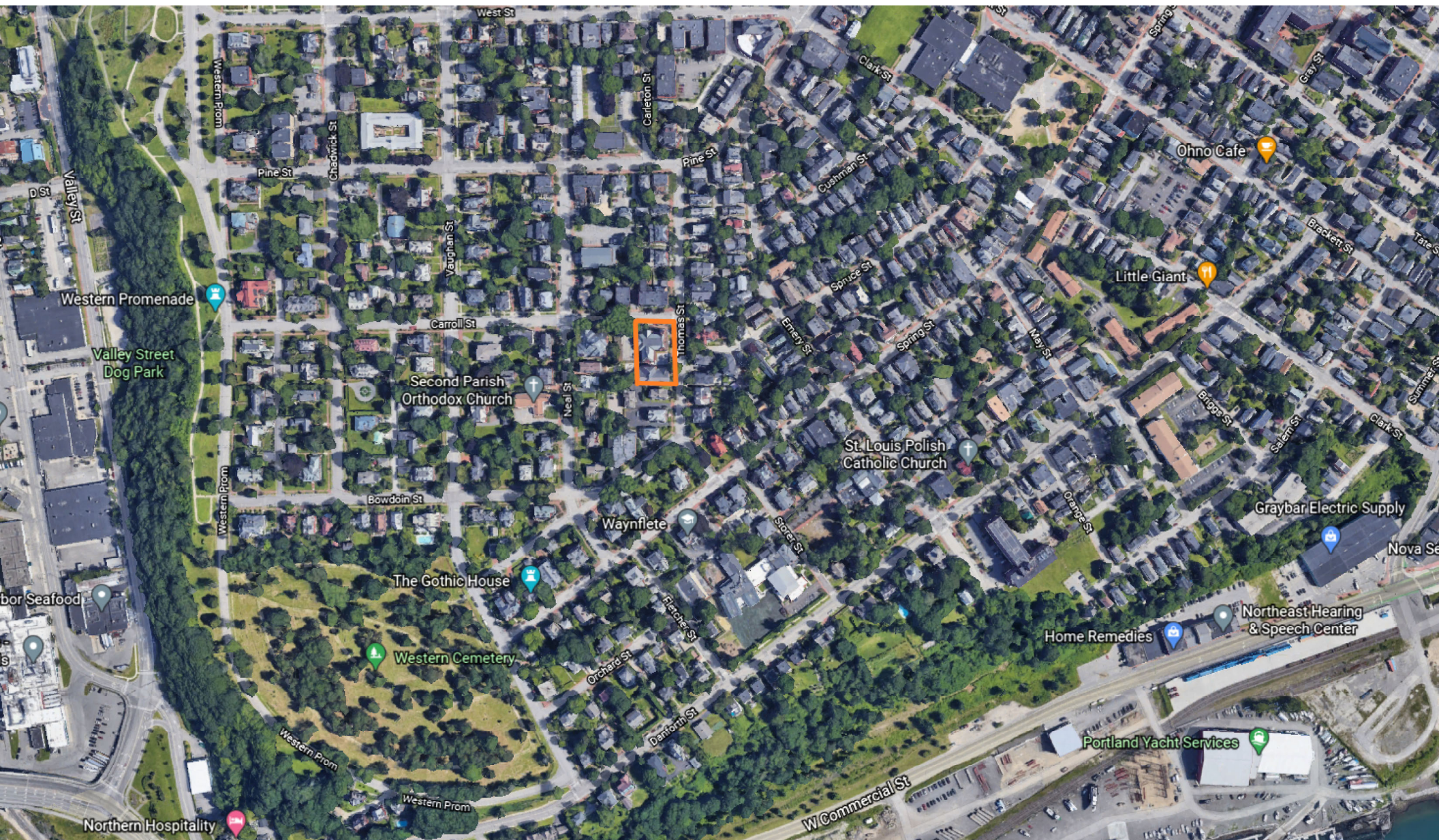
Portland's Plan also calls for adaptive reuse of historic structures, calling for the City to "[s]tabilize and enhance historic areas of the city by ensuring quality investment in existing structures and compatible infill development." This proposed adaptive reuse will allow for such a quality investment in an existing historic structure in a way that does not require public subsidy.

### Conclusion

Our team is excited to continue the work that began in 2011 to preserve the former Williston-West Church and Parish Hall. By adopting these zoning amendments, the City will allow for adaptive reuse of this site consistent with City policies, while also cleaning up and simplifying City land use code. We look forward to discussing these changes with staff, the Planning Board and the City Council.



# Vicinity Map





**WARRANTY DEED**  
Maine Statutory Short Form

KNOW ALL BY THESE PRESENTS, that **WILLISTON-WEST CHURCH, a/k/a Williston-West United Church of Christ, successor in interest to Williston Church**, a Maine non-profit corporation having a place of business at Portland, County of Cumberland, and State of Maine, for consideration paid, grants to **32 THOMAS STREET, LLC**, a Maine limited liability with a place of business in Portland, County of Cumberland and State of Maine, whose mailing address is 477 Congress Street, Suite 601, Portland, Maine 04101, with **WARRANTY COVENANTS**, the land, together with any improvements thereon, located in the City of Portland, County of Cumberland and State of Maine, and more particularly described in Exhibit "A" attached hereto and made a part hereof.

IN WITNESS WHEREOF, said WILLISTON-WEST CHURCH has caused this instrument to be signed and sealed by Patrick Costin, its duly-authorized Chairman of the Board of Trustees this 19TH day of December, 2011.

WITNESS:

WILLISTON-WEST CHURCH,  
a/k/a Williston-West United Church of  
Christ, successor in interest to Williston  
Church

By: Patrick Costin  
Its: Chairman of Board of Trustees

STATE OF MAINE  
COUNTY OF CUMBERLAND

December 19, 2011

Personally appeared before me the above-named Patrick Costin, Chairman of the Board of Trustees, and acknowledged the foregoing to be his free act and deed in said capacity and the free act and deed of said church.

Notary Public/Attorney at Law

Peter L. Murray  
Printed Name

MAINE REAL ESTATE TAX PAID

**EXHIBIT A  
TO  
WARRANTY DEED**

Two certain lots or parcels of land, together with any improvements thereon, situated in the City of Portland, County of Cumberland and State of Maine and further described as follows:

PARCEL 1: A certain parcel of land located in said Portland bounded as follows. Beginning at the corner made by the intersection of the Westerly side of Thomas Street unto the Southerly side of Carroll Street; thence Southerly by said Westerly side of Thomas Street one hundred and five (105) feet to a point; thence Westerly on a line parallel with said Southerly side of Carroll Street one hundred (100) feet to a point; thence Northerly on a line parallel with said Westerly side of Thomas Street one hundred and five (105) feet to said Carroll Street; thence Easterly by said Carroll Street to the point begun at. Being the same premises described in two certain agreements between Abby A. Steele and John H. True. Being the premises described in a deed from Abby A. Steele to Williston Church dated April 13, 1886 and recorded in the Cumberland County Registry of Deeds in Book 525, Page 221.

PARCEL 2: Property located in said Portland, being the premises described in a deed from Edward P. Chase to Williston Church dated September 9, 1897 and recorded in the Cumberland County Registry of Deeds in Book 652, Page 460.

Also hereby conveying all of the Grantor's right, title and interest in and to the fee underlying all public or private rights-of-way, easements, streets and alleys over, contiguous, benefitting or appurtenant to the premises.

The above described property is conveyed subject to an Easement from Williston Church to Central Maine Power and New England Telephone and Telegraph dated November 11, 1970 and recorded in said Registry of Deeds in Book 3157, Page 51.

By acceptance of this deed, Grantee agrees, for itself and its successors and assigns, that should the Grantee, its successors or assigns, at any time desire to demolish or alter the building on the property conveyed herein as to result in material damage to or removal of the stained glass windows, pipe organ and church bell, the Grantor shall have the right to remove and repossess the affected stained glass windows, pipe organ and church bell, without charge, but at its own expense, for preservation, recycling and/or re-use by Grantor, its successors and assigns, at Grantor's other location or elsewhere; provided, however, that Grantor, its successors or assigns, shall at its own expense reasonably restore any portion of the property disturbed by such removal activities.

Meaning and intending to describe the same property as described in a deed from Abby Steele to Williston Church, dated April 13, 1886 and recorded in said Registry of Deeds in Book 525, Page 221 and in a deed from Edward Chase to Williston Church, dated September 9, 1897 and recorded in said Registry of Deeds in Book 652, Page 460.

The above-described premises were surveyed by Northeast Civil Solutions as shown on a "Boundary Survey of 26 Thomas Street, Portland, Maine" dated December 13, 2011, and the Grantor conveys all right, title and interest in and to the metes and bounds description as follows:

A certain lot or parcel of land, together with any improvements thereon, located on the southerly side of Carroll Street and on the westerly side of Thomas Street, in the City of Portland, County of Cumberland, State of Maine, being more particularly bounded and described as follows:

BEGINNING at a #5 rebar w/cap stamped "NCS, INC PLS 1314" at the intersection of the southerly right-of-way line of Carroll Street and the westerly right-of-way line of Thomas Street. Said rebar being shown on a plan entitled "Boundary Survey of 26 Thomas Street, Portland, Maine" by Northeast Civil Solutions, dated December 13, 2011;

THENCE S 17°46'20" W along the westerly right-of-way line of said Thomas Street 180.00' to a #5 rebar w/cap stamped "NCS, INC PLS 1314". Said rebar being the northeasterly corner of land now or formerly of McKee Associates LLC as recorded in a deed recorded in the Cumberland County Registry of Deeds in Book 15262, Page 140;

THENCE N 72°58'37" W along the northerly line of land now or formerly of said McKee Associates LLC, 100.00' to a #5 rebar w/cap stamped "NCS, INC PLS 1314";

THENCE N 17°46'20" E along the easterly line of said McKee Associates LLC, land now or formerly of Sidney Tripp as recorded in a deed recorded in said Registry of Deeds in Book 15671, Page 307 and land now or formerly of McLellan School Houses Condominiums 180.00' to a #5 rebar w/cap stamped "NCS, INC PLS 1314". Said rebar being on the southerly right-of-way line of Carroll Street;

THENCE S 72°58'37" E along the southerly right-of-way line of said Carroll Street 100.00' to the POINT OF BEGINNING.

The above described parcel contains 17,998 square feet, more or less.

The basis of bearing for the above described parcel is Magnetic 1980.

S:\SANG01\Williston West Church\Deed.doc

Received  
Recorded Register of Deeds  
Dec 20, 2011 02:21:24P  
Cumberland County  
Pamela E. Lovley



# Site Plan

## ZONING, BULK & SPACE REQUIREMENTS:

- REFERENCE CONDITIONAL ZONING AGREEMENT RECORDED IN CUMBERLAND COUNTY CLERK'S DEEDS AT BOOK 29784 PAGE 123 AND R4 ZONING REQUIREMENTS.
2. PERMITTED USES
- A. ALL USES IN THE R-4 ZONE, INCLUDING
- B. PROFESSIONAL OFFICES, INCLUDING COMPUTER SOFTWARE PROGRAMMING AND MARKETING, AND EXCLUDING PERSONAL SERVICES, RETAIL SERVICES AND VETERINARIANS SUBJECT TO THE FOLLOWING:
- i. PROFESSIONAL OFFICES SHALL BE LOCATED ON THE FIRST FLOOR OF THE PARISH HOUSE AND SHALL OCCUPY NO MORE THAN 2,800 SF OF FLOOR AREA
  - ii. THE TOTAL NUMBER OF PROFESSIONAL OFFICES SHALL BE TWO
  - iii. SHALL NOT EXCEED FOURTEEN (14) NON-RESIDENT EMPLOYEES REGULARLY SCHEDULED TO OCCUPY THE PREMISES AT ANY ONE TIME.
  - iv. THE BUSINESS UTILIZING THE OFFICE SPACE SHALL BE A SINGLE TENANT OFFICE SPACE OWNED BY AN INDIVIDUAL OR A BUSINESS
  - v. THE OFFICE USE SHALL NOT GENERATE FREQUENT DAILY VISITATION BY CLIENTS, CUSTOMERS, OR THE GENERAL PUBLIC.
  - vi. THE OWNER OF THE OFFICE SHALL MAINTAIN BUSINESS SHALL SECURE AND PROVIDE TO ITS EMPLOYEES ONE (1) OFF STREET PARKING SPACE FOR EACH EMPLOYEE WHO COMMUTES TO THE OFFICE BY HIS OR HER AUTOMOBILE.
- THIS PROJECT INCLUDES AN OFFICE USE ON THE FIRST FLOOR OF THE PARISH HOUSE THAT APPROXIMATELY 2,800 SF OF FLOOR AREA. THE UNDERLYING DIMENSIONAL REQUIREMENTS FOR THE UNDERLYING R4 ZONE APPLY BUT FOR THE FOLLOWING MODIFICATIONS AS SET FORTH IN THE CONDITIONAL ZONING AGREEMENT. THESE INDIVIDUAL REQUIREMENTS ARE USED BELOW ALONG WITH THE ESTABLISHED COMPLIANCE TO THOSE REQUIREMENTS.
- A. MINIMUM LOT SIZE FOR PLACES OF ASSEMBLY AND PROFESSIONAL OFFICE USES COMBINED: 17,500 SF. THE LOT SIZE OF THE SUBJECT PROPERTY IS 17,998SF AS SUCH IS CONTAINED WITHIN THE BOUNDARY SURVEY BY NORTHEAST CIVIL SOLUTIONS DATED DECEMBER 13, 2011.
- B. MINIMUM YARD DIMENSIONS
- i. EXISTING FRONT YARD: THE EXISTING FRONT YARD OF PARISH HOUSE IS 4'-0". THE SANCTUARY IS 6'-10" AT THOMAS STREET AND 6'-9" AT CARROLL ST.
  - ii. REAR YARD: 3 FEET. THE EXISTING STRUCTURE OF SANCTUARY IS 2'-9" AND AT THE EXISTING STRUCTURE AT THE REAR OF THE PARISH HOUSE IS 3'-9".
  - iii. SIDE YARD: 4 FEET. THE SIDE OF THE EXISTING PARISH HOUSE STRUCTURE AT THE SIDE YARD IS 5 FEET.
  - iv. SIDE YARD ON SIDE STREETS: 8 FEET.
- C. MAXIMUM LOT COVERAGE: 90%. THE EXISTING FOOTPRINT OF THE STRUCTURES ON THE PROPERTY IS APPROXIMATELY 2,800 SF. THE EXISTING FOOTPRINT ON THE PROPERTY IS 2,800 SF.
- D. MAXIMUM STRUCTURE HEIGHT (SANCTUARY): 37 FEET. THE EXISTING HEIGHT OF THE SANCTUARY IS APPROXIMATELY 37 FEET.
- E. MAXIMUM STRUCTURE HEIGHT (PARISH HOUSE): 47 FEET. THE EXISTING HEIGHT OF THE PARISH HOUSE IS APPROXIMATELY 47 FEET.
- F. MAXIMUM STRUCTURE HEIGHT (BELL TOWER): 70 FEET. THE EXISTING HEIGHT OF THE BELL TOWER IS APPROXIMATELY 70 FEET.
- G. MINIMUM FLOOR AREA FOR PLACES OF ASSEMBLY: 6,000SF. THIS PROJECT DOES NOT REQUIRE ANY PROVISION OF CONSIDERATION FOR THE USE OF THE SANCTUARY AS A COMMUNITY HALL AT THIS TIME.
- H. RESIDENTIAL DWELLINGS WITHIN THE EXISTING STRUCTURES SHALL BE GOVERNED BY THE DIMENSIONAL REQUIREMENTS OF THE UNDERLYING R-4 ZONE. DIMENSIONAL CALCULATIONS FOR RESIDENTIAL USE SHALL BE BASED ON THE LOT SIZE OF THE PARCEL WITHOUT LAND AREA DEDUCTIONS FOR OTHER NON-RESIDENTIAL USES ON THE SITE. THIS PROJECT PROPOSES 5 RESIDENTIAL DWELLING UNITS WITHIN THE EXISTING FOOTPRINT OF THE PARISH HOUSE. THE R-4 ZONE REQUIRES A MINIMUM LOT AREA OF 3,000SF PER UNIT AND A MINIMUM FLOOR AREA OF 700SF PER UNIT. THE PROPOSAL OF 5 UNITS REQUIRES 15,000SF OF LAND AREA. THE EXISTING LAND AREA OF THE SITE IS 17,998 SF. THE SMALLEST OF THE 5 PROPOSED UNITS IS APPROXIMATELY 1,100 SF.
- I. THE CONDITIONAL ZONING AGREEMENT PROHIBITS THE INCREASE IN VOLUME OR TYPE OF EITHER THE PARISH HOUSE OR THE BELL TOWER OR THE DIMENSION OF THE SANCTUARY. THE PROJECT DOES NOT REQUIRE THE RENOVATION OF THE EXISTING PORTICO CONNECTOR BETWEEN THE PARISH HOUSE AND THE TRANSPORT OF THE SANCTUARY AS THE MAIN ENTRANCE TO THE RESIDENCES IN THE PARISH HOUSE. THESE MODIFICATIONS WILL NOT INCREASE THE VOLUME OR TYPE OF THE PARISH HOUSE OR THE BELL TOWER OR THE DIMENSION OF THE SANCTUARY.
- J. THE CONDITIONAL ZONING AGREEMENT INCLUDES A REHABILITATIONS SCHEDULE. THAT WORK HAS COMMENCED AND IS UNDERWAY AS NOTED. THIS PROJECT DOES NOT INTEND TO OBTAIN A CERTIFICATION OF COMPLETION OF THE REHABILITATION SCHEDULE UNTIL ALL OF THE WORK ON THE REHABILITATION SCHEDULE HAS BEEN COMPLETED.
- K. THE 4 ON-SITE PARKING SPACES ARE DEDICATED FOR USE BY THE OCCUPANTS OF THE RESIDENTIAL UNITS ONLY.
- L. THE 4 ON-SITE UTILITY SERVICES SHALL BE REMOVED. NEW UTILITY SERVICES SHALL BE INSTALLED UNDERGROUND.
- M. PRECISE CONSTRUCTION DETAILS SHALL MEET HISTORIC PRESERVATION AND SITE PLAN COMMISSION APPROVAL AND CITY OF PORTLAND TECHNICAL STANDARDS, WHERE APPLICABLE.

| UNIT SQUARE FOOTAGE TABLE: |                           |                     |
|----------------------------|---------------------------|---------------------|
| UNIT #                     | DESCRIPTION               | SQUARE FOOTAGE (SF) |
| 1                          | GROUND FLOOR CARETAKERS   | 1,115               |
| 2                          | OVERLOOKING THOMAS STREET | 2,161               |
| 3                          | CENTER OF BUILDING        | 1,768               |
| 4                          | SOUTHWEST CORNER          | 1,627               |
| 5                          | REAR NORTHWEST CORNER     | 1,507               |

WAIVER:

ON THE BASIS OF THE APPLICATION, PLANS, REPORTS AND OTHER INFORMATION SUBMITTED BY THE APPLICANT, FINDINGS AND RECOMMENDATIONS, CONTAINED IN THE PLANNING BOARD REPORT FOR APPLICATION ON DECEMBER 8, 2015 FOR APPLICATION #2015-131 (26-32 THOMAS STREET) RELEVANT TO PORTLAND'S TECHNICAL AND DESIGN STANDARDS AND OTHER REGULATIONS, AND THE TESTIMONY PRESENTED AT THE PLANNING BOARD HEARING, THE PLANNING BOARD VOTES TO WAIVE THE TECHNICAL MANUAL AND SECTION 1.1.4, PARKING LOT AND PARKING SPACE DESIGN, WHICH REQUIRES A DRIVE AISLE OF 24 FEET WIDTH FOR 90 DEGREE PARKING, TO ALLOW A PARKING AISLE OF 21 FEET AS SUPPORTED BY THE TRAFFIC ENGINEERING REVIEWER.

## CONDITIONS OF APPROVAL

ON THE BASIS OF THE APPLICATION, PLANS, REPORTS AND OTHER INFORMATION SUBMITTED BY THE APPLICANT, FINDINGS AND RECOMMENDATIONS CONTAINED IN THE PLANNING BOARD REPORT FOR THE PUBLIC HEARING ON DECEMBER 8, 2015 FOR APPLICATION #2015-131 (26-32 THOMAS STREET) RELEVANT TO THE SUBDIVISION REGULATIONS, AND THE TESTIMONY PRESENTED AT THE PLANNING BOARD HEARING, THE PLANNING BOARD VOTED 6-0 TO FIND THAT THE PLAN IS IN CONFORMANCE WITH THE SUBDIVISION STANDARDS OF THE LAND USE CODE AND TO APPROVE THE APPLICATION, SUBJECT TO THE FOLLOWING CONDITION OF APPROVAL:

1. THE APPLICANT SHALL FINALIZE THE SUBDIVISION PLAT TO ADDRESS PLANNING BOARD AND STAFF COMMENTS, AND TO CONFIRM THAT THE 4 ON-SITE PARKING SPACES ARE FOR THE USE OF THE OCCUPANTS OF THE PROPOSED RESIDENTIAL UNITS ONLY; THE FINAL PLAT TO BE SUBMITTED FOR REVIEW AND APPROVAL BY CORPORATION COUNSEL, DEPARTMENT OF PUBLIC WORKS, AND THE PLANNING AUTHORITY PRIOR TO SIGNATURE BY THE PLANNING BOARD.

APPROVED BY CITY OF PORTLAND PLANNING BOARD

[illegible]

**PRELIMINARY**  
**NOT FOR CONSTRUCTION**

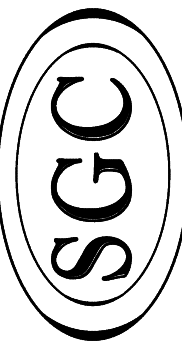
## REVISIONS:

CITY OF PORTLAND PRELIM SUBDIVISION SUBMITTAL  
CITY OF PORTLAND FINAL SUBDIVISION SUBMITTAL

[illegible]

**SGC ENGINEERING, LLC**

- Civil Design & Survey Engineering
- Environmental & Regulatory Permitting
- Electrical Power Systems Engineering



SERVING OUR CLIENTS IN THE U.S.A. & CANADA

NER:  
A GLOBAL TECHNOLOGY  
DEVELOPMENT  
200 MIDDLE STREET  
PORTLAND, MAINE

RECORD OWNER:

RECORDING PLAT  
WILLISTON CHURCH  
26 THOMAS STREET  
PORTLAND, MAINE

**TITLE:**

SHEET

1

Page 537



**CITY OF PORTLAND**  
**Planning & Urban Development Department**

| <b>MAP AND TEXT AMENDMENT<br/>SUBMISSION CHECKLIST</b>                                                                                                                                                                                          |                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| * Please submit each document <u>and</u> drawing as a separate PDF file<br>* Please submit all drawings in a <u>24 x 36 sheet size</u><br>* Please confirm each item by electronically checking the boxes to the left for each document/drawing |                                                                                                                                                                                                                                                        |
| GENERAL APPLICATION DOCUMENTS                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                        |
| <input checked="" type="checkbox"/>                                                                                                                                                                                                             | <b>Project Description</b> <ul style="list-style-type: none"> <li>Cover Letter with detailed project description</li> </ul>                                                                                                                            |
| <input checked="" type="checkbox"/>                                                                                                                                                                                                             | <b>Consistency with Comprehensive Plan</b> <ul style="list-style-type: none"> <li>Analysis of the consistency of the zone change request with the goals, policies and land use plan of Portland's Comprehensive Plan.</li> </ul>                       |
| <input checked="" type="checkbox"/>                                                                                                                                                                                                             | <b>Proposed Text Amendment</b> <ul style="list-style-type: none"> <li>Provide proposed language for text amendment(s) and cite the relevant sections to be revised in the Land Use code.</li> </ul>                                                    |
| <input checked="" type="checkbox"/>                                                                                                                                                                                                             | <b>Completed Checklist – Map and Text Amendment Application (this document)</b>                                                                                                                                                                        |
| <input checked="" type="checkbox"/>                                                                                                                                                                                                             | <b>Right, Title and Interest</b> <ul style="list-style-type: none"> <li>Deeds, leases, or purchase and sales agreements</li> </ul>                                                                                                                     |
| PLANS                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                        |
| <input checked="" type="checkbox"/>                                                                                                                                                                                                             | <b>Vicinity Map</b>                                                                                                                                                                                                                                    |
| <input checked="" type="checkbox"/>                                                                                                                                                                                                             | <b>Proposed Map Amendment</b> (please use the Portland zoning map as a reference)                                                                                                                                                                      |
| <input checked="" type="checkbox"/>                                                                                                                                                                                                             | <b>Site Plan (if applicable)</b><br>On a separate sheet, please provide a site plan of the property showing existing and proposed improvements, including such features as buildings, parking, driveways, walkways, landscape and property boundaries. |

**WARRANTY DEED**  
Maine Statutory Short Form

KNOW ALL BY THESE PRESENTS, that **WILLISTON-WEST CHURCH, a/k/a Williston-West United Church of Christ, successor in interest to Williston Church**, a Maine non-profit corporation having a place of business at Portland, County of Cumberland, and State of Maine, for consideration paid, grants to **32 THOMAS STREET, LLC**, a Maine limited liability with a place of business in Portland, County of Cumberland and State of Maine, whose mailing address is 477 Congress Street, Suite 601, Portland, Maine 04101, with **WARRANTY COVENANTS**, the land, together with any improvements thereon, located in the City of Portland, County of Cumberland and State of Maine, and more particularly described in Exhibit "A" attached hereto and made a part hereof.

IN WITNESS WHEREOF, said WILLISTON-WEST CHURCH has caused this instrument to be signed and sealed by Patrick Costin, its duly-authorized Chairman of the Board of Trustees this 19TH day of December, 2011.

WITNESS:

WILLISTON-WEST CHURCH,  
a/k/a Williston-West United Church of  
Christ, successor in interest to Williston  
Church

By: Patrick Costin  
Its: Chairman of Board of Trustees

STATE OF MAINE  
COUNTY OF CUMBERLAND

December 19, 2011

Personally appeared before me the above-named Patrick Costin, Chairman of the Board of Trustees, and acknowledged the foregoing to be his free act and deed in said capacity and the free act and deed of said church.

Notary Public/Attorney at Law

Peter L. Murray  
Printed Name

MAINE REAL ESTATE TAX PAID



**EXHIBIT A  
TO  
WARRANTY DEED**

Two certain lots or parcels of land, together with any improvements thereon, situated in the City of Portland, County of Cumberland and State of Maine and further described as follows:

PARCEL 1: A certain parcel of land located in said Portland bounded as follows. Beginning at the corner made by the intersection of the Westerly side of Thomas Street unto the Southerly side of Carroll Street; thence Southerly by said Westerly side of Thomas Street one hundred and five (105) feet to a point; thence Westerly on a line parallel with said Southerly side of Carroll Street one hundred (100) feet to a point; thence Northerly on a line parallel with said Westerly side of Thomas Street one hundred and five (105) feet to said Carroll Street; thence Easterly by said Carroll Street to the point begun at. Being the same premises described in two certain agreements between Abby A. Steele and John H. True. Being the premises described in a deed from Abby A. Steele to Williston Church dated April 13, 1886 and recorded in the Cumberland County Registry of Deeds in Book 525, Page 221.

PARCEL 2: Property located in said Portland, being the premises described in a deed from Edward P. Chase to Williston Church dated September 9, 1897 and recorded in the Cumberland County Registry of Deeds in Book 652, Page 460.

Also hereby conveying all of the Grantor's right, title and interest in and to the fee underlying all public or private rights-of-way, easements, streets and alleys over, contiguous, benefitting or appurtenant to the premises.

The above described property is conveyed subject to an Easement from Williston Church to Central Maine Power and New England Telephone and Telegraph dated November 11, 1970 and recorded in said Registry of Deeds in Book 3157, Page 51.

By acceptance of this deed, Grantee agrees, for itself and its successors and assigns, that should the Grantee, its successors or assigns, at any time desire to demolish or alter the building on the property conveyed herein as to result in material damage to or removal of the stained glass windows, pipe organ and church bell, the Grantor shall have the right to remove and repossess the affected stained glass windows, pipe organ and church bell, without charge, but at its own expense, for preservation, recycling and/or re-use by Grantor, its successors and assigns, at Grantor's other location or elsewhere; provided, however, that Grantor, its successors or assigns, shall at its own expense reasonably restore any portion of the property disturbed by such removal activities.

Meaning and intending to describe the same property as described in a deed from Abby Steele to Williston Church, dated April 13, 1886 and recorded in said Registry of Deeds in Book 525, Page 221 and in a deed from Edward Chase to Williston Church, dated September 9, 1897 and recorded in said Registry of Deeds in Book 652, Page 460.

The above-described premises were surveyed by Northeast Civil Solutions as shown on a "Boundary Survey of 26 Thomas Street, Portland, Maine" dated December 13, 2011, and the Grantor conveys all right, title and interest in and to the metes and bounds description as follows:

A certain lot or parcel of land, together with any improvements thereon, located on the southerly side of Carroll Street and on the westerly side of Thomas Street, in the City of Portland, County of Cumberland, State of Maine, being more particularly bounded and described as follows:

BEGINNING at a #5 rebar w/cap stamped "NCS, INC PLS 1314" at the intersection of the southerly right-of-way line of Carroll Street and the westerly right-of-way line of Thomas Street. Said rebar being shown on a plan entitled "Boundary Survey of 26 Thomas Street, Portland, Maine" by Northeast Civil Solutions, dated December 13, 2011;

THENCE S 17°46'20" W along the westerly right-of-way line of said Thomas Street 180.00' to a #5 rebar w/cap stamped "NCS, INC PLS 1314". Said rebar being the northeasterly corner of land now or formerly of McKee Associates LLC as recorded in a deed recorded in the Cumberland County Registry of Deeds in Book 15262, Page 140;

THENCE N 72°58'37" W along the northerly line of land now or formerly of said McKee Associates LLC, 100.00' to a #5 rebar w/cap stamped "NCS, INC PLS 1314";

THENCE N 17°46'20" E along the easterly line of said McKee Associates LLC, land now or formerly of Sidney Tripp as recorded in a deed recorded in said Registry of Deeds in Book 15671, Page 307 and land now or formerly of McLellan School Houses Condominiums 180.00' to a #5 rebar w/cap stamped "NCS, INC PLS 1314". Said rebar being on the southerly right-of-way line of Carroll Street;

THENCE S 72°58'37" E along the southerly right-of-way line of said Carroll Street 100.00' to the POINT OF BEGINNING.

The above described parcel contains 17,998 square feet, more or less.

The basis of bearing for the above described parcel is Magnetic 1980.

S:\SANG01\Williston West Church\Deed.doc

Received  
Recorded Register of Deeds  
Dec 20, 2011 02:21:24P  
Cumberland County  
Pamela E. Lovley

**REAUTHORIZATION OF  
AMENDMENT TO CITY CODE  
SEC. 14-49 (ZONING TEXT AMENDMENT)  
RE: Conditional Zoning Agreement  
Williston-West Church**

ORDERED, that the zoning text of the City of Portland, dated December 2000 as amended and on file in the Department of Planning & Development, and incorporated by reference into the Zoning Ordinance by Sec. 14-49 of the Portland City Code, is hereby amended to reflect a conditional rezoning as detailed below.

**AMENDED CONDITIONAL ZONE AGREEMENT  
RE: WILLISTON-WEST CHURCH**

AGREEMENT (the “Agreement”) made this \_\_\_\_ day of \_\_\_\_\_, 2020 by 32 Thomas Street, LLC, a Maine limited liability company having a mailing address \_\_\_\_\_, Maine \_\_\_\_ (“Developer”), and its successors and assigns.

**W I T N E S S E T H**

WHEREAS, the Developer owns real property located at 32 Thomas Street, consisting of the parcel shown on the City’s Tax Map 62, Block E, Lot 5, being more particularly described in a deed recorded in Cumberland County Registry of Deeds in Book 29217, Page 171 (collectively the “Property”); and

WHEREAS, the existing building complex located on the Property was formerly used as the Williston-West Church; and

WHEREAS, on June 18, 2012, the City of Portland (hereinafter “City”) granted a conditional rezoning agreement (the “Original CZA”), which Original CZA was recorded in the Cumberland County Registry of Deeds on July 26, 2012 in Book 29784, Page 123; and

WHEREAS, prior to the Original CZA, the Property was zoned R-4 Residential; and

WHEREAS, the properties on the opposite sides of Thomas and Carroll Streets, directly across from the Property, are zoned R-6 Residential; and

WHEREAS, the building complex located on the Property is comprised of two principal portions, the sanctuary and the parish house; and

WHEREAS, the building complex is listed in the National Register of Historic Places, the sanctuary is a designated local landmark as defined by Article IX of the Portland City Code and the parish house is a contributing structure within the West End Historic District under Article IX; and

*PROPOSED DRAFT*

WHEREAS, the sanctuary and the parish hall are important, unique, large-scale, non-residential historic structures that were designed by noted architects Francis Fassett and John Calvin Stevens, respectively; and

WHEREAS, the building complex significantly contributes to the architectural fabric of the neighborhood and distinctive sense of place that defines Portland and therefore requires special consideration with regard to its rehabilitation and preservation; and

WHEREAS, the standards of review for alterations of historic structures set forth in Portland City Land Use Code (the “Code”) §14-650 include the following: (a) Every reasonable effort shall be made to provide a compatible use for a property which requires minimal alteration to the character-defining features of the structure, object or site and its environment or to use a property for its originally intended purpose; and (b) The distinguishing original qualities or character of a structure, object or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible;

WHEREAS, prior to the Original CZA, the building complex located on the Property was falling into a state of disrepair; and

WHEREAS, pursuant to the Original CZA, the Developer has invested significant time and resources into restoring the building located on the Property, including without limitation rehabilitation of the parish house and the development of five (5) residential condominium units therein; and

WHEREAS, the Original CZA allowed for use of a portion of the first floor of the parish house for office use, which uses, particularly in the R-4 zone, have been limited; and

WHEREAS, the Original CZA provided for the Developer to maintain the sanctuary and to use the building as a community hall for limited community uses; and

WHEREAS, historically appropriate and neighborhood compatible adaptive re-use of historic religious structures is often challenging, and reasonable use flexibility may enable economically viable rehabilitation and productive use of such buildings for their long term preservation; and

WHEREAS, development of the Project in accordance with the Original CZA, and specifically of the maintenance of the sanctuary for use as a community hall for limited community uses has not proved to be economically viable; and

WHEREAS, the Developer proposes and intends to develop the portion of the parish house that was intended to be developed for office use under the Original CZA into two (2) additional residential units, as illustrated in Exhibit A-1, A-2 and A-3 attached hereto; and

*PROPOSED DRAFT*

WHEREAS, the Developer proposes and intends to develop the sanctuary into four (4) additional residential units, as illustrated in Exhibits A-1, A-2 and A-3 attached hereto; and

WHEREAS, the Developer proposes and intends to install underground parking to accommodate the additional residential units as illustrated in Exhibit B attached hereto; and

WHEREAS, the Developer has requested an amendment to the Original CZA to allow for development of six (6) additional residential units as described above, which requires a reduction of the permitted level of density within the R-4; and

WHEREAS, the proposed addition of six (6) additional residential units provide the necessary economic value for the feasibility of the productive use of the building complex and the associated rehabilitation investments; and

WHEREAS, the additional six (6) residential units cannot be accommodated under dimensional requirements of the R-4 zone; and

WHEREAS, the Developer has completed the schedule of rehabilitation improvements to the building complex to address immediate needs to ensure the soundness and integrity of the building envelope and structural elements in accordance with the Original CZA; and

WHEREAS, the Developer intends to continue to maintain the historic character of the structures and Property and intends to perform additional improvements to the building complex to prolong its useful life and preserve the historic character, all with the goal of extending the useful life of the building complex for a time period approaching fifty (50) years or longer; and

WHEREAS, the Developer has requested a rezoning of the Property in order to permit the proposed development of the Property, which will facilitate funding the long-term maintenance of the historic structures; and

WHEREAS, the proposed uses of the Property are consistent with and more conforming to the existing and permitted uses in the neighborhood than were allowed under the Original CZA; and

WHEREAS, the Original CZA provides for the Property to be subject to the R-4 dimensional requirements, except to the extent that the existing building complex does not meet, but is lawfully nonconforming with the same; and

WHEREAS, since entering into the Original CZA, the Developer has determined that the provides for the Property to be subject to, except to the extent that the existing building complex does not meet the rear yard setback requirements as amended by the Original CZA; and

*PROPOSED DRAFT*

WHEREAS, the Planning Board, after notice and hearing and due deliberation thereon, recommended the rezoning of the Property as aforesaid, subject, however, to certain conditions contained in this Agreement; and

WHEREAS, the City, by and through the Portland City Council, pursuant to 30-A M.R.S.A. § 4352(8) and §§ 14-60 to 14-62 of the Code, after notice, hearing and due deliberation thereon, has determined that because of the unique and historical nature of the Property, the proposed development:

- Contributes a desirable, unique type of housing to the peninsula stock;
- Promotes sustainability by allowing for rehabilitation of an existing historic building to provide new housing development consistent with the medium and high density urban residential development pattern typically found on the peninsula;
- Makes improvements to below-grade infrastructure, including parking, to accommodate new growth;
- Accommodates well-designed density, which is integral to healthy, walkable city neighborhoods; and therefore

it is necessary and appropriate to impose, by agreement, the conditions and restrictions set forth herein, in order to insure that said rezoning is consistent with the City's comprehensive land use plan; and

WHEREAS, the City Council of the City authorized the execution of the Original CZA on June 18, 2012 by City Council Order No. 214-11/12 and reauthorized the execution of this Agreement on \_\_\_\_\_ by way of this Order, a true copy of which is attached hereto as Exhibit \_\_\_\_; and

WHEREAS, the Developer has agreed to enter into this Agreement, with its concomitant terms and conditions, which shall hereinafter bind the Developer, its successors or assigns;

NOW, THEREFORE, in consideration of the rezoning of the Property, the Developer contracts to be bound by the following terms and conditions:

1. Pursuant to the Order, the Property shall remain within a Conditional Rezone C-57, subject to the conditions contained below. If this Agreement is not recorded within sixty (60) days after the effective date of the City Council's approval of the Order, then the reauthorization of the conditional rezoning shall become null and void and the zoning of the Property shall revert to the Original CZA.
2. Permitted uses:
  - a. All uses allowed in the R-4 zone.
  - b. Alteration of an existing structure to accommodate one (1) or more dwelling units, subject to the requirements of 14-103(a)(2), which are modified as follows:

14-103(a)(2)(f): 2,000 square feet of land area per dwelling unit shall be required.

3. The underlying dimensional requirements of the R-4 zone shall apply and are modified as follows:

b. Minimum Yard Dimensions:

1. Front yard: 3 feet.
2. Rear Yard: 1 foot.
3. Side Yard: 4 feet.
4. Side Yard on Side Streets: 8 feet.

c. Maximum Lot Coverage: 90%.

d. Maximum Structure Height (Sanctuary): 37 feet.

e. Maximum Structure Height (Parish House): 46 feet.

f. Maximum Structure Height (Bell Tower): 70 feet.

g. Residential dwellings within the existing structures shall be governed by the provisions of Section 14-103(a)(2) of the underlying R-4 zone, except that 1,500 square feet of land area per dwelling unit shall be required.

h. Minimum lot area per dwelling unit: one thousand five hundred (1,500) square feet.

5. Any increase in the volume or footprint of either the parish house or the sanctuary shall be prohibited.

6. Developer shall develop the Property in accordance with the plans attached hereto and in keeping with the standards of Article IX, Historic Preservation, of the Portland City Code and as shall be reviewed and approved by the Historic Preservation Board or staff under the terms of the Portland City Code.

8. The provisions of this Agreement are intended to replace and/or supersede the associated provisions of the Original CZA. As stated above, to the extent not otherwise altered herein, the zoning requirements for the R-4 zone shall otherwise apply to the Property.

9. For a period of five (5) years from \_\_\_\_\_, Developer shall submit an annual report to the Planning Authority which shall include the number of employees working at the premises, the location and number of secured off street parking spaces, and other items pertaining to compliance with provisions of this Agreement as required by the Planning Authority. Thereafter, to the extent the Planning Authority requires additional information/report(s) the Developer shall provide the Authority with any such additional information/report(s).

10. In the event of a breach by the Developer or its successors or assigns of the provisions contained herein (whether the Zoning Administrator, the Zoning Board of Appeals or a Court determines such breach), the Planning Board, after notice and hearing, may review the circumstances of the breach and recommend to the City Council that this Agreement be amended or be rescinded and determine that such rescission should result in the termination of this Agreement and a reversion of the Property to the R-4 zone requirements in place before the execution of this Agreement.

11. This Agreement may also be enforced pursuant to the land use enforcement provisions of state law including, but not limited to, 30-A MRSA § 4452 and the Portland City Code.

12. The above stated restrictions, provisions, and conditions are an essential part of the rezoning, shall run with the Property, shall bind and benefit the Developer, any entity affiliated with the Developer that takes title to the Property, its successors and assigns, and any party in possession or occupancy of said Property or any part thereof, and shall inure to the benefit of and be enforceable by the City of Portland, by and through its duly authorized representatives. The Developer shall file a counterpart original of this Agreement in the Cumberland County Registry of Deeds.

13. The Planning Authority shall be notified of any potential and/or pending sale of the Property (which most likely will be evidenced by a Purchase & Sales Agreement or its equivalent), and prior to closing the sale of the Property shall meet with the buyer and verify that he/she/it has read, understood and agrees to be bound by the terms, conditions, limitations and provisions of this Agreement, and said buyer shall so state in a signed affidavit to be kept on file with the Planning Authority.

14. If any of the restrictions, provisions, conditions, or portions thereof set forth herein is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed as a separate, distinct, and independent provision and such determination shall not affect the validity of the remaining portions hereof.

15. Except as expressly modified herein, the development shall be governed by and comply with the provisions of the Portland City Code, including but not limited to, the maintenance requirements for historic structures set forth in section 14-690 of the Code, and any applicable amendments thereto or replacement thereof.

**[Signatures to Follow on Next Page]**



WITNESS: \_\_\_\_\_

32 THOMAS STREET, LLC

\_\_\_\_\_  
BY:

STATE OF MAINE  
CUMBERLAND, ss.

\_\_\_\_\_, 2020

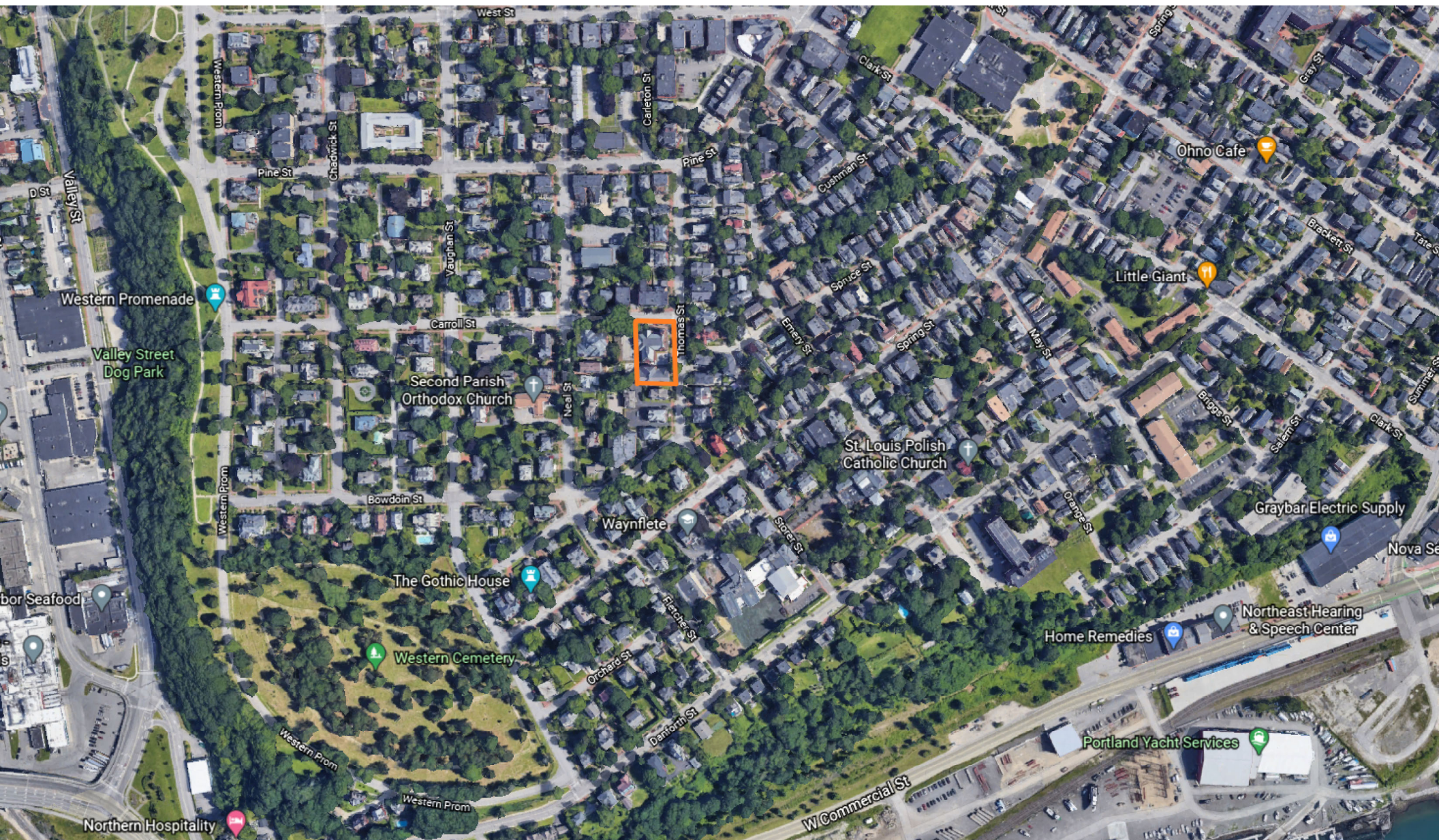
Personally appeared before me the above-named \_\_\_\_\_, in his capacity as \_\_\_\_\_ of 32 THOMAS STREET, LLC, and acknowledged the foregoing instrument to be his/her free act and deed in his/her said capacity and the free act and deed of said corporation.

Before me,

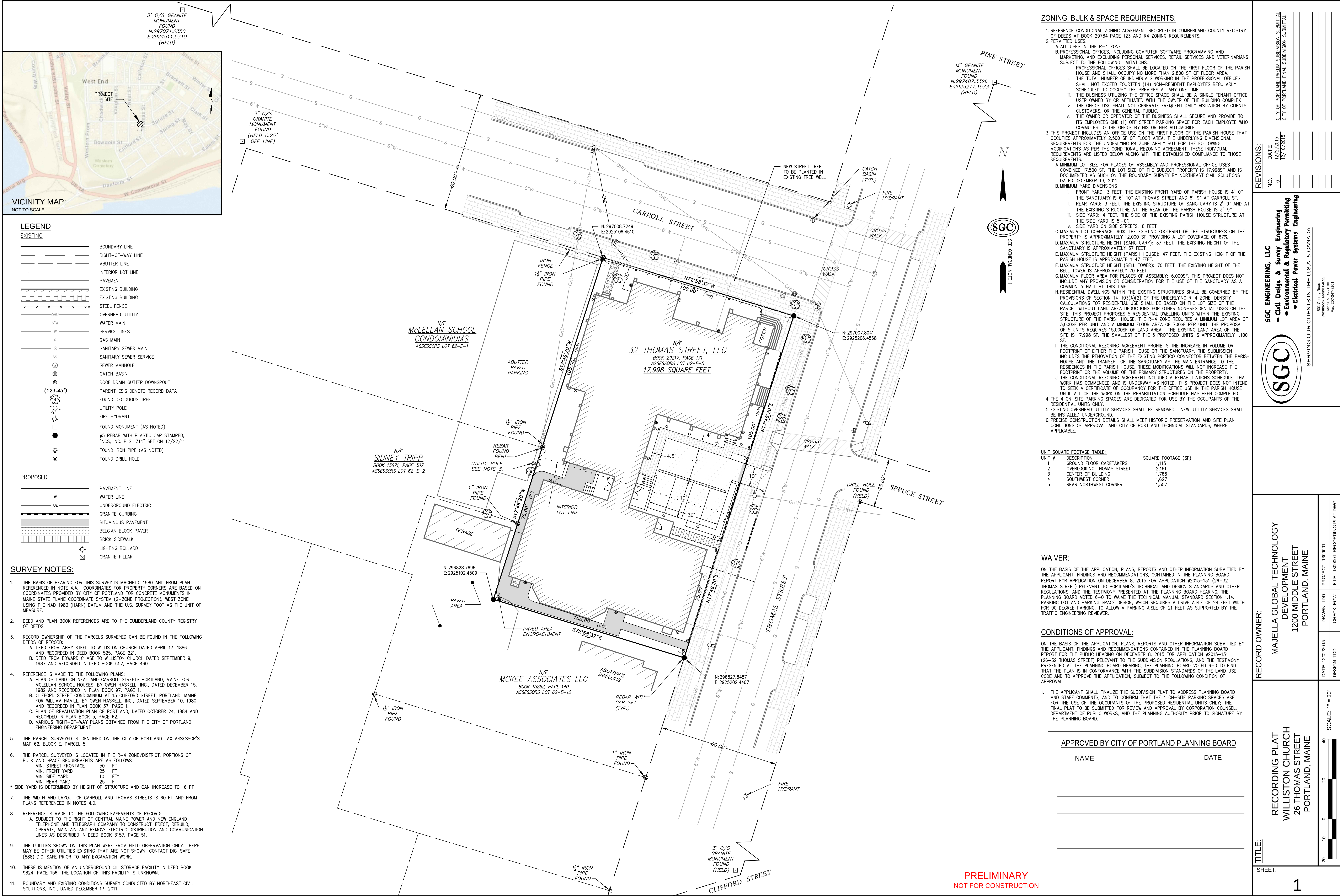
\_\_\_\_\_  
Notary Public/Attorney at Law



# Vicinity Map











# PLANNING BOARD REPORT PORTLAND, MAINE

Amendment to Previous Approval  
1006 Congress Street  
Level III Site Plan & Subdivision Amendment; IZ Conditional Use  
PL-001064-2020  
1006 Congress Street, LLC, Applicant

Submitted to: Portland Planning Board  
Public Hearing Date: October 20, 2020

Prepared by: James Dealaman, Planner  
Date: October 16, 2020

## I. INTRODUCTION

1006 Congress Street, LLC seeks a site plan amendment to facilitate seven additional dwelling units at 1006 Congress St, yielding a total of 16 units, all of which would be workforce units. This project was originally approved by the Planning Board at its April 9, 2019 meeting; at that time, a development program consisting of nine upper-floor residential units and a ground-floor café space was included with the approvals, and the applicant now seeks to reprogram the commercial and storage spaces into residential units.



*Fig. 1 - Proposed Development Site*

The new proposal will reconfigure the interior of the existing building to create sixteen (16) workforce affordable residential units (previously approved for 9 units with commercial space at rear of the building). The total number of parking spaces is proposed to change to 17 spaces (previously approved for 18 spaces). The applicant also proposes changes to the elevations/design including removal of the canopy/awning element (previously to retail component), relocation of painted signage, and changes to window and material revisions on the corner of the building (at Westfield and Congress). In addition, the applicant has submitted an Inclusionary Zoning Conditional Use application and has elected to address the requirements of Ensuring Workforce Housing (Section 14-487) by providing 100% of workforce units for the minimum term of affordability, ten (10) years.

This public hearing item was noticed to 87 neighbors and interested parties and the public notice appeared in the Portland Press-Herald on October 10<sup>th</sup> and October 11<sup>th</sup> 2020. The Planning Division received no public comment regarding these amendments.

Applicant: 1006 Congress Street, LLC (Jennifer Packard and David Packard)

Agent and Engineer: Gorriell Palmer (Steve Bushey and Celina Daniell)

Architect: Archetype, PA (Katherine Detmer)

## II. REQUIRED REVIEWS

| <i>Review</i>                         | <i>Applicable Standards</i>                  |
|---------------------------------------|----------------------------------------------|
| Site Plan                             | <i>Section 14-526</i>                        |
| Subdivision                           | <i>Section 14-497</i>                        |
| Design Review                         | <i>B-2 Community Business Zone Standards</i> |
| Conditional Use – Inclusionary Zoning | <i>Section 14-487</i>                        |

### III. PROJECT DATA

|                              |                                                                    |
|------------------------------|--------------------------------------------------------------------|
| Existing Zoning              | B-2 Community Business                                             |
| Existing Use                 | Vacant                                                             |
| Proposed Use                 | Multifamily Housing                                                |
| Proposed Development Program | Fifteen (15) one-bedroom and one (1) two-bedroom residential units |
| Parcel Size                  | 19,793 SF                                                          |

|                          | <i>Existing Site</i> | <i>Currently Proposed</i> | <i>Net Change</i> |
|--------------------------|----------------------|---------------------------|-------------------|
| Building Footprint       | 7,139 SF             | 7,139 SF                  | 0 SF              |
| Building Floor Area      | 19,793 SF            | 19,793 SF                 | 0 SF              |
| Impervious Surface Area  | 15,449 SF            | 18,234 SF                 | +2,785 SF         |
| Parking Spaces (on site) | 17                   | 17                        | No change         |
| Bicycle Parking Spaces   | 0                    | 6                         | 6                 |

### IV. BACKGROUND & EXISTING CONDITIONS

The subject property is a corner lot located at the corner of Congress and Westfield streets in Portland's Libbytown neighborhood. The parcel has 99 feet of frontage along Congress Street and 123 feet along Westfield Street. There is no sidewalk on Westfield Street. The existing building on the lot is currently vacant and was a former Captain's House and barn built in the late 1800s, complete with a turreted roof and a large addition that was added in the 1970's that was used as a church. The site has two driveways, one off of each street. There is an entrance to the building from Congress Street and multiple entrances to the rear. The site is approximately 330 feet away from the nearest METRO bus stop and about a half mile (10 minute) walk to the nearby Dougherty Field. The surrounding area is comprised of residential properties and smaller commercial properties. .

The subject property was part of a recent zoning map amendment in 2018 that included properties at 1000, 1002/1004, 1006, and 1020 Congress Street. The Planning Board issued a positive recommendation on June 26, 2018 and the rezoning was approved by the City Council on August 13, 2018 and effective September 12, 2018. The map amendment changed the zoning at this location from Industrial Low Impact (I-L) to the B-2 Community Business zone. The rezoning allowed for a wide range of uses not permitted in the I-L zone, such as retail restaurants, grocery stores, and multifamily housing.



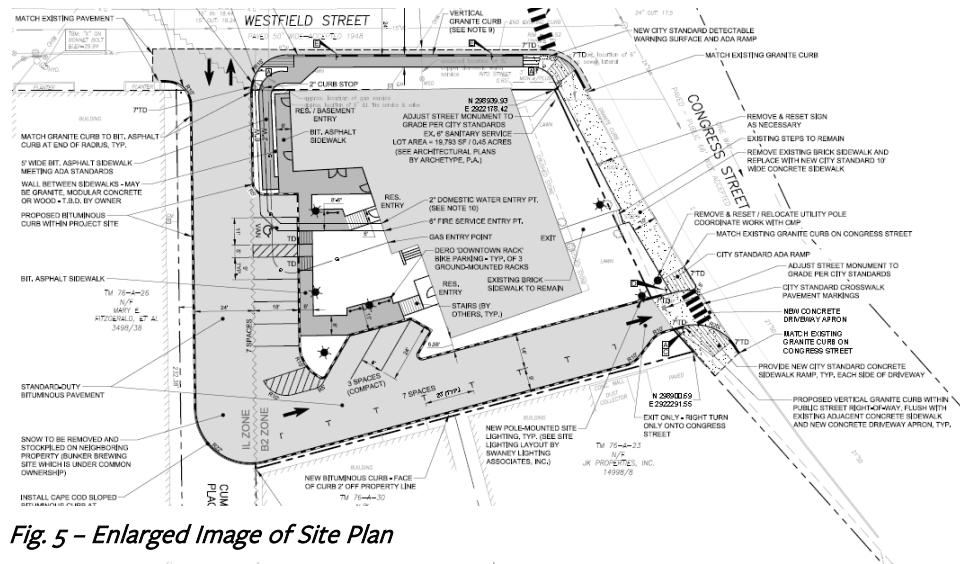
*Fig. 2 - 1924 Photo of the Building*



*Fig. 3 - Existing Building*

## V. PROPOSED DEVELOPMENT

The applicant is proposing a site plan and subdivision amendment to the April 9, 2019 Planning Board approval under application PL-000444-2018 which includes eliminating the first-floor café and market space and constructing seven additional residential units for a total of sixteen units. With the commercial use removed from the project, the rear patio area was removed with internal pathways now connecting the parking areas to each of the building entrances as well as adjacent public walkways. Other site features have also been adjusted accordingly with the placement of three of the four lighting fixtures shifting to accommodate the new pathways. Additionally, the parking layout was reconfigured slightly with eight of the spaces being widened and repositioned. The original location of the bicycle racks has also changed slightly with their new locations across the greenspace at the rear of the building.



*Fig. 5 - Enlarged Image of Site Plan*



*Fig. 6 - Rendering Provided by Architect*

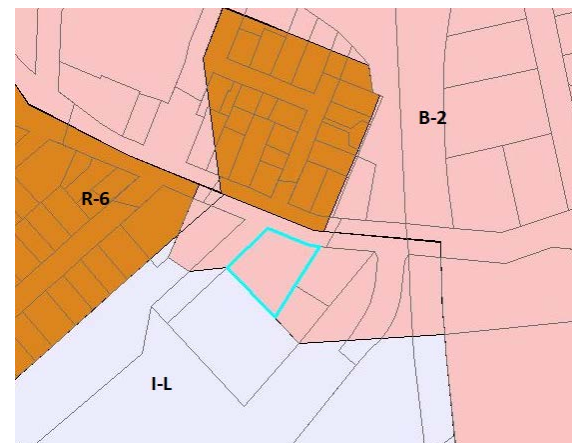
No changes were made to the primary driveway which enters/exits the site from Westfield Street to the rear parking area as well as the second “exit only” access onto Congress Street also remaining. The site also still includes new sidewalk and curbing improvements to Westfield Street.



## VI. ZONING ASSESSMENT

The subject property is located within the B-2 Community Business Zone, which extends to the immediate west and east of the site; abutting the site to the south lies the I-L Low Impact Industrial Zone, with R-6 Residential mapped to the west and slightly to the north. The proposed sixteen residential units are a permitted use in the B-2 zone, which allows multi-family dwellings. As this project constitutes the reuse of an existing structure, all of the B-2 dimensional requirements are being met.

The applicant is proposing seventeen (17) parking spaces on the site of which three are compact spaces. The sixteen residential units require sixteen off-street parking for residential development within the B-2 zone. Since only sixteen (16) parking spaces are required per zoning, there is one extra space on site provided to meet handicap accessibility parking requirements. Though the access to the site is through the thirty (30) foot right-of-way, all of the parking is on the development site.



*Fig. 7 – Zoning Context*

## VII. RIGHT, TITLE AND INTEREST AND FINANCIAL/TECHNICAL CAPACITY

a. The owner of the property is 1006 Congress Street, LLC. The applicant has provided a copy of a quitclaim deed, recorded at the Cumberland County Registry of Deeds (Book 34188 Page 103), which demonstrates their right, title and interest in the property.

The applicant also still intends to utilize Cumberland Place to access the parking spaces. Cumberland Place is a private thirty (30) feet right-of-way held in common which means that multiple abutting parcel have rights to use it. There are no records in Department of Public Works Archives that it was ever dedicated as a public street, nor acceptance as a public street. The applicant has submitted an agreement with the one of the abutting properties, Fitzgerald Tiles, regarding the proposed improvements in the right-of-way. A final, signed copy will be submitted prior to the issuance of a building permit according to the previous conditions of approval.

b. The applicant has submitted a letter from Camden National Bank, as demonstration of their financial and technical capacity to complete the proposed development.

## VIII. PUBLIC COMMENT

A neighborhood meeting was held on June 11, 2020 with no members of the public in attendance. At the time this report was prepared, the Planning Division had received no public comment.

## IX. CONDITIONAL USE – INCLUSIONARY ZONING

As required by the City's Inclusionary Zoning Ordinance, residential developments with ten or more units are required to provide a minimum of ten percent of the dwelling units as Workforce Housing units, and the units themselves must contain in total, ten percent of the total bedroom count for the entire development. Alternatively, the applicant also has the option to pay a fee-in-lieu for those units.

The City's Housing Program Manager reviewed the application (Attachment 5). With the project proposing 16 residential units, the applicant must provide a minimum of two (2) one-bedroom workforce units or pay a proportional fee-in-lieu alternative. The applicant has elected to provide sixteen (16) Workforce Units, on-site, for a minimum term of ten (10) years to meet the requirement. Housing staff have reviewed the proposal and recommend that the standards can be met in this way and offer the following condition of approval:

*Prior to issuance of a building permit, the Applicant and the City enter into an agreed upon Affordable Housing Agreement (AHA) for sixteen (16) workforce units. The Affordable Housing Agreement will outline the details of the affordability restrictions placed on the Workforce Units and will be filed as a covenant to the property's deed with the Cumberland County Registry of Deeds before a Certificate of Occupancy may be issued.*

## X. DEVELOPMENT REVIEW

### A. SITE PLAN SUBMISSION REQUIREMENTS (Section 14-527) and SUBDIVISION PLAT AND RECORDING PLAT REQUIREMENTS (Section 14-496)

The Applicant has submitted a Boundary Survey that has been Stamped by a Maine Licensed Professional Surveyor and all requirements of the stamped boundary survey have been met. The applicant submitted an updated subdivision plat; final staff review will occur before a plat can be signed by the Planning Board. As a condition of approval, the following language below is proposed to ensure requirements under this section are met:

*Prior to submission of plat for board signature, the applicant shall submit a final subdivision plat for review and approval by Corporation Counsel, the Department of Public Works, and the Planning Authority.*

### B. SUBDIVISION (Section 14-497)

The proposed development has been reviewed by staff for conformance with the relevant review standards of Portland's Subdivision Ordinance and applicable regulations. Staff comments are listed below.

1. Will Not Result in Undue Water and Air Pollution (Section 14-497 (a) 1), and Will Not Result in Undue Soil Erosion (Section 14-497 (a) 4)  
Consulting civil engineer/peer reviewer Lauren Swett, P.E. with Woodard and Curran Engineering, has reviewed the erosion and sediment control plan and finds them acceptable.
2. Sufficient Water Available (Section 14-497 (a) 2 and 3)  
The project will be served by water service located in Westfield Street. Confirmation of ability to serve water from PWD has again been submitted to the Planning Authority.
3. Will Not Cause Unreasonable Traffic Congestion (Section 14-497 (a) 5)  
The surrounding street system consists of Congress Street and Westfield Street. The site will be accessed by existing curb cuts on Cumberland Place and Congress Street; the circulation for the site will consist of a two-way (off Westfield Street) and a one-way exit-only (off Congress Street) to meet the ingress and egress needs of residents. The driveway on Congress Street is close to an abutter's existing driveway and a waiver of this driveway separation was previously provided as part of the Planning Board's 4/9/19 approval. Consulting civil engineer/peer reviewer Tom Errico, P.E., Ty Lin has no additional comments to those previously provided.
4. Will Provide for Adequate Sanitary Sewer and Stormwater Disposal (Section 14-497 (a) 6), and Will Not Cause an Unreasonable Burden on Municipal Solid Waste and Sewage (Section 14-497 (a) 7)  
The project will be served by a sewer line located in Congress Street. Overall, site improvements are expected to aid with the collection and conveyance of stormwater runoff, whereby runoff will continue to be directed to the existing municipal systems in Westfield Street and Congress Street. An updated confirmation of ability to serve sewer from DPW has been submitted to the Planning Authority.
5. Scenic Beauty, Natural, Historic, Habitat and other Resources (Section 14-497 (a) 8)  
The site is not within an historic district. It is in an urban neighborhood surrounded by a variety of residential building types, as well as commercial uses. The existing building does not impact the natural beauty of the area or adversely affect any significant wildlife habitat, rare or irreplaceable natural areas, or any public access to the shoreline. The staff finds the proposal is in conformance with this standard.
6. Comprehensive Plan Consistency (Section 14-497 (a) 9)  
Staff have identified the following goals and policies which are relevant to the proposed housing development and finds the proposal in conformance with the Comprehensive Plan:



**Portland Housing Goal: Increase, preserve, and modify the overall supply of housing city-wide to meet the needs, preferences and financial capabilities of all Portland residents**

**Policies**

- Ensure the construction of a diverse mix of housing types that offers a continuum of options across all income levels, which are both renter and owner-occupied, including but not limited to the following:
  - ii. Housing units for decreasing household size, such as young professionals, empty nesters, single-parent households, and senior citizens.
- Encourage higher density housing for both rental and home ownership opportunities, particularly located near services, such as schools, businesses, institutions, employers, and public transportation.
- Increase Portland's rental housing stock to maintain a reasonable balance between supply and demand yielding consumer choice, affordable rents, and reasonable return to landlords.
- Identify vacant land and redevelopment opportunities throughout the City to facilitate the construction of new housing.

**C. SITE PLAN STANDARDS (Section 14-526)**

The proposed development has been reviewed by staff for conformance with the relevant review standards of Portland's site plan ordinance and applicable regulations. Staff comments are listed below.

*1. Transportation Standards*

a. Impact on Surrounding Street Systems and Access and Circulation

See Subdivision, Paragraph X (B) (3), above.

b. Parking

The applicant is proposing seventeen (17) parking spaces on the site of which three are compact spaces; sixteen for the residential units, and one extra space provided to meet handicap accessibility parking requirements. For off street parking, Division 20 requires one parking space per unit for residential uses on the peninsula. Though the access to the site is through the thirty (30) foot right-of-way, all of the required parking is to be provided on the development site.

c. Sidewalks

There are internal walkways on the site, which will connect from the parking areas to the building entrances. The existing sidewalk along Congress Street, which is brick, is in poor condition. This portion of sidewalk will be reconstructed in concrete to conform with City's sidewalk policy for materials consistent with being within the concrete sidewalk district. The reconstruction of the sidewalk is shown on the plan. Currently, there is no sidewalk or curbing along the Westfield Street frontage and the site improvements will include ADA compliant sidewalks and ramps along Westfield Street which is based on previous staff recommendations provided to the board.

*2. Environmental Quality Standards*

a. Preservation of Significant Natural Features/Landscaping and Landscape Preservation

There are no significant natural features or landscaping warranting preservation on the site. With the reconstruction of the sidewalk on Congress Street, the applicant is proposing six street trees along the frontage of their property, as well as three on Westfield Street and three at the rear of the building for a total of 12 trees. There is also some low shrub landscaping proposed along the frontage on Westfield Street. With 16 proposed residential units, the applicant is required to account for 16 street trees or acceptable alternatives. At present, the plan provides 12 street trees, and the applicant is expected to pay \$1,600 into the City's street tree fund (\$400 per additional required tree). Jeff Tarling, City Arborist, has reviewed this and finds it acceptable.

b. Water Quality, Storm Water Management and Erosion Control

Under Section 5 of the City of Portland Technical Manual, a Level III development project is required to submit a stormwater management plan pursuant to the regulations of MaineDEP Chapter 500 Stormwater Management Rules, including conformance with the Basic, General, and Flooding Standards.

The proposed project meets the basic and general standards of Chapter 500. No significant changes were made as part of the amended site layout which would have negative impacts on the stormwater management on the site. The proposed site improvements include directing the stormwater flow away from the Fitzgerald Tile property and the Cumberland Place ROW, and redirecting the collection and transport of stormwater runoff to the existing municipal systems in Westfield Street and Congress Street. Consulting civil engineer/peer reviewer Lauren Swett, P.E. with Woodard and Curran Engineering has reviewed the stormwater on the site and the drainage plan, and previously provided conditions of approval which are still in effect for the project (Attachment 6).

3. *Public Infrastructure and Community Safety Standards*

a. Consistency with Master Plans

See Subdivision, Paragraph X (B)6 above.

b. Public Safety and Fire Prevention

The Crime Prevention through Environmental Design (CPTED) standards in the site plan ordinance address the principles of natural surveillance, access control and territorial reinforcement so that the design of developments enhance the security of public and private spaces and reduce the potential for crime.

The applicant has provided catalogue cuts indicating full cutoff fixtures in accordance with the City's Technical Manual. The applicant has submitted an accompanying photometric plan and the proposed lighting fixtures are to be located within the interior of the site; no street lighting is proposed on Congress or Westfield Streets. As such, there will not be light trespass onto neighboring properties, meeting Technical Manual standards.

c. Availability and Adequate Capacity of Public Utilities

The project will be served by the Portland Water District, City Department of Public Works (DPW), and underground power/cable/communications. The Applicant has submitted capacity letters from Portland Water District and Department of Public Works.

4. *Site Design Standards*

a. Snow and Ice Loading

Snow storage plans have been provided on site. In their revised submittal, the applicant has indicated that when required, the snow will be moved to the parking area on the nearby Bunker Brewing Company site which is currently owned by the applicant.

b. View Corridors

This site is not within a Protected View Corridor as per the "View Corridor Protection Plan" approved by the Portland City Council in 2001.

c. Historic Resources

The site is not in a historic district and is not within 100 feet of any historic district, exempting it from Historic Preservation review requirements.

d. Exterior Lighting

See Site Plan, Paragraph X (C)3(b) above. The materials provided conforms to the Technical Manual standards.

e. Noise and Vibration

All heating, ventilation and air conditioning equipment (HVAC), air handling units (AHU), emergency generators, and similar equipment will have to be shown on the plans and meet state and federal emissions requirements. These mechanical equipment will be located to the interior of the site, away from abutting residential properties or be screened from view from any public street by landscaping.

f. Signage and Wayfinding

No signage or wayfinding is proposed at this time.

g. Zoning Related Design Standards

The adaptive reuse project at 1006 Congress Street was reviewed according to the *City of Portland Design Manual*/standards by Caitlin Cameron, Urban Designer, and James Dealaman, Planner against the *B-2 Community Business Zone Standards* (Design Manual). All design standards are being met. Ms. Cameron's comments are included at Attachment 2.

## **XI. STAFF RECOMMENDATION**

Subject to the proposed motions and conditions of approval listed below, and the waivers and conditions approved by the Planning Board on April 9, 2020 #444-2018 that will remain in force, Planning Division staff recommend that the Planning Board approve the proposed development.

## **XII. PLANNING BOARD MOTIONS**

### **A. SUBDIVISION REVIEW**

On the basis of the application, plans, reports, and other information submitted by the applicant, findings and recommendations contained in Planning Board Report for application PL-001064-2020 relevant to the Subdivision Ordinance, and other regulations, as well as the Planning Board deliberations and the testimony presented at the Planning Board hearings, the Planning Board finds the plan **[is /is not]** in conformance with the subdivision standards of the land use code, subject to the following conditions to be met as noted:

#### **PRIOR TO THE SUBMISSION OF THE PLAT FOR PLANNING BOARD SIGNATURE**

1. The applicant shall submit a final subdivision plat for review and approval by Corporation Counsel, the Department of Public Works, and the Planning Authority;

#### **PRIOR TO ISSUANCE OF A BUILDING PERMIT**

2. The signed subdivision plat shall be recorded at the Cumberland County Registry of Deeds.

### **B. SITE PLAN REVIEW**

On the basis of the application, plans, reports, and other information submitted by the applicant, findings and recommendations contained in Planning Board Report for application PL-001064-2020 relevant to the Site Plan Ordinance, and other regulations, as well as the Planning Board deliberations and the testimony presented at the Planning Board hearings, the Planning Board finds the plan **[is /is not]** in conformance with the site plan standards and all other applicable provisions of the land use code, subject to the following conditions to be met as noted:

#### **PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY**

1. The applicant shall pay \$1,600 total (\$400) per tree for the four street trees not provided in accordance with the City's Technical Manual.

### **C. CONDITIONAL USE – INCLUSIONARY ZONING**

On the basis of the application, plans, reports, and other information submitted by the applicant, findings and

recommendations contained in Planning Board Report for application PL-001064-2020 relevant to the Conditional Use as authorized by Division 30, Section 14-487 Ensuring Workforce Housing; and the testimony presented at the planning board hearing, the Planning Board finds the Conditional Use **[is /is not]** in conformance with all applicable provisions of the land use code, subject to the following conditions to be met as noted:

**PRIOR TO ISSUANCE OF A BUILDING PERMIT**

1. The Applicant and the City enter into an agreed upon Affordable Housing Agreement (AHA).

**PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY**

2. The Affordable Housing Agreement will outline the details of the affordability restrictions placed on the Workforce Units and will be filed as a covenant to the property's deed with the Cumberland County Registry of Deeds before a Certificate of Occupancy may be issued.

**XIII. ATTACHMENTS**

**PLANNING BOARD REPORT ATTACHMENTS**

1. Fire & Life Safety review (memo from Jason Grant, 08.07.2020)
2. Design review (memo from Caitlin Cameron, 07.17.2020)
3. Traffic Engineer review (memo from Thomas Errico, 10.16.2020)
4. Department of Public Works Engineer review (memo from Mike Tremblay, 10.15.2020)
5. Inclusionary Zoning review (memo from Victoria Volent, 10.13.2020)
6. Planning Board Approval Letter, Report and Attachments (approved 04.09.2019)

**APPLICANT'S SUBMITTALS**

- A. Cover Letter, dated 03.13.2020
- B. Site Plan Checklist
- C. Executed Letter of Authorization
- D. Stormwater Management
  - D1. Supplemental Stormwater
- E. Evidence of Right, Title, and Interest
  - E1. ROW Easement 07.06.1896
- F. Draft Copy of ROW Agreement w/ Abutter
- G. Zoning Analysis, revised 05.14.2020
- H. Summary of Easements
- I. Evidence of Financial Capacity
- J. Technical Capacity
- K. Environmental and Stormwater
- L. Environmental and Landscape Features
- M. Public, Infrastructure & Safety
- N. Transportation
- O. Utility Response
- P. Wastewater Capacity Authorization, revised 06.09.2020
- Q. Neighborhood Meeting Certification, dated 06.23.2020
- R. Site Design
- S. Construction Management Plan
- T. Site Lighting Catalogue
  - T1. Catalogue Cut
- U. Ability to Serve from Portland Water District

**PLANS**

- Plan 1. Cover Sheet
- Plan 2. General Notes

- Plan 3. Topographic Survey
- Plan 4. Existing Conditions and Removals
- Plan 5. Site Plan and Utility Plan
- Plan 6. Site Recording Plat
- Plan 7. Grading and Drainage
- Plan 8. Landscape Plan
- Plan 9. Site Details
- Plan 10. Site Details - 1
- Plan 11. Site Details - 2
- Plan 12. Site Lighting
- Plan 13. Building Elevations
- Plan 14. Building Floor Plans
- Plan 15. Perspective Rendering from Congress Street



James Dealaman <jdealaman@portlandmaine.gov>

---

## Life Safety Confirmation (1006 Congress Street - PL-001064-2020)

---

Jason Grant <jgrant@portlandmaine.gov>

Fri, Aug 7, 2020 at 10:13 AM

To: James Dealaman <jdealaman@portlandmaine.gov>

Yes a 13R system will be acceptable for the building's protection as long as it remains a completely residential use to the building. the 6" supply line should well exceed and water supply requirements for a 13R sprinkler system.

Jason Grant

On Jul 30, 2020, at 12:01, James Dealaman  
<jdealaman@portlandmaine.gov> wrote:

[Quoted text hidden]



## Planning and Urban Development Department

### Planning Division

---

**Subject:** B-2 Design Review – 1006 Congress Street (amended)

**Written by:** Caitlin Cameron, Urban Designer

**Date of Review:** Friday, July 17 2020

---

The amended site plan for the adaptive reuse project at 1006 Congress Street was reviewed according to the *City of Portland Design Manual* standards by Caitlin Cameron, Urban Designer against the *B2 Commercial Business Zones Standards* (Design Manual).

#### Design Review Comments:

- Approval of this Site Plan amendment does not constitute an approval of signage. Separate sign permits are required with applicable limits on sign area in the Sign Ordinance. Signage previously shown on Site Plan elevations was removed.

#### **(d) B-2 Commercial Business Zones**

*Standard (1) a. Urban Street Wall* – Not applicable – existing building.

*Standard (1) b. Mixed Uses* – Not applicable, however, building is multi-story with mixed-use as prescribed by the standard.

*Standard (1) c. Building Entrances* – There are multiple entrances to this building. An entrance faces Congress Street and has a curved canopy referential to the arched windows existing. The commercial use is being removed from the project – the public nature of this entrance is no longer necessary. Staff support removal of canopy element.

*Standard (1) d. Windows* – The existing windows are being re-used on the street facades – **.7 VT required.** The existing windows do not meet the standard that they be installed at a height to allow views into the building by passersby. New windows introduced at the prominent corner are encouraged; **staff are comfortable with the proposed configuration to stand apart from the existing windows, highlight the corner, but also provide functional windows for the residential unit.**

*Standard (1) e. Façade Character* – Active use should have direct relationship to sidewalk and street. The building location includes two street frontages – project now completely residential with a primary residential entrance facing the street.

*Standard (1) f. Building Design* – As an adaptive reuse of an institutional building, the existing building type and form differs from the residential buildings in the same streetscape and it is a challenge to revise this building in a way that relates to the surroundings or the new use. The proposed exterior changes to the building are minimal. Building design – materials, articulation, entrance design – the use of painted brick at the corner with the special windows is acceptable. The entrance oriented to the street is emphasized with a canopy.

*Standard (1) g. Building Materials* – Clapboard, brick, and storefront are considered compatible given the surrounding context of industrial, commercial, and residential buildings. Because this building is being converted to a residential use, new materials, such as at the corner, should reflect the residential use and be compatible with the surrounding built context.

*Standard (1) h. Building Scale* – Not applicable – reuse of an existing building.

*Standard (1) i. Landscaping and Buffers* – Surface parking areas should be screened from neighboring residential uses with either fence or landscape – coordinate with Planner/DPW. The large setbacks require planted landscaped areas. Currently, the street facades contain residential uses – the landscape proposal should indicate this use. **Landscape as proposed on Westfield Street was revised to include a sidewalk and landscape buffer.**





James Dealaman <jdealaman@portlandmaine.gov>

---

## 1006 Congress Street - Final Traffic Comments

---

Tom Errico <thomas.errico@tylin.com>

Fri, Oct 16, 2020 at 1:10 PM

To: James Dealaman <jdealaman@portlandmaine.gov>

Hi Jimmy – I have reviewed the application materials and prior comments/responses and I find the project to be acceptable from a traffic perspective.

If you have any comments, please contact me.

Best regards,

Thomas A. Errico, PE

Senior Associate

Traffic Engineering Director

**TYLIN** INTERNATIONAL

12 Northbrook Drive

Falmouth, ME 04105

+1.207.781.4721 main

+1.207.347.4354 direct

+1.207.400.0719 mobile

thomas.errico@tylin.com

Visit us online at [www.tylin.com](http://www.tylin.com)

Twitter | Facebook | LinkedIn | Instagram



James Dealaman <jdealaman@portlandmaine.gov>

---

## 1006 Congress - CM Plan

---

**Mike Tremblay** <mtremblay@portlandmaine.gov> Thu, Oct 15, 2020 at 3:22 PM  
To: James Dealaman <jdealaman@portlandmaine.gov>

Jimmy,

Once the CM plan is updated to reflect my most recent comments, and continues to comply with previous comments (on this and the prior application) made by myself and other City representatives, I will have no further comments. The plans appear to be consistent with the prior approval with regards to the ROW.

-Mike

-Mike

Mike Tremblay, P.E.

Senior Engineer

Engineering Division

Department of Public Works

City of Portland, ME

[mtremblay@portlandmaine.gov](mailto:mtremblay@portlandmaine.gov)

P. 207.874.8881 F. 207.874.8852



[Quoted text hidden]



**CITY OF PORTLAND**  
**Housing and Economic Development Department**  
**Housing and Community Development Division**

To: James Dealaman Urban Designer, Planning & Urban Development Department  
 From: Victoria Volent, Housing Program Manager, Housing & Community Development Division  
 Date: October 13, 2020  
 Subject: 1006 Congress Street – Inclusionary Zoning Conditional Use

---

All developments of ten (10) units or more are conditional uses subject to Planning Board review on the condition that they comply with the requirements set forth in Division 30, Section 14-487 of the Zoning Ordinance.

Division 30, Section 14-487, Ensuring Workforce Housing, requires at least ten percent (10%) of the dwelling units in the development shall meet the definition of Workforce Housing units for sale or for rent. The ordinance under Section 14-487 e 3 also requires the number of bedrooms in the units shall be 10% of the total number of bedrooms in the development.

The development located at 1006 Congress Street proposes the creation of 16 dwelling units of rental housing consisting of fifteen (15) one-bedroom units and one (1) two-bedroom unit. As dwelling units for rent, the designated Workforce Units will be restricted to households earning up to 100% of Area Median Income (AMI). Based on the requirements outlined in Section 14-487, the development is required to provide; a minimum of two (2) one-bedroom workforce units; or one (1) one-bedroom workforce units and pay a proportional fee-in-lieu of \$65,271.60 or pay a fee-in-lieu of \$174,057.60. The Applicant has elected to provide sixteen (16) Workforce Units, on-site, to satisfy the ordinance's minimum requirements. As such, the project has met the minimum requirements set forth in Section 14-487.

The term of affordability for the workforce units provided shall be defined as set forth in Section 14.487 e 7. At 100% of workforce units provided, the minimum term of affordability is ten (10) years.

Staff recommends the Planning Board Approve this Conditional Use provided the Applicant and the City enter into an agreed upon Affordable Housing Agreement (AHA) for sixteen (16) workforce units before a Building Permit may be issued.

The Affordable Housing Agreement will outline the details of the affordability restrictions placed on the Workforce Units and will be filed as a covenant to the property's deed with the Cumberland County Registry of Deeds before a Certificate of Occupancy may be issued.

Sincerely,

Victoria Volent  
 Housing Program Manager

# CITY OF PORTLAND, MAINE

## PLANNING BOARD

Sean Dundon, Chair  
 Brandon Mazer, Vice Chair  
 David Eaton  
 David Silk  
 Austin Smith  
 Maggie Stanley  
 Bob Dunfey

April 10, 2019

|                                                                                                     |                                                                                              |                                                                                                                      |
|-----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| PK Real Estate<br>Attention: Jennifer Packard<br>33 Macalister Road Suite 202<br>Portland, ME 04103 | Stantec<br>Attention: Celine Daniels<br>778 Main Street, Suite 8<br>South Portland, ME 04106 | Gorrill Palmer Consulting<br>Engineers<br>Attention: Steve Bushey<br>707 Stable Oaks #30<br>South Portland, ME 04106 |
|-----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|

Project Name: Residential and Café  
 Address: 1006 Congress Street  
 Applicant: 1006 Congress Street, LLC  
 Planner: Shukria Wiar

Project ID: PL-0000444-2018  
 CBL: 076 A022 001

Dear Ms. Packard:

On April 9, 2019, the Planning Board considered a Level III site Plan and Subdivision that proposes to renovate the interior of the existing building to include nine (9) residential apartments on the first and second floors of existing building, and a 1,385 SF café and market at the rear of the building. The Planning Board reviewed the proposal for conformance with the standards of the Site Plan and Subdivision. The Planning Board unanimously voted 5-0 (Dundon absent, Smith recused) approve the application with the following waiver and conditions as presented below:

### Waivers

The Planning Board unanimously voted 5-0 (Dundon absent, Smith recused) to waive the Technical Manual standard (*Section 1.7.1*) to allow a driveway separation of 10 feet between the proposed exit-only driveway and the existing curb cut on Congress Street

### Subdivision Review

The Planning Board unanimously voted 5-0 (Dundon absent, Smith recused) that the plan is in conformance with the subdivision standards of the Land Use Code, subject to the following conditions of approval:

#### TO BE MET PRIOR TO ISSUANCE OF A BUILDING PERMIT:

1. The applicant shall submit signed, final agreement with the one of the abutting properties, Fitzgerald Tiles, regarding the proposed improvements in Cumberland Place right-of-way; and
2. That the following shall be finalized to the satisfaction of the Corporation Counsel and shown on the final subdivision plat:
  - a. All waivers and conditions of approval;
  - b. The stamp of a professional engineer and surveyor; and
  - c. All existing and proposed easements and licenses.

## Site Plan Review

The Planning Board unanimously voted 5-0 (Dundon absent, Smith recused) that the plan is in conformance with the site plan standards of the Land Use Code subject to the following conditions of approval:

### TO BE MET PRIOR TO APPLYING FOR A BUILDING PERMIT:

1. The applicant shall provide a revised plan that address the Department of Public Works' Senior Engineer comments, dated 04.04.2019 and the Transportation Manager comments dated 04.05.2019.
2. The applicant shall provide a revised drainage plan that address the Civil Engineer comments dated 04.05.2019 regarding stormwater.

### TO BE MET PRIOR TO THE ISSUANCE OF A BUILDING PERMIT:

3. The developer/contractor/subcontractor must comply with conditions of the construction stormwater management plan and sediment and erosion control plan based on City standards and state guidelines. The owner/operator of the approved stormwater management system, and all assigns. shall comply with the conditions of Chapter 32 Stormwater including Article III, Post Construction Stormwater Management, which specifies the annual inspections and reporting requirements. A maintenance agreement for the stormwater drainage system, as attached, or in substantially the same form, shall be submitted for review by Corporation Counsel. Once approved, the document shall be signed and recorded at the Cumberland County Registry of Deeds prior to the issuance of a building permit. Please submit final copies to both the Department of Planning and Urban Development and the Department of Public Works.

The approval is based on the submitted plans and the findings related to site plan review standards as contained in the Planning Report for application PL-000444-2018 which is attached.

## Standard Conditions of Approval

Please Note: The following standard conditions of approval and requirements apply to all approved site plans:

### PRIOR TO THE ISSUANCE OF A BUILDING PERMIT

1. Subdivision Recording Plat A revised recording plat, listing all conditions of subdivision approval, must be submitted to the Planning and Urban Development Department for review. Once approved, the plat shall be signed by the Planning Board prior to the issuance of a performance guarantee. The performance guarantee must be issued, prior to the release of the recording plat, for recording at the Cumberland County Registry of Deeds.
2. Subdivision Waivers Pursuant to 30-A MRSA section 4406(B)(1), any waiver must be specified on the subdivision plan or outlined in a notice. The plan or notice must be recorded in the Cumberland County Registry of Deeds within two (2) years of the final subdivision approval.
3. Performance Guarantee and Inspection Fees A performance guarantee covering the site improvements, inspection fee payment of 2.0% of the guarantee amount and three (3) final sets of plans must be submitted to and approved by the Planning and Urban Development Department and Public Works Department prior to the release of a building permit, street opening permit or certificate of occupancy for site plans. If you need to make any modifications to the approved plans, you must submit a revised site plan application for staff review and

c:\users\jmy.portlandmaine\downloads\approval letters to be signed\1006 congress street\congress st. - 1006 (pb) approval ltr. pl-000444-2018 4-9-19.doc

approval.

4. Preconstruction Meeting Prior to the release of a building permit or site construction, a pre-construction meeting shall be held at the project site. This meeting will be held with the contractor, Development Review Coordinator, Public Works representative and owner to review the construction schedule and critical aspects of the site work. At that time, the Development Review Coordinator will confirm that the contractor is working from the approved site plan. The site/building contractor shall provide three (3) copies of a detailed construction schedule to the attending City representatives. It shall be the contractor's responsibility to arrange a mutually agreeable time for the pre-construction meeting.
5. Construction Management Plans The applicant, contractor and subcontractors are required to conform to the approved Construction Management Plan, and all conditions contained within the project's approval, for the entire duration of the project. Any amendments to the approved Construction Management Plan shall be reviewed and approved by the Department of Public Works prior to the execution. The Planning Authority and the Department of Public Works have the right to seek revisions to an approved Construction Management Plan. The applicant shall coordinate the project's construction schedule with the timing of nearby construction activities to avoid cumulative impacts on a neighborhood and prevent unsafe vehicle and pedestrian movements. Accordingly, nearby construction activities could involve a delay in the commencement of construction.
6. Separate Building Permits Are Required This approval does not constitute approval of building plans, which must be reviewed and approved by the City of Portland's Permitting and Inspections Department.
7. Department of Public Works Permits If work or obstructions will occur within the public right-of-way, such as utilities, curb, sidewalk, driveway construction, site deliveries and equipment siting, a Street Opening and/or Occupancy Permit (s) is required for your site. Please contact the Department of Public Works Permit Clerk at 874-8300, ext. 8828. (Only excavators licensed by the City of Portland are eligible.)

#### PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY

1. Develop Site According to Plan The site shall be developed and maintained as depicted on the site plan and in the written submission of the applicant. Modification of any approved site plan or alteration of a parcel which was the subject of site plan approval after May 20, 1974, shall require the prior approval of a revised site plan by the Planning Board or Planning Authority pursuant to the terms of Chapter 14, Land Use, of the Portland City Code.
2. Impact Fees New development or changes of use that result in net new residential dwelling units, non-residential building square footage, or water meters, are subject to the City of Portland's impact fee ordinance (Chapter 14, Article XVII). Impact fees are calculated at the time of building permit and must be paid prior to the certificate of occupancy. For more information, visit <https://www.portlandmaine.gov/2409/Impact-Fees>
3. Defect Guarantee A defect guarantee, consisting of 10% of the performance guarantee, must be posted before the performance guarantee will be released.
4. As-Built Final Plans Final sets of as-built plans shall be submitted digitally to the Planning and Urban Development Department, on a CD or DVD, in AutoCAD format (\*.dwg), release AutoCAD 2005 or greater.

5. Mylar Copies Mylar copies of the as-built drawings for the public streets and other public infrastructure in the subdivision must be submitted to Public Works prior to the issuance of a certificate of occupancy.

#### GENERAL CONDITIONS

1. Site Plan Expiration The site plan approval will be deemed to have expired unless work has commenced within one (1) year of the approval or within a time period up to three (3) years from the approval date as agreed upon in writing by the City and the applicant. Requests to extend approvals must be received before the one (1) year expiration date.
2. Subdivision Expiration The subdivision approval is valid for up to three (3) years from the date of Planning Board approval.

The Development Review Coordinator must be notified five (5) working days prior to the date required for final site inspection. The Development Review Coordinator can be reached at the Planning and Urban Development Department at 874-8632. All site plan requirements must be completed and approved by the Development Review Coordinator prior to issuance of a Certificate of Occupancy. Please schedule any property closing with these requirements in mind.

If there are any questions, please contact Shukria Wiar at (207) 756-8083 or via [shukriaw@portlandmaine.gov](mailto:shukriaw@portlandmaine.gov)

Sincerely,



Sean Dundon, Chair  
Portland Planning Board

#### Attachments:

1. Department of Public Works' Senior Engineer comments, dated 04.04.2019
2. Transportation Manager comments dated 04.05.2019
3. Civil Engineer comments dated 04.05.2019
4. Planning Board Report
5. Sample Stormwater Maintenance Agreement
6. Performance Guarantee Packet



Shukria Wiar &lt;shukriaw@portlandmaine.gov&gt;

---

## 1006 Congress Street Comments

---

**Mike Tremblay** <mtremblay@portlandmaine.gov>

Thu, Apr 4, 2019 at 2:38 PM

To: Shukria Wiar &lt;shukriaw@portlandmaine.gov&gt;

Cc: Thomas Errico &lt;thomas.errico@tylin.com&gt;, Bruce Hyman &lt;bhyman@portlandmaine.gov&gt;, Barbara Barhydt &lt;bab@portlandmaine.gov&gt;

Shukria,

Comments below.

- Without spot grades on the plan, it is difficult to verify that the proposed sidewalk and ramp up to the back of the property is ADA-compliant. Similarly, it is difficult to verify the curb ramps shown on the public ROW at Westfield Street and at the site driveways are ADA-compliant. DPW requests that spot grades for ramps and sidewalks be provided on the grading and drainage plan.
- The curb ramp on the southern portion of the site is shown sloping diagonally toward Congress Street. If at all possible, the ramp should align with the path of travel.
- The tactile warning panel shown on the north side of Westfield Street should be aligned perpendicularly to the path of travel. The tactile warning panel may be pulled back from the crosswalk to achieve this, provided that it is not placed more than 5 feet away.
- It is not clear if the proposed tipdowns are the appropriate size. No curb piece, including tipdowns, should be less than 4 feet long (7 feet preferred) as smaller curb pieces have a higher tendency to fail. The Applicant should label tipdown lengths on the site plan and adjust any tipdowns that are less than 4 feet long.
- Westfield Street is in the asphalt sidewalk district ([page 225/Appendix A of the technical manual](#)). The Applicant may consider an asphalt sidewalk on Westfield Street; however, DPW would also consider an exception to the technical manual if the Applicant prefers to construct a concrete sidewalk.
- The updated site plan still shows the sidewalk along Congress Street as proposed. DPW recommends that the Applicant be required to reconstruct this sidewalk, as it is in poor condition and the sidewalk will be the primary ADA access route for pedestrians accessing the site from the east.

Thank you,  
Mike

Mike Tremblay, P.E.  
Senior Engineer  
Engineering Division  
Department of Public Works  
City of Portland, ME  
[mtremblay@portlandmaine.gov](mailto:mtremblay@portlandmaine.gov)  
P. 207.874.8881 F. 207.874.8852



[Quoted text hidden]



## PL 444-2018: 1006 Congress Street - Internal Comments on 3/27/19 Submittals

**Bruce Hyman** <bhyman@portlandmaine.gov>

Fri, Apr 5, 2019 at 10:53 AM

To: Shukria Wiar <shukriaw@portlandmaine.gov>

Cc: Michael Tremblay <mtremblay@portlandmaine.gov>, Tom Errico <thomas.errico@tylin.com>, Barbara Barhydt <bab@portlandmaine.gov>, Jeremiah Bartlett <jbartlett@portlandmaine.gov>

Below are my previous comments from 3/29 and whether these issues have been resolved or remain outstanding:

On Fri, Mar 29, 2019 at 3:00 PM Bruce Hyman <bhyman@portlandmaine.gov> wrote:

Detail Sheet C6.0

- The details for plan view driveway and driveway cross-section do not adequately illustrate the ADA-compliant pedestrian access route connecting the sidewalk on each side nor the area for the max. allowable cross-slope of 2%.

**This comment remains outstanding as of 4/5/19.**

- The concrete sidewalk detail does not indicate that the max. allowable cross-slope is 2% (and preferably designed for 1.5% with construction tolerance of +/- 0.5% cross-slope).

**This comment remains outstanding as of 4/5/19.**

Site & Utility Plan Sheet C3.0

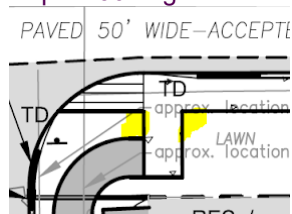
- The site plan shows a concrete sidewalk along Westfield Street. The sidewalk material policy calls for a bituminous sidewalk. I suggest we consider allowing concrete to better tie the site details along the street frontages together.

**This issue has been resolved if DPW supports a concrete sidewalk.**

- More design detail is to be shown for the curb ramps for the crosswalk across Westfield Street. The curb ramp itself and the size and orientation of the detectable warning panel for the westerly ramp are to be revised to provide a better one-direction curb ramp configuration. The easterly ramp/detectable warning panel may need reconfiguration as a one-direction ramp as well.

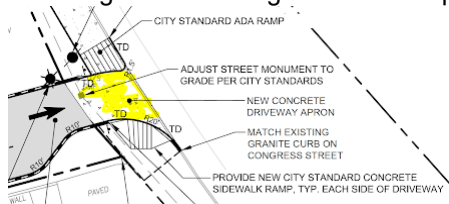
**This comment remains outstanding as of 4/5/19.**

The transition points shown from concrete sidewalk to bituminous sidewalk to the plaza should be "smoothed" to not require 90 degree turns



**This comment remains outstanding as of 4/5/19.**

- An ADA-compliant pedestrian access route (**minimum 5'**) across the easterly driveway at Congress Street is not evident given the configuration of ramps and driveway shown (see Detail Sheet C6.0 comments)



**This comment remains outstanding as of 4/5/19.**

- Will curb stops be required to prevent encroachment of vehicles in the parking at the rear of the building onto the sidewalk?

**This comment remains outstanding as of 4/5/19.**

- The applicant shall provide and install a NO PARKING THIS SIDE OF STREET sign(s) along its Westfield Street frontage.

**This comment remains outstanding as of 4/5/19.**

[Quoted text hidden]



Shukria Wiar &lt;shukriaw@portlandmaine.gov&gt;

---

## 1006 Congress Street Comments

---

**Lauren Swett** <lswett@woodardcurran.com>  
To: Shukria Wiar <shukriaw@portlandmaine.gov>  
Cc: Bradley Roland <brad@portlandmaine.gov>

Fri, Apr 5, 2019 at 11:25 AM

Hi Shukria,

I have reviewed the additional information with Brad Roland from DPW. We have two stormwater comments to include as conditions of approval:

- As currently proposed and modeled, the project is increasing flow to Congress Street. The Applicant should account for some form of storage or flow mitigation on their site such that flow to Congress Street is not increased from the pre-development condition.
- As currently designed, the site's stormwater system connects to the combined sewer in Westfield Street. Brad Roland identified that there is a separated stormdrain in Congress Street along their project frontage. The proposed site stormdrain should tie into that separated line. This may be able to be achieved by reversing the pipes slopes on site, and tying in at the eastern driveway. With proposed pipe sizes, they will need to provide a manhole in Congress Street for their connection.

If you have any questions, let me know.

Thanks,

Lauren

[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]

[Redacted signature box]

The content of this email is the confidential property of Stantec and should not be copied, modified, retransmitted, or used for any purpose except with Stantec's written authorization. If you are not the intended recipient, please delete all copies and notify us immediately.

**From:** Shukria Wiar <shukriaw@portlandmaine.gov>  
**Sent:** Wednesday, April 3, 2019 12:11 PM  
**To:** Bushey, Stephen <Stephen.Bushey@stantec.com>  
**Cc:** Lauren Swett <lswett@woodardcurran.com>  
**Subject:** Re: 1006 Congress Street Comments

Hello Steve,

I want to follow up on my voicemail and conversation with you. In addition to Lauren comments, I know that Keith Gray had reached out to you on Monday regarding the sidewalk on Westfield Street and was expecting a revised plan from you that shows the width of Westfield Street to stay the same while providing a sidewalk and curbing; sidewalk material for this street is asphalt. Staff also recommends that the Congress Street sidewalk be reconstructed in concrete since it is in a poor condition.

We have advertised this project for a public hearing on April 9th for a public hearing and the report needs to be completed on Friday morning so I will need the revised plans by noon tomorrow.

Thank you.

Shukria

On Wed, Apr 3, 2019 at 11:45 AM Bushey, Stephen <[Stephen.Bushey@stantec.com](mailto:Stephen.Bushey@stantec.com)> wrote:

Thanks Lauren,

All good comments at first glance and I'll work the responses and info thru over the next two days.

thank

**Stephen Bushey**

Senior Associate, Senior Project Manager

Direct: 207 887-3478  
Mobile: 207 756-9359  
Fax: 207 879-0896  
[Stephen.Bushey@stantec.com](mailto:Stephen.Bushey@stantec.com)

Stantec  
[482 Payne Road Scarborough](#) Court  
Scarborough ME 04074-8929

[Redacted signature]

[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]

4/5/2019

City of Portland Mail - 1006 Congress Street Comments

[Quoted text hidden]



## PLANNING BOARD REPORT PORTLAND, MAINE

Nine Residential Units and Cafe  
1006 Congress Street  
Level III Site Plan and Subdivision  
PL-000444-2018  
1006 Congress Street, LLC, Applicant

Submitted to: Portland Planning Board  
Public Hearing Date: April 9, 2019

Prepared by: Shukria Wiar, Planner  
Date: April 5, 2019

### I. INTRODUCTION

1006 Congress Street, LLC is requesting a review of a Level III Site Plan and Subdivision application at 1006 Congress Street (corner of Congress and Westfield Streets). The applicant is proposing to renovate the interior of the existing building to include nine (9) two-bedroom residential apartments on the first and second floors of existing building, and a 1,385 SF café and market at the rear of the building. The proposed reconfiguration of the units will occur within the existing structure. The parcel is located in the B-2 Community Business Zone. Multi-family residential and restaurant are allowed uses in the B-2 zone.



*Fig. 1 - Proposed Development*

The property was part of the recent zoning district changes of properties at 1000, 1002/1004, 1006, and 1020 Congress Street. The zone change was adapted by the City Council based on the recommendation of the Portland Planning Board. The amendment changed the zone from Industrial Low Impact (IL) to B-2 Community Business zone. The zone change allows for a wide range of commercial uses not allowed in the IL zone, such as retail restaurants, grocery stores, and other services.



*Fig. 2 - Existing Building*

The applicant had a workshop with the Planning Board on March 12<sup>th</sup>, 2019. At this meeting, members of the Board

wanted more information and clarification on the design of the shared street concept, pedestrian access, and stormwater management. The Board also agreed with the Urban Designer's comments regarding design standards.

A legal ad for the Board public hearing was posted on the city's web page and appeared in the *Portland Press Herald* on April 1<sup>st</sup> and 2<sup>nd</sup>, 2019. Notices were also sent to eighty-nine (89) property owners within 500 feet of the site and to the interested citizen list.

**Applicant:** Jennifer Packard and David Packard, 1006 Congress Street, LLC

**Consultants:** Stephen Bushy, PE, Stantec; Katherine Detmer, Archetype Architects; Ellen Brewer, Owen Haskell Inc.

## II. REQUIRED REVIEWS

| <i><b>Waiver Requests</b></i>                                                                                                                   | <i><b>Applicable Standards</b></i>                                                                                                                                                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Location of Driveway – To allow a driveway separation of 10 feet between the proposed driveway and the abutting existing one on Congress Street | Technical Manual, Section 1.7.1 Location of driveway: A driveway shall be located on the lot in a manner to provide a minimum distance of twenty (20) ft spacing between it and adjacent driveways. |
| <i><b>Review</b></i>                                                                                                                            | <i><b>Applicable Standards</b></i>                                                                                                                                                                  |
| Site Plan                                                                                                                                       | Section 14-526                                                                                                                                                                                      |
| Subdivision                                                                                                                                     | Section 14-497                                                                                                                                                                                      |
| Design Review                                                                                                                                   | B2 Commercial Business Zones Standards                                                                                                                                                              |

## III. PROJECT DATA

|                              |                                                     |
|------------------------------|-----------------------------------------------------|
| Existing Zoning              | Commercial Business B-2                             |
| Existing Use                 | Institutional                                       |
| Proposed Use                 | Mixed Use- Residential and Retail                   |
| Proposed Development Program | Nine two-bedroom residential units; Café and Market |
| Parcel Size                  | 19,793 SF                                           |

|                           | <i>Existing</i> | <i>Proposed</i> | <i>Net Change</i> |
|---------------------------|-----------------|-----------------|-------------------|
| Building Footprint        | 7,139 SF        | 7,139 SF        | 0 SF              |
| Building Floor Area       | 19, 799 SF      | 19, 799 SF      | 0 SF              |
| Impervious Surface Area   | 15,449 SF       | 18,234 SF       | 2,785 SF          |
| Parking Spaces (on site)  | 17              | 18              | 1                 |
| Bicycle Parking Spaces    | 0               | 4               | 4                 |
| Estimated Cost of Project |                 |                 |                   |

## IV. APPLICANT'S SITE BACKGROUND

The property is located to the west of Congress Street in Portland's Libbytown neighborhood. The area is comprised of residential properties and smaller commercial properties. The existing building is a Captain's House and barn built in the late 1800s, complete with a turreted roof and a large addition that was added in the 1970's that was used as a church. The site has two driveways, one off of each street. There is an entrance to the building from Congress Street and multiple doors from the rear of the buildings. The parcel has ninety-nine feet of frontage along Congress Street and 123 feet along Westfield Street. There is no sidewalk on Westfield Street.



*Fig. 3 – 1924 Photo of the Building*

## V. PROPOSED DEVELOPMENT

The applicant is proposing to renovate the interior of the existing building to include nine (9) two-bedroom residential apartments on the first and second floors of existing building, as well as a 1,385 SF café access from the rear of the building. The proposed reconfiguration of the units will occur within the existing structure. There will be one primary driveway into the site from Westfield Street to eighteen parking spaces. There will be a second "exit-only" access onto Congress Street. The internal walkways on the site will connect the parking areas to the building entrances and to the adjacent public walkways. A new sidewalk and curbing will be constructed on Westfield Street.



The sidewalk on Congress Street is shown on the plans as being reconstructed in concrete.

## VI. PLAN REVISIONS SINCE WORKSHOP

The Planning Board members at the March workshop supported the proposed the renovation of the building, but sought additional analysis on the following items. Staff has worked with the applicant to address these concerns:

- Shared Street Concept for Westfield Street: The applicant has had on-going discussions with the City of Portland about creating a 'shared use' connection on Westfield Street as part of the Fore River Parkway Trail access. City staff, the applicant, and their consultants meet on March 19, 2019 to discuss this concept, as well as the sidewalk on the Westfield Street. We also discussed ADA access to the building and the rear access to the proposed market and café. As noted at the workshop, there is potential for additional development off Westfield Street, which would result in higher pedestrian and vehicular counts. At the meeting with the applicant, the staff considered multiple concepts, but did not find an optimal option that met standards for access and public safety. Staff continued to recommend a sidewalk along the property frontage on Westfield Street as the best means of achieving pedestrian access. Mike Trembley, Senior Engineer with Department of Public Services, states that a sidewalk on Westfield Street does not preclude an option for a shared street with year-round accommodations at some future point. At the workshop, Mike Trembley stated:

*In the event that the street becomes a shared street in the future, the sidewalk will allow safe pedestrian access to the street via a sidewalk before merging onto the roadway, as the area around the intersection (and auto body shop across Westfield Street) will likely be the most dangerous portion of Westfield Street for pedestrians."*

The site plans have been revised to show a five-foot sidewalk on Westfield Street in a way to reduce impact to the existing building and foundation. Details are still required, but in general, the staff supports this design. The proposed location of the sidewalk eliminates the need for any retaining walls behind the sidewalk, which might have been needed to overcome the change in street grade to the exterior grade along the building. Westfield Street is in the asphalt sidewalk district. The Applicant may consider an asphalt sidewalk on Westfield Street; however, DPW would also consider an exception to the technical manual if the Applicant prefers to construct a concrete sidewalk.

- Design of the Building: Since the workshop, staff has met with the applicant's architect to address outstanding design concerns and the architectural drawings has been revised based on these concerns. The following has been revised:
  - ***Building Entrances*** - A sidewalk or was added from Congress Street to this use.
  - ***Windows*** - Staff are comfortable with the proposed configuration to stand apart from the existing windows, highlight the corner, but also provide functional windows for the residential unit.
  - ***Façade Character*** - The applicant provided sufficient evidence that the structure of the existing building precludes placing the active program uses at the street. The active use is indicated at the corner with signage and an awning and now a direct sidewalk connection.
  - ***Building Design*** - Building design – materials, articulation, entrance design – increase the legibility where feasible regarding its uses.
  - ***Building Material*** - The balcony at the back of the building was revised to coordinate in detail and provide a balanced composition related to the retail canopy and overall façade.
  - ***Landscaping and Buffers*** - Landscape as proposed on Westfield Street was revised to include a sidewalk and landscape buffer.

## VII. PUBLIC COMMENT

A neighborhood meeting was held on January 7<sup>th</sup>, 2019 with five abutters in attendance. At the time this report was



prepared, the Planning Division has received no public comment.

#### **VIII. RIGHT, TITLE AND INTEREST AND FINANCIAL/TECHNICAL CAPACITY**

a. The owner of the property is 1006 Congress Street, LLC. The applicant has provided a copy of a quitclaim deed, recorded at the Cumberland County Registry of Deeds (Book 34188 Page 103), which demonstrates their right, title and interest in the property.

The applicant is proposing to utilize Cumberland Place to access the parking spaces. Cumberland Place is a private thirty (30) feet right-of-way held in common which means that multiple abutting parcel have rights to use it. There are no records in Department of Public Works' Archives that it was ever dedicated as a public street, nor acceptance as a public street. The applicant has submitted an agreement with the one of the abutting properties, Fitzgerald Tiles, regarding the proposed improvements in the right-of-way. A final, signed copy will have to be submitted prior to the issuance of a building permit.

b. The applicant has submitted a letter from Camden National Bank, dated December 5, 2018, as demonstration of their financial and technical capacity to complete the proposed development.

#### **IX. ZONING ASSESSMENT**

The proposed nine residential units are a permitted use in the B-2 zone which allows multi-family dwellings, as well as the permitted use of a restaurant for the café. Under the B-2 zone, with the caveat that it is reuse of an existing structure, all of the dimensional requirements are being met.

The applicant is proposing eighteen (18) parking spaces on the site of which three are compact spaces. The nine residential units require nine off-street parking since it on the peninsula. As for the café and market (1,000 SF), one parking space for each one hundred fifty (150) square feet of floor area not being used for bulk storage or food prep, which is a total of seven spaces required for the use. Since only sixteen (16) parking spaces are required per zoning, there are two extra spaces on site. Though the access to the site is through the thirty (30) foot right-on-way, all of the parking is on the development site.

#### **X. DEVELOPMENT REVIEW**

##### **A. SITE PLAN SUBMISSION REQUIREMENTS (Section 14-527) and SUBDIVISION PLAT AND RECORDING PLAT REQUIREMENTS (Section 14-496)**

The applicant submitted a subdivision plat; staff review is pending and final comments will be available for the public hearing. The Applicant shall submit a Boundary Survey that has been Stamped by a Maine Licensed Professional Surveyor per Section 13 of the City of Portland Technical Manual; subdivision recording plat will need to be stamped by the Surveyor. As a condition of approval, the final subdivision plat shall meet all plat requirements as noted in 14-496; and noted in 14-527(f) and (g). The final site plan shall include:

- o State plane coordinates to the four property corners to be set; and
- o The stamp of a professional engineer and surveyor; and
- o All existing and proposed easements and licenses.

##### **B. SUBDIVISION (Section 14-497)**

The proposed development has been reviewed by staff for conformance with the relevant review standards of Portland's Subdivision Ordinance and applicable regulations. Staff comments are listed below.

1. Will Not Result in Undue Water and Air Pollution (Section 14-497 (a) 1), and Will Not Result in Undue Soil Erosion (Section 14-497 (a) 4)  
Lauren Swett, P.E. with Woodard and Curran Engineering, has reviewed the erosion and sediment control plan finds them acceptable.
2. Sufficient Water Available (Section 14-497 (a) 2 and 3)

The project will be served by water service located in Westfield Street. Confirmation of ability to serve water from PWD has been submit to the Planning Authority.

3. Will Not Cause Unreasonable Traffic Congestion (Section 14-497 (a) 5)

The surrounding street system consists of Congress Street and Westfield Street. The site will be accessed by existing curb cuts on Cumberland Place and Congress Street; the circulation for the site will consist of a two-way (off Westfield Street) and a one-way (off Congress Street) entrances. The driveway on Congress Street is close to an abutter's existing driveway and a waiver of this driveway separation is requested. Tom Errico, P.E., Ty Lin reviewed the driveways and states the following:

- The width of Westfield Street does not meet City standards. I do not find the existing width to be problematic, as long as on-street parking is prohibited/restricted. This needs to be coordinated with DPW.
- The site plan layout for parking and aisle widths meet dimensional standards. I would prefer that all traffic movements occur via Westfield Street, but City standards permit two driveways and thus the one-way exit drive meets City standards.

4. Will Provide for Adequate Sanitary Sewer and Stormwater Disposal (Section 14-497 (a) 6), and Will Not Cause an Unreasonable Burden on Municipal Solid Waste and Sewage (Section 14-497 (a) 7)

The project will be served by a sewer line located in Congress Street. Overall, site improvements are expected to aid with the collection and conveyance of stormwater runoff, whereby runoff will continue to be directed to the existing municipal systems in Westfield Street and Congress Street. According to the applicant, here are no plans for a commercial kitchen and there only an internal grease trap, since the proposed café will have very limited kitchen equipment, expected food preparation, and dish cleaning proposed. Confirmation of ability to serve sewer from DPW has been submitted to the Planning Authority.

5. Scenic Beauty, Natural, Historic, Habitat and other Resources (Section 14-497 (a) 8)

The site is not within an historic district. It is in an urban neighborhood surrounded by a variety of residential building types, as well as commercial uses. The existing building does not impact the natural beauty of the area or adversely affect any significant wildlife habitat, rare or irreplaceable natural areas, or any public access to the shoreline. The staff finds the proposal is in conformance with this standard.

6. Comprehensive Plan (Section 14-497 (a) 9)

The staff has identified the following goals and policies which are relevant to the proposed housing development and finds the proposal in conformance with the Comprehensive Plan:

The central vision of Portland's Plan 2030 is represented by the venn diagram demonstrating the integral interrelation of the community's core belief that Portland is equitable, sustainable, connected, dynamic, authentic and secure. The vision conveys the message of the City's need to balance many competing needs to assure the advance of the vision as a unified concept. In this instance, that the City's goals for job growth and transforming Portland through orderly growth and development be balanced with needs for connectivity of the street grid, sustainability of infrastructure and the ability to maintain that infrastructure, and security in the sense of public safety.



**Portland Housing Goal: Ensure that an adequate supply of housing is available to meet the needs, preferences, and financial capabilities of all Portland households, now and in the future.**

Policies

- Ensure the construction of a diverse mix of housing types that offers a continuum of options across all income levels, which are both renter and owner-occupied, including but not limited to the following:

- ii. Housing units for decreasing household size, such as young professionals, empty nesters, single-parent households, and senior citizens.
- Encourage higher density housing for both rental and home ownership opportunities, particularly located near services, such as schools, businesses, institutions, employers, and public transportation.
- Increase Portland's rental housing stock to maintain a reasonable balance between supply and demand yielding consumer choice, affordable rents, and reasonable return to landlords.
- Identify vacant land and redevelopment opportunities throughout the City to facilitate the construction of new housing.

## C. SITE PLAN STANDARDS (Section 14-526)

The proposed development has been reviewed by staff for conformance with the relevant review standards of Portland's site plan ordinance and applicable regulations. Staff comments are listed below.

### 1. *Transportation Standards*

- a. Impact on Surrounding Street Systems and Access and Circulation – see Subdivision, Paragraph VIII (B) (3), above.

- b. Parking

The applicant is proposing eighteen (18) parking spaces on the site of which three are compact spaces; nine for the residential units, seven for the café, and two as extra spaces. For off street parking, Division 20 requires one parking space per unit for residential uses on the peninsula. Though the access to the site is through the thirty (30) foot right-on-way, all of the parking is all on the development site.

- c. Sidewalks

There are internal walkways on the site, which will connect from the parking areas to the building entrances. The existing sidewalk along Congress Street, which is brick, is in poor condition. Staff has requested that it be reconstructed in concrete, since it is in the concrete sidewalk district of the City's sidewalk policy. The reconstruction of the sidewalk is shown on the plan, but the applicant has asked about retaining it as well. There is no sidewalk or curbing along the Westfield Street frontage and the applicant is now proposing both along the parcel's frontage. Mr. Tremblay provides detail recommendations in his memo in regard to ADA compliant sidewalks and ramps, refer to Attachment 3, these will be standard of conditions.

### 2. *Environmental Quality Standards*

- a. Preservation of Significant Natural Features/Landscaping and Landscape Preservation

There is not significant natural features or landscaping that needs to be preserved on the site. With the reconstruction of the sidewalk on Congress Street, the applicant is proposing six street trees on along the frontage of their property, as well as three on Westfield Street. There is also some low shrub landscaping proposed along the frontage on Westfield Street. Jeff Tarling, City Arborist, has reviewed this and finds it acceptable.

- b. Water Quality, Storm Water Management and Erosion Control

Under Section 5 of the City of Portland Technical Manual, a Level III development project is required to submit a stormwater management plan pursuant to the regulations of MaineDEP Chapter 500 Stormwater Management Rules, including conformance with the Basic, General, and Flooding Standards.

The applicant is meeting the basic and general standards of Chapter 500. In regard to the flooding standards, the project will result in a very small increase in overall impervious area. The proposed site improvements include directing the stormwater flow away from the Fitzgerald Tile property and the Cumberland Place ROW, and redirecting the collection and transport of stormwater runoff to the existing municipal systems in Westfield Street and Congress Street. This approach will be a significant reduction of runoff sheeting for Fitzgerald Tile and Cumberland Place ROW properties. The stormwater flows have not

decreased on site; it is being redirected to the municipal systems. Staff Lauren Swett, P.E. with Woodard and Curran Engineering, has reviewed the stormwater on the site and the drainage plan, and has the following conditions of approval:

- As currently proposed and modeled, the project is increasing flow to Congress Street. The Applicant should account for some form of storage or flow mitigation on their site such that flow to Congress Street is not increased from the pre-development condition.
- As currently designed, the site's stormwater system connects to the combined sewer in Westfield Street. Brad Roland identified that there is a separated stormdrain in Congress Street along their project frontage. The proposed site stormdrain should tie into that separated line. This may be able to be achieved by reversing the pipes slopes on site, and tying in at the eastern driveway. With proposed pipe sizes, they will need to provide a manhole in Congress Street for their connection.

3. *Public Infrastructure and Community Safety Standards*

a. Consistency with Master Plans

See Subdivision, Paragraph VIII (B)6 above.

b. Public Safety and Fire Prevention

The Crime Prevention through Environmental Design (CPTED) standards in the site plan ordinance address the principles of natural surveillance, access control and territorial reinforcement so that the design of developments enhance the security of public and private spaces and reduce the potential for crime.

The applicant has provided a catalogue cuts indicating full cutoff fixture in accordance with the city's Technical Manual. The applicant has submitted an accompanying photometric plan and the proposed lighting fixtures are proposed internally to the project; no street lighting is proposed on Congress or Westfield Streets. As such there will not be spillage onto neighboring properties, which conforms to the Technical Manual standards.

c. Availability and Adequate Capacity of Public Utilities

The project will be served by the Portland Water District, City Department of Public Works (DPW), and underground\ power /cable/communications. The Applicant has submitted capacity letters from Portland Water District and Department of Public Works.

4. *Site Design Standards*

a. Snow and Ice Loading

Snow storage plans have been provided on site. In their revised submittal, the applicant has indicated that when required, the snow will be moved to the parking area on the nearby Bunker Brewing Company site which is currently owned by the applicant.

b. View Corridors

This site is not within a Protected View Corridor as per the "View Corridor Protection Plan" approved by the Portland City Council in 2001.

c. Historic Resources

The site is not in any historic district; therefore, the project does not have to be reviewed by Historic Preservation.

d. Exterior Lighting

The applicant has provided a catalogue cuts indicating the wall mounted type is a full cutoff fixture in accordance with the city's Technical Manual; more information is needed to determine if the pole mounted is full cutoff. The applicant has submitted an accompanying photometric plan and the proposed lighting fixtures are proposed internally to the project; no street lighting is proposed on

Congress or Westfield Streets. As such there will not be spillage onto neighboring properties, which conforms to the Technical Manual standards.

e. Noise and Vibration

All heating, ventilation and air conditioning equipment (HVAC), air handling units (AHU), emergency generators, and similar equipment will have to be shown on the plans and meet state and federal emissions requirements. These mechanical equipment should be located to the interior of the site, away from abutting residential properties and be screened from view from any public street and from adjacent sites by structure walls, evergreen landscaping, fencing, masonry wall or a combination thereof.

f. Signage and Wayfinding

No signage or wayfinding is proposed at this time.

g. Zoning Related Design Standards

The adaptive reuse project at 1006 Congress Street was reviewed according to the *City of Portland Design Manual* standards by Caitlin Cameron, Urban Designer, Shukria Wiar, Planner, and Jean Fraser, Planner against the *B2 Commercial Business Zones Standards* (Design Manual). All design standards are being met. Ms. Cameron comments are included at Attachment 5.

## XI. STAFF RECOMMENDATION

Subject to the proposed motions and conditions of approval listed below, Planning Division staff recommends that the Planning Board approve the proposed development.

## XII. PLANNING BOARD MOTIONS

### A. WAIVERS

On the basis of the application, plans, reports and other information submitted by the applicant; findings and recommendations contained in the planning board report for the public hearing for application 444-2018 relevant to Portland's technical and design standards and other regulations; and the testimony presented at the Planning Board hearing:

1. The Planning Board [**finds/does not find**], based upon the consulting transportation engineer's review, that extraordinary conditions exist or undue hardship may result from strict compliance with the *Technical Manual* standard (*Section 1.7.1*) to provide a minimum distance of twenty (20) ft spacing between it and adjacent. The Planning Board [**waives /does not waive**] the *Technical Manual* standard (*Section 1.7.1*) to allow a driveway separation of 10 feet between the proposed exit-only driveway and the existing curb cut on Congress Street;

### B. SUBDIVISION PLAT

On the basis of the application, plans, reports, and other information submitted by the applicant, findings and recommendations contained in Planning Board Report for application #444-2018 relevant to the Subdivision Ordinance, and other regulations, as well as the Planning Board deliberations and the testimony presented at the Planning Board hearings, the Planning Board finds the plan [**is /is not**] in conformance with the subdivision standards of the land use code, subject to the following conditions to be met as noted:

#### TO BE MET PRIOR TO ISSUANCE OF A BUILDING PERMIT:

1. The applicant shall submit signed, final agreement with the one of the abutting properties, Fitzgerald Tiles, regarding the proposed improvements in Cumberland Place right-of-way; and
2. That the following shall be finalized to the satisfaction of the Corporation Counsel and shown on the final subdivision plat:
  - a. All waivers and conditions of approval;
  - b. The stamp of a professional engineer and surveyor; and
  - c. All existing and proposed easements and licenses.

### C. SITE PLAN

On the basis of the application, plans, reports, and other information submitted by the applicant, findings and recommendations contained in Planning Board Report for application #444-2018 relevant to the Site Plan Ordinance, and other regulations, as well as the Planning Board deliberations and the testimony presented at the Planning Board hearings, the Planning Board finds the plan **[is /is not]** in conformance with the site plan standards and all other applicable provisions of the land use code, subject to the following conditions to be met as noted:

#### TO BE MET PRIOR TO APPLYING FOR A BUILDING PERMIT:

1. The applicant shall provide a revised plan that address the Department of Public Works' Senior Engineer comments, dated 04.04.2019 and the Transportation Manager comments dated 04.05.2019.
2. The applicant shall provide a revised drainage plan that address the Civil Engineer comments dated 04.05.2019 regarding stormwater.

#### TO BE MET PRIOR TO THE ISSUANCE OF A BUILDING PERMIT:

3. The developer/contractor/subcontractor must comply with conditions of the construction stormwater management plan and sediment and erosion control plan based on City standards and state guidelines. The owner/operator of the approved stormwater management system, and all assigns. shall comply with the conditions of Chapter 32 Stormwater including Article III, Post Construction Stormwater Management, which specifies the annual inspections and reporting requirements. A maintenance agreement for the stormwater drainage system, as attached, or in substantially the same form, shall be submitted for review by Corporation Counsel. Once approved, the document shall be signed and recorded at the Cumberland County Registry of Deeds prior to the issuance of a building permit. Please submit final copies to both the Department of Planning and Urban Development and the Department of Public Works.

### XIII. ATTACHMENTS

#### PLANNING BOARD REPORT ATTACHMENTS

1. Traffic Engineer review (memo from Thomas Errico, 03.07.2016)
2. Department of Public Works Engineer review (memo from Mike Tremblay, 04.04.2019)
3. Civil Engineer review (memo from Lauren Swett, 04.05.2019)
4. Fire Prevention Department review (memo from Robert Thompson, 03.07.2019)
5. Design review (memo from Caitlin Cameron, 03.28.2019)

#### APPLICANT'S SUBMITTALS

- A. Cover Letter, dated 12.18.2018
  - A1. Cover Letter, dated 02.26.2019
  - A2. Cover Letter, dated 03.26.2019
  - A3. Cover Letter, dated 04.04.2019
- B. Level III Site Plan and Subdivision application
- C. Letter of Authorization
  - C1. 2.22.19 Executed Letter of Authorization
- D. Stormwater Management
  - D1. Supplemental Stormwater
- E. Evidence of Right, Title, and Interest
  - E1. ROW Easement 07.06.1896
- F. Draft Copy of ROW Agreement w/ Abutter
- G. Zoning Analysis
- H. Summary of Easements
- I. Written Request for Waivers
- J. Evidence of Financial Capacity
- K. Technical Capacity
- L. Environmental and Stormwater
- M. Environmental and Landscape Features

- N. Public, Infrastructure & Safety
- O. Transportation
- P. Utility Response
- Q. Certification Neighborhood Meeting
- R. Site Design
- S. Construction
- T. Site Lighting Catalogue
  - T1. Catalogue Cut

## **PLANS**

- Plan 1. Cover Sheet
- Plan 2. General Notes
- Plan 3. Existing and Removals
- Plan 4. Topographic Survey
- Plan 5. Site Recording Plat
- Plan 6. Site Plan and Utility Plan
- Plan 7. Grading and Drainage
- Plan 8. Landscape Plan
- Plan 9. Site Details
- Plan 10. Site Details - 1
- Plan 11. Site Details - 2
- Plan 12. Site Lighting
- Plan 13. Building Elevations
- Plan 14. Perspective from Congress Street

## CHAPTER 32 STORM WATER

**Art. I. Prohibited Discharges, §§ 32-1--32-15**

**Art. II. Prohibited Discharges, §§ 32-16--32-35**

**Art. III. Post-Construction Stormwater Management, §§32-36-32-40**

### ARTICLE I. IN GENERAL

#### Sec. 32-1. Definitions.

For the purposes of this article, the terms listed below are defined as follows:

*Applicant.* "Applicant" means a person with requisite right, title or interest or an agent for such person who has filed an application for a development project that requires a post-construction stormwater management plan under this article.

*Best management practices ("BMP").* "Best management practices" or "BMPs" means schedules or activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce the pollution of waters of the state. BMPs also include treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage.

*Clean Water Act.* "Clean Water Act" means the federal Water Pollution Control Act (33 U.S.C. § 1251 *et seq.*, also known as the "Clean Water Act"), and any subsequent amendments thereto.

*Discharge.* "Discharge" means any spilling, leaking, pumping, pouring, emptying, dumping, disposing or other addition of pollutants to "waters of the state." "Direct discharge" or "point source" means any discernable, confined and discrete conveyance, including, but not limited to, any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, rolling stock, concentrated animal feeding operation or vessel or other floating craft, from which pollutants are or may be discharged.

*Enforcement authority.* "Enforcement authority" means the person(s) or department authorized under section 32-3 of this article to administer and enforce this article.

*Exempt person or discharge.* "Exempt person or discharge" means any person who is subject to a multi-sector general permit for industrial activities, a general permit for construction activity, a general permit for the discharge of storm water from the Maine department of transportation and the Maine turnpike authority



municipal separate storm sewer systems, or a general permit for the discharge of storm water from state or federally owned authority municipal separate storm sewer system facilities; and any non-storm water discharge permitted under a NPDES permit, waiver, or waste discharge license or order issued to the discharger and administered under the authority of the U.S. environmental protection agency ("EPA") or the Maine department of environmental protection ("DEP"). City of Portland

*Municipality.* "Municipality" means the city of Portland.

*Municipal separate storm sewer system, or MS4.* "Municipal separate storm sewer system" or "MS4," means conveyances for storm water, including, but not limited to, roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, human-made channels or storm drains (other than publicly owned treatment works and combined sewers) owned or operated by any municipality, sewer or sewage district, fire district, state agency or federal agency or other public entity that discharges directly to surface waters of the state.

*National pollutant discharge elimination system (NPDES) storm water discharge permit.* "National pollutant discharge elimination system (NPDES) storm water discharge permit" means a permit issued by the EPA or by the DEP that authorizes the discharge of pollutants to waters of the United States, whether the permit is applicable on an individual, group, or general area-wide basis.

*Non-storm water discharge.* "Non-storm water discharge" means any discharge to an MS4 that is not composed entirely of storm water.

*Person.* "Person" means any individual, firm, corporation, municipality, quasi-municipal corporation, state agency or federal agency or other legal entity which creates, initiates, originates or maintains a discharge of storm water or a non-storm water discharge.

*Pollutant.* "Pollutant" means dredged spoil, solid waste, junk, incinerator residue, sewage, refuse, effluent, garbage, sewage sludge, munitions, chemicals, biological or radiological materials, oil, petroleum products or by-products, heat, wrecked or discarded equipment, rock, sand, dirt and industrial, municipal, domestic, commercial or agricultural wastes of any kind.

*Post-construction stormwater management plan.* "Post-construction stormwater management plan" means BMPs employed by a development project to meet the stormwater standards of Section V of the department of planning and urban development's Technical and Design Standards and Guidelines.

*Premises.* "Premises" means any building, lot, parcel of land, or portion of land, whether improved or unimproved, including adjacent sidewalks and parking strips, located within the municipality from which discharges into the storm drainage system are or may be created, initiated, originated or maintained.

*Qualified post-construction stormwater inspector.* "Qualified post-construction stormwater inspector" means a person who conducts post-construction stormwater best management practice inspections for compensation and who has received the appropriate training for the same from DEP or otherwise meets DEP requirements to perform said inspections.

*Regulated small MS4.* "Regulated small MS4" means any small MS4 regulated by the State of Maine "general permit for the discharge of storm water from small municipal separate storm sewer systems" dated July 1, 2008 ("general permit") or the general permits for the discharge of storm water from the Maine department of transportation and Maine turnpike authority small MS4s or state or federally owned or operated small MS4s, including all those located partially or entirely within an urbanized area (UA).

*Small municipal separate storm sewer system, or small MS4.* "Small municipal separate storm sewer system", or "small MS4," means any MS4 that is not already covered by the phase I MS4 storm water program including municipally owned or operated storm sewer systems, state or federally-owned systems, such as colleges, universities, prisons, Maine department of transportation and Maine turnpike authority road systems and facilities, and military bases and facilities.

*Storm drainage system.* "Storm drainage system" means the City of Portland's regulated small MS4 and other conveyances for storm water located in areas outside the UA that drain into the regulated small MS4.

*Storm water.* "Storm water" means any storm water runoff, snowmelt runoff, and surface runoff and drainage; "Stormwater" has the same meaning as "storm water".

*Urbanized area ("UA").* "Urbanized area" or "UA" means the areas of the State of Maine so defined by the latest decennial (2000) census by the U.S. Bureau of Census.  
(Ord. No. 85-08/09, 10-20-08; Ord. No. 35-09/10, 8-17-09)

**Sec. 32-2.       Reserved.**

**Sec. 32-3.       Reserved.**

**Sec. 32-4.       Reserved.**

|                    |                  |
|--------------------|------------------|
| <b>Sec. 32-5.</b>  | <b>Reserved.</b> |
| <b>Sec. 32-6.</b>  | <b>Reserved.</b> |
| <b>Sec. 32-7.</b>  | <b>Reserved.</b> |
| <b>Sec. 32-8.</b>  | <b>Reserved.</b> |
| <b>Sec. 32-9.</b>  | <b>Reserved.</b> |
| <b>Sec. 32-10.</b> | <b>Reserved.</b> |
| <b>Sec. 32-11.</b> | <b>Reserved.</b> |
| <b>Sec. 32-12.</b> | <b>Reserved.</b> |
| <b>Sec. 32-13.</b> | <b>Reserved.</b> |
| <b>Sec. 32-14.</b> | <b>Reserved.</b> |
| <b>Sec. 32-15.</b> | <b>Reserved.</b> |

## **ARICLE II. PROHIBITED DISCHARGES**

### **Sec. 32-16. Applicability.**

This Article shall apply to all persons discharging storm water and/or non-storm water discharges from any premises into the storm drainage system.

(Ord. No. 85-08/09, 10-20-08; Ord. No. 35-09/10, 8-17-09)

### **Sec. 32-17. Responsibility for administration.**

The department of public services is the enforcement authority who shall administer, implement, and enforce the provisions of this article.

(Ord. No. 85-08/09, 10-20-08; Ord. No. 35-09/10; 8-17-09)

### **Sec. 32-18. Prohibition of non-storm water discharges.**

(a) *General prohibition.* Except as allowed or exempted herein, no person shall create, initiate, originate or maintain a non-storm water discharge to the storm drainage system. Such non-storm water discharges are prohibited notwithstanding the fact that the city may have approved the connections, drains or conveyances by which a person discharges un-allowed non-storm water discharges to the storm drainage system.

(b) *Allowed non-storm water discharges.* The creation, initiation, origination and maintenance of the following non-storm water discharges to the storm drainage system is allowed:

- (1) Landscape irrigation; diverted stream flows; rising ground waters; uncontaminated flows from foundation drains; air conditioning and compressor condensate; irrigation water; flows from uncontaminated springs; uncontaminated water from crawl space pumps; uncontaminated flows from footing drains; lawn watering runoff; flows from riparian habitats and wetlands; residual street wash water (where spills/leaks of toxic or hazardous materials have not

occurred, unless all spilled material has been removed and detergents are not used); hydrant flushing and fire fighting activity runoff; water line flushing and discharges from potable water sources; individual residential car washing; and de-chlorinated swimming pool discharges.

- (2) Discharges specified in writing by the enforcement authority as being necessary to protect public health and safety.
- (3) Dye testing, with verbal notification to the enforcement authority prior to the time of the test.

(c) *Exempt person or discharge.* This article shall not apply to an exempt person or discharge, except that the enforcement authority may request from exempt persons and persons with exempt discharges copies of permits, notices of intent, licenses and orders from the EPA or DEP that authorize the discharge(s).

(Ord. No. 85-08/09, 10-20-08; Ord. No. 35-09/10, 8-17-09)

#### **Sec. 32-19. Suspension of access to the city's small MS4.**

The enforcement authority may, without prior notice, physically suspend discharge access to the storm drainage system to a person when such suspension is necessary to stop an actual or threatened non-storm water discharge to the storm drainage system which presents or may present imminent and substantial danger to the environment, or to the health or welfare of persons, or to the storm drainage system, or which may cause the city to violate the terms of its environmental permits. Such suspension may include, but is not limited to, blocking pipes, constructing dams or taking other measures, on public ways or public property, to physically block the discharge to prevent or minimize a non-storm water discharge to the storm drainage system. If a person fails to comply with a suspension order issued in an emergency, the enforcement authority may take such steps as deemed necessary to prevent or minimize damage to the storm drainage system, or to minimize danger to persons.

(Ord. No. 85-08/09, 10-20-08; Ord. No. 35-09/10, 8-17-09)

#### **Sec. 32-20. Monitoring of discharges.**

In order to determine compliance with this article, the enforcement authority may enter upon and inspect premises subject to this article at reasonable hours to inspect the premises and connections thereon to the storm drainage system; and to conduct monitoring, sampling and testing of the discharge to the storm drainage system.

(Ord. No. 85-08/09, 10-20-08; Ord. No. 35-09/10, 8-17-09)

**Sec. 32-21. Enforcement.**

It shall be unlawful for any person to violate any provision of or to fail to comply with any of the requirements of this article. Whenever the enforcement authority believes that a person has violated this article, the enforcement authority may enforce this article in accordance with 30-A M.R.S.A. § 4452.

- (a) *Notice of violation.* Whenever the enforcement authority believes that a person has violated this article, the enforcement authority may order compliance with this article by written notice of violation to that person indicating the nature of the violation and ordering the action necessary to correct it, including, without limitation:
- (1) The elimination of non-storm water discharges to the storm drainage system, including, but not limited to, disconnection of the premises from the MS4.
  - (2) The cessation of discharges, practices, or operations in violation of this article.
  - (3) At the Person's expense, the abatement or remediation (in accordance with best management practices in DEP rules and regulations) of non-storm water discharges to the storm drainage system and the restoration of any affected property; and/or
  - (4) The payment of fines, of the city's remediation costs and of the city's reasonable administrative costs and attorneys' fees and costs. If abatement of a violation and/or restoration of affected property is required, the notice shall set forth a deadline within which such abatement or restoration must be completed.
- (b) *Penalties/fines/injunctive relief.* In addition to the imposition of any other costs or penalties provided for herein, any person who violates this section shall be subject to fines, penalties and orders for injunctive relief and shall be responsible for the city's attorney's fees and costs, all in accordance with 30-A M.R.S.A. § 4452. Each day such violation continues shall constitute a separate violation. Moreover, any person who violates this section also shall be responsible for any and all fines, penalties, damages and costs, including, but not limited to attorneys' fees and costs, incurred by the city for violation of federal and State environmental laws and

regulations caused by or related to that person's violation of this article; this responsibility shall be in addition to any penalties, fines or injunctive relief imposed under this section.

- (c) *Consent agreement.* The enforcement authority may, with the approval of the city manager, enter into a written consent agreement with the violator to address timely abatement of the violation(s) of this article for the purposes of eliminating violations of this article and of recovering fines, costs and fees without court action.
- (d) *Appeal of notice of violation.* Any person receiving a notice of violation or suspension notice may appeal the determination of the enforcement authority to the city manager or his or her designee. The notice of appeal must be received within 30 days from the date of receipt of the notice of violation. The city manager shall hold a hearing on the appeal within 30 days from the date of receipt of the notice of appeal, except that such hearing may be delayed by agreement of the city manager and the appellant. The city manager may affirm, reverse or modify the decision of the enforcement authority. A suspension under Section 32-5 of this article remains in place unless or until lifted by the city manager or by a reviewing court. A party aggrieved by the decision of the city manager may appeal that decision to the Maine superior court within 45 days of the date of the city manager's decision pursuant to Rule 80B of the Maine Rules of Civil Procedure.
- (e) *Enforcement measures.* If the violation has not been corrected pursuant to the requirements set forth in the notice of violation, or, in the event of an appeal to the city manager, within 45 days of a decision of the city manager affirming the enforcement authority's decision, then the enforcement authority may recommend that the corporation counsel's office file an enforcement action in a Maine court of competent jurisdiction under Rule 80K of the Maine Rules of Civil Procedure.
- (f) *Ultimate responsibility of discharger.* The standards set forth herein are minimum standards; therefore this article does not intend nor imply that compliance by any person will ensure that there will be no contamination, pollution, nor unauthorized discharge of pollutants into waters of the U.S. caused by said person. This article shall not create liability on the part of the city, or any officer agent or employee thereof for any damages that

result from any person's reliance on this article or any administrative decision lawfully made hereunder.  
(Ord. No. 85-08/09, 10-20-08; Ord. No. 35-09/10, 8-17-09)

**Sec. 32-22. Severability.**

The provisions of this article are hereby declared to be severable. If any provision, clause, sentence, or paragraph of this article or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions, clauses, sentences, or paragraphs or application of this article.

(Ord. No. 85-08/09, 10-20-08; Ord. No. 35-09/10, 8-17-09)

**Sec. 32-23. Reserved.**  
**Sec. 32-24. Reserved.**  
**Sec. 32-25. Reserved.**  
**Sec. 32-26. Reserved.**  
**Sec. 32-27. Reserved.**  
**Sec. 32-28. Reserved.**  
**Sec. 32-29. Reserved.**  
**Sec. 32-30. Reserved.**  
**Sec. 32-31. Reserved.**  
**Sec. 32-32. Reserved.**  
**Sec. 32-33. Reserved.**  
**Sec. 32-34. Reserved.**  
**Sec. 32-35. Reserved.**

**ARTICLE III. POST-CONSTRUCTION STORMWATER MANAGEMENT.**

**Sec. 32-36. Applicability.**

This article applies to all development projects that require a stormwater management plan pursuant to section V of the department of planning and urban development's Technical and Design Standards and Guidelines.

(Ord. No. 35-09/10, 8-17-09)

**Sec. 32-37. Post-construction stormwater management plan approval.**

Notwithstanding any ordinance provision to the contrary, no applicant for a development project to which this article is applicable shall receive approval for that development project unless the applicant also receives approval for its post-construction stormwater management plan and for the best management practices ("BMPs") for that development project.

(Ord. No. 35-09/10, 9-17-09)

**Sec. 32-38. Post-construction stormwater management plan compliance.**

Any person owning, operating, or otherwise having control over a BMP required by a post construction stormwater management plan shall maintain the BMPs in accordance with the approved plan and shall demonstrate compliance with that plan as follows:

- (a) *Inspections.* The owner or operator of a BMP shall hire a qualified post-construction stormwater inspector to at least annually, inspect the BMPs, including but not limited to any parking areas, catch basins, drainage swales, detention basins and ponds, pipes and related structures, in accordance with all municipal and state inspection, cleaning and maintenance requirements of the approved post-construction stormwater management plan.
- (b) *Maintenance and repair.* If the BMP requires maintenance, repair or replacement to function as intended by the approved post-construction stormwater management plan, the owner or operator of the BMP shall take corrective action(s) to address the deficiency or deficiencies as soon as possible after the deficiency is discovered and shall provide a record of the deficiency and corrective action(s) to the department of public services ("DPS") in the annual report.
- (c) *Annual report.* The owner or operator of a BMP or a qualified post-construction stormwater inspector hired by that person, shall, on or by June 30 of each year, provide a completed and signed certification to DPS in a form provided by DPS, certifying that the person has inspected the BMP(s) and that the year adequately maintained and functioning as intended by the approved post-construction stormwater management plan, or that they require maintenance or repair, including the record of the deficiency and corrective action(s) taken.
- (d) *Filing fee.* Any persons required to file an annual certification under this section shall include with the annual certification a filing fee established by DPS to pay the administrative and technical costs of review of the annual certification.
- (e) *Right of entry.* In order to determine compliance with this article and with the post-construction stormwater management plan, DPS may enter upon property at reasonable hours with the consent of the owner, occupant or agent to inspect the BMPs.



**Sec. 32-39. Enforcement.**

It shall be unlawful for any person to violate any provision of or to fail to comply with any of the requirements of this article or of the post-construction stormwater management plan. Whenever the enforcement authority believes that a person has violated this article, DPS may enforce this article in accordance with 30-A M.R.S.A. § 4452. Each day on which a violation exists shall constitute a separate violation for purposes of this section.

- (a) *Notice of violation.* Whenever DPS believes that a person has violated this article or the post-construction stormwater management plan, DPS may order compliance by written notice of violation to that person indicating the nature of the violation and ordering the action necessary to correct it, including, without limitation:
  - (1) The abatement of violations, and the cessation of practices or operations in violation of this article or of the post-construction stormwater management plan;
  - (2) At the person's expense, compliance with BMPs required as a condition of approval of the development project, the repair of BMPs and/or the restoration of any affected property; and/or
  - (3) The payment of fines, of the City's remediation costs and of the City's reasonable administrative costs and attorneys' fees and costs.
  - (4) If abatement of a violation, compliance with BMPs, repair of BMPs and/or restoration of affected property is required, the notice shall set forth a deadline within which such abatement, compliance, repair and/or restoration must be completed.
- (b) *Penalties/fines/injunctive relief.* In addition to the imposition of any other costs or penalties provided for herein, any person who violates this section shall be subject to fines, penalties and orders for injunctive relief and shall be responsible for the city's attorney's fees and costs, all in accordance with 30-A M.R.S.A. § 4452. Each day such violation continues shall constitute a separate violation. Moreover, any person who violates this section also shall be responsible for any and all fines, penalties, damages and costs, including, but not limited to

attorneys' fees and costs, incurred by the city for violation of federal and state environmental laws and regulations caused by or related to that person's violation of this article; this responsibility shall be in addition to any penalties, fines or injunctive relief imposed under this section.

- (c) *Consent agreement.* The enforcement authority may, without approval of the city manager, enter into a written consent agreement with the violator to address timely abatement of the violation(s) of this article for the purposes of eliminating violations of this article and of recovering fines, costs and fees without court action.
- (d) *Appeal of notice of violation.* Any person receiving a notice of violation or suspension notice may appeal the determination of the enforcement authority to the city manager or his or her designee. The notice of appeal must be received within 30 days from the date of receipt of the notice of violation. The city manager shall hold a hearing on the appeal within 30 days from the date of receipt of the notice of appeal, except that such hearing may be delayed by agreement of the city manager and the appellant. The city manager may affirm, reverse or modify the decision of the DPS. A party aggrieved by the decision of the city manager may appeal that decision to the Maine superior court within forty-five (45) days of the date of the city manager's decision pursuant to Rule 80B of the Maine Rules of Civil Procedure.
- (e) *Enforcement measures.* If the violation has not been corrected pursuant to the requirements set forth in the notice of violation, or , in the event of an appeal to the city manager, within forty-five (45) days of a decision of the city manager affirming the enforcement authority's decision, then the enforcement authority may recommend that the corporation counsel's office file an enforcement action in a Maine court of competent jurisdiction under Rule 80K of the Maine Rules of Civil Procedure.

(Ord. No. 35-09/10, 8-17-09)

#### **Sec. 32-40. Severability.**

The provisions of this article are hereby declared to be severable. If any provision, clause, sentence, or paragraph of this article or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions, clauses, sentences, or paragraphs or application of this article.

(Ord. No. 35-09/10, 8-17-09)





**CITY OF PORTLAND**  
Planning & Urban Development

## **Performance Guarantee, Inspection Fee, and Infrastructure Financial Contribution Packet**

### **A. Site Plan/Subdivision Performance Guarantees Required**

Portland's Land Use Code requires all developers with approved site plan and/or subdivision applications to submit a performance guarantee to the City prior to the start of any construction or site improvements. The performance guarantee represents 100% of the total cost of site improvements, as determined by the City. The code further requires developers to pay an inspection fee of 2% of the performance guarantee amount to the City for the administrative costs associated with inspecting construction activity to ensure that it conforms with plans and specifications. (Portland's Land Use Code, Sections 14-501 and 14-530)

### **B. Cost Estimate Form and Inspection Fee**

The performance guarantee covers major site improvements related to site plan and subdivision review, such as paving, roadway, utility connections, drainage, landscaping, lighting, etc. Please submit an itemized cost estimate form to determine the detailed costs of both public and private site improvements to the Planning Division for review and approval. The cost estimate form (excel format) can be downloaded from the city's website here: <http://portlandmaine.gov/costestimate> The approved amount on the Cost Estimate form is the amount to be covered by the performance guarantee and is the basis for calculating the 2% inspection fee.

### **C. Acceptable Types of Performance Guarantees**

The accepted forms of a performance guarantee, covering the amount approved on the Cost Estimate form, must be one of the following options consistent with the attached templates, with **NO** exceptions:

1. A letter of credit from a bank/credit union (Attachment 2)
2. A deposit into a bank-held escrow account (Attachment 3)
3. A deposit into a City-held escrow account (Attachment 4)

**NOTE: No land use application of any kind shall be processed, reviewed or issued, no signed subdivision plat shall be released or recorded, and no building permit of any kind shall be issued unless all fees have been paid and every aspect of the proposed development is in compliance with City Codes as determined by the Development Review Coordinator in the Planning Division.**

The developer is eligible to receive up to three reductions from the performance guarantee in a calendar year equal to the estimated cost of the completed improvements. In no case, however, shall any performance guarantee be reduced 1) in any line item where improvements remain to be completed; or 2) to a value which is less than the estimated cost of completing all remaining required improvements; or 3) to a value less than 10% of the Performance Guarantee. *(The Cost Estimate Form can also be used during the construction phase to submit reductions of fully completed site work items)*

At the conclusion of the project, the City will release 90% of the performance guarantee after the Development Review Coordinator determines that site improvements have been satisfactorily completed at the time of the final inspection. The City will then retain a 10% defect guarantee to cover the workmanship and durability of materials used in construction. The defect guarantee will be released one (1) year from date of acceptance, subject to the Development Review Coordinator inspecting the site and finding it in compliance with the approved site plan.

#### **D. Housing Replacement Performance Guarantees**

For those projects that are subject to Portland's Housing Preservation and Replacement Ordinance (Section 24-483) and have an approved plan, then a performance guarantee is required for housing replacement. An owner or developer must post a performance guarantee in the form of a letter of credit in the amount equivalent to the amount the applicant would have been required to contribute to the City's Housing Fund, if the applicant had chosen that option. The guarantee shall be valid for no more than three years, after which the full amount shall be provided to the City's Housing Trust Fund, if replacement units meeting the code do not have certificates of occupancy. The guarantee can be released upon the issuance of a certificate of occupancy for the replacement units. A suggested template for a Housing Replacement Performance Guarantee is included as Attachment 4.

#### **E. Infrastructure Accounts**

Contributions to infrastructure accounts may be required as part of the conditions of site plan approval. The contributions must be submitted prior to the issuance of any permits, unless stated otherwise in the approval. The form for submitted required contributions is included as Attachment 5.

#### **F. Administrative Process for Submitting Performance Guarantee**

- **Step 1 - Cost Estimate**

Submit completed cost estimate form to Planning Division for review and approval. Once approved, use this total amount as the performance guarantee amount in Step 2.

- **Step 2 - Performance Guarantee**

Complete a draft of 1 of the 3 attached performance guarantee templates, inputting project specific information into blank and bracketed areas, and submit to the Planning Division for final approval. Once staff approved the draft, the applicant shall submit the official signed original performance guarantee document, which for option 1) or 2) must be on Bank/Credit Union letterhead with original signatures.

- **Step 3 - Submit Performance Guarantee, Inspection Fee, and Infrastructure Contributions**

Submit the final original Performance Guarantee, the required inspection fee, and any infrastructure contributions to the Planning Division. The Planning Division will confirm that the final documents are accurate and acceptable.

- **Step 4 - Release of Recording Plat and Permits**

Only after the performance guarantee is issued, fees paid, and all other conditions of site plan approval and compliance are met, will the recording plat be released for recording at the Cumberland County Registry of Deeds and/or City permits issued.

**Contact:** Please email the cost estimate form to [jkeene@portlandmaine.gov](mailto:jkeene@portlandmaine.gov)

After the cost estimate is approved, all Performance Guarantees and Infrastructure Contributions can be submitted by mail to: 389 Congress Street, 4<sup>th</sup> Floor, Portland, ME 04101, Attn: James Dealaman. Please call our office with any questions: 207-874-8721

#### Attachments

1. Cost Estimate of Improvements Form
2. Performance Guarantee Letter of Credit Form (with private financial institution)
3. Performance Guarantee Escrow Account Form (with private financial institution)
4. Performance Guarantee Escrow Form with the City of Portland
5. Housing Replacement Performance Guarantee Form
6. Infrastructure Financial Contribution Form with the City of Portland

### **Cost Estimate of Improvements Form**

Please visit the city's website to download and complete the electronic Cost Estimate spreadsheet:

<http://portlandmaine.gov/costestimate>

**PERFORMANCE GUARANTEE LETTER OF CREDIT**

SITE PLAN/SUBDIVISION  
PERFORMANCE GUARANTEE  
LETTER OF CREDIT  
[ACCOUNT NUMBER]

[Date]

Jeff Levine  
Director of Planning and Urban Development  
City of Portland  
389 Congress Street  
Portland, Maine 04101

Re: **[Insert: Name of Applicant]**  
**[Insert: Address of Project, Portland, Maine]**  
**[Insert: Application ID #]**

**[Insert: Name of Bank/Credit Union]** (hereinafter referred to as “Bank”) hereby issues its Irrevocable Letter of Credit for the account of **[Insert: Name of Applicant]** (hereinafter referred to as “Applicant”), held for the exclusive benefit of the City of Portland, in the aggregate amount of **[Insert: amount of original performance guarantee]**. These funds represent the estimated cost of installing site improvements as depicted on the **[Insert: subdivision and/ or site plan]**, approved on **[Insert: Date]** and as required under the City of Portland Code of Ordinances Chapter 14 §§ 501, 530 and Chapter 25 §§ 46-65.

The City, through its Director of Planning and Urban Development and in his/her sole discretion, may draw on this Letter of Credit by presentation of a sight draft and the Letter of Credit and all amendments thereto, up to thirty (30) days before or sixty (60) days after its expiration, stating any one of the following:

1. the Applicant has failed to satisfactorily complete the work on the improvements contained within the **[Insert: subdivision and/ or site plan]** approval, dated **[Insert date]**; or
2. the Applicant has failed to deliver to the City a deed containing the metes and bounds description of any streets, easements or other improvements required to be deeded to the City; or
3. the Applicant has failed to notify the City for inspection of completed site improvements; or
4. the Applicant has failed to provide the City with civil as-built drawings at the time of project completion.

In the event of the Bank’s dishonor of the City’s sight draft, the Bank shall inform the City in writing of the reason or reasons thereof within three (3) business days of the dishonor.

After all underground work has been completed and inspected to the satisfaction of the City, including but not limited to sanitary sewers, storm drains, catch basins, manholes, electrical conduits, and other required improvements constructed chiefly below grade, the City may authorize the Bank, by written certification, to reduce the available amount of the escrowed money by a specified amount.

The City of Portland Code of Ordinances Chapter 14 §§ 503 requires the duration of the performance guarantee term to be at least one year. This Letter of Credit will automatically expire on **[Insert date one year from the date of this Letter of Credit]** or on the date when the City determines that all improvements guaranteed herein are satisfactorily completed, whichever is later ("Expiration Date"), provided that the expiration date does not fall between October 30<sup>th</sup> and April 15<sup>th</sup>. It is a condition of this Letter of Credit that the expiration date be automatically extended without amendment for period(s) of one year each from the current Expiration Date hereof, or any future Expiration Date, unless within thirty (30) days prior to any expiration, the Bank notifies the City by certified mail (restricted delivery to Brendan O'Connell, Director of Finance, City of Portland, 389 Congress Street, Portland, Maine 04101) that the Bank elects not to consider this Letter of Credit renewed for any such additional period.

In the event of such notice, the City, in its sole discretion, may draw hereunder by presentation of a sight draft drawn on the Bank, accompanied by this Letter of Credit and all amendments thereto, up to thirty (30) days before or sixty (60) days after its expiration, and a statement purportedly signed by the Director of Planning and Urban Development, at Bank's offices located at \_\_\_\_\_ stating that:

this drawing results from notification that the Bank has elected not to renew its Letter of Credit No. \_\_\_\_\_.

On its Expiration Date or on the date the City determines that all improvements guaranteed by this Letter of Credit are satisfactorily completed, this Performance Guarantee Letter of Credit shall be reduced by the City to ten (10) percent of its original amount and shall automatically convert to an Irrevocable Defect Letter of Credit. Written notice of such reduction shall be forwarded by the City to the Bank. The Defect Letter of Credit shall ensure the workmanship and durability of all materials used in the construction of the **[Insert: subdivision and/ or site plan]** approval, dated **[Insert: Date]** as required by City Code §14-501, 530 and shall automatically expire thirty (30) days after Applicant notifies the City for a Defect Inspection ("Termination Date"). The Applicant may notify the City for a Defect Inspection no sooner than one (1) year from the date the Defect Letter of Credit was created.

The City, through its Director of Planning and Urban Development and in his/her sole discretion, may draw on this Letter of Credit or the Defect Letter of Credit by presentation of a sight draft and all amendments thereto, at Bank's offices located at \_\_\_\_\_, prior to the Termination Date, stating any one of the following:

1. the Applicant has failed to complete any unfinished improvements; or
2. the Applicant has failed to correct any defects in workmanship; or
3. the Applicant has failed to use durable materials in the construction and installation of improvements contained within the **[Insert: subdivision and/ or site plan]**.

Date: \_\_\_\_\_

By: \_\_\_\_\_

**[Name]**

**[Title]**

Its Duly Authorized Agent



## ESCROW ACCOUNT WITH FINANCIAL INSTITUTION

[Insert: SITE PLAN and/or SUBDIVISION]  
 PERFORMANCE GUARANTEE  
 ESCROW ACCOUNT WITH FINANCIAL INSTITUTION  
 [Insert: ACCOUNT NUMBER]

[Insert: Date]

Jeff Levine  
 Director of Planning and Urban Development  
 City of Portland  
 389 Congress Street  
 Portland, Maine 04101

Re: [Insert: Name of Applicant]  
 [Insert: Address of Project, Portland, Maine]  
 [Insert: Application ID #]

[Insert: Name of Bank/Credit Union] (hereinafter referred to as “Bank”) hereby certifies to the City of Portland that [Insert: Name of Bank/Credit Union] will hold the sum of [Insert: Amount of Original Performance Guarantee] in an interest-bearing account established with the Bank. These funds shall be held for the exclusive benefit of the City of Portland and shall represent the estimated cost of installing site improvements as depicted on the [Insert: subdivision and/or site plan], approved on [Insert: Approval Date] as required under the Portland Code of Ordinances Chapter 14 §§ 501, 530 and Chapter 25 §§ 46-65. All costs associated with establishing, maintaining and disbursing funds from the Escrow Account shall be borne by [Insert: Name of Applicant].

[Insert: Name of Bank/Credit Union] will hold these funds as escrow agent for the benefit of the City subject to the following:

The City, through its Director of Planning and Urban Development and in his/her sole discretion, may draw against this Escrow Account by presentation of a draft in the event that:

1. the Applicant has failed to satisfactorily complete the work on the improvements contained within the [Insert: subdivision and/ or site plan] approval, dated [Insert: Approval Date]; or
2. the Applicant has failed to deliver to the City a deed containing the metes and bounds description of any streets, easements or other improvements required to be deeded to the City; or
3. the Applicant has failed to notify the City for inspection of completed site improvements; or
4. the Applicant has failed to provide the City with civil as-built drawings at the time of project completion.

In the event of the Bank’s dishonor of the City’s sight draft, the Bank shall inform the City in writing of the reason or reasons thereof within three (3) business days of the dishonor.

After all underground work has been completed and inspected to the satisfaction of the City, including but not limited to sanitary sewers, storm drains, catch basins, manholes, electrical conduits, and other required improvements constructed chiefly below grade, the City may authorize the Bank, by written certification, to reduce the available amount of the escrowed money by a specified amount.

The City of Portland Code of Ordinances Chapter 14 §§ 503 requires the duration of the performance guarantee term to be at least one year. This Escrow Account will automatically expire on [Insert: Date one

**year from the date of this Escrow Account]** or on the date when the City determines that all improvements guaranteed herein are satisfactorily completed, whichever is later (“Expiration Date”), provided that the expiration date does not fall between October 30<sup>th</sup> and April 15<sup>th</sup>. It is a condition of this Escrow Account that the expiration date be automatically extended without amendment for period(s) of one year each from the current Expiration Date hereof, or any future Expiration Date, unless within thirty (30) days prior to any expiration, the Bank notifies the City by certified mail (restricted delivery to Brendan O’Connell, Director of Finance, City of Portland, 389 Congress Street, Portland, Maine 04101) that the Bank elects not to consider this Escrow Account renewed for any such additional period.

In the event of such notice, the City, in its sole discretion, may draw against the Escrow Account by presentation of a sight draft drawn on the Bank, up to thirty (30) days before or sixty (60) days after its expiration, and a statement purportedly signed by the Director of Planning and Urban Development, at Bank’s offices located at **[Insert: Address of Financial Institution]** stating that:

this drawing results from notification that the Bank has elected not to renew its Escrow Account No. **[Insert: ACCOUNT NUMBER]**.

On its Expiration Date or on the date the City determines that all improvements guaranteed by this Escrow Account are satisfactorily completed, this Performance Guarantee shall be reduced by the City to ten (10) percent of its original amount and shall automatically convert to an Irrevocable Defect Guarantee. Written notice of such reduction shall be forwarded by the City to the Bank. The Defect Guarantee shall ensure the workmanship and durability of all materials used in the construction of the **[Insert: subdivision and/ or site plan]** approval, dated **[Insert: Approval Date]** as required by City Code §14-501, 530 and shall automatically expire thirty (30) days after Applicant notifies the City for a Defect Inspection (“Termination Date”). The Applicant may notify the City for a Defect Inspection no sooner than one (1) year from the date the Defect Letter of Credit was created.

The City, through its Director of Planning and Urban Development and in his/her sole discretion, may draw on this Defect Guarantee by presentation of a sight draft at Bank’s offices located at **[Insert: Address of Financial Institution]**, prior to the Termination Date, stating any one of the following:

1. the Applicant has failed to complete any unfinished improvements; or
2. the Applicant has failed to correct any defects in workmanship; or
3. the Applicant has failed to use durable materials in the construction and installation of improvements contained within the **[Insert: subdivision and/ or site plan]**.

Date: \_\_\_\_\_

By: \_\_\_\_\_

**[Insert: Name]**

**[Insert: Title]**

Its Duly Authorized Agent

Seen and Agreed to: **[Name of Applicant]**

By: \_\_\_\_\_

**PERFORMANCE GUARANTEE ESCROW ACCOUNT  
with the City of Portland**

Applicant's Tax Identification Number: \_\_\_\_\_

Applicant's Name and Mailing Address: \_\_\_\_\_

City Account Number: \_\_\_\_\_

Application ID #: **[Insert Application ID #]**

Application of \_\_\_\_\_ **[Insert: Name of Applicant]** for \_\_\_\_\_  
**[Insert street/Project Name]** at \_\_\_\_\_ **[Address]**, Portland, Maine.

The City of Portland (hereinafter the "City") will hold the sum of \$\_\_\_\_\_ **[amount of performance guarantee]** on behalf of \_\_\_\_\_ **[Applicant]** in a noninterest bearing account established with the City. This account shall represent the estimated cost of installing \_\_\_\_\_ **[insert: subdivision and/ or site improvements (as applicable)]** as depicted on the subdivision/site plan, approved on \_\_\_\_\_ **[date]** as required under the Portland Code of Ordinances Chapter 14 §§ 501, 530 and Chapter 25 §§ 46-65.

The City, through its Director of Planning and Urban Development and in his/her sole discretion, may draw against this Escrow Account in the event that:

1. the Applicant has failed to satisfactorily complete the work on the improvements contained within the \_\_\_\_\_ **[insert: subdivision and/ or site plan (as applicable)]** approval, dated \_\_\_\_\_ **[insert date]**; or
2. the Applicant has failed to deliver to the City a deed containing the metes and bounds description of any streets, easements or other improvements required to be deeded to the City; or
3. the Applicant has failed to notify the City for inspection of completed site improvements; or
4. the Applicant has failed to provide the City with civil as-built drawings at the time of project completion.

The Director of Planning and Urban Development may draw on this Guarantee, at his/her option, either thirty (30) days prior to the expiration date contained herein, or s/he may draw against this escrow for a period not to exceed sixty (60) days after the expiration of this commitment; provided that the Applicant, or its representative, will give the City written notice, by certified mail (restricted delivery to Brendan O'Connell, Director of Finance, City of Portland, 389 Congress Street, Room 110, Portland, Maine) of the expiration of this escrow within sixty (60) days prior thereto.

After all underground work has been completed and inspected to the satisfaction of the City, including but not limited to sanitary sewers, storm drains, catch basins, manholes, electrical conduits, and other required improvements constructed chiefly below grade, the City of Portland Director of Planning and Urban Development or its Director of Finance as provided in Chapter 14 §§ 501, 530 of the Portland Code of Ordinances, may authorize the City to reduce the available amount of the escrowed money by a specified amount.

This Guarantee will automatically expire on **[Insert date one years from the date of this performance**

**guarantee**] (“Expiration Date”), or on the date when the City determines that all improvements guaranteed by this Performance Guarantee are satisfactorily completed, whichever is later, provided that the expiration date does not fall between October 30<sup>th</sup> and April 15<sup>th</sup>.

At such time, this Guarantee shall be reduced by the City to ten (10) percent of its original amount and shall automatically convert to an Irrevocable Defect Guarantee. Written notice of such reduction and conversion shall be forwarded by the City to **[the applicant]**. The Defect Letter of Credit shall ensure the workmanship and durability of all materials used in the construction of the **[Insert: subdivision and/ or site plan]** approval, dated **[Insert: Date]** as required by City Code §14-501, 530 and shall automatically expire thirty (30) days after Applicant notifies the City for a Defect Inspection (“Termination Date”). The Applicant may notify the City for a Defect Inspection no sooner than one (1) year from the date the Defect Letter of Credit was created.

The City, through its Director of Planning and Urban Development and in his/her sole discretion, may draw on the Defect Guarantee should any one of the following occur:

1. the Applicant has failed to complete any unfinished improvements; or
2. the Applicant has failed to correct any defects in workmanship; or
3. the Applicant has failed to use durable materials in the construction and installation of improvements contained within the **[Insert: subdivision and/ or site plan]**.

Seen and Agreed to:

By: \_\_\_\_\_  
**[Applicant]**

Date: \_\_\_\_\_

By: \_\_\_\_\_  
\*\*\*\*Planning Division Director

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Administrative Officer

Date: \_\_\_\_\_

Attach **Letter of Approval and Estimated Cost of Improvements** to this form.

---

#### **Distribution**

1. The account number will be completed by Planning Staff.
2. The Agreement will be executed with one original signed by the Applicant.
3. The original signed Agreement will be scanned by the Planning Staff then forwarded to the Finance Office.
4. \*\*\*\*Signature required if over \$50,000.00.

**TEMPLATE - PERFORMANCE GUARANTEE FOR  
COMPLIANCE WITH HOUSING REPLACEMENT ORDINANCE**

Demolition and Housing Replacement  
PERFORMANCE GUARANTEE  
LETTER OF CREDIT  
[ACCOUNT NUMBER]

**[Insert Date]**

Jeffrey Levine  
Director of Planning and Urban Development  
City of Portland  
389 Congress Street  
Portland, Maine 04101

**Re: [Insert Project Address] Demolition and Housing Replacement**

**[Insert Name of Lender]** (“Bank”) hereby issues its Irrevocable Letter of Credit for the account of **[Insert Name of Applicant]** (“Applicants”), held for the exclusive benefit of the City of Portland (“City”), in the aggregate amount of **[Insert exact amount to be determined by the City]**. These funds represent the estimated cost of **[Insert Amount]** for the housing replacement fee applicable to the demolition of **[insert number of units demolished]** dwelling units if no replacement units are constructed, as approved on \_\_\_\_\_ (“**Demolition Approval**”) and as required under Portland Code of Ordinances Chapter 14-483(j).

In the event that Applicant fails to satisfy its housing replacement obligation, the City, through its Director of Planning and Urban Development and in his/her sole discretion, may draw on this Letter of Credit by presentation of a sight draft and the Letter of Credit and all amendments thereto, if any.

The housing replacement requirement shall be deemed satisfied upon the City’s issuance of a Certificate of Occupancy for **[insert number of units to be replaced]** dwelling units located in the City of Portland provided that the aggregate size of the replacement units will be no less than 80% of the size of the aggregate of the original units.

After construction of each of the replacement units has been completed, the City, as provided in Chapter 14 of the Portland Code of Ordinances, may authorize the Bank, by written certification along with the return of the original of this Letter of Credit, to reduce the available amount of the escrowed money by the full amount of the Letter of Credit.

In the event of the Bank’s dishonor of the City of Portland’s sight draft, the Bank shall inform the City of Portland in writing of the reason or reasons thereof within three (3) business days of the dishonor.

The City of Portland Code of Ordinances Chapter 14 §§ 503 requires the duration of the performance guarantee term to be at least one year. This Letter of Credit will automatically expire on **[Insert date one year from the date of this Letter of Credit]** or on the date when the City determines that all improvements guaranteed herein are satisfactorily completed, whichever is later (“Expiration Date”), provided that the expiration date does not fall between October 30<sup>th</sup> and April 15<sup>th</sup>. It is a condition of this

Letter of Credit that the expiration date be automatically extended without amendment for period(s) of one year each from the current Expiration Date hereof, or any future Expiration Date, unless within thirty (30) days prior to any expiration, the Bank notifies the City by certified mail (restricted delivery to Brendan O'Connell, Director of Finance, City of Portland, 389 Congress Street, Portland, Maine 04101) that the Bank elects not to consider this Letter of Credit renewed for any such additional period.

In the event that the Bank provides notice of its election to discontinue this Letter of Credit and Applicant has not satisfied its housing replacement obligation, the City, in its sole discretion, may draw hereunder by presentation of a sight draft drawn on the Bank, accompanied by this Letter of Credit and all amendments thereto, and a statement signed by the Director of Planning and Urban Development, at Bank's offices located at Portland Maine stating that:

this drawing results from notification that the Bank has elected to discontinue its Letter of Credit No.  
\_\_\_\_\_.

Date: \_\_\_\_\_

By: \_\_\_\_\_

**[Name]**

**[Title]**

Its Duly Authorized Agent

**Contribution Form (Watershed, Tree, and Infrastructure Accounts)**  
**Planning and Urban Development Department - Planning Division**

|                             |                  |                                 |                            |                         |                           |                         |               |
|-----------------------------|------------------|---------------------------------|----------------------------|-------------------------|---------------------------|-------------------------|---------------|
| <b>Application ID:</b>      |                  |                                 |                            | <b>Planner:</b>         |                           |                         |               |
| <b>Project Name:</b>        |                  |                                 |                            | <b>Date of Form:</b>    |                           |                         |               |
| <b>Project Address:</b>     |                  |                                 |                            |                         |                           |                         |               |
| <b>Applicant's Name:</b>    |                  |                                 |                            |                         |                           |                         |               |
| <b>Applicant's Address:</b> |                  |                                 |                            |                         |                           |                         |               |
| <b>Project Description:</b> |                  |                                 |                            |                         |                           |                         |               |
| <b>TYPE OF CONTRIBUTION</b> | <b>Account #</b> | <b>Project Code</b>             | <b>Funds Intended for:</b> | <b>Retained by City</b> | <b>Funds not Expended</b> | <b>Expiration Date:</b> | <b>Amount</b> |
| Infrastructure #1           | 71000000 236020  | 24                              |                            |                         |                           |                         | \$            |
| Infrastructure #2           | 71000000 236020  | 24                              |                            |                         |                           |                         | \$            |
| Infrastructure #3           | 71000000 236020  | 24                              |                            |                         |                           |                         | \$            |
| <b>TYPE OF CONTRIBUTION</b> | <b>Account #</b> | <b>Project Code</b>             | <b>Funds Intended for:</b> |                         |                           |                         | <b>Amount</b> |
| Infrastructure (Tree Fund)  | 2423300 3410000  | 3319PR0045                      |                            |                         |                           |                         | \$            |
| Watershed (Nason's Brook)   | 2423100 341000   | 31Watershd-Watershed-NasonsBrk  |                            |                         |                           |                         | \$            |
| Watershed (Fallbrook)       | 25731000 327100  | 31Watershd-Watershed-FallBrook  |                            |                         |                           |                         | \$            |
| Watershed (Capisic Brook)   | 25731000 327100  | 31Watershd-Watershed-CapisicBrk |                            |                         |                           |                         | \$            |
| Watershed (Dole Brook)      | 25731000 327100  | 31Watershd-Watershed-DoleBrook  |                            |                         |                           |                         |               |
|                             |                  |                                 |                            |                         |                           | <b>Total Amount:</b>    | \$            |

\* Funds not expended or encumbered by the expiration date, shall be returned to contributor within 6 months of said date.

\* Office Use Only

**FORM OF CONTRIBUTION: (Please check the applicable box below for an Infrastructure Account only)**

**Cash Contribution**

**Escrow Account**

Interest on funds to be paid to contributor only if project is not commenced.

The City shall periodically draw down funds from Public Works, which form shall specify use of City Account # as shown above.

March 13, 2020

**Ms. Christine Grimando**

Planning and Development Department  
City of Portland, Maine  
389 Congress Street  
Portland, Maine 04101-3509

**Subject: Level III Site Plan Review  
1006 Congress Street  
Project ID# PL-000444-2018  
Site Plan Amendment Application**

Dear Christine:

On behalf of **1006 Congress Street, LLC** (Applicant), our office is submitting this letter in support of a Site Plan Amendment Application associated with the Applicant's proposal to remove the proposed first floor café and propose additional residential apartments

The original site layout plan previously reviewed and approved on April 10, 2019, included the construction renovation of the existing building at 1006 Congress Street to include nine (9) residential apartments on the first and second floors and a 1,385 SF café and market at the rear of the building. The Applicant is proposing to now construct seven (7) additional residential apartments in lieu of the 1,385 SF café and market. A total of 16 residential units are now proposed. This includes the following description of the units:

| Floor Level  | Description                                            |
|--------------|--------------------------------------------------------|
| Basement     | 3 – one bedroom units<br>Laundry room<br>Storage space |
| First Floor  | 8 – one bedroom units<br>5 points of entry             |
| Second floor | 4 – one bedroom units<br>1 – Two bedroom unit          |

The site improvements continue to include a small parking lot to be accessed off Westfield Street via a 24' wide driveway and eighteen (18) parking spaces. The access drive will loop around the site perimeter and allow exiting movements onto Congress Street. The site plans continue to depict the replacement of the Congress Street sidewalk and a new sidewalk along Westfield Street. Utilities will include a new domestic water main and a fire service off Westfield Street. A new drainage system will capture and convey stormwater runoff to Congress Street and is unchanged from the original approved plans.





We have included architectural renderings to support this change.

On the basis of the above changes to program layout, 1006 Congress Street, LLC is seeking to modify the proposed Site Plan.

We have updated the Site plans to reflect these proposed changes and we look forward to your review. We are hopeful these changes might merit administrative level review only, however if not, we would appreciate placement on the next available Planning Board Public hearing agenda. If you have any questions with the material being submitted, please contact our office.

Sincerely,

**GORRILL PALMER**

**Stephen Bushey, PE**

Senior Associate

Phone: 207-772-2515 x286

[sbushey@gorrillpalmer.com](mailto:sbushey@gorrillpalmer.com)

Attachments – Revised Site Plans and Architectural Renderings

c: David Packard, 1006 Congress Street, LLC  
Katherine Detmer, Archetype PA

c:\users\celina.daniell.gp\appdata\local\microsoft\windows\inetcache\content.outlook\nt0pb25c\amend\_grimando\_03.13.2020.doc

**CITY OF PORTLAND**  
**Planning & Urban Development Department**

**PLAN AMENDMENT FOR SITE PLAN**  
**GENERAL DOCUMENT AND DRAWINGS CHECKLIST**  
Please submit each document as a separate PDF file  
Please confirm by electronically checking the boxes to the left

**GENERAL APPLICATION DOCUMENTS**

|                                            |                                |                                                                                                                              |
|--------------------------------------------|--------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| Yes<br><input checked="" type="checkbox"/> | NA<br><input type="checkbox"/> | Written Statement of the Proposed Amendment(s)<br>(Identify any conditions of approval being met and any changes to waivers) |
| Yes<br><input checked="" type="checkbox"/> | NA<br><input type="checkbox"/> | Any supporting documents of the original application that are being revised.<br>(Revisions should be clearly identified)     |

**DRAWINGS**

|                                            |                                |                                                                                                              |
|--------------------------------------------|--------------------------------|--------------------------------------------------------------------------------------------------------------|
| Yes<br><input checked="" type="checkbox"/> | NA<br><input type="checkbox"/> | All amended plans affected by the proposed revisions. The plans shall clearly depict proposed modifications. |
|--------------------------------------------|--------------------------------|--------------------------------------------------------------------------------------------------------------|

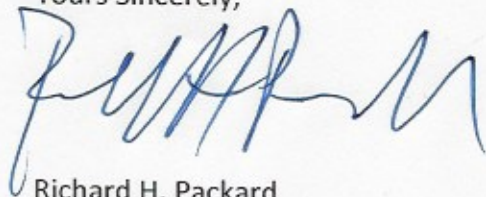
February 22, 2019

Ms. Jean Fraser  
Planning Department  
City of Portland  
389 Congress Street  
Portland, ME 04101

Dear Jean,

This letter is provided to show that Jennifer Packard or David Packard, in their capacity as managers of 1006 Congress St, LLC, are legally authorized to submit applications to the City of Portland on behalf of 1006 Congress St, LLC for changes to the status of a building located at 50 Monument Square. They are also authorized to otherwise represent 1006 Congress St, LLC in any hearings before the City. I am a Managing Member of 1006 Congress St, LLC.

Yours Sincerely,



Richard H. Packard  
Managing Member  
The Lancaster Group, LLC

---

**To: City of Portland****From: Adam Shane, EIT/Stephen Bushey, PE  
Stantec****File: 210801661****Date: March 26, 2019**

---

**Reference: 1006 Congress Street Stormwater Management Summary**

The subject 0.45 acre property contains an approximately 6,940 sf brick building. There is a gravel driveway entering the site from Westfield Street and a gravel driveway from Congress Street. The remainder of the site is a mix of lawn and gravel surface. There is a shared right of way along the southwesterly property boundary that is currently used as an entrance to the site. The site pitches away from the building on all sides with the primary drainage pattern being sheet flow out to Westfield and Congress Streets. It appears that stormwater runoff is handled through the closed drainage system within both Congress Street and Westfield Street with a small portion of the site draining through the shared right of way towards Ogdensburg Street (Paper Street). Surface water within the Ogdensburg Street right of way generally drains overland from north to south and ultimately drains to the Fore River. Elevations on site range from 31 to 27 (NGVD29) with the high ground being in the northerly corner of the site surrounding the building. Low ground is at each of the driveway entrances. The site is within the Fore River watershed, and is approximately 1,500 feet away from the Fore River. The nearby drainage systems include a 15" drain line in Westfield Street and a 24" drain line in Congress Street according to City records. There are two catch basins in Westfield Street that capture runoff from the street and some of the abutting property.

The proposed project includes renovation of the existing building into nine residential apartments as well as a small café space. There will be site work to provide adequate access, parking, and drainage for the site. This will include new paving and the installation of a close drainage system to collect and convey stormwater runoff to Westfield Street. Table 1 below compares impervious area for both existing and proposed conditions. It should be noted that the shared right of way adjacent to the site has been included in the table below.

| <b>Table 1.<br/>Impervious Area Summary</b> |        |
|---------------------------------------------|--------|
| Existing Impervious Area (sf)               | 15,449 |
| Proposed Impervious Area (sf)               | 18,234 |
| Net Increase (sf)                           | 2,785  |

As depicted above, there is a net increase of approximately 2,785 sf of impervious area. The site's stormwater runoff conditions consist of no formal system to provide treatment or runoff control. Therefore, the stormwater strategy for the proposed project is to capture and provide treatment to as much developed area as possible, before discharging into the adjacent closed drainage system in Westfield Street. The proposed grading of the site will create catchments for three catch basins and these will be connected with drainage piping that will ultimately connect to the 15" pipe system in Westfield Street. Three catch basins are proposed; one in each driveway to capture the most stormwater runoff from the site as possible, and one interior to the site in the shared right of way. The main entrance area to the building as well as portions of the roof will also drain to these areas. Treatment will be provided through the use of Fabco StormBasin catch basin inserts. These inserts provide filtration of stormwater runoff that is captured through the catch basin while providing an emergency overflow for large storm events. The StormBasin is designed to capture and retain stormwater pollutants, namely: sediment, trash, vegetation, nutrients, coliform bacteria, oil/grease and dissolved metals (e.g., lead, copper, cadmium and chromium).

**Reference:** 1006 Congress Street Stormwater Management Summary



Based on the analysis above, it is our opinion that there will be no adverse effects to downstream properties or conveyances caused from the proposed development.

Accompanying this memo is an Operations and Maintenance Manual for the site's drainage systems as well as a Draft Stormwater Management Maintenance Agreement.

#### **Attachments**

- Operations & Maintenance Manual
- Draft Stormwater Management Maintenance Agreement

**INSPECTION AND MAINTENANCE MANUAL  
FOR STORMWATER MANAGEMENT AND  
RELATED STORMWATER FACILITIES**

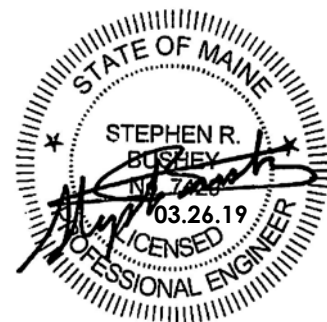
**1006 Congress Street  
Portland, Maine**

**PREPARED FOR:**

**1006 Congress Street LLC  
Portland, Maine**

**PREPARED BY**

**STANTEC CONSULTING SERVICES INC.  
482 PAYNE ROAD – SCARBOROUGH COURT  
SCARBOROUGH, MAINE 04074  
(207) 883-3355**



**MARCH 2019**

## **TABLE OF CONTENTS**

| <b>SECTION</b> | <b>DESCRIPTION</b>                                | <b>PAGE</b> |
|----------------|---------------------------------------------------|-------------|
| I.             | INTRODUCTION .....                                | 1           |
|                | A. Guidelines Overview.....                       | 1           |
|                | B. Responsible Party .....                        | 2           |
| II.            | PROJECT OVERVIEW .....                            | 2           |
| III.           | STANDARD INSPECTION/MAINTENANCE DESCRIPTIONS..... | 3           |
|                | A. Stormwater Inlets .....                        | 3           |
|                | B. Tributary Drainage System .....                | 4           |
|                | C. Drip Edge Filters.....                         | 5           |
|                | D. Litter .....                                   | 5           |
|                | E. Summary Checklist .....                        | 5           |
| IV.            | PROGRAM ADMINISTRATION.....                       | 6           |
|                | A. General.....                                   | 6           |
|                | B. Record Keeping .....                           | 6           |
|                | C. Contract Services .....                        | 7           |

## **APPENDICES**

Appendix A – Sample Inspection Logs

Appendix B – Permits for Project

Appendix C – Summary Checklist for Inspection and Maintenance

## I. **INTRODUCTION**

Relatively complex stormwater management facilities are commonly installed in development projects including, commercial facilities, and many other developments. The complexity and goals of these systems vary with the nature of the receiving water, as well as the type of development. Runoff from developed areas of the project, including rooftops, paved, or lawn areas typically contain materials that can impact the receiving waters. Source control combined with pretreatment measures or vegetated buffer strips and other best management practices are among the options that can significantly reduce the non-point pollution discharge from the developed area. These measures are particularly important to projects in the watersheds of sensitive water bodies, or projects with potential impacts to groundwater. With the increased cost of land and development, there is an increased tendency to construct portions of the stormwater management systems underground.

The effectiveness of water quality management provisions and other components of the stormwater management system are dependent on their design, upkeep, and maintenance to assure they meet their intended function over an extended period of years. It is critical that the stormwater management facilities are regularly inspected, and that maintenance is performed on an as-needed basis. It must also be recognized that the effectiveness of these facilities, and their maintenance requirements, are related to the stormwater drainage facilities that collect and transport the flow to the treatment measures. Thus, maintenance should be directed to the total system.

The purpose of this document is to define, in detail, the inspection and maintenance requirements deemed necessary to assure that the stormwater management facilities function as intended when they were designed. Subsequent sections identify individual maintenance items; give a brief commentary of the function and need for the item, a description of the work required, and a suggested frequency of accomplishment. While the suggested programs and schedules must be adapted to specific projects, the material presented should provide guidance for a successful long-term program for operation and maintenance. Certain facilities are not intended to be placed in service until the tributary catchment area has the permanent cover in place and any contributing turf areas have achieved a 90% catch of vegetation (i.e. established).

### A. **GUIDELINES OVERVIEW**

A summary of the individual components of stormwater management facilities for this project has been prepared. The format used in the summary is as follows:

Preface: A general description of what function/benefit the element is intended to provide. This is a short summary and not intended to provide the design basis, which can be found in other sources.

Inspection: This section provides the inspection requirements for the individual component.



Maintenance: The section provides general information on the routine maintenance requirements of this element.

Frequency: This section outlines the best judgment of the designer on the system to the frequency of maintenance.

Comments: This section provides any particular comment on the site-specific features of this element. This is a summary only. The Owner/Operator should review the design drawings and documents carefully to understand the particular elements of the project. The end of this section should allow the Owner/Operator to make notes on the specific program. This may include the selected maintenance procedure, cross-references to applicable design drawings, etc.

A list of the individual inspection/maintenance elements is provided in the table of contents. The guidelines are proposed for initial use with adjustments made as appropriate based upon specific project experience.

This report includes the Operation and Maintenance requirements for any potential BMP identified for this project.

## **B. RESPONSIBLE PARTY**

The responsible party for operation and maintenance of the stormwater and other site infrastructure is 1006 Congress Street LLC, Attn: Jennifer Packard.

## **II. PROJECT OVERVIEW**

Key permits issued (or applied for) on the project include:

- City of Portland Level III Site Plan Review

A copy of the Level III Site Plan Permit should be appended to this manual as Appendix B. The Owner/Operator of the stormwater management system should review the permit for a general description and background of the project, as well as any specific permit conditions or requirements of the project.

The applicant has retained Stantec for civil engineering for the project. Stantec Consulting Services Inc. has prepared the design for the stormwater management facilities and may be contacted at:

Stantec Consulting Services Inc.  
482 Payne Road – Scarborough Court  
Scarborough, ME 04074  
(207) 883-3355

It is recommended the preparer of the plan be contacted with any questions on the design intent or similar issues.

The applicable plans and design documents, which apply to the project, are:

1. Civil Site Plans Prepared by Stantec Consulting Services Inc.
2. The Erosion Control/Sedimentation Control Plan for the project

A copy of these documents should be retained with this manual.

The proposed design includes inlets, stormwater conveyance lines, and roof drip edge filter.

### **III. STANDARD INSPECTION/MAINTENANCE DESCRIPTIONS**

The following narratives describe the inspection/maintenance provisions for the Stormwater Management system. These O&M procedures will complement scheduled sweeping of the parking lot which are anticipated to occur on an as needed basis. Proper O&M is necessary to make sure the system will provide its intended purpose of conveying runoff, removing a substantial amount of the suspended solids, and other contaminants in the stormwater runoff.

#### **A. STORMWATER INLETS**

Preface: The success of any stormwater facility relies on the ability to intercept stormwater runoff at the design locations. Stormwater inlets may include catch basins, open culverts, culverts with bar screens, roof scuppers, trench drains, and field inlets.

Inspection: The inspection of inlet points will need to be coordinated with other maintenance items, these include:

- Landscape services
- Building maintenance areas
- Grounds maintenance

The key elements of the inspection are to assure the inlet entry point is clear of debris and will allow the intended water entry.

Maintenance: The key maintenance is the removal of any blockage which restricts the entry of stormwater to the inlet. The removed material should be taken out of the area of the inlet and placed where it will not reenter the runoff collection system. Snow should be removed from inlets within paved areas. Grass clippings and leaves should be bagged and removed.

Frequency: All inlets should be inspected on a quarterly basis, and after/during significant storm events.

Maintenance/Inspection Responsibility:

Maintenance Personnel: The maintenance personnel will perform the normal maintenance/inspections of the inlets and tributary drainage system.

Comments: Maintenance of inlets is critical on this project including semi-annual cleaning of all catch basin sumps.

## **B. TRIBUTARY DRAINAGE SYSTEM**

Preface: The stormwater conveyance system will be principally overland flow discharging to piped drain systems. Most of the sediment is carried by the drainage system is intended to be trapped near the inlets. Maintenance of this system can play a major role in the long-term maintenance costs and the effectiveness of the drainage system.

Inspection: The tributary drainage system should be periodically inspected to assure that it is operating as intended, and that its carrying capacity has not been diminished by accumulations of debris and sediment or other hydraulic impediments. On piped systems, the inlets must be inspected to ensure the rims are set at the proper elevation to optimize flow entry and are not clogged with debris. The inlet catch basins are normally equipped with sumps and hooded outlets which will remove gross floatables and large sediment particles from the flow stream. The catch basins will also be fitted with treatment filters that will require regular maintenance and possible replacement in accordance with the manufacturer's recommendations.

The level of sediment in the sumps should be checked to assure their effectiveness. Pipelines connecting the inlets should be checked to determine if siltation is occurring. This will be most critical on drain lines laid at minimal slopes. This can usually be accomplished by a light and mirror procedure.

In some projects most of the stormwater is carried in open swales, channels, or ditches. These conveyance channels may be rip rapped or vegetated, depending on the gradient and expected flow velocities. These facilities must be inspected to insure debris or sedimentation does not reduce their carrying capacity. Excess vegetative growth must also be noted. The surface protection for the channels, either stone or vegetation, must be inspected to insure its integrity. Any areas subject to erosion should be noted.

Maintenance: Maintenance of the storm drainage system must assure that it continues to serve its design function on a long-term basis, and that its operation does not transport excessive sedimentation to any receiving waters. Elevations on the rim of catch basins should be adjusted as needed to assure optimal water entry. Depending on the frost susceptibility of the soil, the rims may become elevated over time causing flow to circumvent the inlet. Catch basin cleaning would normally be accomplished with vacuum trucks contracted as a maintenance service. The removed material must be disposed of at an approved site for such materials.

If sediment in the pipeline is observed, it should be removed. This may be accomplished by hydraulic flushing, or by mechanical means. If hydraulic flushing is used the downstream conditions should be analyzed.

Frequency: The piped drainage system should be inspected on an annual basis. Adjustment of inlet rim elevations should be on an as needed basis. Cleaning catch basin sumps and pipelines will depend on the rate of accumulation.

Maintenance/Inspection Responsibility:

Special Services: The Owner will contract with an independent agent for cleaning of catch basins, sumps, and pipelines. Remedial source control measures may be performed by the Owner or an outside service depending upon the nature of the particular situation.

**C. DRIP EDGE FILTERS**

Preface: Roof drip edge filters perform two critical functions. They control erosion by accepting roof runoff on a stable, highly pervious surface, and then store and infiltrate the runoff to underlying soils, or an underdrain system.

Inspection/Monitoring: The surface of the drip edge should be inspected periodically for debris accumulation and function.

Maintenance: Periodic maintenance of the drip edge will include removal of debris and fine sediment that may accumulate in the surface stone. Occasional raking or smoothing of the surface may be required.

Frequency: Inspections of the drip edge stone should be undertaken at a minimum on a bi-annual basis.

Maintenance/Inspection Responsibility:

1006 Congress Street LLC or contracted agent

Special Services: The Owner will contract with an independent stormwater system maintenance Contractor to undertake maintenance inspections of these BMPs.

**D. LITTER**

Litter and solid waste should be removed as a matter of course by the Owner.

**E. SUMMARY CHECKLIST**

The above described inspection and maintenance items have been summarized on a checklist attached hereto as Appendix C.

#### **IV. PROGRAM ADMINISTRATION**

##### **A. GENERAL**

A reliable administrative structure must be established to assure implementation of the maintenance programs described in the foregoing section. Key factors that must be considered in establishing a responsive administrative structure include:

1. Administrative body must be responsible for long-term operation and maintenance of the facilities.
2. Administrative body must have the financial resources to accomplish the inspection and maintenance program over the life of the facility.
3. The administrative body must have a responsible administrator to manage the inspection and maintenance programs.
4. The administrative body must have the staff to accomplish the inspection and maintenance programs or must have authority to contract for the required services.
5. The administrative body must have a management information system sufficient to file, retain, and retrieve all inspection and maintenance records associated with the inspection and maintenance programs.
6. A qualified post construction inspector shall be retained if not completed by the Owner. His duties shall include preparing schedules for the Owner's maintenance, summarizing the results of this maintenance, and preparing an annual report on the operation, maintenance, and repair of the stormwater system which must be copied to the City. (The Owner shall be responsible for retaining a separate entity to perform maintenance which cannot be performed by the management of building and property grounds.) This person shall also participate in troubleshooting of the stormwater management system if a problem develops.

If any of the above criteria cannot be met by the entity assigned inspection and maintenance responsibilities, it is likely that the system will fail to meet its water quality objectives at some point during its life. While each of the above criteria may be met by a variety of formats, it is critical to clearly establish the assigned administrative body in a responsible and sustainable manner.

##### **B. RECORD KEEPING**

Records of all inspections and maintenance work accomplished must be kept and maintained to document facility operations. These records should be filed and retained for a minimum 5-year time span. The filing system should be capable of ready retrieval of data for periodic reviews by appropriate regulatory bodies. Where possible, copies of such records

should also be filed with the designated primary regulatory agency for their review for compliance with permit conditions. Typical inspection and maintenance record forms are attached hereto as Appendix B.

**C. CONTRACT SERVICES**

In some instances, or at specific times, the Owner or Maintenance Personnel may not have the staff to conduct the required inspection and/or maintenance programs as outlined in this document. In such cases, the work should be accomplished on a contractual basis with a firm or organization that has the staff and equipment to accomplish the required work.

The service contract for inspection and maintenance should be formal, well written legal document which clearly defines the services to be provided, the contractual conditions that will apply, and detailed payment schedules. Liability insurance should be required in all contracts.

## **APPENDIX A**

### **Sample Inspection Logs**

**1006 Congress Street  
PORTLAND MAINE**

## ANNUAL INSPECTION & MAINTENANCE LOG

|                            |                                  |                                 |                            |
|----------------------------|----------------------------------|---------------------------------|----------------------------|
| <b>FACILITY:</b>           |                                  | <b>YEAR:</b>                    |                            |
| <b>LOCATION:</b>           |                                  | <b>CONTRACTOR:</b>              |                            |
| <b>FUNCTION:</b>           |                                  | <b>INSPECTOR:</b>               |                            |
| <b>DATE OF INSPECTION:</b> |                                  |                                 |                            |
| <b>ITEM IDENTIFICATION</b> | <b>DESCRIPTION OF CONDITIONS</b> | <b>MAINTENANCE ACCOMPLISHED</b> | <b>DATE OF MAINTENANCE</b> |
|                            |                                  |                                 |                            |
|                            |                                  |                                 |                            |
|                            |                                  |                                 |                            |
| <b>GENERAL COMMENTS:</b>   |                                  |                                 |                            |

# SAMPLE



**1006 Congress Street  
PORTLAND MAINE**

STORMWATER MANAGEMENT BMP  
MONTHLY INSPECTION & MAINTENANCE LOG

| FACILITY:                            |     |           | YEAR:       |               |        |                |
|--------------------------------------|-----|-----------|-------------|---------------|--------|----------------|
| LOCATION:                            |     |           | CONTRACTOR: |               |        |                |
| FUNCTION:                            |     |           |             |               |        |                |
| MONTH                                | DAY | INSPECTOR | WATER DEPTH | OVERFLOW WEIR |        | WEIR CONDITION |
|                                      |     |           |             | CLEAR         | DEBRIS |                |
| JANUARY                              |     |           |             |               |        |                |
| FEBRUARY                             |     |           |             |               |        |                |
| MARCH                                |     |           |             |               |        |                |
| APRIL                                |     |           |             |               |        |                |
| MAY                                  |     |           |             |               |        |                |
| JUNE                                 |     |           |             |               |        |                |
| JULY                                 |     |           |             |               |        |                |
| AUGUST                               |     |           |             |               |        |                |
| SEPTEMBER                            |     |           |             |               |        |                |
| OCTOBER                              |     |           |             |               |        |                |
| NOVEMBER                             |     |           |             |               |        |                |
| DECEMBER                             |     |           |             |               |        |                |
| LIST SPECIAL MAINTENANCE UNDERTAKEN: |     |           |             |               |        |                |

**1006 Congress Street  
PORTLAND MAINE**

STORMWATER MANAGEMENT BMP  
SEMI-ANNUAL INSPECTION & MAINTENANCE LOG

|                                |           |
|--------------------------------|-----------|
| <b>SEMI-ANNUAL INSPECT 1.2</b> | FACILITY: |
| DATE:                          | LOCATION: |
| INSPECTOR:                     | FUNCTION: |
| BMP CONDITION:                 |           |
| OUTLET CONDITION               |           |

| DEBRIS PRESENT | EST. DEPTH SED. | REMOVED? Y/N | EST. VOL. CY | WHERE DISPOSED OF | STRUCTURAL CONDITION |
|----------------|-----------------|--------------|--------------|-------------------|----------------------|
|                |                 |              |              |                   |                      |

|                                                       |
|-------------------------------------------------------|
| SYSTEMS:                                              |
| DESCRIBE CONDITIONS FOUND & MAINTENANCE ACCOMPLISHED: |

## **APPENDIX B**

### **Permits for Project**

**(To be Added at a Subsequent Time)**

## **APPENDIX C**

### **Summary Checklist Inspection and Maintenance**

**Stormwater Management System  
Maintenance Program  
Summary Checklist**

| Item                      | Commentary                                                                                                                                                                                                                                                                              | Frequency |           |             |               |           |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|-------------|---------------|-----------|
|                           |                                                                                                                                                                                                                                                                                         | Monthly   | Quarterly | Semi-Annual | Annual        | Long Term |
| Stormwater Inlets         | Stormwater inlets allow flow entry from a surface swale or catch basin to a piped system. Entry may or may not be equipped with a bar rack. Inspect entry for debris accumulation. Remove debris to allow unimpeded entry. Lawn clippings and leaves should be removed from yard areas. |           | X         |             | X<br>Clearing |           |
| Tributary Drainage System | Inspect to assure that the carrying capacity has not been diminished by debris, sediment, or other hydraulic impediments.                                                                                                                                                               |           |           |             | X             |           |
| Drip Edge Filters         | Observe surface stone, rake, and remove debris as necessary. Observed for ponding or poor water conveyance possibly indicating clogging.                                                                                                                                                |           |           | X           |               |           |
| Litter                    | Litter should be removed daily.                                                                                                                                                                                                                                                         |           |           |             |               |           |
| Pavement Sweeping         | Pavements should be swept on an as needed basis.                                                                                                                                                                                                                                        |           |           |             | X             |           |

**STORMWATER DRAINAGE SYSTEM  
MAINTENANCE AGREEMENT AND  
RELEASE FROM LIABILITY – 1006 Congress Street**

**IN CONSIDERATION OF** the Site plan approval granted by the Planning Authority of the City of Portland to plans entitled “*Level III Site plan Application for Mixed Use Redevelopment of 1006 Congress Street*” and specifically Sheet C-3.0 The Site Layout and Utility plan and Sheet C-4.0 Grading, Drainage and Erosion Control Plan approved on \_\_\_\_\_ and prepared for 1006 Congress Street LLC by Stantec Consulting Services, Inc. dated last revised \_\_\_\_\_ (the “Plan”) (see Exhibit A), respectively, and pursuant to a condition thereof, 1006 Congress Street LLC having a mailing address of 380 Riverside Street, Portland, Maine 04104 C/O PK Realty Management Investments, the owner of the subject premises, does hereby agree, for itself, its successors and assigns (the “Owner”), as follows:

Maintenance Agreement

That it, its successors and assigns, will, at its own cost and expense and at all times in perpetuity, maintain in good repair and in proper working order the stormwater drainage system, as shown on said plan, including but not limited to the, site improvements, piping, catch basins and filter inserts, etc. in strict compliance with the Maintenance of Facilities as described in the *Inspection and Maintenance Manual for Stormwater Management and Related Stormwater Facilities* dated March 26, 2019 (see Exhibit B) and Chapter 32 of the Portland City Code. Owner of the subject premises further agrees to keep a Stormwater Maintenance Log that will be made available for inspection by the City of Portland upon reasonable notice and request.

This Agreement is for the benefit of the said City of Portland and all persons in lawful possession of the property; further, that the said City of Portland may enforce this Agreement by an action at law or in equity in any court of competent jurisdiction; further, that after giving the Owner written notice as described in this Agreement, and a stated time to perform, that the said City of Portland, by its authorized agents or representatives, may, but is not obligated to, enter upon the property in question to maintain, repair, or replace said stormwater drainage system, including but not limited to the, drainage structures and filters, piping, valves etc. thereon in the event of any failure or neglect thereof, the cost and expense thereof to be reimbursed in full to the said City of Portland by the Owner upon written demand. Any funds owed to the City under this paragraph shall be secured by a lien on the property.

This Agreement shall also not be construed to allow any change or deviation from the requirements of the subdivision and/or site plan most recently and formally approved by the Planning Authority of the City of Portland.

This Agreement shall bind the undersigned only so long as it retains any interest in said premises, and shall run with the land and be binding upon the Owner's successors and assigns as their interests may from time to time appear. The Owner agrees to record a copy of this Agreement in the Cumberland County Registry of Deeds within thirty (30) days of final execution of this Agreement. The Owner further agrees to provide a copy of this Agreement to any successor or assign and to forward to the City an Addendum signed by any successor or assign in which the successor or assign states that the successor or assign has read the Agreement, agrees to all its terms and conditions and the successor or assign will obtain and forward to the City's Department of Public Services and Department of Planning and Urban Development a similar Addendum from any other successor or assign.

For the purpose of this Agreement and release "Owner" is any person or entity who is a successor or assign and has a legal interest in part, or all, of the real estate and any building. The real estate shown by chart, block and lot number in the records on file in the City Assessor's office shall constitute "the property" that may be entered by the City and liened if the City is not paid all of its costs and charges following the mailing of a written demand for payment to the Owner pursuant to the process and with the same force and effect as that established by 36 M.R.S.A. §§ 942 and 943 for real estate tax liens.

Any written notices or demands required by this Agreement shall be complete on the date the notice is mailed to the owner of record as shown on the tax roles on file in the City Assessor's Office. If the property has more than one owner on said tax rolls, service shall be complete by mailing it to only the first listed owner. The failure to receive any written notice required by this Agreement shall not prevent the City from entering the property and performing maintenance or repairs on the stormwater system, or any component thereof, or lienning it or create a cause of action against the City.

Dated at Portland, Maine this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_

Its: \_\_\_\_\_

STATE OF MAINE  
CUMBERLAND, ss.

Date: \_\_\_\_\_

Personally appeared the above-named \_\_\_\_\_, and acknowledged the foregoing instrument to be his/his free act and deed in his/her said capacity, and the free act and deed of said \_\_\_\_\_.

Before me,

\_\_\_\_\_  
Notary Public/Attorney at Law

Print name: \_\_\_\_\_



---

|       |                                |              |                            |
|-------|--------------------------------|--------------|----------------------------|
| To:   | Lauren Swett, PE               | From:        | Adam Shane, EI - Stantec   |
|       | City of Portland Peer Reviewer | Reviewed By: | Steve Bushey, PE - Stantec |
| File: | 1006 Congress St - 210801661   | Date:        | April 4, 2019              |

---

**Reference: 1006 Congress Street Stormwater Analysis**

This memo is intended to summarize the stormwater analysis performed for the proposed development at 1006 Congress Street in Portland, Maine. It should be noted that the software used for the analysis (HydroCAD version 10 build 24) utilizes methodology that becomes less accurate for small watershed analysis.<sup>1</sup> The study area for the subject property is approximately 0.613 acres in size and the results should be reviewed understanding the margin of error built into the methodology applied. Results of the analysis as follows.

The study area for this analysis has been established to include the limits of the property at 1006 Congress Street as well as the shared Right-of-way described as Cumberland Place, which totals approximately 0.613 acres in size. The analysis compares predevelopment conditions to post-development, specifically for peak runoff discharge rates. For this analysis, two points of interest have been established as points where peak discharge rates can be compared. These are described as follows:

- POI#1 – Downstream end of Cumberland Place (east of site) where runoff discharges via overland flow
- POI#2 – Combination of overland and pipe flow that discharges into the Congress Street 24" diameter drainage system.

Within the study area, subcatchments were delineated for each condition, and routing was defined to describe how runoff was conveyed to each POI. Curve Numbers and Times of Concentration were defined for each subcatchment in order to estimate peak discharge rates at each POI. Once the models were set up, the analysis was run, resulting in the following data:

| Table 1. – Comparison of Peak Discharge Rates for Each Point of Interest |              |              |                                     |
|--------------------------------------------------------------------------|--------------|--------------|-------------------------------------|
|                                                                          | POI #1 (cfs) | POI #2 (cfs) | Combined Peak Discharge Rates (cfs) |
| 2-Year Storm Event (Pre)                                                 | 0.16         | 0.47         | 0.63                                |
| 2-Year Storm Event (Post)                                                | 0.00         | 1.16         | 1.16                                |
| 2-Year Storm Event Comparison                                            | -0.16        | +0.69        | +0.53                               |
| 10-Year Storm Event (Pre)                                                | 0.46         | 0.92         | 1.38                                |
| 10-Year Storm Event (Post)                                               | 0.00         | 1.99         | 1.99                                |

---

<sup>1</sup> This is true for most methodologies which are not generally suitable for watershed analysis under 1 acre. We used HydroCAD simply to arrive at some basic values in order to support the basic findings.

Reference: 1006 Congress Street Stormwater Analysis

|                                       |              |              |              |
|---------------------------------------|--------------|--------------|--------------|
| <b>10-Year Storm Event Comparison</b> | <b>-0.46</b> | <b>+1.07</b> | <b>+0.61</b> |
| <b>25-Year Storm Event (Pre)</b>      | 0.75         | 1.31         | 2.06         |
| <b>25-Year Storm Event (Post)</b>     | 0.01         | 2.66         | 2.67         |
| <b>25-Year Storm Event Comparison</b> | <b>-0.74</b> | <b>+1.35</b> | <b>+0.61</b> |

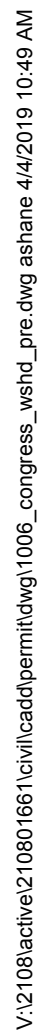
As part of the site grading and drainage design an existing drainage issue has been alleviated. Under current conditions, runoff directed to POI#1 (Cumberford Place) poses flooding issues with the neighboring building. To help with this issue, part of this subcatchment has been redirected to POI#2 (Congress Street system). Based on this as well as the results summarized in the table above, we feel that the slight increases in peak discharge rates observed in the Congress Street system are negligible as they are necessary to help alleviate a current drainage issue within the study area.

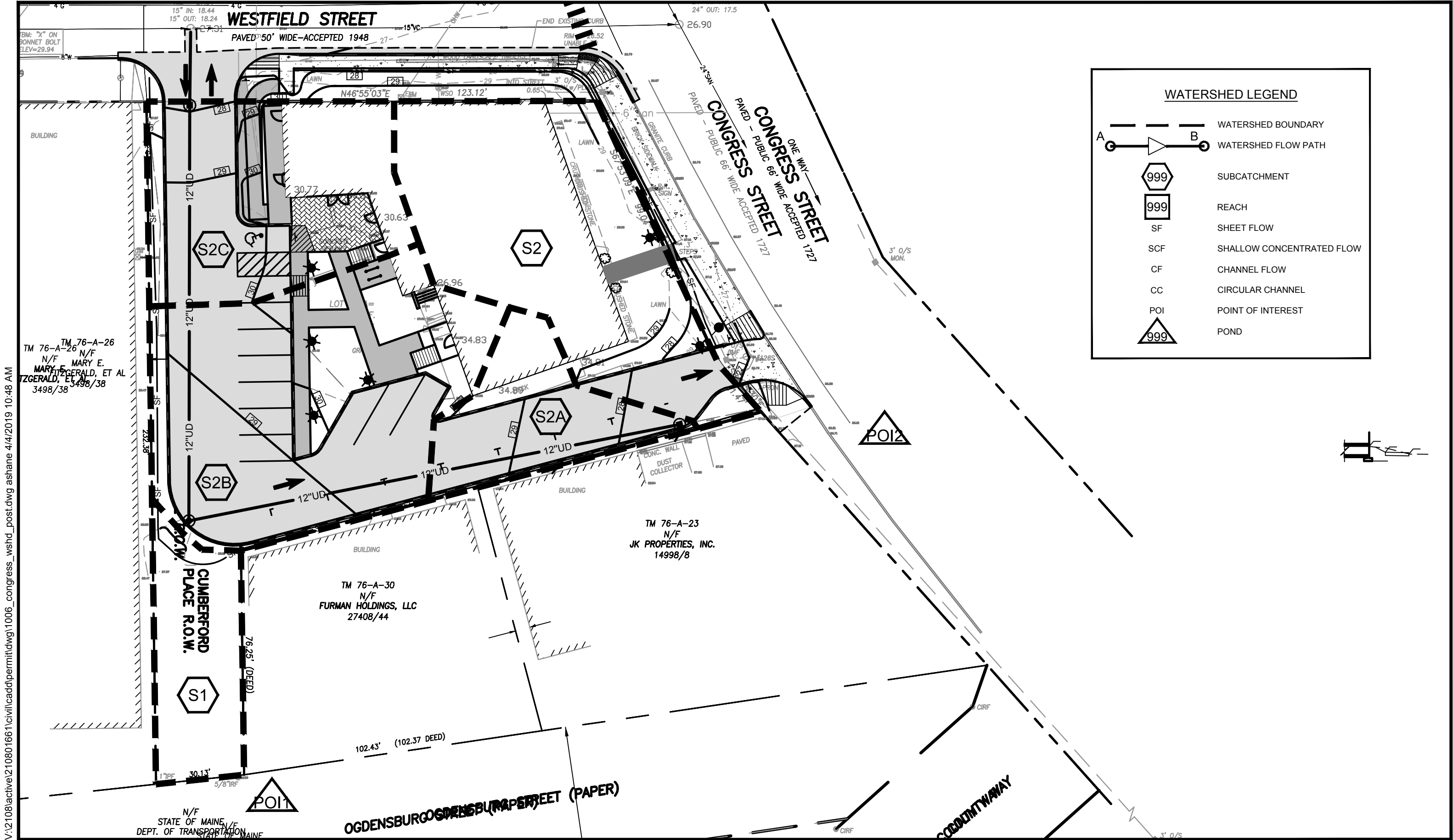
In summary of the analysis above, our office feels that the project has met all applicable stormwater management standards within the City of Portland Code of Ordinances. This is particularly true as the project will result in improved conditions to adjacent property owners.

### Stantec Consulting Services Inc.

Attachment: Attachment A – Predevelopment Watershed Map  
Attachment B – Post Development Watershed Map  
Attachment C – Predevelopment HydroCAD Report  
Attachment D – Post Development HydroCAD Report

c. C.C.





V:\2108\active\210801661\civil\cadd\permit\dwg\1006\_congress\_wshd\_post.dwg ashane 4/4/2019 10:48 AM



Stantec  
482 Payne Road Scarborough Court  
Scarborough, Maine 04074-8929  
Tel. 207.883.3355  
www.stantec.com

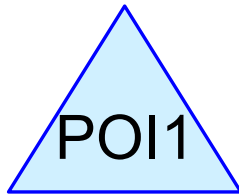
Copyright Reserved  
The Contractor shall verify and be responsible for all dimensions.  
DO NOT scale the drawing - any errors or omissions shall be  
reported to Stantec without delay.  
The Copyrights to all designs and drawings are the property of  
Stantec. Reproduction or use for any purpose other than that  
authorized by Stantec is forbidden.

Client/Project  
PK REALTY MANAGEMENT INVESTMENTS  
1006 CONGRESS STREET MIXED-USE REDEVELOPMENT  
PORTLAND, MAINE  
File Name: 1006\_congress\_wshd\_post  
AMS DWN. SRB CHKD. AMS DSGN. 19.04.04 DATE

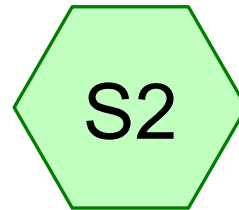
Title  
POST DEVELOPMENT WATERSHED MAP  
Figure No.  
WS-2



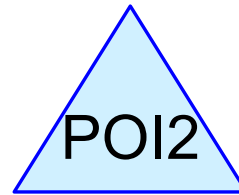
Area to Cumberford  
Place



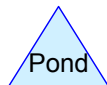
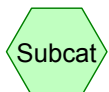
POI1



Area to Congress Street



POI2



**Routing Diagram for 01661\_predev**

Prepared by Stantec Consulting Services, Inc., Printed 4/4/2019  
HydroCAD® 10.00-24 s/n 00734 © 2018 HydroCAD Software Solutions LLC

**Area Listing (all nodes)**

| Area<br>(acres) | CN        | Description<br>(subcatchment-numbers)    |
|-----------------|-----------|------------------------------------------|
| 0.314           | 49        | 50-75% Grass cover, Fair, HSG A (S1, S2) |
| 0.300           | 98        | Paved parking, HSG A (S1, S2)            |
| <b>0.614</b>    | <b>73</b> | <b>TOTAL AREA</b>                        |

**Soil Listing (all nodes)**

| Area<br>(acres) | Soil<br>Group | Subcatchment<br>Numbers |
|-----------------|---------------|-------------------------|
| 0.614           | HSG A         | S1, S2                  |
| 0.000           | HSG B         |                         |
| 0.000           | HSG C         |                         |
| 0.000           | HSG D         |                         |
| 0.000           | Other         |                         |
| <b>0.614</b>    |               | <b>TOTAL AREA</b>       |

**Ground Covers (all nodes)**

| HSG-A<br>(acres) | HSG-B<br>(acres) | HSG-C<br>(acres) | HSG-D<br>(acres) | Other<br>(acres) | Total<br>(acres) | Ground<br>Cover          | Subcatchment<br>Numbers |
|------------------|------------------|------------------|------------------|------------------|------------------|--------------------------|-------------------------|
| 0.314            | 0.000            | 0.000            | 0.000            | 0.000            | 0.314            | 50-75% Grass cover, Fair | S1, S2                  |
| 0.300            | 0.000            | 0.000            | 0.000            | 0.000            | 0.300            | Paved parking            | S1, S2                  |
| <b>0.614</b>     | <b>0.000</b>     | <b>0.000</b>     | <b>0.000</b>     | <b>0.000</b>     | <b>0.614</b>     | <b>TOTAL AREA</b>        |                         |



**Summary for Subcatchment S1: Area to Cumberford Place**

Runoff = 0.16 cfs @ 12.11 hrs, Volume= 0.014 af, Depth> 0.59"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs  
Type III 24-hr 2-Yr Rainfall=3.10"

| Area (sf) | CN | Description                     |
|-----------|----|---------------------------------|
| 4,401     | 98 | Paved parking, HSG A            |
| 8,157     | 49 | 50-75% Grass cover, Fair, HSG A |
| 12,558    | 66 | Weighted Average                |
| 8,157     |    | 64.95% Pervious Area            |
| 4,401     |    | 35.05% Impervious Area          |

| Tc<br>(min) | Length<br>(feet) | Slope<br>(ft/ft) | Velocity<br>(ft/sec) | Capacity<br>(cfs) | Description          |
|-------------|------------------|------------------|----------------------|-------------------|----------------------|
| 6.0         |                  |                  |                      |                   | <b>Direct Entry,</b> |

**Summary for Subcatchment S2: Area to Congress Street**

Runoff = 0.47 cfs @ 12.10 hrs, Volume= 0.034 af, Depth> 1.26"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs  
Type III 24-hr 2-Yr Rainfall=3.10"

| Area (sf) | CN | Description                     |
|-----------|----|---------------------------------|
| 8,653     | 98 | Paved parking, HSG A            |
| 5,536     | 49 | 50-75% Grass cover, Fair, HSG A |
| 14,189    | 79 | Weighted Average                |
| 5,536     |    | 39.02% Pervious Area            |
| 8,653     |    | 60.98% Impervious Area          |

| Tc<br>(min) | Length<br>(feet) | Slope<br>(ft/ft) | Velocity<br>(ft/sec) | Capacity<br>(cfs) | Description          |
|-------------|------------------|------------------|----------------------|-------------------|----------------------|
| 6.0         |                  |                  |                      |                   | <b>Direct Entry,</b> |

**Summary for Pond POI1: POI1**

Inflow Area = 0.288 ac, 35.05% Impervious, Inflow Depth > 0.59" for 2-Yr event  
Inflow = 0.16 cfs @ 12.11 hrs, Volume= 0.014 af  
Primary = 0.16 cfs @ 12.11 hrs, Volume= 0.014 af, Atten= 0%, Lag= 0.0 min

Routing by Stor-Ind method, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs

**Summary for Pond POI2: POI2**

Inflow Area = 0.326 ac, 60.98% Impervious, Inflow Depth > 1.26" for 2-Yr event  
Inflow = 0.47 cfs @ 12.10 hrs, Volume= 0.034 af  
Primary = 0.47 cfs @ 12.10 hrs, Volume= 0.034 af, Atten= 0%, Lag= 0.0 min

Routing by Stor-Ind method, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs

**Summary for Subcatchment S1: Area to Cumberford Place**

Runoff = 0.46 cfs @ 12.10 hrs, Volume= 0.035 af, Depth> 1.46"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs  
Type III 24-hr 10-Yr Rainfall=4.60"

| Area (sf) | CN | Description                     |
|-----------|----|---------------------------------|
| 4,401     | 98 | Paved parking, HSG A            |
| 8,157     | 49 | 50-75% Grass cover, Fair, HSG A |
| 12,558    | 66 | Weighted Average                |
| 8,157     |    | 64.95% Pervious Area            |
| 4,401     |    | 35.05% Impervious Area          |

| Tc<br>(min) | Length<br>(feet) | Slope<br>(ft/ft) | Velocity<br>(ft/sec) | Capacity<br>(cfs) | Description          |
|-------------|------------------|------------------|----------------------|-------------------|----------------------|
| 6.0         |                  |                  |                      |                   | <b>Direct Entry,</b> |

**Summary for Subcatchment S2: Area to Congress Street**

Runoff = 0.92 cfs @ 12.09 hrs, Volume= 0.067 af, Depth> 2.46"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs  
Type III 24-hr 10-Yr Rainfall=4.60"

| Area (sf) | CN | Description                     |
|-----------|----|---------------------------------|
| 8,653     | 98 | Paved parking, HSG A            |
| 5,536     | 49 | 50-75% Grass cover, Fair, HSG A |
| 14,189    | 79 | Weighted Average                |
| 5,536     |    | 39.02% Pervious Area            |
| 8,653     |    | 60.98% Impervious Area          |

| Tc<br>(min) | Length<br>(feet) | Slope<br>(ft/ft) | Velocity<br>(ft/sec) | Capacity<br>(cfs) | Description          |
|-------------|------------------|------------------|----------------------|-------------------|----------------------|
| 6.0         |                  |                  |                      |                   | <b>Direct Entry,</b> |

**Summary for Pond POI1: POI1**

Inflow Area = 0.288 ac, 35.05% Impervious, Inflow Depth > 1.46" for 10-Yr event  
Inflow = 0.46 cfs @ 12.10 hrs, Volume= 0.035 af  
Primary = 0.46 cfs @ 12.10 hrs, Volume= 0.035 af, Atten= 0%, Lag= 0.0 min

Routing by Stor-Ind method, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs

**Summary for Pond POI2: POI2**

Inflow Area = 0.326 ac, 60.98% Impervious, Inflow Depth > 2.46" for 10-Yr event  
Inflow = 0.92 cfs @ 12.09 hrs, Volume= 0.067 af  
Primary = 0.92 cfs @ 12.09 hrs, Volume= 0.067 af, Atten= 0%, Lag= 0.0 min

Routing by Stor-Ind method, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs

**Summary for Subcatchment S1: Area to Cumberford Place**

Runoff = 0.75 cfs @ 12.10 hrs, Volume= 0.055 af, Depth> 2.29"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs  
Type III 24-hr 25-Yr Rainfall=5.80"

| Area (sf) | CN | Description                     |
|-----------|----|---------------------------------|
| 4,401     | 98 | Paved parking, HSG A            |
| 8,157     | 49 | 50-75% Grass cover, Fair, HSG A |
| 12,558    | 66 | Weighted Average                |
| 8,157     |    | 64.95% Pervious Area            |
| 4,401     |    | 35.05% Impervious Area          |

| Tc<br>(min) | Length<br>(feet) | Slope<br>(ft/ft) | Velocity<br>(ft/sec) | Capacity<br>(cfs) | Description   |
|-------------|------------------|------------------|----------------------|-------------------|---------------|
| 6.0         |                  |                  |                      |                   | Direct Entry, |

**Summary for Subcatchment S2: Area to Congress Street**

Runoff = 1.31 cfs @ 12.09 hrs, Volume= 0.095 af, Depth> 3.50"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs  
Type III 24-hr 25-Yr Rainfall=5.80"

| Area (sf) | CN | Description                     |
|-----------|----|---------------------------------|
| 8,653     | 98 | Paved parking, HSG A            |
| 5,536     | 49 | 50-75% Grass cover, Fair, HSG A |
| 14,189    | 79 | Weighted Average                |
| 5,536     |    | 39.02% Pervious Area            |
| 8,653     |    | 60.98% Impervious Area          |

| Tc<br>(min) | Length<br>(feet) | Slope<br>(ft/ft) | Velocity<br>(ft/sec) | Capacity<br>(cfs) | Description   |
|-------------|------------------|------------------|----------------------|-------------------|---------------|
| 6.0         |                  |                  |                      |                   | Direct Entry, |

**Summary for Pond POI1: POI1**

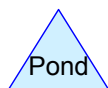
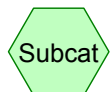
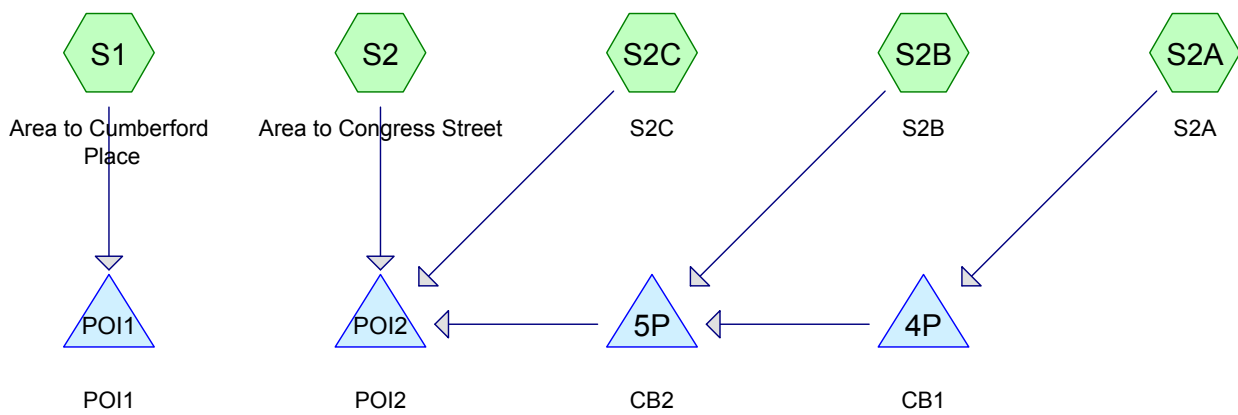
Inflow Area = 0.288 ac, 35.05% Impervious, Inflow Depth > 2.29" for 25-Yr event  
Inflow = 0.75 cfs @ 12.10 hrs, Volume= 0.055 af  
Primary = 0.75 cfs @ 12.10 hrs, Volume= 0.055 af, Atten= 0%, Lag= 0.0 min

Routing by Stor-Ind method, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs

**Summary for Pond POI2: POI2**

Inflow Area = 0.326 ac, 60.98% Impervious, Inflow Depth > 3.50" for 25-Yr event  
Inflow = 1.31 cfs @ 12.09 hrs, Volume= 0.095 af  
Primary = 1.31 cfs @ 12.09 hrs, Volume= 0.095 af, Atten= 0%, Lag= 0.0 min

Routing by Stor-Ind method, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs



**Routing Diagram for 01661\_postdev**  
 Prepared by Stantec Consulting Services, Inc., Printed 4/4/2019  
 HydroCAD® 10.00-24 s/n 00734 © 2018 HydroCAD Software Solutions LLC

**Area Listing (all nodes)**

| Area<br>(acres) | CN        | Description<br>(subcatchment-numbers)                 |
|-----------------|-----------|-------------------------------------------------------|
| 0.162           | 39        | >75% Grass cover, Good, HSG A (S1, S2, S2A, S2B, S2C) |
| 0.451           | 98        | Paved parking, HSG A (S2, S2A, S2B, S2C)              |
| <b>0.613</b>    | <b>82</b> | <b>TOTAL AREA</b>                                     |



**Soil Listing (all nodes)**

| Area<br>(acres) | Soil<br>Group | Subcatchment<br>Numbers |
|-----------------|---------------|-------------------------|
| 0.613           | HSG A         | S1, S2, S2A, S2B, S2C   |
| 0.000           | HSG B         |                         |
| 0.000           | HSG C         |                         |
| 0.000           | HSG D         |                         |
| 0.000           | Other         |                         |
| <b>0.613</b>    |               | <b>TOTAL AREA</b>       |

**Ground Covers (all nodes)**

| HSG-A<br>(acres) | HSG-B<br>(acres) | HSG-C<br>(acres) | HSG-D<br>(acres) | Other<br>(acres) | Total<br>(acres) | Ground<br>Cover        | Subcatchment<br>Numbers  |
|------------------|------------------|------------------|------------------|------------------|------------------|------------------------|--------------------------|
| 0.162            | 0.000            | 0.000            | 0.000            | 0.000            | 0.162            | >75% Grass cover, Good | S1, S2, S2A, S2B,<br>S2C |
| 0.451            | 0.000            | 0.000            | 0.000            | 0.000            | 0.451            | Paved parking          | S2, S2A, S2B, S2C        |
| <b>0.613</b>     | <b>0.000</b>     | <b>0.000</b>     | <b>0.000</b>     | <b>0.000</b>     | <b>0.613</b>     | <b>TOTAL AREA</b>      |                          |

**Summary for Subcatchment S1: Area to Cumberford Place**

Runoff = 0.00 cfs @ 0.00 hrs, Volume= 0.000 af, Depth= 0.00"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs  
Type III 24-hr 2-Yr Rainfall=3.10"

| Area (sf) | CN | Description                   |
|-----------|----|-------------------------------|
| 2,481     | 39 | >75% Grass cover, Good, HSG A |
| 2,481     |    | 100.00% Pervious Area         |

| Tc<br>(min) | Length<br>(feet) | Slope<br>(ft/ft) | Velocity<br>(ft/sec) | Capacity<br>(cfs) | Description          |
|-------------|------------------|------------------|----------------------|-------------------|----------------------|
| 6.0         |                  |                  |                      |                   | <b>Direct Entry,</b> |

**Summary for Subcatchment S2: Area to Congress Street**

Runoff = 0.27 cfs @ 12.10 hrs, Volume= 0.020 af, Depth> 1.39"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs  
Type III 24-hr 2-Yr Rainfall=3.10"

| Area (sf) | CN | Description                   |
|-----------|----|-------------------------------|
| 5,248     | 98 | Paved parking, HSG A          |
| 2,141     | 39 | >75% Grass cover, Good, HSG A |
| 7,389     | 81 | Weighted Average              |
| 2,141     |    | 28.98% Pervious Area          |
| 5,248     |    | 71.02% Impervious Area        |

| Tc<br>(min) | Length<br>(feet) | Slope<br>(ft/ft) | Velocity<br>(ft/sec) | Capacity<br>(cfs) | Description          |
|-------------|------------------|------------------|----------------------|-------------------|----------------------|
| 6.0         |                  |                  |                      |                   | <b>Direct Entry,</b> |

**Summary for Subcatchment S2A: S2A**

Runoff = 0.14 cfs @ 12.09 hrs, Volume= 0.010 af, Depth> 2.07"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs  
Type III 24-hr 2-Yr Rainfall=3.10"

| Area (sf) | CN | Description                   |
|-----------|----|-------------------------------|
| 2,264     | 98 | Paved parking, HSG A          |
| 381       | 39 | >75% Grass cover, Good, HSG A |
| 2,645     | 90 | Weighted Average              |
| 381       |    | 14.40% Pervious Area          |
| 2,264     |    | 85.60% Impervious Area        |

| Tc<br>(min) | Length<br>(feet) | Slope<br>(ft/ft) | Velocity<br>(ft/sec) | Capacity<br>(cfs) | Description          |
|-------------|------------------|------------------|----------------------|-------------------|----------------------|
| 6.0         |                  |                  |                      |                   | <b>Direct Entry,</b> |

**Summary for Subcatchment S2B: S2B**

Runoff = 0.42 cfs @ 12.09 hrs, Volume= 0.030 af, Depth> 1.83"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs  
Type III 24-hr 2-Yr Rainfall=3.10"

| Area (sf) | CN | Description                   |
|-----------|----|-------------------------------|
| 1,605     | 39 | >75% Grass cover, Good, HSG A |
| 7,114     | 98 | Paved parking, HSG A          |
| 8,719     | 87 | Weighted Average              |
| 1,605     |    | 18.41% Pervious Area          |
| 7,114     |    | 81.59% Impervious Area        |

| Tc<br>(min) | Length<br>(feet) | Slope<br>(ft/ft) | Velocity<br>(ft/sec) | Capacity<br>(cfs) | Description          |
|-------------|------------------|------------------|----------------------|-------------------|----------------------|
| 6.0         |                  |                  |                      |                   | <b>Direct Entry,</b> |

**Summary for Subcatchment S2C: S2C**

Runoff = 0.33 cfs @ 12.09 hrs, Volume= 0.025 af, Depth> 2.35"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs  
Type III 24-hr 2-Yr Rainfall=3.10"

| Area (sf) | CN | Description                   |
|-----------|----|-------------------------------|
| 452       | 39 | >75% Grass cover, Good, HSG A |
| 5,030     | 98 | Paved parking, HSG A          |
| 5,482     | 93 | Weighted Average              |
| 452       |    | 8.25% Pervious Area           |
| 5,030     |    | 91.75% Impervious Area        |

| Tc<br>(min) | Length<br>(feet) | Slope<br>(ft/ft) | Velocity<br>(ft/sec) | Capacity<br>(cfs) | Description          |
|-------------|------------------|------------------|----------------------|-------------------|----------------------|
| 6.0         |                  |                  |                      |                   | <b>Direct Entry,</b> |

**Summary for Pond 4P: CB1**

Inflow Area = 0.061 ac, 85.60% Impervious, Inflow Depth > 2.07" for 2-Yr event  
Inflow = 0.14 cfs @ 12.09 hrs, Volume= 0.010 af  
Outflow = 0.14 cfs @ 12.09 hrs, Volume= 0.010 af, Atten= 0%, Lag= 0.2 min  
Primary = 0.14 cfs @ 12.09 hrs, Volume= 0.010 af

Routing by Stor-Ind method, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs

**01661\_postdev**

Type III 24-hr 2-Yr Rainfall=3.10"

Prepared by Stantec Consulting Services, Inc.

Printed 4/4/2019

HydroCAD® 10.00-24 s/n 00734 © 2018 HydroCAD Software Solutions LLC

Page 7

Peak Elev= 24.31' @ 12.09 hrs Surf.Area= 13 sf Storage= 42 cf

Plug-Flow detention time= 63.8 min calculated for 0.010 af (91% of inflow)

Center-of-Mass det. time= 21.0 min ( 828.7 - 807.6 )

| Volume | Invert | Avail.Storage | Storage Description                                        |
|--------|--------|---------------|------------------------------------------------------------|
| #1     | 21.09' | 83 cf         | <b>Custom Stage Data (Prismatic)</b> Listed below (Recalc) |

| Elevation<br>(feet) | Surf.Area<br>(sq-ft) | Inc.Store<br>(cubic-feet) | Cum.Store<br>(cubic-feet) |
|---------------------|----------------------|---------------------------|---------------------------|
| 21.09               | 13                   | 0                         | 0                         |
| 27.50               | 13                   | 83                        | 83                        |

| Device | Routing | Invert | Outlet Devices                                                                                                                                                                                                   |
|--------|---------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| #1     | Primary | 24.09' | <b>12.0" Round Culvert</b><br>L= 166.0' CPP, projecting, no headwall, Ke= 0.900<br>Inlet / Outlet Invert= 24.09' / 23.36' S= 0.0044 '/' Cc= 0.900<br>n= 0.013 Corrugated PE, smooth interior, Flow Area= 0.79 sf |

**Primary OutFlow** Max=0.14 cfs @ 12.09 hrs HW=24.31' (Free Discharge)↑**1=Culvert** (Barrel Controls 0.14 cfs @ 1.63 fps)**Summary for Pond 5P: CB2**

Inflow Area = 0.261 ac, 82.52% Impervious, Inflow Depth > 1.84" for 2-Yr event  
 Inflow = 0.56 cfs @ 12.09 hrs, Volume= 0.040 af  
 Outflow = 0.56 cfs @ 12.09 hrs, Volume= 0.039 af, Atten= 0%, Lag= 0.1 min  
 Primary = 0.56 cfs @ 12.09 hrs, Volume= 0.039 af

Routing by Stor-Ind method, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs

Peak Elev= 23.69' @ 12.09 hrs Surf.Area= 13 sf Storage= 45 cf

Plug-Flow detention time= 19.2 min calculated for 0.039 af (98% of inflow)

Center-of-Mass det. time= 6.2 min ( 828.0 - 821.8 )

| Volume | Invert | Avail.Storage | Storage Description                                        |
|--------|--------|---------------|------------------------------------------------------------|
| #1     | 20.26' | 106 cf        | <b>Custom Stage Data (Prismatic)</b> Listed below (Recalc) |

| Elevation<br>(feet) | Surf.Area<br>(sq-ft) | Inc.Store<br>(cubic-feet) | Cum.Store<br>(cubic-feet) |
|---------------------|----------------------|---------------------------|---------------------------|
| 20.26               | 13                   | 0                         | 0                         |
| 28.40               | 13                   | 106                       | 106                       |

| Device | Routing | Invert | Outlet Devices                                                                                                                                                                                                   |
|--------|---------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| #1     | Primary | 23.26' | <b>12.0" Round Culvert</b><br>L= 136.0' CPP, projecting, no headwall, Ke= 0.900<br>Inlet / Outlet Invert= 23.26' / 22.00' S= 0.0093 '/' Cc= 0.900<br>n= 0.013 Corrugated PE, smooth interior, Flow Area= 0.79 sf |

**Primary OutFlow** Max=0.55 cfs @ 12.09 hrs HW=23.68' (Free Discharge)↑**1=Culvert** (Inlet Controls 0.55 cfs @ 1.75 fps)

**Summary for Pond POI1: POI1**

Inflow Area = 0.057 ac, 0.00% Impervious, Inflow Depth = 0.00" for 2-Yr event  
Inflow = 0.00 cfs @ 0.00 hrs, Volume= 0.000 af  
Primary = 0.00 cfs @ 0.00 hrs, Volume= 0.000 af, Atten= 0%, Lag= 0.0 min

Routing by Stor-Ind method, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs

**Summary for Pond POI2: POI2**

Inflow Area = 0.556 ac, 81.11% Impervious, Inflow Depth > 1.80" for 2-Yr event  
Inflow = 1.16 cfs @ 12.09 hrs, Volume= 0.083 af  
Primary = 1.16 cfs @ 12.09 hrs, Volume= 0.083 af, Atten= 0%, Lag= 0.0 min

Routing by Stor-Ind method, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs

**Summary for Subcatchment S1: Area to Cumberford Place**

Runoff = 0.00 cfs @ 14.58 hrs, Volume= 0.001 af, Depth> 0.13"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs  
Type III 24-hr 10-Yr Rainfall=4.60"

| Area (sf) | CN | Description                   |
|-----------|----|-------------------------------|
| 2,481     | 39 | >75% Grass cover, Good, HSG A |
| 2,481     |    | 100.00% Pervious Area         |

| Tc (min) | Length (feet) | Slope (ft/ft) | Velocity (ft/sec) | Capacity (cfs) | Description   |
|----------|---------------|---------------|-------------------|----------------|---------------|
| 6.0      |               |               |                   |                | Direct Entry, |

**Summary for Subcatchment S2: Area to Congress Street**

Runoff = 0.51 cfs @ 12.09 hrs, Volume= 0.037 af, Depth> 2.63"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs  
Type III 24-hr 10-Yr Rainfall=4.60"

| Area (sf) | CN | Description                   |
|-----------|----|-------------------------------|
| 5,248     | 98 | Paved parking, HSG A          |
| 2,141     | 39 | >75% Grass cover, Good, HSG A |
| 7,389     | 81 | Weighted Average              |
| 2,141     |    | 28.98% Pervious Area          |
| 5,248     |    | 71.02% Impervious Area        |

| Tc (min) | Length (feet) | Slope (ft/ft) | Velocity (ft/sec) | Capacity (cfs) | Description   |
|----------|---------------|---------------|-------------------|----------------|---------------|
| 6.0      |               |               |                   |                | Direct Entry, |

**Summary for Subcatchment S2A: S2A**

Runoff = 0.24 cfs @ 12.09 hrs, Volume= 0.018 af, Depth> 3.49"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs  
Type III 24-hr 10-Yr Rainfall=4.60"

| Area (sf) | CN | Description                   |
|-----------|----|-------------------------------|
| 2,264     | 98 | Paved parking, HSG A          |
| 381       | 39 | >75% Grass cover, Good, HSG A |
| 2,645     | 90 | Weighted Average              |
| 381       |    | 14.40% Pervious Area          |
| 2,264     |    | 85.60% Impervious Area        |

| Tc<br>(min) | Length<br>(feet) | Slope<br>(ft/ft) | Velocity<br>(ft/sec) | Capacity<br>(cfs) | Description          |
|-------------|------------------|------------------|----------------------|-------------------|----------------------|
| 6.0         |                  |                  |                      |                   | <b>Direct Entry,</b> |

**Summary for Subcatchment S2B: S2B**

Runoff = 0.72 cfs @ 12.09 hrs, Volume= 0.053 af, Depth> 3.19"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs  
Type III 24-hr 10-Yr Rainfall=4.60"

| Area (sf) | CN | Description                   |
|-----------|----|-------------------------------|
| 1,605     | 39 | >75% Grass cover, Good, HSG A |
| 7,114     | 98 | Paved parking, HSG A          |
| 8,719     | 87 | Weighted Average              |
| 1,605     |    | 18.41% Pervious Area          |
| 7,114     |    | 81.59% Impervious Area        |

| Tc<br>(min) | Length<br>(feet) | Slope<br>(ft/ft) | Velocity<br>(ft/sec) | Capacity<br>(cfs) | Description          |
|-------------|------------------|------------------|----------------------|-------------------|----------------------|
| 6.0         |                  |                  |                      |                   | <b>Direct Entry,</b> |

**Summary for Subcatchment S2C: S2C**

Runoff = 0.52 cfs @ 12.09 hrs, Volume= 0.040 af, Depth> 3.80"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs  
Type III 24-hr 10-Yr Rainfall=4.60"

| Area (sf) | CN | Description                   |
|-----------|----|-------------------------------|
| 452       | 39 | >75% Grass cover, Good, HSG A |
| 5,030     | 98 | Paved parking, HSG A          |
| 5,482     | 93 | Weighted Average              |
| 452       |    | 8.25% Pervious Area           |
| 5,030     |    | 91.75% Impervious Area        |

| Tc<br>(min) | Length<br>(feet) | Slope<br>(ft/ft) | Velocity<br>(ft/sec) | Capacity<br>(cfs) | Description          |
|-------------|------------------|------------------|----------------------|-------------------|----------------------|
| 6.0         |                  |                  |                      |                   | <b>Direct Entry,</b> |

**Summary for Pond 4P: CB1**

Inflow Area = 0.061 ac, 85.60% Impervious, Inflow Depth > 3.49" for 10-Yr event  
Inflow = 0.24 cfs @ 12.09 hrs, Volume= 0.018 af  
Outflow = 0.24 cfs @ 12.09 hrs, Volume= 0.017 af, Atten= 0%, Lag= 0.2 min  
Primary = 0.24 cfs @ 12.09 hrs, Volume= 0.017 af

Routing by Stor-Ind method, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs



**01661\_postdev**

Type III 24-hr 10-Yr Rainfall=4.60"

Prepared by Stantec Consulting Services, Inc.

Printed 4/4/2019

HydroCAD® 10.00-24 s/n 00734 © 2018 HydroCAD Software Solutions LLC

Page 11

Peak Elev= 24.38' @ 12.09 hrs Surf.Area= 13 sf Storage= 43 cf

Plug-Flow detention time= 44.6 min calculated for 0.017 af (95% of inflow)

Center-of-Mass det. time= 16.5 min ( 809.6 - 793.1 )

| Volume | Invert | Avail.Storage | Storage Description                                        |
|--------|--------|---------------|------------------------------------------------------------|
| #1     | 21.09' | 83 cf         | <b>Custom Stage Data (Prismatic)</b> Listed below (Recalc) |

| Elevation<br>(feet) | Surf.Area<br>(sq-ft) | Inc.Store<br>(cubic-feet) | Cum.Store<br>(cubic-feet) |
|---------------------|----------------------|---------------------------|---------------------------|
| 21.09               | 13                   | 0                         | 0                         |
| 27.50               | 13                   | 83                        | 83                        |

| Device | Routing | Invert | Outlet Devices                                                                                                                                                                                                   |
|--------|---------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| #1     | Primary | 24.09' | <b>12.0" Round Culvert</b><br>L= 166.0' CPP, projecting, no headwall, Ke= 0.900<br>Inlet / Outlet Invert= 24.09' / 23.36' S= 0.0044 '/' Cc= 0.900<br>n= 0.013 Corrugated PE, smooth interior, Flow Area= 0.79 sf |

**Primary OutFlow** Max=0.23 cfs @ 12.09 hrs HW=24.37' (Free Discharge)↑**1=Culvert** (Barrel Controls 0.23 cfs @ 1.88 fps)**Summary for Pond 5P: CB2**

Inflow Area = 0.261 ac, 82.52% Impervious, Inflow Depth > 3.22" for 10-Yr event  
 Inflow = 0.96 cfs @ 12.09 hrs, Volume= 0.070 af  
 Outflow = 0.96 cfs @ 12.09 hrs, Volume= 0.069 af, Atten= 0%, Lag= 0.1 min  
 Primary = 0.96 cfs @ 12.09 hrs, Volume= 0.069 af

Routing by Stor-Ind method, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs

Peak Elev= 23.84' @ 12.09 hrs Surf.Area= 13 sf Storage= 47 cf

Plug-Flow detention time= 12.3 min calculated for 0.069 af (98% of inflow)

Center-of-Mass det. time= 4.6 min ( 809.8 - 805.2 )

| Volume | Invert | Avail.Storage | Storage Description                                        |
|--------|--------|---------------|------------------------------------------------------------|
| #1     | 20.26' | 106 cf        | <b>Custom Stage Data (Prismatic)</b> Listed below (Recalc) |

| Elevation<br>(feet) | Surf.Area<br>(sq-ft) | Inc.Store<br>(cubic-feet) | Cum.Store<br>(cubic-feet) |
|---------------------|----------------------|---------------------------|---------------------------|
| 20.26               | 13                   | 0                         | 0                         |
| 28.40               | 13                   | 106                       | 106                       |

| Device | Routing | Invert | Outlet Devices                                                                                                                                                                                                   |
|--------|---------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| #1     | Primary | 23.26' | <b>12.0" Round Culvert</b><br>L= 136.0' CPP, projecting, no headwall, Ke= 0.900<br>Inlet / Outlet Invert= 23.26' / 22.00' S= 0.0093 '/' Cc= 0.900<br>n= 0.013 Corrugated PE, smooth interior, Flow Area= 0.79 sf |

**Primary OutFlow** Max=0.94 cfs @ 12.09 hrs HW=23.83' (Free Discharge)↑**1=Culvert** (Inlet Controls 0.94 cfs @ 2.03 fps)

**Summary for Pond POI1: POI1**

Inflow Area = 0.057 ac, 0.00% Impervious, Inflow Depth > 0.13" for 10-Yr event  
Inflow = 0.00 cfs @ 14.58 hrs, Volume= 0.001 af  
Primary = 0.00 cfs @ 14.58 hrs, Volume= 0.001 af, Atten= 0%, Lag= 0.0 min

Routing by Stor-Ind method, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs

**Summary for Pond POI2: POI2**

Inflow Area = 0.556 ac, 81.11% Impervious, Inflow Depth > 3.15" for 10-Yr event  
Inflow = 1.99 cfs @ 12.09 hrs, Volume= 0.146 af  
Primary = 1.99 cfs @ 12.09 hrs, Volume= 0.146 af, Atten= 0%, Lag= 0.0 min

Routing by Stor-Ind method, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs

**Summary for Subcatchment S1: Area to Cumberford Place**

Runoff = 0.01 cfs @ 12.37 hrs, Volume= 0.002 af, Depth> 0.39"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs  
Type III 24-hr 25-Yr Rainfall=5.80"

| Area (sf) | CN | Description                   |
|-----------|----|-------------------------------|
| 2,481     | 39 | >75% Grass cover, Good, HSG A |
| 2,481     |    | 100.00% Pervious Area         |

| Tc<br>(min) | Length<br>(feet) | Slope<br>(ft/ft) | Velocity<br>(ft/sec) | Capacity<br>(cfs) | Description          |
|-------------|------------------|------------------|----------------------|-------------------|----------------------|
| 6.0         |                  |                  |                      |                   | <b>Direct Entry,</b> |

**Summary for Subcatchment S2: Area to Congress Street**

Runoff = 0.72 cfs @ 12.09 hrs, Volume= 0.052 af, Depth> 3.70"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs  
Type III 24-hr 25-Yr Rainfall=5.80"

| Area (sf) | CN | Description                   |
|-----------|----|-------------------------------|
| 5,248     | 98 | Paved parking, HSG A          |
| 2,141     | 39 | >75% Grass cover, Good, HSG A |
| 7,389     | 81 | Weighted Average              |
| 2,141     |    | 28.98% Pervious Area          |
| 5,248     |    | 71.02% Impervious Area        |

| Tc<br>(min) | Length<br>(feet) | Slope<br>(ft/ft) | Velocity<br>(ft/sec) | Capacity<br>(cfs) | Description          |
|-------------|------------------|------------------|----------------------|-------------------|----------------------|
| 6.0         |                  |                  |                      |                   | <b>Direct Entry,</b> |

**Summary for Subcatchment S2A: S2A**

Runoff = 0.31 cfs @ 12.09 hrs, Volume= 0.024 af, Depth> 4.65"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs  
Type III 24-hr 25-Yr Rainfall=5.80"

| Area (sf) | CN | Description                   |
|-----------|----|-------------------------------|
| 2,264     | 98 | Paved parking, HSG A          |
| 381       | 39 | >75% Grass cover, Good, HSG A |
| 2,645     | 90 | Weighted Average              |
| 381       |    | 14.40% Pervious Area          |
| 2,264     |    | 85.60% Impervious Area        |

**01661\_postdev**

Type III 24-hr 25-Yr Rainfall=5.80"

Prepared by Stantec Consulting Services, Inc.

Printed 4/4/2019

HydroCAD® 10.00-24 s/n 00734 © 2018 HydroCAD Software Solutions LLC

Page 14

| Tc<br>(min) | Length<br>(feet) | Slope<br>(ft/ft) | Velocity<br>(ft/sec) | Capacity<br>(cfs) | Description          |
|-------------|------------------|------------------|----------------------|-------------------|----------------------|
| 6.0         |                  |                  |                      |                   | <b>Direct Entry,</b> |

**Summary for Subcatchment S2B: S2B**

Runoff = 0.97 cfs @ 12.09 hrs, Volume= 0.072 af, Depth&gt; 4.32"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs  
Type III 24-hr 25-Yr Rainfall=5.80"

| Area (sf) | CN | Description                   |
|-----------|----|-------------------------------|
| 1,605     | 39 | >75% Grass cover, Good, HSG A |
| 7,114     | 98 | Paved parking, HSG A          |
| 8,719     | 87 | Weighted Average              |
| 1,605     |    | 18.41% Pervious Area          |
| 7,114     |    | 81.59% Impervious Area        |

| Tc<br>(min) | Length<br>(feet) | Slope<br>(ft/ft) | Velocity<br>(ft/sec) | Capacity<br>(cfs) | Description          |
|-------------|------------------|------------------|----------------------|-------------------|----------------------|
| 6.0         |                  |                  |                      |                   | <b>Direct Entry,</b> |

**Summary for Subcatchment S2C: S2C**

Runoff = 0.67 cfs @ 12.09 hrs, Volume= 0.052 af, Depth&gt; 4.98"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs  
Type III 24-hr 25-Yr Rainfall=5.80"

| Area (sf) | CN | Description                   |
|-----------|----|-------------------------------|
| 452       | 39 | >75% Grass cover, Good, HSG A |
| 5,030     | 98 | Paved parking, HSG A          |
| 5,482     | 93 | Weighted Average              |
| 452       |    | 8.25% Pervious Area           |
| 5,030     |    | 91.75% Impervious Area        |

| Tc<br>(min) | Length<br>(feet) | Slope<br>(ft/ft) | Velocity<br>(ft/sec) | Capacity<br>(cfs) | Description          |
|-------------|------------------|------------------|----------------------|-------------------|----------------------|
| 6.0         |                  |                  |                      |                   | <b>Direct Entry,</b> |

**Summary for Pond 4P: CB1**

Inflow Area = 0.061 ac, 85.60% Impervious, Inflow Depth > 4.65" for 25-Yr event  
 Inflow = 0.31 cfs @ 12.09 hrs, Volume= 0.024 af  
 Outflow = 0.31 cfs @ 12.09 hrs, Volume= 0.023 af, Atten= 0%, Lag= 0.1 min  
 Primary = 0.31 cfs @ 12.09 hrs, Volume= 0.023 af

Routing by Stor-Ind method, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs

**01661\_postdev**

Type III 24-hr 25-Yr Rainfall=5.80"

Prepared by Stantec Consulting Services, Inc.

Printed 4/4/2019

HydroCAD® 10.00-24 s/n 00734 © 2018 HydroCAD Software Solutions LLC

Page 15

Peak Elev= 24.42' @ 12.09 hrs Surf.Area= 13 sf Storage= 43 cf

Plug-Flow detention time=36.3 min calculated for 0.023 af (96% of inflow)

Center-of-Mass det. time= 14.3 min ( 799.7 - 785.3 )

| Volume | Invert | Avail.Storage | Storage Description                                        |
|--------|--------|---------------|------------------------------------------------------------|
| #1     | 21.09' | 83 cf         | <b>Custom Stage Data (Prismatic)</b> Listed below (Recalc) |

| Elevation<br>(feet) | Surf.Area<br>(sq-ft) | Inc.Store<br>(cubic-feet) | Cum.Store<br>(cubic-feet) |
|---------------------|----------------------|---------------------------|---------------------------|
| 21.09               | 13                   | 0                         | 0                         |
| 27.50               | 13                   | 83                        | 83                        |

| Device | Routing | Invert | Outlet Devices                                                                                                                                                                                                   |
|--------|---------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| #1     | Primary | 24.09' | <b>12.0" Round Culvert</b><br>L= 166.0' CPP, projecting, no headwall, Ke= 0.900<br>Inlet / Outlet Invert= 24.09' / 23.36' S= 0.0044 '/' Cc= 0.900<br>n= 0.013 Corrugated PE, smooth interior, Flow Area= 0.79 sf |

**Primary OutFlow** Max=0.30 cfs @ 12.09 hrs HW=24.42' (Free Discharge)↑**1=Culvert** (Barrel Controls 0.30 cfs @ 2.02 fps)**Summary for Pond 5P: CB2**

Inflow Area = 0.261 ac, 82.52% Impervious, Inflow Depth > 4.36" for 25-Yr event  
 Inflow = 1.28 cfs @ 12.09 hrs, Volume= 0.095 af  
 Outflow = 1.28 cfs @ 12.09 hrs, Volume= 0.094 af, Atten= 0%, Lag= 0.1 min  
 Primary = 1.28 cfs @ 12.09 hrs, Volume= 0.094 af

Routing by Stor-Ind method, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs

Peak Elev= 23.95' @ 12.09 hrs Surf.Area= 13 sf Storage= 48 cf

Plug-Flow detention time=9.7 min calculated for 0.094 af (99% of inflow)

Center-of-Mass det. time= 3.9 min ( 800.3 - 796.4 )

| Volume | Invert | Avail.Storage | Storage Description                                        |
|--------|--------|---------------|------------------------------------------------------------|
| #1     | 20.26' | 106 cf        | <b>Custom Stage Data (Prismatic)</b> Listed below (Recalc) |

| Elevation<br>(feet) | Surf.Area<br>(sq-ft) | Inc.Store<br>(cubic-feet) | Cum.Store<br>(cubic-feet) |
|---------------------|----------------------|---------------------------|---------------------------|
| 20.26               | 13                   | 0                         | 0                         |
| 28.40               | 13                   | 106                       | 106                       |

| Device | Routing | Invert | Outlet Devices                                                                                                                                                                                                   |
|--------|---------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| #1     | Primary | 23.26' | <b>12.0" Round Culvert</b><br>L= 136.0' CPP, projecting, no headwall, Ke= 0.900<br>Inlet / Outlet Invert= 23.26' / 22.00' S= 0.0093 '/' Cc= 0.900<br>n= 0.013 Corrugated PE, smooth interior, Flow Area= 0.79 sf |

**Primary OutFlow** Max=1.25 cfs @ 12.09 hrs HW=23.94' (Free Discharge)↑**1=Culvert** (Inlet Controls 1.25 cfs @ 2.21 fps)

**Summary for Pond POI1: POI1**

Inflow Area = 0.057 ac, 0.00% Impervious, Inflow Depth > 0.39" for 25-Yr event  
Inflow = 0.01 cfs @ 12.37 hrs, Volume= 0.002 af  
Primary = 0.01 cfs @ 12.37 hrs, Volume= 0.002 af, Atten= 0%, Lag= 0.0 min

Routing by Stor-Ind method, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs

**Summary for Pond POI2: POI2**

Inflow Area = 0.556 ac, 81.11% Impervious, Inflow Depth > 4.28" for 25-Yr event  
Inflow = 2.66 cfs @ 12.09 hrs, Volume= 0.198 af  
Primary = 2.66 cfs @ 12.09 hrs, Volume= 0.198 af, Atten= 0%, Lag= 0.0 min

Routing by Stor-Ind method, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs

## **RIGHT, TITLE & INTEREST**

---

A Quitclaim Deed from Delta Realty LLC to 1006 Congress Street, LLC was executed on July 26, 2017 for the subject property. The Deed attached to this document was recorded in the Cumberland County Registry of Deeds as Book 34188/Page 103.

7/26/17 1:04 PM  
COPY  
Book 34/88 / Page 103

**QUITCLAIM DEED**  
(with Covenant)

KNOW ALL PERSONS BY THESE PRESENTS, that, **DELTA REALTY LLC**, a Maine limited liability company with a principal place of business and mailing address of 380 Warren Avenue, Portland, Maine 04103, for consideration paid, grants to **1006 CONGRESS STREET, LLC**, a Maine limited liability company, with a principal place of business and mailing address of 1550 Sunset Ridge Drive, Laguna Beach, California 92651, with **QUITCLAIM COVENANT**, the land and improvements in the City of Portland, County of Cumberland and State of Maine, bounded and described as follows:

A certain lot or parcel of land, with the buildings thereon, situated in Portland, County of Cumberland and State of Maine, on the southerly side of Congress Street, being part of the homestead lot formerly owned and occupied by Frederick W. Clark, late of said Portland, deceased, bounded and described as follows:

Commencing at a point on the westerly side of said, homestead on a right-of-way called Westfield Street, formerly Cumberland Place, one hundred eighty-four and five tenths (184.5) feet northerly from the rear line of said lot; thence by the westerly side of said lot bounding on the said right-of-way one hundred thirty-one and five tenths (131.5) feet to Congress Street; thence southeasterly by said Congress Street one hundred fourteen and two tenths (114.2) feet to an angle; thence continuing southeasterly by said Congress Street two and eight tenths (2.8) feet to a stake; thence South forty-five degrees twenty-four minutes (45° 24') West by land now or formerly of Mary E. McKenney one hundred eighty-seven and sixty-five one hundredths (187.65) feet to a stake at a point distant one hundred eighty-four and five tenths (184.5) feet northerly in a perpendicular line from said rear line of said homestead lot; thence on a line parallel with the rear line of said Homestead lot North thirty degrees twenty-five minutes (30° 25') West one hundred and fifty-two and five tenths (152.5) feet, to the point of beginning.

Also, a right-of-way in common with others over so much of the thirty (30) foot strip of land as adjoins the premises hereby conveyed on the rear, said way extending to Westfield Street, together with a right-of-way in common with others in Westfield Street.

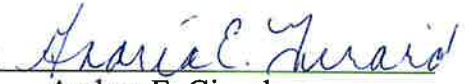
Being the same premises conveyed to Delta Realty LLC by Quitclaim Deed from the Deliverance Center, dated November 9, 2015 and recorded in the Cumberland County Registry of Deeds in Book 32723, Page 215.

IN WITNESS WHEREOF, Delta Realty LLC has caused this instrument to be signed and sealed in its company name by Andrea E. Girard, its Manager, thereunto duly authorized this 26th day of July, 2017.



Delta Realty LLC

  
Witness

By:   
Andrea E. Girard  
Title: Manager

STATE OF MAINE  
COUNTY OF CUMBERLAND, ss.

July 26, 2017

Then personally appeared before me the above named Andrea E. Girard, Manager of Delta Realty LLC, and acknowledged the foregoing instrument to be her free act and deed in her said capacity, and the free act and deed of Delta Realty LLC.

  
Notary Public/Attorney at Law  
Andre Duchette, Bar No. 9872

223  
Archester C.C. being the same premises conveyed to said  
Clark by several deeds, to wit: by said Daniel Fowler to said  
Clark, dated Dec. 23, 1851, recorded in said Registry Book 235,  
Page 450, and by Betsy Gould to said Clark by deed dated  
Nov. 22, 1851, recorded in said Registry Book 235, Page 256,  
and by deed of James Cradford to said Clark, recorded in said  
Registry Book 235, Page 257, and by other deeds of said Cradi-  
ford and others.

To Have and to Hold the same, together with all the  
privileges and appurtenances thereunto belonging to the said  
Mary E. McKenny and Frederick A. Clark, their Heirs and  
Assigns forever.

In Witness Whereof, I the said Grantor, have hereto  
set my hand and seal this fourteenth day of May in the  
year of our Lord one thousand eight hundred and ninety  
six.

Signed, Sealed and Delivered  
in presence of  
L. M. Webb.

Mary J. Clark. Seal.

State of Maine.

Cumberland } ss. Portland July 24. 1896.

Personally appeared the above named Mary  
J. Clark and acknowledged the above instrument to be her  
free act and deed. Before me.

Dwight M. Webb. Justice of the Peace

Received July 6, 1896, at 8 P.M. 57 M. A. M. recorded according to  
the original.

Attest:

J. Fred Munch Register.

Know all Men by these Presents,  
That I, Frederick A. Clark of Portland in the County of Cum-  
berland and State of Maine, in consideration of One Dollar and  
other valuable considerations, paid by Mary E. McKenny of said  
Portland, the receipt whereof I do hereby acknowledge, do hereby  
 remise, release, bargain, sell and convey, and forever quit-  
claim unto the said Mary E. McKenny her Heirs and As-  
signs forever, One half part in common and undivided,  
meaning all my right, title and interest in and to a certain  
lot or parcel of land with the buildings thereon situated in

Clark

To

M. McKenny

Quit Claim

274  
said Portland), being a part of the homestead lot formerly owned and occupied by Frederick W. Clark, late of said Portland, deceased, bounded and described as follows: viz: commencing at a point on the Westerly side of said homestead lot on a right of way called Cumberland Place one hundred eighty four and five tenths (184.5) feet Northerly from the rear line of said lot; thence by the Westerly side of said lot bounding on said right of way about one hundred thirty one and five tenths (131.5) feet to Congress Street; thence Easterly by Congress Street about two hundred and twenty three (223) feet to the Northeastly corner of said homestead lot at a right of way called Ogdenburg Street; thence Southerly by the Easterly line of said homestead lot on said right of way to a point one hundred eighty four and five tenths (184.5) feet Northerly from the rear line of said homestead lot; thence Westerly on a line parallel with the rear line of said homestead lot about two hundred and thirty (230) feet to the point of beginning; also a right in common to a passage way thirty (30) feet wide adjoining the above described lot on the South, running from the Westerly side of said lot at the right of way called Cumberland Place to the Easterly side of said lot at the right of way called Ogdenburg Street; also rights of way in common as reserved by said Frederick W. Clark on the Easterly and Westerly sides of said homestead lot; running from Congress Street to the rear line of said homestead lot; also all my right to any claim against the City of Portland for damages to said lot on account of the change of grade of Congress Street.

The said Grantor and Grantee are the sole heirs at law of said Frederick W. Clark their late father deceased, intestate and this conveyance is made for the purpose of division and separate ownership.

To Have and to hold the same, together with all the privileges and appurtenances thereunto belonging to the said Mary E. McKim, her heirs and assigns forever.

And I do covenant with the said Grantee, her heirs and assigns, that I will warrant and forever defend the premises to her the said Grantee, her heirs and assigns forever, against the lawful claims and demands of all persons claiming by, through or under me.

In Witness Whereof, I the said Grantor, being unmarried have herunto set my hand and seal this fourteenth day of May in the year of our Lord one thousand eight hundred

and ninety-six.

Signed, Sealed & Delivered  
in presence of  
L. M. Webb.

Frederic A. Clark Seal

State of Maine }  
Cumberland } ss. July 3<sup>d</sup>. 1896. Personally appeared  
the above named Frederick A. Clark and acknowledged the  
above instrument to be his free act and deed.

Before me,

Emidley M. Webb, Justice of the Peace.

Received July 6, 1896, at 8 o'clock 58 M. P. M. recorded according to the  
original.

Attest;

J. F. March Register

Know all Men by these Presents,  
That I, Mary E. McKemey of Portland in the County of Cumber-  
land and State of Maine, in consideration of one dollar and  
other valuable considerations paid by Frederick A. Clark of  
said Portland, the receipt whereof I do hereby acknowledge, do  
hereby remise, release, bargain, sell and convey, and forever  
quit-claim unto the said Frederick A. Clark, his heirs and  
Assigns forever, One half part in common and undivided, mean-  
ing all my right, title, and interest in and to the following  
described Real Estate, to wit: A certain lot or parcel of land  
with the buildings thereon, situated in said Portland on Port-  
land Street, bounded and described as follows, viz: Beginning  
at the Easterly corner of land formerly belonging to George Liddy  
and conveyed to Frederick A. Clark, thence Easterly on said  
Portland Street 50 feet to a stake, and from these two bounds ex-  
tending Northwesterly, preserving a width of 50 feet to land of  
St. John Smith. Being the same premises conveyed to said F. A. Clark  
by Daniel Woodman, Jr. by his deed dated March 11, A.D. 1845,  
and recorded in the Registry of Deeds for said County, Book  
191, Page 264, meaning to convey all my interest in the Portland  
St. lot.

McKemey  
To  
Clark

Quit Claim

Also a lot of wood land situated in Westbrook in said  
County bounded and described as follows, viz: Beginning at  
the most Westerly corner of a lot of wood land, now or former-  
ly owned by Charles Roberts, thence running South  $42\frac{3}{4}^{\circ}$  East

## MEMORANDUM OF AGREEMENT

FITZGERALD MARY E ETAL

120 COMMERCE WAY

WOBURN MA 01801

RE: Right to improve part of shared 30 foot R.O.W.

Fitzgerald Mary E etal, owners of parcel 76-A-26, also known as 16 Westfield Street in Portland Maine and the location of Fitzgerald Tile, agree to and grant permission to 1006 Congress Street LLC, the owners of parcel 76-A-22, also known as 1006 Congress Street in Portland Maine, (and by extension PK Realty Management, LLC) to repair and improve the driveway and additional land that runs over a portion of the 30' Right of Way, that runs along their shared property line, in the manner depicted in the site plan attached as Exhibit A. 1006 Congress Street LLC agrees to bear the costs associated with grading and repaving the portion depicted in Exhibit A and to engineer the Right of Way in such a manner as to divert drainage from the Right of Way away from the Fitzgerald Tile building.

\_\_\_\_\_  
John Fitzgerald

\_\_\_\_\_  
Title, Mary E. Fitzgerald, et al

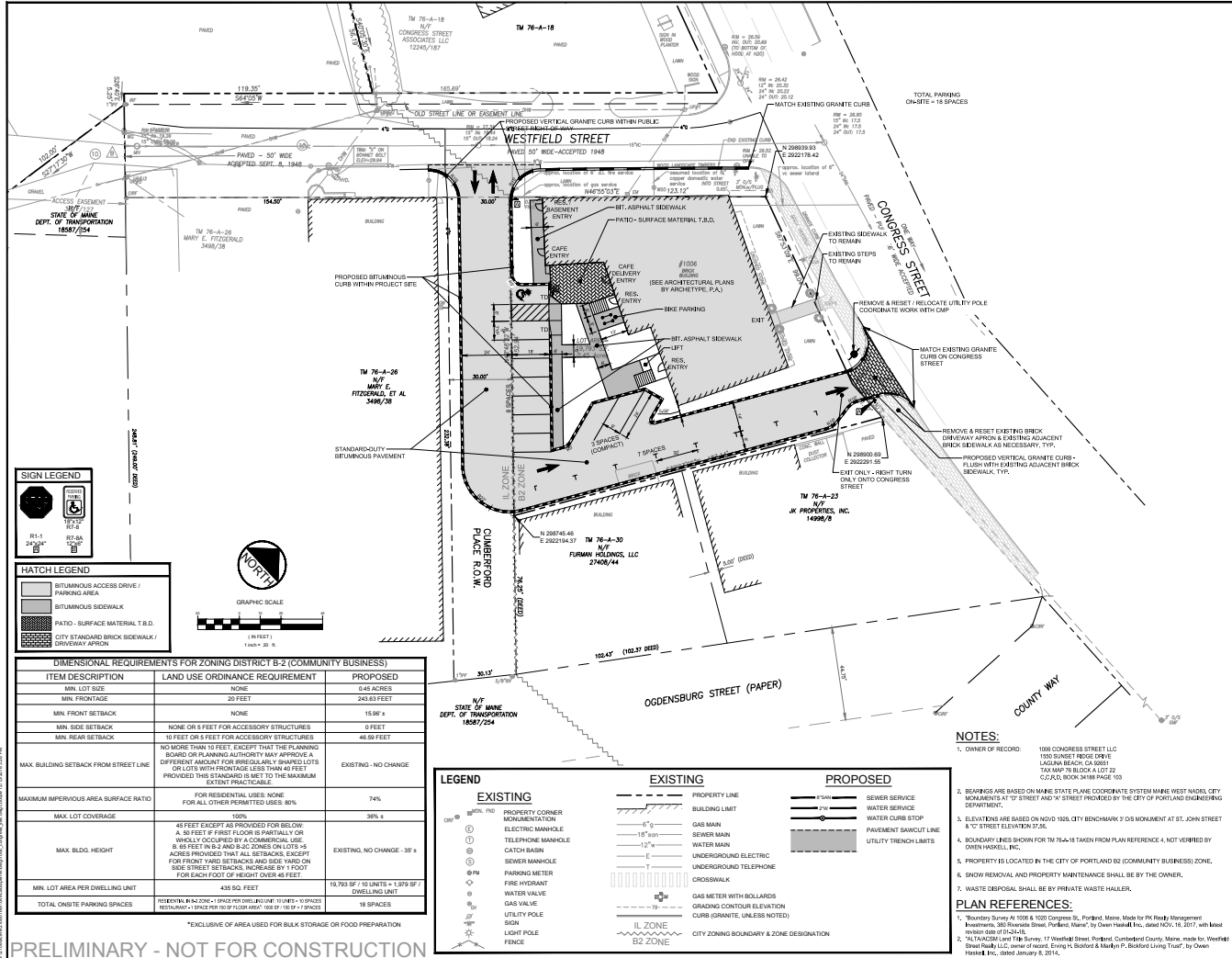
\_\_\_\_\_  
Date

\_\_\_\_\_  
Richard Packard

Managing Member, 1006 Congress Street, LLC

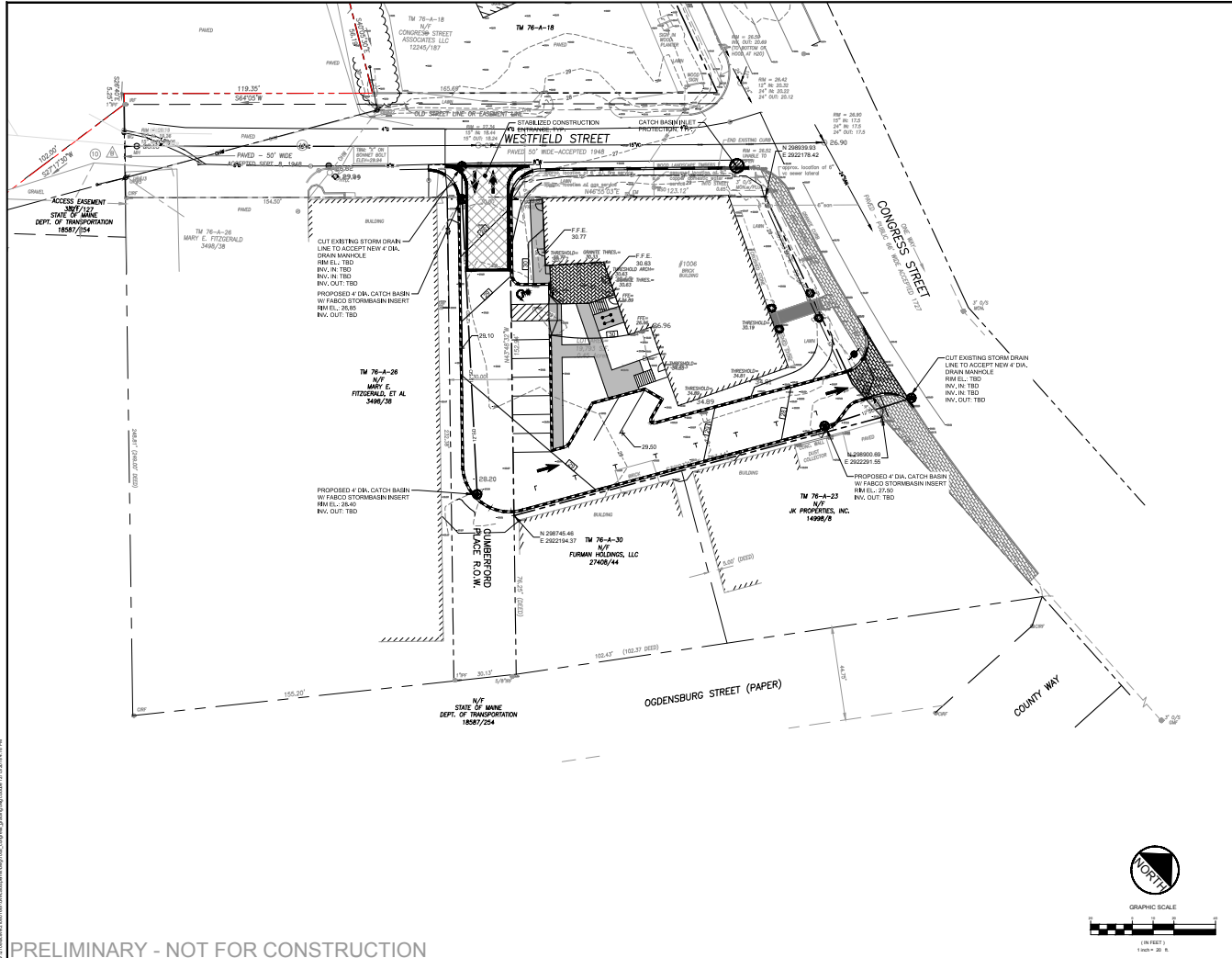
\_\_\_\_\_  
Date

# Exhibit A









Stantec  
482 Payne Road Scarborough, ME  
Portland, Maine 04107  
Tel: 207.883.3333  
www.stantec.com

Copyright Reserved  
The Customer is not to use or reproduce any information, data, or drawings without the written consent of Stantec. Stantec and its subsidiaries are the sole providers of the information, data, and drawings. No other party is authorized to use or reproduce any information, data, or drawings without the written consent of Stantec.

Consultants

Permit-Set

Client/Project

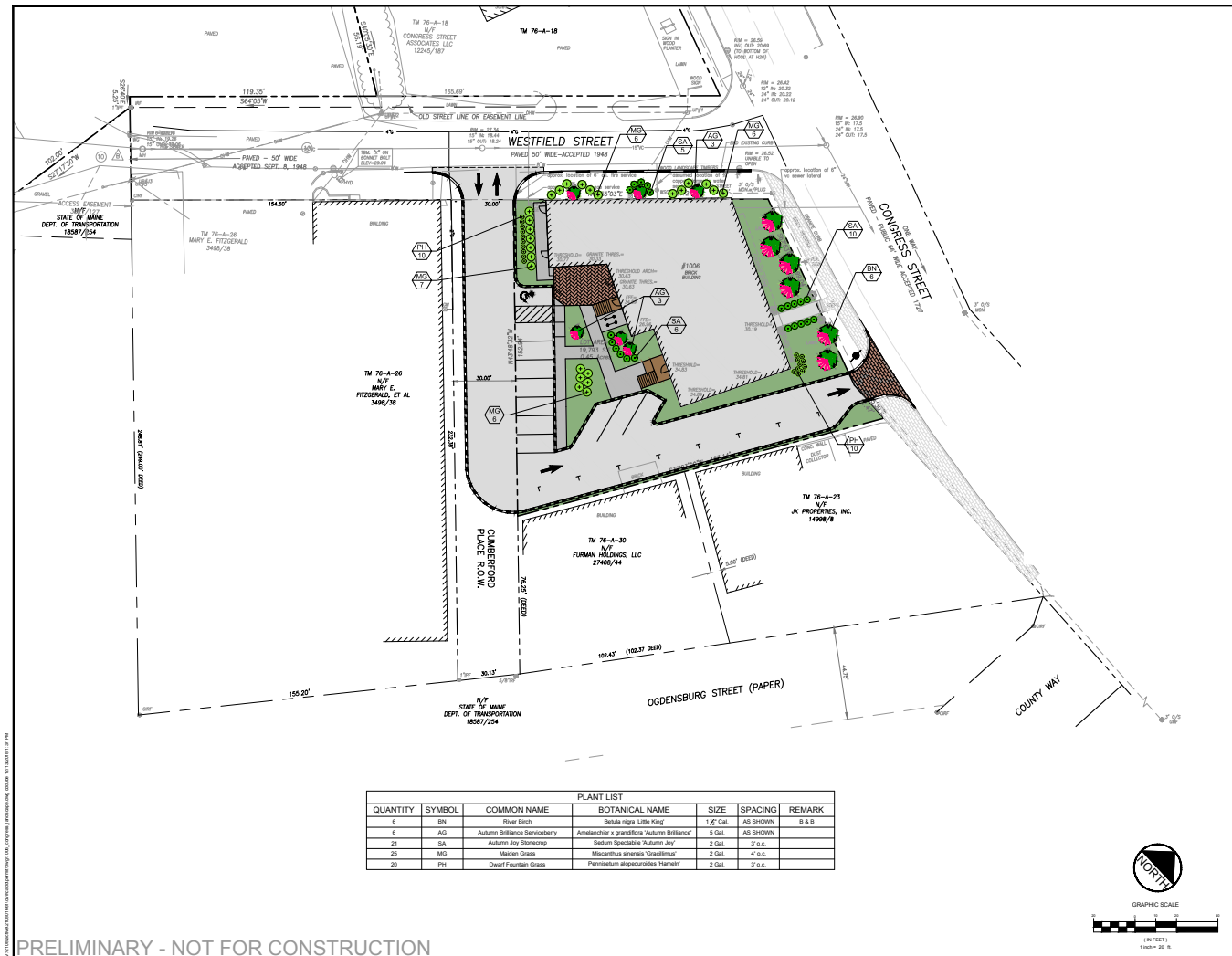
PK Realty Management Investments  
380 Riverside Street, Portland, Maine  
1006 Congress Street  
Mixed-Use Redevelopment  
PORTLAND, MAINE

THE  
GRADING, DRAINAGE &  
EROSION CONTROL PLAN

Project No. 210801661 Scale 1" = 20'

Sheet C-4.0





Stantec  
482 Payne Road Scarborough, ME 04074  
Tel: 207.883.3333  
www.stantec.com

Copyright Reserved  
The Contractor shall not be responsible for the accuracy of the information provided by the client. The Contractor shall not be responsible for the accuracy of the information provided by the client. The Contractor shall not be responsible for the accuracy of the information provided by the client.

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

Consent

**ZONING ANALYSIS** Relevant Zone(s) B-2 - Community Business**All Projects:**

|                             | Required           | Proposed      |
|-----------------------------|--------------------|---------------|
| Lot Size                    | None               | 0.45 ac.      |
| Area Per Dwelling Unit      | 435 SF             | 1,041 SF/unit |
| Minimum Street Frontage     | 20'                | 243.63'       |
| Front Yard Minimum          | None               | No change     |
| Front Yard Maximum          | 10'                | No change     |
| Rear Yard                   | 10'                | No change     |
| Yard Right                  | N/A                | N/A           |
| Yard Left                   | N/A                | N/A           |
| Side Street Setback         | None               | No change     |
| Step Back                   | 5' front, 15' rear | No change     |
| Maximum Lot Coverage        | 100%               | 36%           |
| Minimum Lot Coverage        | N/A                | N/A           |
| Maximum Height              | 45'                | No change     |
| Open Space                  | N/A                | N/A           |
| Maximum Impervious Area*    | 80%                | *             |
| Pavement Setback            | N/A                | N/A           |
| Floor Area Ratio            | N/A                | N/A           |
| Off Street Parking Spaces** | 16                 | 18            |
| Loading Bays                | None               | None          |
| Other 1                     |                    |               |
| Other 2                     |                    |               |
| Other 3                     |                    |               |

\* no maximum for residential use, 80% for non-residential use

\*\*1 space per unit (10 units = 10 spaces) for residential and 1 space/125 SF for restaurant, exclusive of storage and food prep area.

### Planned Residential Unit Developments (PRUD) Requirements

|                                   | Required | Proposed |
|-----------------------------------|----------|----------|
| Minimum Lot Size                  |          |          |
| Minimum Lot Area per Dwelling     |          |          |
| Maximum # Units per Building      |          |          |
| Maximum Building Length           |          |          |
| Maximum Accessory Building Length |          |          |
| Minimum Setbacks                  |          |          |
| Minimum Building Separation       |          |          |
| Minimum Open Space                |          |          |

### Affordable Housing Density Bonuses (if applicable)

|                                   | Bonus<br>Increase or<br>Decrease | Maximum<br>Allowable<br>With Bonus | Proposed |
|-----------------------------------|----------------------------------|------------------------------------|----------|
| Density                           |                                  |                                    |          |
| Height                            |                                  |                                    |          |
| Setback Reduction                 |                                  |                                    |          |
| Recreation Space                  |                                  |                                    |          |
| Maximum Accessory Building Length |                                  |                                    |          |
| Minimum Setbacks                  |                                  |                                    |          |
| Minimum Building Separation       |                                  |                                    |          |
| Minimum Open Space                |                                  |                                    |          |
|                                   |                                  |                                    |          |
| Explanatory Text 1 (optional):    |                                  |                                    |          |
| Explanatory Text 2 (optional):    |                                  |                                    |          |
| Explanatory Text 3 (optional):    |                                  |                                    |          |

**AFTER RECORDING RETURN TO:**

Nicholas J. Morrill, Esq.  
Jensen Baird Gardner & Henry  
P.O. Box 4510  
Portland, Maine 04112-4510

**QUITCLAIM DEED**

(with Covenant)

KNOW ALL PERSONS BY THESE PRESENTS, that, the **DELIVERANCE CENTER**, a Maine non-profit corporation organized under the provisions of Title 13, Chapter 93 of the Maine Revised Statutes as an independent local church, with a mailing address of 1006 Congress Street, Portland, Maine 04102, for consideration paid, grants to **DELTA REALTY LLC**, a Maine limited liability company with a principal place of business and mailing address of 380 Warren Avenue, Portland, Maine 04103, with **QUITCLAIM COVENANT**, the land and improvements in the City of Portland, County of Cumberland and State of Maine, bounded and described as follows:

A certain lot or parcel of land, with the buildings thereon, situated in Portland, County of Cumberland and State of Maine, on the southerly side of Congress Street, being part of the homestead lot formerly owned and occupied by Frederick W. Clark, late of said Portland, deceased, bounded and described as follows:

Commencing at a point on the westerly side of said, homestead on a right-of-way called Westfield Street, formerly Cumberland Place, one hundred eighty-four and five tenths (184.5) feet northerly from the rear line of said lot; thence by the westerly side of said lot bounding on the said right-of-way one hundred thirty-one and five tenths (131.5) feet to Congress Street; thence southeasterly by said Congress Street one hundred fourteen and two tenths (114.2) feet to an angle; thence continuing southeasterly by said Congress Street two and eight tenths (2.8) feet to a stake; thence South forty-five degrees twenty-four minutes (45° 24') West by land now or formerly of Mary E. McKenney one hundred eighty-seven and sixty-five one hundredths (187.65) feet to a stake at a point distant one hundred eighty-four and five tenths (184.5) feet northerly in a perpendicular line from said rear line of said homestead lot; thence on a line parallel with the rear line of said Homestead lot North thirty degrees twenty-five minutes (30° 25') West one hundred and fifty-two and five tenths (152.5) feet, to the point of beginning.

Also, a right-of-way in common with others over so much of the thirty (30) foot strip of land as adjoins the premises hereby conveyed on the rear, said way extending to Westfield Street, together with a right-of-way in common with others in Westfield Street.

Being the same premises conveyed to the Deliverance Center by virtue of a deed from Royal Realty Co., dated December 24, 1968 and recorded in the Cumberland County Registry of Deeds in Book 3070, Page 541.

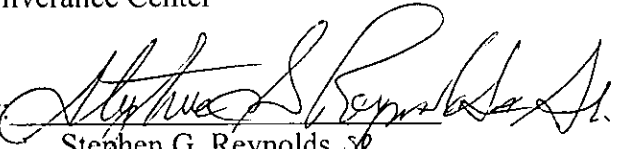
MAINE REAL ESTATE TAX PAID

Reference is hereby made to a restriction to "not raze or demolish the building during the lifetime of Christian G. Kragelund" more particularly set forth in the aforementioned deed dated December 24, 1968 and recorded in said Registry of Deeds in Book 3070, Page 541. Christian G. Kragelund died January 9, 1977, thereby terminating such restriction.

IN WITNESS WHEREOF, the Deliverance Center has caused this instrument to be signed and sealed in its company name by Stephen G. Reynolds, Sr., its Pastor, thereunto duly authorized, this 9<sup>th</sup> day of November, 2015.

  
\_\_\_\_\_  
Witness

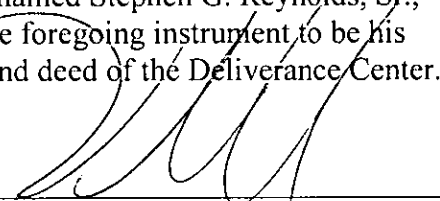
Deliverance Center

By:   
\_\_\_\_\_  
Stephen G. Reynolds, Sr.,  
Title: Pastor

STATE OF MAINE  
COUNTY OF CUMBERLAND, ss.

November 9, 2015

Then personally appeared before me the above named Stephen G. Reynolds, Sr., Pastor of the Deliverance Center, and acknowledged the foregoing instrument to be his free act and deed in his said capacity, and the free act and deed of the Deliverance Center.

  
\_\_\_\_\_  
Nicholas J. Morrill, Attorney at Law  
Maine Bar No. 9760

Received  
Recorded Register of Deeds  
Nov 09, 2015 02:02:33P  
Cumberland County  
Nancy A. Lane

## **FINANCIAL CAPACITY**

---

The Applicant has adequate financial resources to undertake this project as identified in the letter from Camden National Bank which accompanies this section.



**BROOKE WOODBURY**  
**VICE PRESIDENT**  
Direct Dial: 207.699.3394  
bwoodbury@camdennational.com

December 5, 2018

City of Portland  
Planning & Urban Development Department  
389 Congress Street  
Portland, ME 04101  
(207) 874-8300

RE: 1006 Congress Street LLC

To Whom It May Concern:

I am writing to you on behalf of Camden National Bank regarding our customer, 1006 Congress Street LLC, and its site plan permit application and planned renovation to 1006 Congress Street.

Camden National Bank has an extensive commercial lending relationship with the principals of 1006 Congress Street LLC. We have provided financing for several of their projects in Portland and the surrounding communities. They have always managed their financial obligations to the Bank in a fully satisfactory manner and we continue to seek opportunities to expand our commercial lending relationship with them. We believe the owner has the construction management skills, property management skills, and financial capacity to successfully implement its plans for the project.

Please do not hesitate to contact me if you have any further questions or would like to discuss in greater detail.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mark Stasium", with a long horizontal flourish extending to the right.

Mark Stasium  
Senior Vice President



## TECHNICAL CAPABILITY

---

The applicant has retained a highly-qualified team of professionals to undertake planning, permitting and design tasks on this project. Services will be provided by the following companies and their respective team leaders:

|                       |                                                                                                                                                                                                           |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Civil Engineer</i> | Darrin Stairs, P.E.<br>Stantec<br>482 Payne Road<br>Scarborough, ME 04074<br>(207) 887-3406– Work (207) 883-3355 – Fax<br><a href="mailto:Darrin.stairs@stantec.com">Darrin.stairs@stantec.com</a>        |
| <i>Architect</i>      | Katherine Detmer<br>Archetype, PA<br>48 Wharf Street<br>Portland, ME 04101<br>(207) 772-6022 – Work (207) 772-4056 – Fax<br><a href="mailto:detmer@archetypepa.com">detmer@archetypepa.com</a>            |
| <i>Surveyor</i>       | Ellen Brewer<br>Owen Haskell, Inc.<br>390 US Route 1, Unit 10<br>Falmouth, ME 04105<br>(207) 774-0424 – Work (207) 774-0511 – Fax<br><a href="mailto:ebrewer@owenhaskell.com">ebrewer@owenhaskell.com</a> |
| <i>Structural</i>     | Matthew Miller, PE<br>M2 Structural Engineering PC<br>23 Thornbury Way<br>Windham, ME 04062<br>(201) 892-0983<br><a href="mailto:matt@m2se.com">matt@m2se.com</a>                                         |

The team of consultants retained has expertise and experience in the design of similar commercial projects. Resumes of key personnel for development team can be provided upon request.



## ENVIRONMENTAL AND STORMWATER

---

The following statements are provided in accordance with the submission checklist and Section 14-526 of the ordinance.

### **(b) Environmental Quality Standards**

#### ***Water Quality, Stormwater Management and Erosion Control (14-526 (b) 3 a)***

- *Stormwater report in compliance with Section 5 of Technical Manual and DEP Chapter 500 stormwater for basic, general and flooding standards, as applicable*
- *Erosion control plan and measures*
- *Evidence of compliance with Urban Impaired Stream Standards pursuant to DEP Chapter 500 stormwater, as applicable*
- *Subsurface sanitary sewage disposal and groundwater protection*

#### **3. Water Quality, Stormwater Management and Erosion Control:**

##### ***a. Stormwater:***

- (i) Any stormwater draining onto or across the lot in its pre-improvement state will not be impeded or re-directed so as to create ponding on, or flooding of, adjacent lots.
- (ii) Not applicable – no drainage is directed on to adjacent lots.
- (iii) Not applicable – no drainage is directed onto City owned lots.
- (iv) The site will increase impervious area slightly; by 2,785 square feet. We are not aware of any conveyance issues in the City's closed drainage system that would be impacted by the very slight increase in rate and volume of stormwater.

##### ***b. Basic, general and flooding standards:***

This project will meet the basic standards, and will provide water quality measures with treatment catch basins.

##### ***c. Not applicable – not located within an Urban Impaired watershed.***

##### ***d. Not applicable.***

##### ***e. Construction at the site will be required to follow Local, State and Federal regulations and will be undertaken under the supervision of a suitably qualified environmental professional. Post-construction activities at the site do not pose a risk of groundwater contamination.***

##### ***f. The project will be connected to the public sanitary sewer system which is adequately sized for the anticipated project flows.***

## ENVIRONMENTAL AND LANDSCAPE FEATURES

---

The following statements are provided in accordance with the Section 14-526 of the ordinance.

### **(b) Environmental Quality Standards**

#### ***Preservation of Significant Natural Features (14-526 (b) 1), if applicable***

- *Trees, plants, habitats listed on State or Federal list of endangered or threatened*
- *High and moderate value waterfowl and wading habitat*
- *Aquifers on Casco Bay Islands*
- *Waterbodies (including wetlands, watercourses, significant vernal pools and floodplains)*
- *Proposed preservation areas and protection measures*
- *Documentation from environmental consultants, determinations from applicable state agencies*

#### *1. Preservation of Significant Natural Features:*

- The site contains no significant natural features therefore this standard is not applicable.

#### ***Landscaping and Landscape Preservation (14-526 (b) 2 a)***

- *Limit disturbance or removal of trees*
- *Preservation of trees and preservation within required zoning setbacks (Technical Manual, Section 4)*
- *Protection measures of existing vegetation during construction*
- *Protection measures within Shoreland Zone, if applicable*

#### *2. Landscaping and Landscape Prevention:*

##### *a. Landscape Preservation.*

- (i) Not applicable - there are no existing trees on this site.
- (ii) Not applicable - there are no existing trees on this site.
- (iii) Not applicable - there are no existing trees on this site.
- (iv) Not applicable - this project is not in the Shoreland Zone.

#### ***Landscaping and Landscape Preservation (14-526 (b) 2 b i)***

- a. Screening and buffering of service areas and between non-residential and residential uses*
- b. Planting plans with plant schedule and sizes*

#### *2. Landscaping and Landscape Prevention:*

##### *b. Site Landscaping:*

##### *(i) Landscaped Buffers:*

- (a) Not applicable – there are no loading or service areas, dumpsters, storage areas, or utility structures proposed.

- (b) A landscape plan has been included in the submittal that identifies the required understory plantings.
- (c) Not applicable – not in an Industrial or Commercial Zone
- (d) Not applicable – there are no identified detrimental impacts from surrounding development that require screening

***Landscaping and Landscape Preservation (14-526 (b) 2 b ii)***

**Parking Lot Landscaping, if applicable**

- *Landscaped islands within parking areas (Technical Manual, Section 4)*
2. *Landscaping and Landscape Preservation:*
- a. *Site Landscaping.*
    - (ii) *Parking Lot Landscaping:*
      - a) thru d) Parking lot and area landscaping are shown on the landscape plan.

***Street Trees (14-526 (b) 2 b iii)***

- *Existing Heritage or Feature Trees on site and measures to preserve*
  - *Identify street trees on the plan meeting the site plan and Technical Manual standards (Section 4) or identify alternative measures, if applicable*
2. *Landscaping and Landscape Preservation:*
- b. *Site Landscaping.*
    - (iii) *Street Trees:*
      - (a) There are no heritage or feature trees located on the property. A landscape plan has been provided.

## **PUBLIC INFRASTRUCTURE AND SAFETY**

---

The following statements are provided in accordance with the submission and Section 14-526 of the ordinance.

### **(c) Public Infrastructure and Community Safety Standards.**

#### **Consistency with City Master Plans (14-526 (c) 1)**

- *Identify consistency with Master plans*
- *Proposed easements, rights and improvements to connect or continue off-premises public infrastructure, as applicable*

#### **1. Consistency with City Master Plans:**

- a. The project has been designed to be consistent with the City's Zoning Ordinance and off-site infrastructure plans.
- b. There are no easement or rights required to connect to off-premises infrastructure. All infrastructure is available in adjacent public right of way. Proposed connections are indicated on the attached plans.

#### **Public Safety and Fire Prevention (14-526 (c) 2)**

- *Address Crime Prevention through Environmental Design (CPTED) (Technical Manual, Section 3)*
- *Emergency vehicle access*
- *Address consistency with public safety standards (Technical Manual, Section 3)*
- *Submit a code summary referring NFPA 1 and all Fire Department standards (Technical Manual, Section 3) – Fire Checklist*

#### **2. Public Safety and Fire Prevention:**

- a. The site has been designed to promote a safe and welcoming residential and commercial environment.
- b. The site provides access from Congress Street and Westfield Street for emergency vehicles.
- c. Fire hydrants are located adjacent to the property along the existing streets.

#### **Availability and Adequacy of Public Utilities (14-526 (c) 3) (Technical Manual, Sections 2 & 9)**

- *Electrical services, including providing underground services*
- *Identify existing and proposed connections for public utilities and required public utility upgrades*
- *Sewer line connections are required, if there is a main within 200 feet*
- *Proposed solid waste management facilities on-site and management for the site*
- *Written evidence of the ability to serve from utility companies, as applicable*

- a. The Applicant is securing letters from the applicable utilities stating their ability to serve the site.
- b. Not applicable. No new electrical service is anticipated. If an upgrade is required, it is assumed it will be aerial as the existing service is.
- c. All utility infrastructure will meet the provisions of the Technical Manual.
- d. The project will continue to utilize the existing service connection to the public sewer system within Congress Street.
- e. Any new sewer and stormwater infrastructure will meet City standards.
- f. An exterior solid waste collection and storage area is not proposed for this development.

Ability to serve letters will be forwarded to the planning office upon receipt.



December 17, 2018

**Division Chief Mike Thompson**

City of Portland Fire Department  
380 Congress Street  
Portland, Maine 04101

**Subject: 1006 Congress Street  
Fire Safety Checklist**

Dear Chief Thompson:

In accordance with instructions in the City's Level III Site Plan and Subdivision Review packet, please find enclosed the drawings necessary for your review of the proposed building renovation to include 9 residential units and a 1,385 SF café at 1006 Congress Street. We have listed each item in your checklist below, followed by our response.

1. *Name, address, telephone number of applicant.*

1006 Congress Street, LLC  
Attn: Jennifer Packard  
33 McAlister Farm Road  
Portland, ME 04103

2. *Name, address, telephone number of architect/contractor.*

Archetype  
48 Union Wharf  
Portland, ME 04101  
207.772.6022  
Attn: Katherine Detmer

3. *Proposed uses of any structures (NFPA and IBC classification).*

| Building  | IBC Code       | NFPA Code                                                             | Sprinkler                                  |
|-----------|----------------|-----------------------------------------------------------------------|--------------------------------------------|
| Mixed Use | R-2,<br>B, S-1 | Storage – low hazard apartment<br>Business – restaurant <50 occupants | Pending – will be<br>available with permit |

\*Systems designed to meet NFPA

4. *Square footage of all structures (total and per story).*

| Building     | Footprint Area (SF) |
|--------------|---------------------|
| First Floor  | 7,139               |
| Second Floor | 7,139               |
| <b>Total</b> | <b>14,278</b>       |



Chief Thompson  
December 17, 2018  
Page 2

5. *Elevation of all structures.*

Architectural building elevations accompany this letter and they show the various locations of door openings, etc. around the building perimeter.

6. *Proposed fire protection of all structures.*

The existing building has service but no feeds. The future permit will include a full sprinkler system.

7. *Hydrant locations.*

There is a fire hydrant on directly across Congress Street opposite the project site less than 100 feet from the building, and a second one located on Westfield Street, approximately 100 feet from the building.

8. *Water main(s) size and location.*

The site will continue to be served by an existing 6" sprinkler service that is teed from the existing 8" water main in Westfield Street. The building will have an automatic sprinkler system.

9. *Access to all structures (min. 2 sides).*

The accompanying site plan depicts the site's access conditions that include access to two or more sides of the buildings.

10. *A code summary shall be included referencing NFPA 1 and all fire department technical standards.*

**NFPA 1 – Chapter 18 Fire Department Access and Water Supply**

18.2 *Fire Department Access:*

The building can be directly accessed from Congress and Westfield.

Per NFPA 1 – Chapter 18.2.3.2.2.1, all first story floors are located not more than 450 ft. from a Fire Department access road.

**City of Portland Technical Manual – Section 3 Public Safety**

3.4.1 *Every dead-end roadway more than one hundred fifty (150') feet in length shall provide a turnaround at the closed end. Turnarounds shall be designed to facilitate future street connectivity and shall always be designed to the right (refer to Figure I-5).*

Supporting Evidence: Not applicable.



Chief Thompson  
December 17, 2018  
Page 3

*3.4.2 Where possible, developments shall provide access for Fire Department vehicles to at least two sides of all structures. Access may be from streets, access roads, emergency access lanes, or parking areas.*

Supporting Evidence: As depicted on the Site Plan, the proposed building layout provides for a minimum access to two side of the structure.

*3.4.3 Building setbacks, where required by zoning, shall be adequate to allow for emergency vehicle access and related emergency response activities and shall be evaluated based on the following factors:*

- *Building Height.*
- *Building Occupancy.*
- *Construction Type.*
- *Impediments to the Structures.*
- *Safety Features Provided.*

Supporting Evidence: The attached site plan shows that there is safe and efficient access along the public streets for emergency vehicles.

*3.4.4. Fire Dept. access roads shall extend to within 50' of an exterior door providing access to the interior of the structure.*

Supporting Evidence: The building is located on the corner of Congress and Westfield Streets and exterior doors are within 50 feet of the streets.

*3.4.5. Site access shall provide a minimum of nine (9) feet clearance height to accommodate ambulance access.*

Supporting Evidence: A minimum of 9 feet vertical clearance will be provided below any overhead signage or utilities entering the site.

*3.4.6. Elevators shall be sized to accommodate an 80 x 24-inch stretcher.*

Supporting Evidence: Not Applicable (no elevator required).

*3.4.7. All structures are required to display the assigned street number. Numbers shall be clearly visible from the public right of way.*

Supporting Evidence: Currently, the project location is 1006 Congress Street. The applicant will work with the City's Public Services Division to confirm that this will remain the street address to meet City standards.





Chief Thompson  
December 17, 2018  
Page 4

If you need any further information regarding this review, please contact our office.

Regards,

**STANTEC CONSULTING SERVICES INC.**

Darrin Stairs, P.E.  
Project Manager  
Tel: 207-887-3406  
[darrin.stairs@stantec.com](mailto:darrin.stairs@stantec.com)

Attachment

c: Planning Authority

V:\2108\active\210801661\civil\admin\permitting\local\level\_III\_site plan\lfr\_thompson\_fire\_20181203.docx



December 17, 2018

Mr. Brad Roland, PE  
City of Portland Public Works  
55 Portland Street  
Portland, Maine 04104-3553

**Subject: Proposed Building Reuse  
1006 Congress Street  
Request for Ability to Serve Letter**

Dear Brad:

Our office is working as a consultant in the site planning and permitting associated with the proposed reuse of a 17,197 SF building at 1006 Congress Street in Portland, ME. The site is identified as Lot 22 on Tax Map 76, Block A and is currently located in the B-2 Community Business Zone. We would like to verify the City's wastewater division has ability to provide wastewater capacity for the project and to determine any impact fees. The applicant is proposing to construct nine two-bedroom units of apartment rental housing and a 1,400 SF café on a 0.45-acre parcel. We expect that the existing sanitary sewer service connection will remain in place to serve this renovated building space.

The projected water use for the residential use, using Table 4A of Section 4.E.2 of the Maine Subsurface Wastewater Disposal Rules is as follows:

| Multi-Family Dwellings |         |     |                   |
|------------------------|---------|-----|-------------------|
| Unit Type              | # Units | GPD | Design Flow (GPD) |
| 2 Bedroom              | 9       | 180 | 1,620             |
| Total                  |         |     | 1,620             |

For the 1,385 SF café use, Table 4A of the Maine Subsurface Wastewater Disposal Rules estimate the following for "Eating place, paper service": 7 gpd per seat plus 12 gpd/employee. Assuming six employees per day, and 30 seats, the following flow is estimated for the restaurant use:

| Restaurant (Café) use |         |     |                   |
|-----------------------|---------|-----|-------------------|
| Unit Type             | # units | GPD | Design Flow (GPD) |
| Seats                 | 30      | 7   | 210               |
| Employees             | 6       | 12  | 72                |
| Total                 |         |     | 282               |



Mr. Brad Roland  
December 17, 2018  
Page 2

Based on this amount of flow, we trust that the existing sanitary sewer system has adequate capacity to serve this project.

If you have any questions regarding this request, please do not hesitate to our office.

Sincerely,

**STANTEC CONSULTING SERVICES INC.**

Darrin Stairs, PE  
Project Manager  
Phone: (207) 887-3406  
Darrin.stairs@stantec.com

Attachment: Wastewater Application

v:\2108\active\210801661\civil\admin\working\_documents\utilities\wastewater\abs\_ww\_roland\_20181203.docx

# CITY OF PORTLAND WASTEWATER CAPACITY APPLICATION

Portland Dept. of Public Works -  
Water Resources  
55 Portland Street,  
Portland, Maine 04101-2991



Bradley Roland, P.E.  
Water Resources Division  
Department of Public Works  
55 Portland Street  
Portland, ME 04103

Date: 12/03/2018

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

Site Address: 1006 Congress Street

Chart Block Lot Number: \_\_\_\_\_

Proposed Use: Residential/Restaurant

Previous Use: Vacant - Church Previously

Existing Sanitary Flows: \_\_\_\_\_ GPD

Existing Process Flows: - 0 - GPD

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

Site Category | Commercial (see part 4 below)  
Industrial (complete part 5 below)  
Governmental  
Residential  
Other (specify)

|   |
|---|
| X |
|   |
|   |
| X |
|   |

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

## 2. Please, Submit Contact Information.

City Planner's Name: Barbara Barhydt Phone: \_\_\_\_\_

Owner/Developer Name: 1006 Congress Street LLC

Owner/Developer Address: 33 McAlister Farm Road - Jen Packard

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Engineering Consultant Name: Darrin Stairs, PE - Stantec

Engineering Consultant Address: 482 Payne Road - Scarborough, ME 04074

Phone: 207.887.3406 Fax: 207.883.3376 E-mail: darrin.stairs@stantec.com

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

## 3. Please, Submit Domestic Wastewater Design Flow Calculations.

Estimated Domestic Wastewater Flow Generated: \_\_\_\_\_ GPD

Peaking Factor/ Peak Times: State of Maine Subsurface Wastewater Disposal Rules

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

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

#### **4. Please, Submit External Grease Interceptor Calculations.**

Total Drainage Fixture Unit (DFU) Values:

- Not Applicable -

Size of External Grease Interceptor:

Retention Time:

Peaking Factor/ Peak Times:

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

#### **5. Please, Submit Industrial Process Wastewater Flow Calculations**

Estimated Industrial Process Wastewater Flows Generated:

- Not Applicable - GPD

Do you currently hold Federal or State discharge permits?

Yes ☐ No ☐

Is the process wastewater termed categorical under CFR 40?

Yes ☐ No ☐

OSHA Standard Industrial Code (SIC):

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

Peaking Factor/Peak Process Times:

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

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

## TRANSPORTATION

---

The following statements are provided in accordance with the Section 14-526 of the ordinance.

### **TRANSPORTATION**

#### ***Transportation Analysis – Traffic Impact (14-526 (a) 1)***

- *Provisions for pedestrian, bicycle, vehicle, and loading circulation and incremental volume of traffic impacts*
- *Traffic Impact Study (Technical Manual, Section 1, if applicable)*

#### ***1. Impact on Surrounding Street Systems:***

The surrounding street system consists of Congress Street and Westfield Street. The proposed use is considered consistent with the zoning and objectives identified in various City reports; therefore, we believe it results in no significant impact to the surrounding street system. There will be one primary driveway into the site from Westfield Street. There will be a second “exit-only” access will be onto Congress Street. Sight distance on Westfield Street will be to the stop controlled intersection on Congress to the right (approximately 125 feet) and to end of Westfield Street to the left (approximately 200 feet). Sight distance exiting onto Congress Street will be over 400 feet to the left and approximately 300 feet to the right.

#### ***Access and Circulation (14-526 (a) 2 a)***

- *Access and internal circulation, addressing ADA access*
- *Access and egress impacts on traffic flows*
- *Description and use of drive-up features, if applicable*

#### ***2. Access and Circulation:***

##### ***a. Site Access and Circulation.***

- (i) Vehicular access to the site is primarily provided from Westfield Street, with a second “exit-only” access provided onto Congress Street.
- (ii) We believe the primary point of access will not conflict with any turning movements on Westfield or Congress Streets or the existing traffic flows on nearby streets.
- (iii) There are no drive through features proposed.

#### ***Loading and Servicing (14-526 (a) 2 b)***

- *Loading and servicing needs, route and travel way geometrics for deliveries*
- *Turning templates for delivery vehicles, if applicable*

#### ***2. Access and Circulation:***

##### ***b. Loading and Servicing:***

- (i) Adequate provisions are made at the site for periodic loading from panel trucks to service the proposed uses. Westfield Street and the access driveway will provide adequate areas for servicing and loading vehicles. Larger delivery vehicle access is not required for the new building.

### **Sidewalks (14-526 (a) 2 c)**

- *Sidewalks and condition along street frontages and internal walkways*
  - *Engineered details for ADA ramps and public sidewalk details meeting sidewalk materials policy and ADA ramp construction details as applicable (Technical Manual, Section 1)*
2. *Access and Circulation:*
- c. *Sidewalks:*
- (i) The project has a brick sidewalk along Congress Street which will remain. A waiver has been requested for the addition of sidewalk along the Westfield Street frontage, as there are on-going discussions with Portland Trails about creating a "shared use" connection on Westfield Street as part of the Fore River Parkway Trail access.
  - (ii) The sidewalk along Congress Street is in standard condition
  - (iii) Internal walkways on the site will connect from the parking areas to the building entrances and to the adjacent public walkways

### **Public Transit (14-526 (a) 3), if applicable**

- *Existing available transit services*
  - *Proposed site plan design details, such as easement, pad base, and shelter*
3. *Public Transit Access.*
- a. The development is proposed along an existing public transit route (Route 1). There is an existing METRO stop located at the corner of Congress Street and Frederic Street which is approximately 350 feet from the site. This development is for less than 20 units dwelling units and therefore does not meet the threshold requiring the construction of a transit facility.

### **Off-Street Parking: Vehicle & Motorcycle/Scooter (14-526 (a) 4 a and c)**

- *Expected parking demand, proposed parking supply, ADA parking, and applicable Zoning Requirements*
  - *Address Technical Manual standards (Section 1) for curb cut separation and parking lot layout and locate on site plan*
4. *Parking.*
- a. *Location and Required Number of Vehicle Parking Spaces.*
- i. Off-street parking has been provided in compliance with applicable zoning requirements:  
Residential – One space per unit: 9 units = 9 spaces  
Restaurant – One space per 150 SF dining area = 1,000 SF/150 SF = 7 spaces  
Total off-street parking spaces required = 16 spaces  
Total off-street parking spaces provided = 18 spaces

- ii. Parking aisles and dimensions will meet the applicable standards.
  - iii. All new surface parking shall be paved.
- c. *Motorcycles and Scooter Parking.*
- i. Off-street parking will be provided on site. The Applicant is proposing to provide 18 parking spaces on the site, which is two spaces in excess of the amount required under City code for the proposed uses. The site plan has been developed to allow safe passage and parking for motorcycles and scooters.

**Bicycle Parking (14-526 (a) 4 b)**

- Address bicycle parking requirements and identify locations on-site
- Construction details for bike racks (Technical Manual, Section 1)

4. *Parking.*

b. *Location and Required Number of Bicycle Parking Spaces.*

- i. *Bicycle Parking has been provided in accordance with the ordinance.*

Residential – Two spaces per every 5 dwelling units = 4 spaces

Total bicycle parking spaces provided = 4 spaces

**Snow Storage (14-526 (a) 4 d)**

- Management plan for snow removal and locate snow storage areas on plans

4. *Parking.*

d. *Snow Storage.*

- i. Some snow storage will be provided on the site (this will suffice for small storm events and temporary storage only).
- ii. Snow removal and off-site disposal may be required for this site. The applicant will contract with a local snow removal company to perform these services.

**Traffic Demand Management (TDM) (14-526 (a) 5), if applicable**

- Develop TDM with Trip Reduction Targets and Strategies

5. *Transportation Demand Management (TDM).*

- a. A Transportation Demand Management (TDM) Plan is not required for this project.



**From:** Brian Johnson  
**To:** [Keef, Sandi](#)  
**Subject:** RE: 1006 Congress Street - Request for Ability to Serve (SR: 406274)  
**Date:** Tuesday, February 26, 2019 3:16:16 PM

---

Hi Sandi,

We can confirm that there are 8" water mains in both Congress Street and Westfield Street, that have the capacity to serve new development at 1006 Congress Street - Portland. For us to issue an ability to serve determination letter for this project we will need to review the fixture count and utility plans.

Have a great day,

**Brian Johnson**

**MEANS Group**

Main Extensions and New Services

***Portland Water District***

225 Douglass Street

Portland, ME 04104-3553

P:(207)774-5961 Ext. 3199

F:(207)761-8307

[MEANS@pwd.org](mailto:MEANS@pwd.org)

**Brian Johnson**  
**Asset Management Technician**  
Portland Water District  
Phone: 207-774-5961 x3947  
E-mail: [brianjohnson@pwd.org](mailto:brianjohnson@pwd.org)  
<http://www.pwd.org>

---

**From:** Keef, Sandi <[Sandi.Keef@stantec.com](mailto:Sandi.Keef@stantec.com)>  
**Sent:** Tuesday, February 26, 2019 1:10 PM  
**To:** AMaP MEANS <[means@pwd.org](mailto:means@pwd.org)>  
**Subject:** RE: 1006 Congress Street - Request for Ability to Serve

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Thank you we will complete the fixture count as the design moves forward and continue working with the engineer. At this time however we need to submit a letter or email statement confirming that service is available to the project site and can be provided. This is to satisfy the condition from the City of Portland's site plan application.

**Sandi Keef**  
Technical Assistant

Direct: 207 887-3499  
Fax: 207 879-0896  
[Sandi.Keef@stantec.com](mailto:Sandi.Keef@stantec.com)

Stantec  
482 Payne Road Scarborough Court  
Scarborough ME 04074-8929



The content of this email is the confidential property of Stantec and should not be copied, modified, retransmitted, or used for any purpose except with Stantec's written authorization. If you are not the intended recipient, please delete all copies and notify us immediately.

**From:** Kathryn Rodriguez <[krodriguez@pwd.org](mailto:krodriguez@pwd.org)> **On Behalf Of** AMaP MEANS

**Sent:** Friday, February 08, 2019 2:15 PM

**To:** Keef, Sandi <[Sandi.Keef@stantec.com](mailto:Sandi.Keef@stantec.com)>

**Subject:** RE: 1006 Congress Street - Request for Ability to Serve

Good Afternoon Sandi,

I am attaching a fixture count worksheet. We will need to have this filled out for the he engineers to find the peak flow information, in order to verify that the service will be adequate to serve your project. You need only complete the cells highlighted in blue.

Our engineer will complete the remainder of the calculations and once the review has been completed, he will reach out to you with any further steps that will be required.

As always, please feel free to contact us in the meantime with any further questions.

Thank you and have a great afternoon.

**Kathryn Rodriguez**

**MEANS Group**

Main Extensions and New Services

***Portland Water District***

225 Douglass Street

Portland, ME 04104-3553

P:(207)774-5961 Ext. 3199

F:(207)761-8307

[MEANS@pwd.org](mailto:MEANS@pwd.org)

**Kathryn Rodriguez**  
**Asset Management Technician**  
Portland Water District  
Phone: 207-774-5961 Ext. 3097  
E-mail: [krodriguez@pwd.org](mailto:krodriguez@pwd.org)  
<http://www.pwd.org>

---

**From:** Keef, Sandi [<mailto:Sandi.Keef@stantec.com>]  
**Sent:** Friday, February 08, 2019 11:46 AM  
**To:** AMaP MEANS <[means@pwd.org](mailto:means@pwd.org)>  
**Cc:** Daniell, Celina <[Celina.Daniell@stantec.com](mailto:Celina.Daniell@stantec.com)>; Bushey, Stephen <[Stephen.Bushey@stantec.com](mailto:Stephen.Bushey@stantec.com)>  
**Subject:** 1006 Congress Street - Request for Ability to Serve

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Attached is a request for Ability to Serve for our project at 1006 Congress Street in Portland, Maine. If this request was already sent to you could you please forward along your response again?

**Sandi Keef**

Technical Assistant

Direct: 207 887-3499

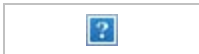
Fax: 207 879-0896

[Sandi.Keef@stantec.com](mailto:Sandi.Keef@stantec.com)

Stantec

482 Payne Road Scarborough Court

Scarborough ME 04074-8929



The content of this email is the confidential property of Stantec and should not be copied, modified, retransmitted, or used for any purpose except with Stantec's written authorization. If you are not the intended recipient, please delete all copies and notify us immediately.



1006 Congress St.

Portland



**PORTLAND WATER DISTRICT**  
**225 Douglass Street**  
**Portland, ME 04104**

**Scale** 0 12.5 25 50 75 100 Feet 1 inch = 50 feet

**Legend**

- |                |                       |                    |
|----------------|-----------------------|--------------------|
| ● Connection   | ⊕ Combined Service    | ● Private Hydrants |
| ● Air Valve    | ⊕ Domestic Service    | → Gravity          |
| ● Blow Off     | ⊕ Fire Service        | → Force            |
| ● By Pass      | ▲ Reducer             | ● Manhole          |
| ● Distribution | ▲ Hydrant             | ● CSO              |
| ● Transmission | ⊕ Meter Pits          |                    |
|                | — Shallow Water Main  |                    |
|                | — Deep Water Main     |                    |
|                | — Proposed Water Main |                    |



**Disclaimer:** This map is suitable for preliminary study and analysis and is based on PWD record information. PWD is not liable for any damages whatsoever resulting from inaccurate data or from errors made in the location and marking of its infrastructure.

Drawn By: KAR

Infrastructure Map

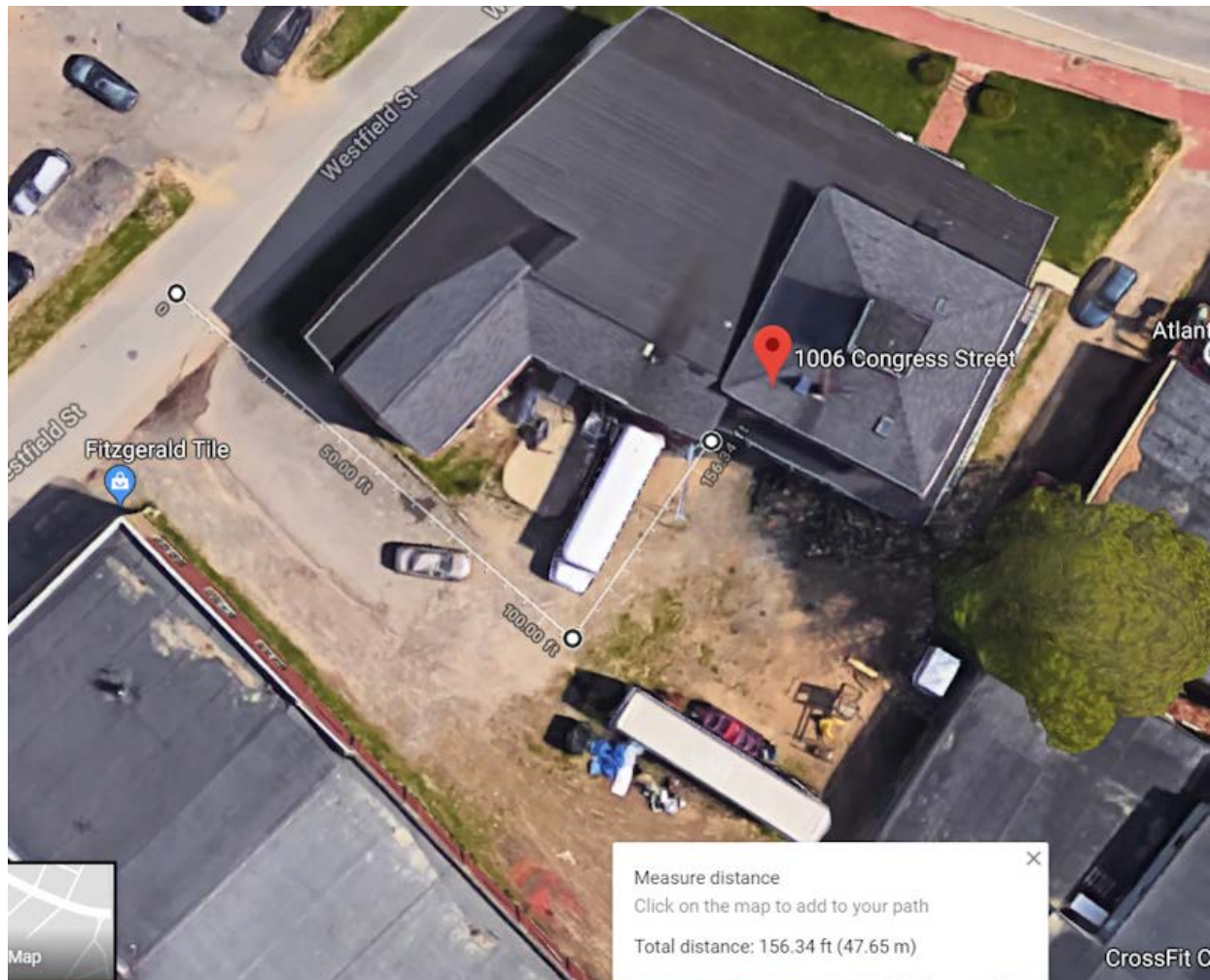
Scale: As Noted

Date: 9/18/2018

**From:** Carpenter, Scott  
**To:** [Keef, Sandi](#)  
**Cc:** [Daniell, Celina](#); [Bushey, Stephen](#)  
**Subject:** RE: 1006 Congress Street - Request for Ability to Serve  
**Date:** Monday, February 11, 2019 11:22:29 AM

---

Sandi, we ran a new service to this building last year. Please see below sketch with white depicting the route for the service and gas metering location. The maximum load that this service can support **as of today is 1,700 CFH**. The number is 437 CFH more than the 663 CFH existing load and 600 CFH potential future load that the customer had requested. The gas pressure as of 2019 is low pressure therefore there is **approximately 7" water column** available. Please note that our system capability and delivery pressure will change as customers are added to the system. When you have the gas load information, please send it to me so that we can review with our engineering department.



If you have any questions or if you need something more than this email, please contact me by email or by phone at 207-541-2543.

Thank you.  
Scott Carpenter  
Senior Business Development Representative



376 Riverside Industrial Parkway  
Portland, ME 04103  
Phone: (207) 541-2543  
Fax: (207) 541-2593

---

**From:** Keef, Sandi [mailto:Sandi.Keef@stantec.com]  
**Sent:** Friday, February 8, 2019 8:20 AM  
**To:** Carpenter, Scott  
**Cc:** Daniell, Celina; Bushey, Stephen  
**Subject:** 1006 Congress Street - Request for Ability to Serve

Mimecast Attachment Protection has deemed this file to be safe, but always exercise caution when opening files.

---

Hi Scott,

Attached is a request for Ability to Serve for our project at 1006 Congress Street in Portland, Maine. If this request was already sent to you could you please forward along your response again?

Thank you,

**Sandi Keef**

Technical Assistant

Direct: 207 887-3499

Fax: 207 879-0896

[Sandi.Keef@stantec.com](mailto:Sandi.Keef@stantec.com)

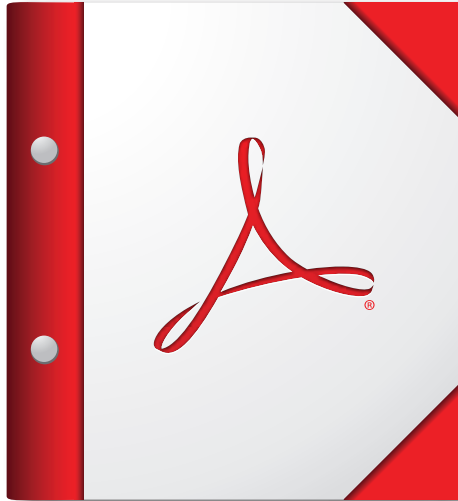
Stantec

482 Payne Road Scarborough Court

Scarborough ME 04074-8929



The content of this email is the confidential property of Stantec and should not be copied, modified, retransmitted, or used for any purpose except with Stantec's written authorization. If you are not the intended recipient, please delete all copies and notify us immediately.



**For the best experience, open this PDF portfolio in  
Acrobat X or Adobe Reader X, or later.**

**Get Adobe Reader Now!**



Christopher C. Branch, P.E.  
Director of Public Works

Date: March 13, 2019 Revised July 9, 2020

Re: Wastewater Capacity Authorization

Address: 1006 Congress Street

Applicant: 1006 Congress Street – LLC

Planner: James Dealaman

Anticipated Wastewater Flow:

| Estimate of Anticipated Design Flows                                                       |           |                 |                          |                       |
|--------------------------------------------------------------------------------------------|-----------|-----------------|--------------------------|-----------------------|
| Development                                                                                | Unit Size | Number of Units | Gallons per Day per Unit | Total Gallons per Day |
| <b>Existing flow to be removed</b>                                                         |           |                 |                          |                       |
| Vacant – Church                                                                            |           |                 |                          | 0                     |
| <b>Proposed flow</b>                                                                       |           |                 |                          |                       |
| Multiple Family Dwelling Units                                                             | 1-Bedroom | 15              | 120                      | 1800                  |
| Multiple Family Dwelling Units                                                             | 2-Bedroom | 1               | 180                      | 180                   |
| <b>Net Change</b>                                                                          |           |                 |                          | <b>+ 1980</b>         |
| *Values based on STATE OF MAINE: SUBSURFACE WASTEWATER DISPOSAL RULES, most recent edition |           |                 |                          |                       |

Comments:

The Department of Public Works, which includes the Water Resource Division, have reviewed and determined that the downstream sewers from the project address have the capacity to convey the estimated dry weather wastewater flows which will be generated from this development.

You are reminded that the sewers you are proposing to connect into convey both sanitary and stormwater (Combined Sewer) and therefore a backflow preventer is suggested.

If the City can be of further assistance, please contact me at all 874-8840 or [brad@portlandmaine.gov](mailto:brad@portlandmaine.gov)

Sincerely,  
CITY OF PORTLAND

Bradley A. Roland, P.E.  
Senior Project Engineer



I, Celina Daniell, of Stantec, hereby certify that a Neighborhood Meeting was held on Thursday, June 11, 2020 at 4:30 P.M. via Zoom Videoconference for the proposed project located at 1006 Congress Street, Portland, Maine.

I also certify that on June 1, 2020 (which is at least ten (10) days prior to the Neighborhood Meeting) invitations were mailed to the following:

1. All addresses on the mailing list provided by the Planning Division which includes property owners within 500 feet of the proposed development or within 1,000 feet of a proposed industrial subdivision or industrial zone change.
2. Residents on the "interested parties" list.

Signed,



Celina M. Daniell

June 23, 2020

Date

Attached to this certification are:

1. Copy of the invitation sent
2. Meeting minutes

May 26, 2020

**Revised June 1, 2020 - PLEASE SEE DATE CHANGE**

Dear Neighbor:

Please join us for a Neighborhood Meeting via Zoom to discuss proposed renovations of the existing Captain's House Building and property at 1006 Congress Street (Tax map 076, lot A022) in Portland, Maine. The project includes interior renovations to include 16 residential units along with exterior parking and ancillary site improvements including walkways, drainage, and landscaping. Pursuant to the City of Portland's COVID guidelines, this meeting is to be held by video conference.

**Meeting Location:**      **Zoom Meeting**  
<https://us02web.zoom.us/j/83143067300?pwd=VUVQR0phOUNSTTBwaE9jeEpiOVZLZz09>  
Meeting ID: 831 4306 7300  
Password: 483444

Dial in:

Find your local number: <https://us02web.zoom.us/u/kdHbj6fvj7>

+1 929 205 6099 US (New York)

Meeting ID: 831 4306 7300

Password: 4 83444

**Meeting Date:**      **June 11<sup>th</sup>**

**Meeting Time:**      **4:30 PM**

The City Code requires that property owners within 500 feet (except notices must be sent to property owners within 1,000 feet for industrial zoning map amendments and industrial subdivisions) of the proposed development and residents on an "interested parties list", be invited to participate in a neighborhood meeting. A sign-in sheet will be circulated and minutes of the meeting will be taken. Both the sign-in sheet and minutes will be submitted to the Planning Board. The meeting will last no more than 30-45 minutes.

If you have any questions, please feel free to contact Celina Daniell 207.772.2515 x294.

Sincerely,

**GORRILL PALMER**

*Celina Daniell*

Celina Daniell

[cdaniell@gorrillpalmer.com](mailto:cdaniell@gorrillpalmer.com)

*Note: Under Section 14-32(C) and 14-525 of the City Code of Ordinances, an applicant for a Level III development, subdivision of over five lots/units, or zone change is required to hold a neighborhood meeting within three weeks of submitting a preliminary application or two weeks of submitting a final site plan application, if a preliminary plan was not submitted. The neighborhood meeting must be held at least seven days prior to the Planning Board public hearing on the proposal. Should you wish to offer additional comments on this proposed development, you may contact the Planning Division at 874-8721 or send written correspondence to the Planning and Urban Development Department, Planning Division 4th Floor, 389 Congress Street, Portland, ME 04101.*

U:\3552\_1006 Congress Street Portland\IP Applications\Local\Neighborhood Meeting\Meeting Notice\_1006 Congress\_05.27.2020.docx

---

## MEETING MINUTES

---

**Project:** 1006 Congress Street, Portland, Maine

**Job #:** 3552

**Date:** June 11, 2020– 4:30 PM

**Location:** Zoom Video Conference

**Subject:** Neighborhood Meeting

**Attendees:** Steve Bushey – Gorrill Palmer  
Jen Packard – PK Realty  
Rich gill – PK Realty  
Celina Daniell – Gorrill Palmer

---

In accordance with the City of Portland Planning Board Requirements, a Neighborhood Meeting was scheduled to discuss the proposed renovation of an existing 19,799 SF building for residential use.

The meeting was held on Thursday, June 11, 2020 at 4:30 PM via Zoom Conferencing and Steve Bushey, PE and Celina Daniell, representatives from Gorrill Palmer were available on via Zoom from 4:20 PM–5:00 PM. 0 members of the public attended the meeting.

## SITE DESIGN

---

The following statements are provided in accordance with the submission and Section 14-526 of the ordinance.

### **(d) Site Design Standards.**

#### **Massing, Ventilations and Wind Impact (14-526 (d) 1)**

- *Wind and ventilation impacts on adjoining structures and/or adjacent public spaces. Wind study, if applicable.*
- *Bulk, location or height impacts on adjoining structures*
- *Identify and locate HVAC equipment and venting away from public spaces and residential properties*
- *Identify screening and manufacturing specifications for noise, if applicable*

#### **1. Massing, Ventilation and Wind Impact:**

- a. The project proposes renovation of an existing building. The project will not result in any significant changes to the wind environment proximate to the site.
- b. The project proposes renovation of an existing building. It will not result in any significant impacts to abutting properties and is consistent with the abutting uses.
- c. HVAC venting, if necessary, will be directed through building roof top mounted units and will not impact any adjacent public spaces.

#### **Shadows (14-526 (d) 2), if applicable**

- *Shadow analysis of impacts on publicly accessible open space (Technical Manual, Section 11)*
- #### **2. Shadows:**
- a. The project proposes renovation of an existing building, and therefore there are not changes to existing solar access to abutting properties.

#### **Snow and Ice Loading (14-526 (d) 3)**

- *Building design to prevent snow and ice from loading or falling onto adjacent properties or public ways.*

#### **3. Snow and Ice Loading:**

The project proposes renovation of an existing building. There are no issues with snow and ice loading on adjacent properties.

#### **View Corridors (14-526 (d) 4), if applicable**

- *Protection of designated view corridors (Portland Design Manual, Appendix 1)*

4. *View Corridors:*

- a. The project proposes renovation of an existing building. No changes to view corridors are proposed.

**Historic Resources (14-526 (d) 5), if applicable**

- *Identify developments within Historic Districts or affecting Designated Landmarks*
- *Certificate of Appropriateness or other evidence*
- *Identify Developments within 100 feet of Historic Districts or affecting Designated Landmarks. Advisory HP review may be required*
- *Address preservation and documentation of Archaeological Resources*

5. *Historic Resources:*

- a. The development is not located in a historic district, historic landscape district or City designated landmark.
- b. The development is not located adjacent to or within 100 feet of a designated landmark, historic district, or historic landscape district.
- c. There are no known archaeological resources on the site

**Exterior Lighting (14-526 (d) 6)**

- *Cut sheets of on-site light fixtures and any architectural or specialty lights (Technical Manual, Section 12)*
- *Engineered details for any lights proposed in street right-of-way (Technical Manual, Section 10)*

6. *Exterior Lighting:*

a. *Site Lighting*

- (i) All exterior lighting at the site will be full cutoff with no light emitted above the horizontal plane, and in accordance with Section 12 of the Technical Manual.

b. *Architectural and Specialty Lighting*

- (i) Not applicable to the project.

c. *Street Lighting*

- (i) There are existing street lights along Congress Street.

**Noise and Vibration (14-526 (d) 7)**

- *Evidence of noise levels for equipment, such as equipment specifications, to demonstrate consistency with zoning requirements*

## 7. Noise and Vibration:

Project noise levels will be designed to meet the permitted standards within the zone. Equipment cut sheets can be provided upon request.

### **Signage and Wayfinding (14-526 (d) 8), if applicable**

- *Signage plan showing the location, dimensions, height and setback of all existing and proposed signs. Signs in Historic Districts are reviewed by Historic Preservation staff*
- *Proposed commercial and directional signage on site*

## 8. Signage and Wayfinding:

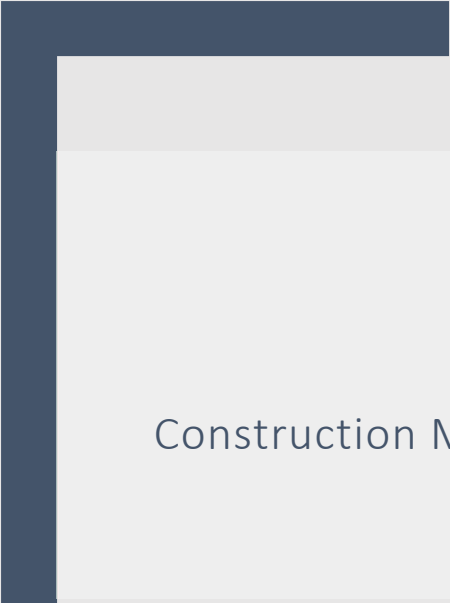
- a. All street and wayfinding signage shall meet the requirements of the Manual on Uniform Traffic Devices (MUTCD) and Division 22 of the City Code.
  - (i) The project is not located in a historic district or subject to Article IX.
  - (ii) Commercial signage is still being designed and subject to a condition of approval.
  - (iii) All street and wayfinding signage shall meet the requirements of the Manual on Uniform Traffic Devices (MUTCD) and Division 22 of the City Code.

### **Zone Related Design Standards (14-526 (d) 9)**

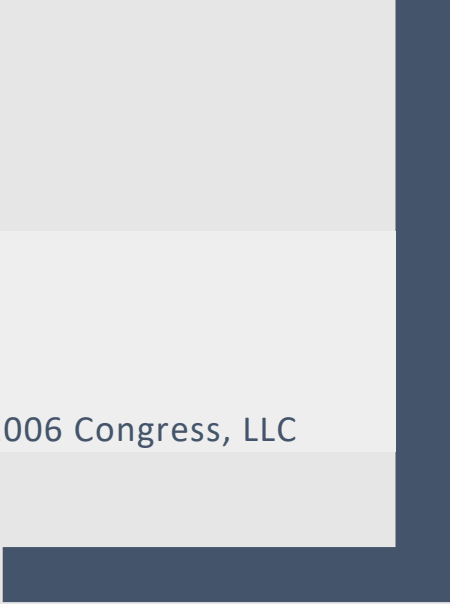
- Address Historic Preservation Design Review, if applicable
- Address any applicable design review standards by zone
- Address submission requirements from Design Manual, page 1, addressing neighborhood context
- Description of exterior materials, color, finish, and samples

## 9. Zoning Related Design Standards:

- a. Development in certain zones
  - (i.) Not applicable - The project is not located in any of the referenced zones.
  - (ii.) Not applicable - The project is not located in any of the RP zones.
  - (iii.) Not applicable – The existing building has no public portions of the building located on the public streets.
  - (iv.) Not Applicable – not in the USM overlay zone
  - (v.) thru (viii) Not applicable – not in any of the referenced zones



## Construction Management Plan



1006 Congress, LLC

# CONSTRUCTION MANAGEMENT PLAN

1006 Congress Street, Portland

1006 Congress Street, LLC c/o PK Realty Management Investments

## THE PROJECT

The 1006 Congress Street project consists of the renovation and/or modification of a former mixed-use building, to accommodate up to 16 residential units. The work will be completed in phases, beginning with ensuring operational mechanical systems, and as defined in submitted building permit applications.

This Construction Management Plan depicts the overall planning, coordination, and control of the construction site, from beginning to completion. The plan's intent is to support a safe construction site and protect the public safety, accessibility (including preserving accessible pedestrian, bicycle, and vehicular modes of transport throughout the city), and welfare during construction. In addition, the construction management plan shall minimize construction impacts in their duration and magnitude to the surrounding area and develop an effective communication process for resolving concerns and conflicts.

### 1. SCHEDULE

Construction will occur within one year of permit approval and is anticipated to be completed within twelve to fifteen months from the start of construction.

### 2. ACCESS

#### a. Main Entrance/Public ROW

All construction access is proposed to be routed through the Main Entry/Exit at Westfield Street via Congress. (See Exhibit A, Access, Delivery/Staging and Parking Areas).

Disruption to public walkways will be strictly avoided. The contractor shall provide a traffic management plan to the department for approval prior to any sidewalk and/or street closing and commencing work in the right-of-way. Every effort will be made to schedule any work within the Public Right-of-way during off-peak or evening hours.

#### b. Site and Truck Routes

Construction traffic will circulate from the Park Avenue and Congress Street. Access and egress will be from the Main Entry/Exit at Westfield via Congress Street, utilizing the Delivery and/or Staging Areas. (See Exhibit B, Site Routes and Exhibit C, Truck Routes)

The Side Entry/Exit from Congress Street will be utilized only when necessary, to avoid detrimental impact to Atlantic Hardwoods. (See Figure 1)



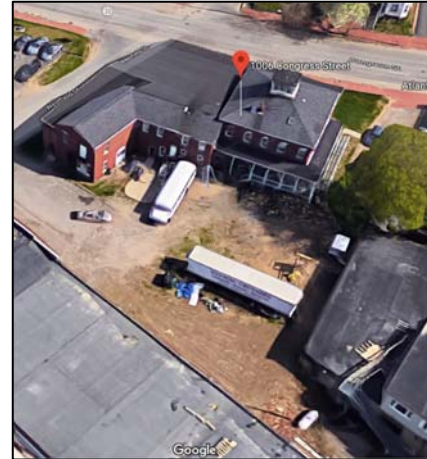
*Figure 1 Side Entry/Exit*



### c. Delivery/Staging Area

Material deliveries will be directed to the main Delivery/Staging Area off Westfield Street. Supplementary Staging Areas are provided on the adjacent property via a written agreement with 17 Westfield, LLC. (See Exhibit A, Access, Delivery/Staging and Parking Areas).

- On-site - On days when the construction activities require multiple truck deliveries, every attempt will be made to stagger the delivery schedules, avoiding impacts to traffic or tenant access.
- Off-Site - If adequate on-site area for holding of trucks is not available overflow parking will be provided at the adjacent 17 Westfield site, through a written agreement. Adequate on-site area for the holding of the trucks until they can be unloaded is assured.



## 3. PARKING DURING CONSTRUCTION

- All worker or delivery vehicles will be brought within the designated site boundaries, making every attempt to avoid queueing on public streets. (See Exhibit A, Access, Delivery/Staging and Parking Areas.)

## 4. ACCESSIBILITY

The proposed project at 1006 Congress Street is a primarily a renovation and rehabilitation effort. The residential units are not governed by ADA but are often governed by Fair Housing. However, the Fair Housing guidelines do not apply to buildings that were occupied before 1991. The International Building Code has accessibility standards, but these standards have been written out of the code in the state of Maine. There are no accessibility standards that apply to the private residential portion of the building.

## 5. UTILITIES

Should there be a need to modify existing utility infrastructure (Including connections to Water and Stormwater), the appropriate permitting will occur, and traffic control measures will be coordinated as directed by the City of Portland. All work performed in the Public ROW shall be done in accordance with the City's rules for Excavation activity in the Public ROW.

## 6. STORAGE

Construction materials will be stored as follows:

- Offsite – Storage container located at 17 Westfield, Portland, Maine per written agreement.
- Rear Loading Dock/Staging Area
- Basement Floor
- Construction Floor

## 7. ADMINISTRATION

Management during the construction period will be overseen by the following individuals/entities:

- Owner
  - 1006 Congress Street, LLC

Jennifer Packard, Principle  
207-388-8123 | [jp@pkrealtymgmt.com](mailto:jp@pkrealtymgmt.com)

- Administrative
  - PK Realty Management  
Rich Gill, Property Manager  
207-747-8985 | [rg@pkrealtymgmt.com](mailto:rg@pkrealtymgmt.com)
- Construction
  - Contractor to be determined – not yet selected

## 8. COMMUNICATION

Temporary construction signage and Tenant notifications will provide a 24-hour customer service line. This automated system will notify all responsible parties immediately via telephone, text and email.

- Customer Service - (866) 996-7573

## 9. CONSTRUCTION HOURS

Construction will occur during the hours specified in the approved building permit. All structures undergoing construction, alteration, or demolition operations, including those in underground locations, shall comply with NFPA 1 Chapter 16. *Safeguarding Construction, Alteration, and Demolition Operations.*

## 10. FIRE SAFETY PROGRAM

The 1006 Congress Street building complies with all Fire Safety code requirements.

- Fire Security
  - Cunningham Security  
Michael Major  
207-329-6111 [mmajor@cunninghamsecurity.com](mailto:mmajor@cunninghamsecurity.com)
- Designated Safety Monitor
  - PK Realty Management  
David Packard  
207-939-3130 [dp@pkrealtymgmt.com](mailto:dp@pkrealtymgmt.com)
- Site Inspections
  - Site Inspections will occur daily to ensure site is maintained in accordance with safety requirements, and permit specifications.
  - The General Contractor will be notified of any issues requiring resolution.
- Fire Safety inspections on site will include, but not be limited to:
  - Maintaining accessibility to the site from the perimeter, including streets and hydrants for apparatus placement
  - Maintaining ingress and egress doors, stairs, and corridors in a usable condition
  - Ensuring ignition sources and processes such as smoking, heating units and hot work, including flammable gases, are properly permitted, stored and used appropriately
  - Good management of accumulation and location of combustible construction and waste materials
  - Ensuring utility shutoffs and controls for electric, gas and fuel oil are readily accessible
  - Ensuring permanently fixed or temporary alarms, standpipe and sprinkler systems and portable extinguishers are in place for immediate use

## 11. TRAFFIC CONTROL PLANS [LULU] [SEP][SEP]

Construction activity is not proposed to impact the existing public street system nor public right of ways. The sidewalk work in Congress Street and Westfield Street will require temporary closure of the sidewalks. Sidewalk closure signage and temporary fencing will be erected to prohibit the general public from passing thru the work zone while under repair. Traffic control cones/barrels and traffic control person(s) will be used for the short duration trench opening in Congress Street necessary for the storm drain connection. A single lane of traffic may be required for a short duration on Congress Street during this period, however this is a section of one-way traffic flow now, so the disruption should be minimal.

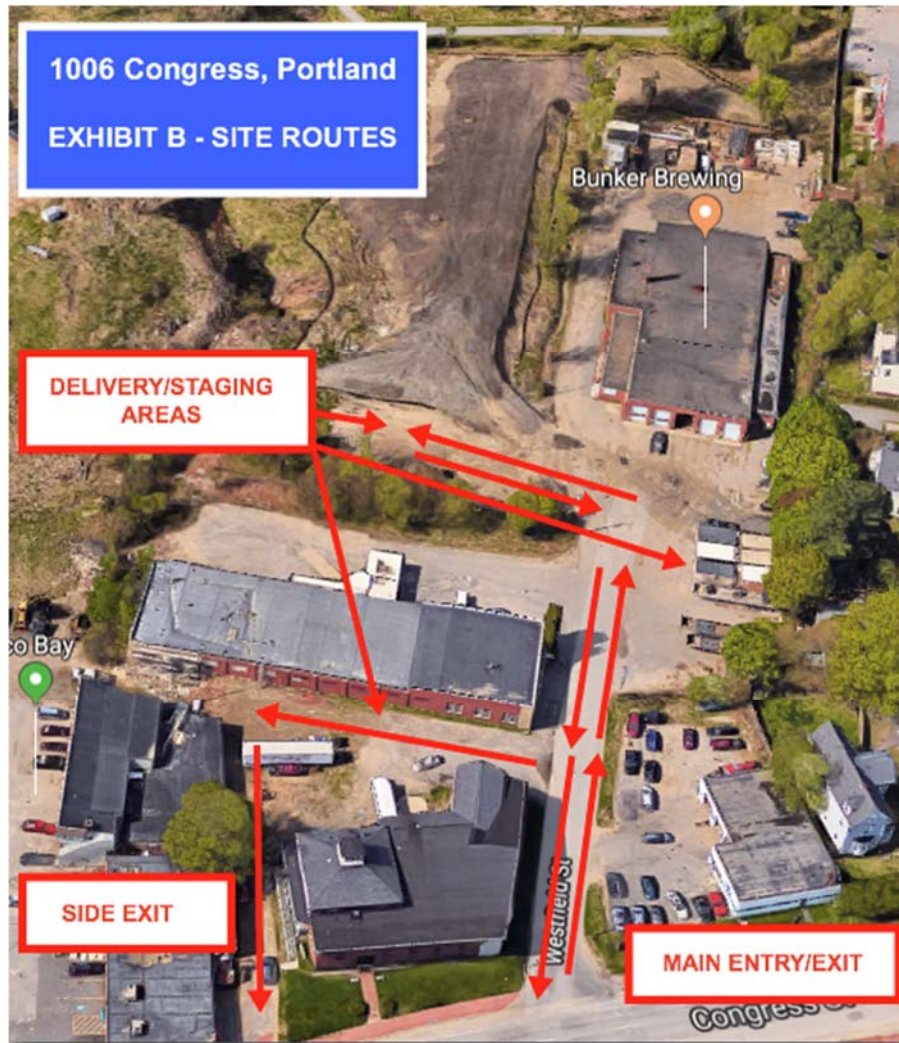
## 12. SITE MANAGEMENT AND CONTROLS

- Trash removal services have been contracted through Scott's Disposal with regularly scheduled pickups, and construction debris will be managed off hours by the selected contractor. Additional services will be contracted as needed.
- Debris and dust will be controlled within the interior of the building and are not expected to impact local streets.
- The construction shall comply with Portland's requirements under Section 17-18 of the City Code (Attachment 1) and Section 25-129 on Noise.
- Snow removal onsite (1006 Congress and 17 Westfield) is managed by the owner thru a private snow removal contract. Snow removed on Westfield Street is managed by the City of Portland.
- Protective fencing will be installed around trees within the construction site and storage areas.

## EXHIBIT A – ACCESS, DELIVERY/STAGING AND PARKING AREAS



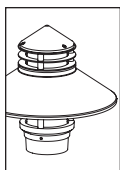
## EXHIBIT B – SITE ROUTES





## EXHIBIT C – TRUCK ROUTES





**BEKSSL**  
SOLID STATE LIGHTING

THE POWER OF



# BEACON POLE MOUNT (BPM)

|                        |                                      |            |           |           |
|------------------------|--------------------------------------|------------|-----------|-----------|
| <b>PROJECT:</b>        |                                      |            |           |           |
| <b>TYPE:</b>           |                                      |            |           |           |
| <b>CATALOG NUMBER:</b> | <b>BPM</b>                           | <b>LED</b> | <b>BW</b> | <b>MT</b> |
| <b>SOURCE:</b>         | <b>LED - Power of 'X' Technology</b> |            |           |           |
| <b>NOTES:</b>          |                                      |            |           |           |

## CATALOG NUMBER LOGIC

**Example** **BPM** - **SD12** - **LED** - **x83** - **BW** - **WHW** - **A** - **DT** - **PT** - **D23** - **MT**

### Material

**Blank** - Aluminum (Must specify Aluminum Rings.) **C** - Copper (Must specify Brass or Stainless Steel Rings.)

### Series

**BPM** - Beacon Pole Mount

### Style

**SD12** - 12-inch Shade **SD15** - 15-inch Shade **SD24** - 24-inch Shade

### Source

**LED** - Power of 'X' Technology with Chip on Board Construction

### LED Type

**x83** - 23WLED/2700K **x84** - 23WLED/3000K **x85** - 23WLED/4000K

### Optic

**BW** - Batwing

### Finish

**NAT** - Natural\*  
**BP** - Brown Patina\*  
**GP** - Green Patina\*  
**NIC** - Nickel Plate\*  
**BZW** - Bronze Wrinkle  
See Powder Coat Finish Chart to the right for additional choices.  
\*Not available with Aluminum.  
For Aluminum fixtures, specify Standard or Premium Powder Coat.

### Powder Coat Standard Finish

| Powder Coat Color | Satin | Wrinkle |
|-------------------|-------|---------|
| Bronze            | BZP   | BZW     |
| Black             | BLP   | BLW     |
| White (Gloss)     | WHP   | WHW     |
| Aluminum          | SAP   | —       |
| Verde             | —     | VER     |

### Powder Coat Premium Finish

|                                      |                                     |                                                             |
|--------------------------------------|-------------------------------------|-------------------------------------------------------------|
| <b>ABP</b> Antique Brass Powder      | <b>CMG</b> Cascade Mountain Granite | <b>RMG</b> Rocky Mountain Granite                           |
| <b>AMG</b> Aleutian Mountain Granite | <b>CRI</b> Cracked Ice              | <b>SDS</b> Sonoran Desert Sandstone                         |
| <b>AQW</b> Antique White             | <b>CRM</b> Cream                    | <b>SMG</b> Sierra Mountain Granite                          |
| <b>BCM</b> Black Chrome              | <b>HUG</b> Hunter Green             | <b>TXF</b> Textured Forest                                  |
| <b>BGE</b> Beige                     | <b>MDS</b> Mojave Desert Sandstone  | <b>WCP</b> Weathered Copper                                 |
| <b>BPP</b> Brown Patina Powder       | <b>NBP</b> Natural Brass Powder     | <b>WIR</b> Weathered Iron                                   |
| <b>CAP</b> Clear Anodized Powder     | <b>OCF</b> Old Copper               | Also available in RAL Finishes<br>See submittal SUB-1439-00 |

### Rings

**A** - Aluminum (Finish to match Fixture.) **B** - Brass (Finish to match Fixture.) **S** - Stainless Steel (Stainless Steel Rings are provided in Natural (NAT) regardless of Finish.)

### Accessories

**DT** - Dark Top (Eliminates glow in window above shade. Material and Finish to match Fixture.)  
**HS** - House Side Shield (Material and Finish to match Fixture.)  
**MSH** - Mesh Screen (Material and Finish to match Fixture.)

### Option

**CLR** - Clear Coat Protection (For use with Natural (NAT) finish only. For use with Copper Fixture only.)

### Driver Mounting

**PT** - Pole Top Mounting (For straight pole applications. For use with 3-1/2" OD Pole Tenon. Not available with x49-x51. Compatible with TEKA Illumination SR5.)  
**HB** - Hinge Base Driver Mounting (For hinge base pole applications. Compatible with TEKA Illumination TR5.)  
**HH** - Hand Hole Driver Mounting (For straight pole applications with 3"x5" Hand Hole. Compatible with TEKA Illumination SR5.)

### Driver

**D23** - 23W Dimming Driver (Standard Dimming 1-100%.)

### Input Voltage

**MT** - 120-277 VAC Input

## DRIVER DATA

| Type | AC Input Range | Frequency Hz | Power Factor At Full Load (Efficiency) | THD  | InRush Current           | Operating Current | Operation Ambient Temperature | Dimmer Type | Dimmer Range |
|------|----------------|--------------|----------------------------------------|------|--------------------------|-------------------|-------------------------------|-------------|--------------|
| D23  | 120-277Vac     | 50/60 Hz     | >.90                                   | ≤20% | 30mA <sup>2</sup> s@277V | 700mA             | (-30° C to 50° C)             | 0-10V       | 1-100%       |

## LM79 DATA

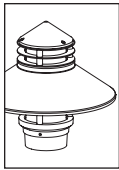
| TEKA LED # | LUMENS (Delivered) | CCT  | INPUT WATTS (Typ.) | CRI (Typ.) |
|------------|--------------------|------|--------------------|------------|
| x83        | 1725               | 2700 | 23                 | 80         |
| x84        | 1889               | 3000 | 23                 | 80         |
| x85        | 1913               | 4000 | 23                 | 80         |

## L70 DATA

| Minimum Rated Life (hrs.) - 70% of initial lumens (L70) |
|---------------------------------------------------------|
| 50,000                                                  |
| 50,000                                                  |
| 50,000                                                  |

|                          |                                                                                                                                         |                              |                               |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------------|
| <b>TEKA</b> ILLUMINATION | 40429 Brickyard Drive • Madera, CA 93636 • USA<br>559.438.5800 • FAX 559.438.5900<br>www.tekailumination.com • info@tekailumination.com | SUBMITTAL DATE<br>05-15-2018 | DRAWING NUMBER<br>SUB-2569-00 |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------------|

THIS DOCUMENT CONTAINS PROPRIETARY INFORMATION OF TEKA ILLUMINATION AND ITS RECEIPT OR POSSESSION DOES NOT CONVEY ANY RIGHTS TO REPRODUCE, DISCLOSE ITS CONTENTS, OR TO MANUFACTURE, USE OR SELL ANYTHING IT MAY DESCRIBE. REPRODUCTION, DISCLOSURE OR USE WITHOUT SPECIFIC WRITTEN AUTHORIZATION OF TEKA ILLUMINATION IS STRICTLY FORBIDDEN.



**BKSSL**  
SOLID STATE LIGHTING

THE POWER OF



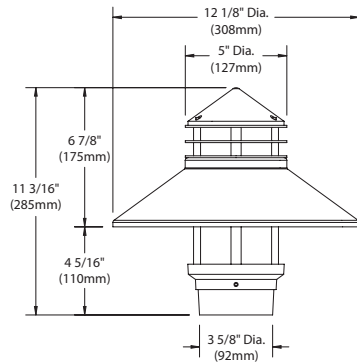
# BEACON POLE MOUNT (BPM)

PROJECT:

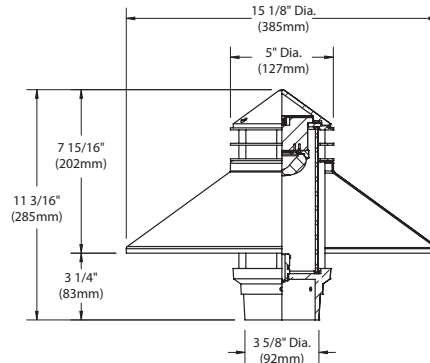
TYPE:

## SIDE VIEW

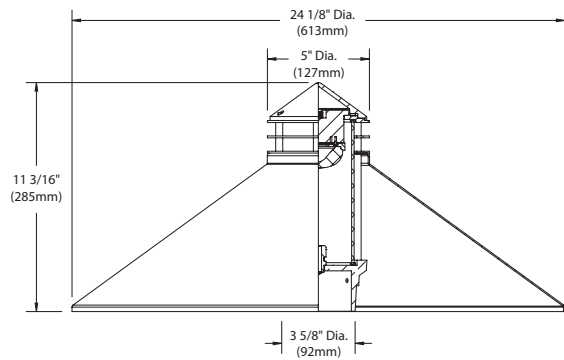
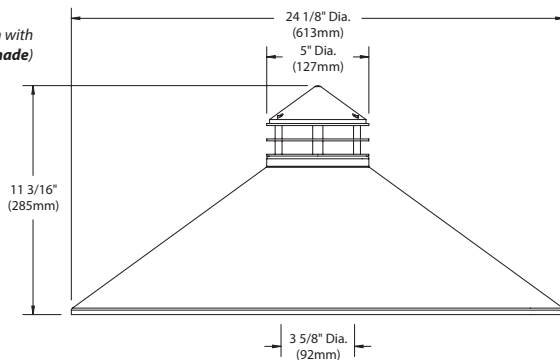
(Shown with  
12" Shade)



(Shown with  
15" Shade)



(Shown with  
24" Shade)



All dimensions indicated on this submittal are nominal.  
Contact Technical Sales if you require more stringent specifications.

## SPECIFICATIONS

### GreenSource Initiative™

Metal and packaging components are made from recycled materials. Manufactured using renewable solar energy, produced onsite. Returnable to manufacturer at end of life to ensure cradle-to-cradle handling. Packaging contains no chlorofluorocarbons (CFC's). Use of this product may qualify for GreenSource efficacy and recycling rebate(s). Consult [www.tekaillumination.com/greensource](http://www.tekaillumination.com/greensource) for program requirements.

### Materials

**Copper:** Constructed from copper and brass. These enduring metals are inherently corrosion resistant.

**Aluminum:** Constructed from Copper-free Aluminum (Type 6061-T6).

### Base

Cast from solid bronze or copper free aluminum. Slip fits 3 1/2" OD TEKA post top.

### Mesh Screen

Diffuses light in window. Not available with half shield. Finish to match fixture. Not available with Dark Top (DT).

### Dark Top

Eliminates glow in window above shade.

### House Side Shield

Eliminates light from half of the fixture. Hand spun aluminum- 3003 or copper- C101.

### Shade

Hand spun from 16GA aluminum 3003-H14 or copper C101. Specify 12", 15" or 24" diameter.

### Optic

Acrylic Batwing Optic.

### Lens

3.5" O.D. frosted acrylic lens.

### Color Management

Chip on board technology delivers natural white light. Exact color point conformity exceeds ANSI C78.377 standard. Module exceeds 80 CRI (RA>80, R9.16). Color point uniformity 2 SDCM color control for 2700K-4000K CCT.

### Driver (23W)

[1] 700mA (D23), Class A, constant current driver. 120-277VAC (nominal) primary input voltage. 50/60Hz. >0.90 Power Factor, 30mA<sup>2</sup>S in-rush current, ≤20%THD (nominal at 120VAC full load). Output over-voltage, over-current, and short circuit protection with auto recovery. EMC: FCC47CFR Part 15 Class B compliant. Dimming driver for use with standard 0-10V dimmers and switch controls. 1-100% range (Refer to driver electrical data). D34 - 1-100% dimming range.

### BKSSL®

Integrated solid state system with 'X' technology is scalable for field upgrade. Modular design with electrical quick disconnects permit field maintenance. Minimum 50,000 hour rated life at 70% of initial lumens (L70). BKSSL technology provides long life, significant energy reduction and exceptional thermal management.

### Ring Stack

Solid aluminum with aluminum spacers; brass or stainless steel accent rings with solid brass spacers.

### Wiring

Tefzel™ coated stranded wire, 18GA, 600V, 150°C rated and certified to UL16 and certified to UL 1659 standard.

### Hardware

Tamper-resistant, stainless steel hardware.

### Driver Installation Options

(Please specify)

**Pole Top:** Driver suspended from fixture. Fits 3 1/2" OD maximum.

**Hinge Base:** Located at base of pole. Stand alone driver tray. For use with PTR5.

**Hand Hole:** Located at base of pole. Stand alone driver tray attaches to standard hand hole pole brackets per NEC. Hand hole must be 3"x 5".

### Finish

**Copper and Brass:** Natural (NAT): Copper and brass components are sand blasted to expose the porous metal surface. Over time, and with exposure to the elements, the metals will naturally 'weather' resulting in a unique patina.

Also available with hand-crafted metal finishes including brown patina (BP), green patina (GP), polish (POL), and nickel plate (NIC).

Aluminum, Copper and brass components are also available in powder coat finishes.

Optional ceramic clear coat protection (copper and brass components only) seals and protects underlying metals and protects against discoloration, fading, and wear. Highly impervious to chemicals, solvents, and graffiti. For use with natural (NAT) and polish (POL) finishes.

**Aluminum:** StarGuard®, our exclusive RoHS compliant, 15 stage chromate-free process cleans and conversion coats aluminum components prior to application of Class 'A' TGIC polyester powder coating.

### Warranty

5 year limited warranty.

### Listings

UL tested to IESNA LM-79. UL Listed. Certified to CAN/CSA/ANSI Standards. RoHS compliant. Suitable for indoor or outdoor use. Suitable for use in wet locations. Additionally suitable for installation within 4' of the ground. IP66 Rated. Made in USA.



Tefzel™ is trademark of The Chemours Company FC, LLC.

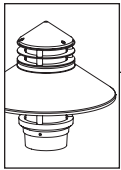
**TEKA** ILLUMINATION

40429 Brickyard Drive • Madera, CA 93636 • USA  
559.438.5800 • FAX 559.438.5900  
[www.tekaillumination.com](http://www.tekaillumination.com) • [info@tekaillumination.com](mailto:info@tekaillumination.com)

SUBMITTAL DATE  
05-15-2018

DRAWING NUMBER  
SUB-2569-00





**BKSSL**  
SOLID STATE LIGHTING

THE POWER OF



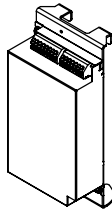
## BEACON POLE MOUNT (BPM)

PROJECT:

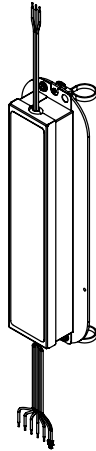
TYPE:

### DRIVER MOUNTING OPTIONS

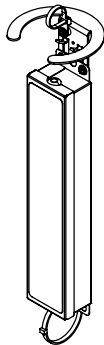
(Hand Hole Driver Mounting **HH-D23**)



(Hinge Base Driver Mounting **HB-D23**)



(Pole Top Mounting **PT-D23**)

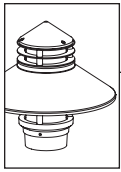


**TEKA** ILLUMINATION

40429 Brickyard Drive • Madera, CA 93636 • USA  
559.438.5800 • FAX 559.438.5900  
www.tekaillumination.com • info@tekaillumination.com

SUBMITTAL DATE  
05-15-2018

DRAWING NUMBER  
SUB-2569-00

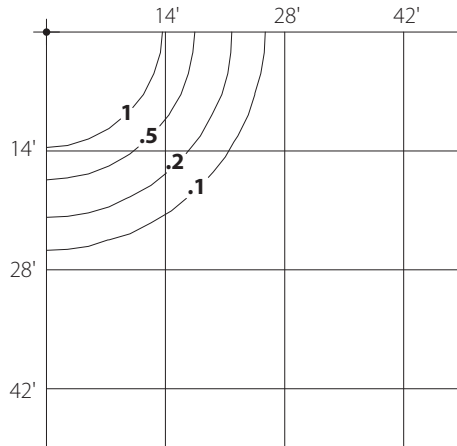


# BEACON POLE MOUNT (BPM)

## HORIZONTAL FOOTCANDLES

### BPM - LED - X85 (23W) - 4000K

Mounting Height = 12.00 Ft, Style = SD12

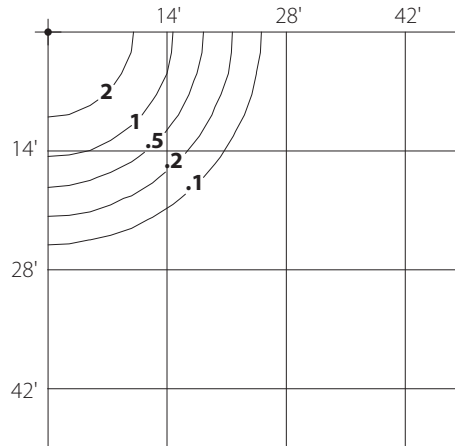


#### HORIZONTAL FOOTCANDLES

Light Loss Factor = 1.00  
Luminaire Lumens = 1757  
Maximum Calculated Value = 2.03 Fc  
2.7K Multiplier = .9  
3K Multiplier = .99  
BUG Rating = B1 U2 G1

### BPM - LED - X85 (23W) - 4000K

Mounting Height = 12.00 Ft, Style = SD15

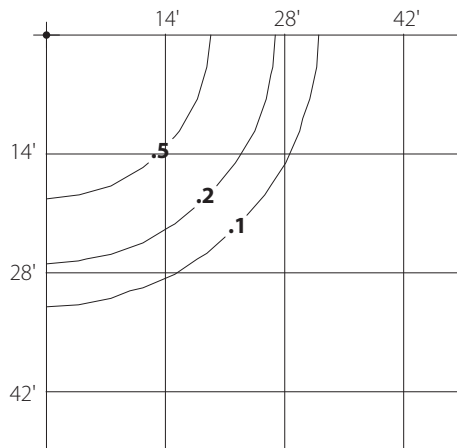


#### HORIZONTAL FOOTCANDLES

Light Loss Factor = 1.00  
Luminaire Lumens = 1913  
Maximum Calculated Value = 2.34 Fc  
2.7K Multiplier = .9  
3K Multiplier = .99  
BUG Rating = B1 U2 G1

### BPM - LED - X85 (23W) - 4000K

Mounting Height = 18.00 Ft, Style = SD12

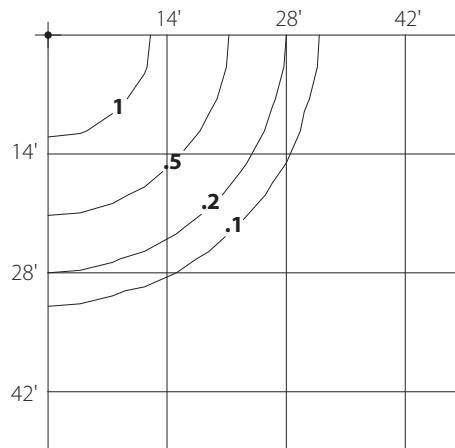


#### HORIZONTAL FOOTCANDLES

Light Loss Factor = 1.00  
Luminaire Lumens = 1757  
Maximum Calculated Value = 0.90 Fc  
2.7K Multiplier = .9  
3K Multiplier = .99  
BUG Rating = B1 U2 G1

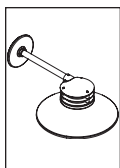
### BPM - LED - X85 (23W) - 4000K

Mounting Height = 18.00 Ft, Style = SD15



#### HORIZONTAL FOOTCANDLES

Light Loss Factor = 1.00  
Luminaire Lumens = 1913  
Maximum Calculated Value = 1.04 Fc  
2.7K Multiplier = .9  
3K Multiplier = .99  
BUG Rating = B1 U2 G1



# BEACON WALL MOUNT (BWM)

|                 |                                                          |
|-----------------|----------------------------------------------------------|
| PROJECT:        |                                                          |
| TYPE:           |                                                          |
| CATALOG NUMBER: | BWM LED                                                  |
| SOURCE:         | LED - Power of 'L' Technology - Line Voltage - 120V only |
| NOTES:          |                                                          |

## CATALOG NUMBER LOGIC

Example: **BWM** - **SD10** - **LED** - **L10** - **BZW** - **A** - **CRW**

Material

Blank - Aluminum  
**C** - Copper

Series  
**BWM** - Beacon Wall Mount

Style  
**SD10** - 10 Inch disk  
**SD12** - 12 Inch Shade  
**SD15** - 15 Inch Shade

Source  
**LED** - 'L' Technology (Line Voltage - 120V only)

LED Type

|                                          |                                          |
|------------------------------------------|------------------------------------------|
| <b>L10</b> - 10WLED/2700K                | <b>L15</b> - 20WLED/2700K                |
| <b>L11</b> - 10WLED/3000K                | <b>L16</b> - 20WLED/3000K                |
| <b>L12</b> - 10WLED/4000K                | <b>L17</b> - 20WLED/4000K                |
| <b>L13</b> - 10WLED/2200K-3500K Warm Dim | <b>L18</b> - 20WLED/2200K-3500K Warm Dim |

Finish

NAT - Natural\*  
 BP - Brown Patina\*  
 GP - Green Patina\*  
 NIC - Nickel Plate\*  
**BZW** - Bronze Wrinkle

See Powder Coat Finish Chart to the right for additional choices.  
 \*Not available with Aluminum. For Aluminum fixtures, specify Standard or Premium Powder Coat.

### Powder Coat Standard Finish

| Powder Coat Color | Satin      | Wrinkle    |
|-------------------|------------|------------|
| <b>Bronze</b>     | <b>BZP</b> | <b>BZW</b> |
| Black             | <b>BLP</b> | <b>BLW</b> |
| White (Gloss)     | <b>WHP</b> | <b>WHW</b> |
| Aluminum          | <b>SAP</b> | —          |
| Verde             | —          | <b>VER</b> |

### Powder Coat Premium Finish

|                                      |                                     |                                                             |
|--------------------------------------|-------------------------------------|-------------------------------------------------------------|
| <b>ABP</b> Antique Brass Powder      | <b>CMG</b> Cascade Mountain Granite | <b>RMG</b> Rocky Mountain Granite                           |
| <b>AMG</b> Aleutian Mountain Granite | <b>CRI</b> Cracked Ice              | <b>SDS</b> Sonoran Desert Sandstone                         |
| <b>AQW</b> Antique White             | <b>CRM</b> Cream                    | <b>SMG</b> Sierra Mountain Granite                          |
| <b>BCM</b> Black Chrome              | <b>HUG</b> Hunter Green             | <b>TXF</b> Textured Forest                                  |
| <b>BGE</b> Beige                     | <b>MDS</b> Mojave Desert Sandstone  | <b>WCP</b> Weathered Copper                                 |
| <b>BPP</b> Brown Patina Powder       | <b>NBP</b> Natural Brass Powder     | <b>WIR</b> Weathered Iron                                   |
| <b>CAP</b> Clear Anodized Powder     | <b>OCP</b> Old Copper               | Also available in RAL Finishes<br>See submittal SUB-1439-00 |

Rings

**A** - Aluminum (Finish to match Fixture.)  
**B** - Brass (Finish to match Fixture.)  
**S** - Stainless Steel (Stainless Steel Rings are provided in Natural (NAT) regardless of Finish.)

Accessories (Select one.)

**DT** - Dark Top (Eliminates glow in upper window. Material and Finish to match fixture.)  
**MSH** - Mesh Screen (Material and Finish to match Fixture.)

Option

**CLR** - Clear Coat Protection For use with Natural (NAT) finish only. For use with Copper Fixture only.

Canopy

**CRW** - 5" Round Canopy  
**CQW** - 5" Square Canopy  
**CTW** - 3"x5" Rectangular Canopy

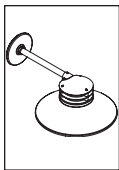
## LM79 DATA

| TEKA LED # | LUMENS (Delivered) | CCT                | INPUT WATTS (Typ.) | CR (Typ.) | BUG Rating | Minimum Rated Life (hrs.) 70% of initial lumens (L70) |
|------------|--------------------|--------------------|--------------------|-----------|------------|-------------------------------------------------------|
| L10        | 433                | 2700               | 10                 | 90        | B0-U3-G1   | 50,000                                                |
| L11        | 459                | 3000               | 10                 | 90        | B0-U3-G1   | 50,000                                                |
| L12        | 504                | 4000               | 10                 | 90        | B0-U3-G1   | 50,000                                                |
| L13        | 494                | 2200-3500 warm dim | 10                 | 90        | B0-U3-G1   | 50,000                                                |
| L15        | 824                | 2700               | 20                 | 90        | B0-U3-G1   | 50,000                                                |
| L16        | 871                | 3000               | 20                 | 90        | B0-U3-G1   | 50,000                                                |
| L17        | 959                | 4000               | 20                 | 90        | B0-U3-G1   | 50,000                                                |
| L18        | 940                | 2200-3500 warm dim | 20                 | 90        | B0-U3-G1   | 50,000                                                |

## L70 DATA

|                          |                                                                                                                                         |                              |                               |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------------|
| <b>TEKA</b> ILLUMINATION | 40429 Brickyard Drive • Madera, CA 93636 • USA<br>559.438.5800 • FAX 559.438.5900<br>www.tekailumination.com • info@tekailumination.com | SUBMITTAL DATE<br>05-15-2018 | DRAWING NUMBER<br>SUB-2574-00 |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------------|

THIS DOCUMENT CONTAINS PROPRIETARY INFORMATION OF TEKA ILLUMINATION AND ITS RECEIPT OR POSSESSION DOES NOT CONVEY ANY RIGHTS TO REPRODUCE, DISCLOSE ITS CONTENTS, OR TO MANUFACTURE, USE OR SELL ANYTHING IT MAY DESCRIBE. REPRODUCTION, DISCLOSURE OR USE WITHOUT SPECIFIC WRITTEN AUTHORIZATION OF TEKA ILLUMINATION IS STRICTLY FORBIDDEN.

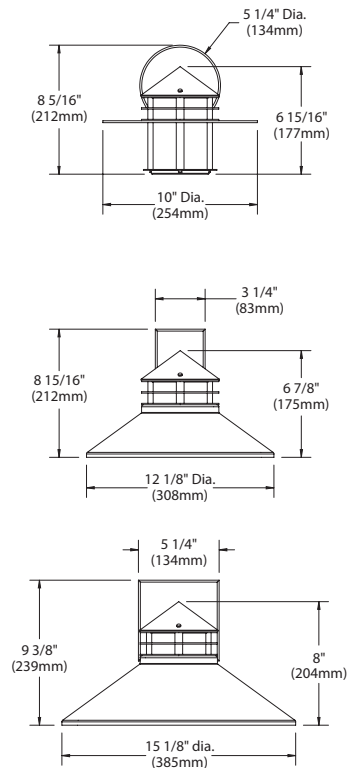


# BEACON WALL MOUNT (BWM)

PROJECT:

TYPE:

## FRONT VIEW

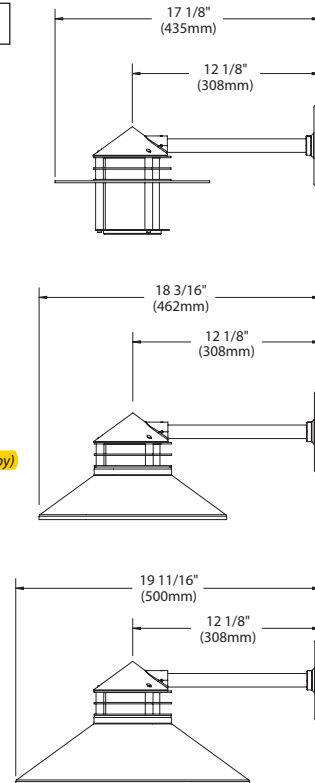


(SD10 Style shown with 5" Round Canopy)

(SD12 Style shown with 3"x5" Rectangular Canopy)

(SD15 Style shown with 5" Square Canopy)

## SIDE VIEW



All dimensions indicated on this submittal are nominal.  
Contact Technical Sales if you require more stringent specifications.

## SPECIFICATIONS

### GreenSource Initiative™

Metal and packaging components are made from recycled materials. Manufactured using renewable solar energy, produced onsite. Returnable to manufacturer at end of life to ensure cradle-to-cradle handling. Packaging contains no chlorofluorocarbons (CFC's). Use of this product may qualify for GreenSource efficacy and recycling rebate(s). Consult [www.tekaillumination.com/greensource](http://www.tekaillumination.com/greensource) for program requirements.

### Materials

**Copper and Brass:** Constructed from copper and brass. These enduring metals are inherently corrosion resistant.

**Aluminum:** Constructed from Copper-Free aluminum (Type 6061-T6).

### Shade

Hand spun from 16GA 3003-H14 aluminum or 16GA C101 copper. Specify 12" or 15" diameter.

### Disk

10" diameter disk made from 1/8" 6061-T6 Aluminum or 1/8" Copper.

### Body

360 Aluminum Cast or C836 Red Brass cast. High temperature, silicone gasket provides water tight seal to shade assembly.

### Lens

3-1/2" dia. frosted acrylic lens with frosted acrylic downlight lens provides sealed optical compartment.

### BKSSL®

Integrated solid state system with 'L' technology is scalable for field upgrade. Modular design with electrical quick disconnects permit field maintenance available in 27000k, 3000k or 4000k specify 10W or 20W. Warm Dim LED 2200K-3500K specify 10W or 20W. Line voltage input 120V only. Compatible with electronic low voltage dimmers only.

### Wiring

Tefzel™ coated wire, 18AWG, 600V, 210° C rated and certified to UL 1659 standard.

### Rings

Solid aluminum accent rings with solid aluminum spacers; brass or stainless steel accent rings with solid brass spacers.

### Canopy

Canopy Cover conceals mounting plate and hardware. Material is hand spun from high purity, solid copper plate with tamper resistant machined 360 aluminum or brass lock collar. Available in 5-1/4" diameter round canopy cover, 18GA Aluminum or 18GA Copper. Square Canopy cover 5-1/4" x 5-1/4" or rectangular canopy cover 3- 1/4" x 5-1/4" made from 16GA Aluminum or 16GA Copper.

### Mesh Screen

Diffuses light in window. Finish to match fixture.

### Dark Top

Eliminates glow in window above shade.

### Installation

For Round and Square Canopy Cover: 5" diameter, machined aluminum mounting plate with black finish. For use with 4" octagonal junction box (by others). For Rectangular Canopy Cover: 3"x5" machined aluminum mounting plate with black finish for use with single gang recessed switch box (by others).

### Finish

**Copper and Brass:** **Natural (NAT):** Copper and brass components are sand blasted to expose the porous metal surface. Over time, and with exposure to the elements, the metals will naturally 'weather' resulting in a unique patina.

Also available with hand-crafted metal finishes including brown patina (BP), green patina (GP), polish (POL), and nickel plate (NIC).

Copper and brass components are also available in powder coat finishes.

Optional ceramic clear coat protection (copper and brass components only) seals and protects underlying metals and protects against discoloration, fading, and wear. Highly impervious to chemicals, solvents, and graffiti. For use with natural (NAT) finish.

**Aluminum:** StarGuard®, our exclusive RoHS compliant, 15 stage chromate-free process cleans and conversion coats aluminum components prior to application of Class 'A' TGIC polyester powder coating.

### Warranty

5 year limited warranty.

### Listings

UL tested to IESNA LM-79. UL Listed. Certified to CAN/CSA/ANSI Standards. RoHS compliant. Suitable for indoor or outdoor use. Suitable for use in wet locations. Additionally suitable for installation within 4' of the ground. IP65 Rated. Made in USA.



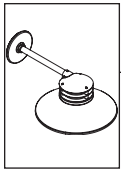
\* Energy Star is a registered trademark of the United States Environmental Protection Agency.  
Tefzel™ is trademark of The Chemours Company FC, LLC.

**TEKA** ILLUMINATION

40429 Brickyard Drive • Madera, CA 93636 • USA  
559.438.5800 • FAX 559.438.5900  
[www.tekaillumination.com](http://www.tekaillumination.com) • [info@tekaillumination.com](mailto:info@tekaillumination.com)

SUBMITTAL DATE  
05-15-2018

DRAWING NUMBER  
SUB-2574-00

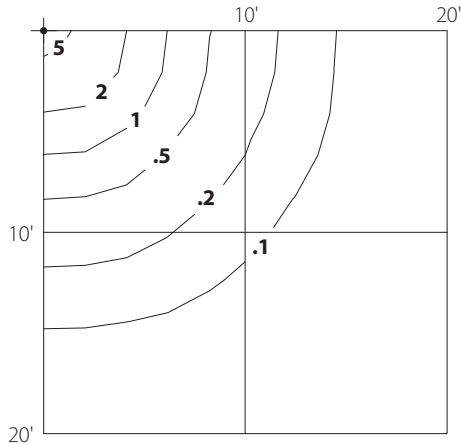


# BEACON WALL MOUNT (BWM)

## HORIZONTAL FOOTCANDLES

### BWM - LED - L17 (20W) - 4000K

Mounting Height = 6.00 Ft, Style = SD10



#### HORIZONTAL FOOTCANDLES

Light Loss Factor = 1.00

Luminaire Lumens = 957

Maximum Calculated Value = 10.02 Fc

2.7K Multiplier = .86

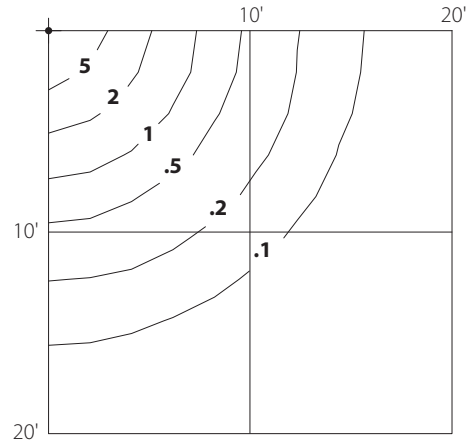
3K Multiplier = .91

BUG Rating = B0 U3 G1

10W Multiplier = .53

### BWM - LED - L17 (20W) - 4000K

Mounting Height = 6.00 Ft, Style = SD12



#### HORIZONTAL FOOTCANDLES

Light Loss Factor = 1.00

Luminaire Lumens = 954

Maximum Calculated Value = 12.14 Fc

2.7K Multiplier = .86

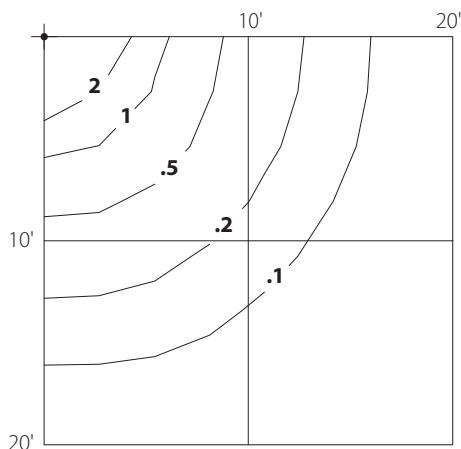
3K Multiplier = .91

BUG Rating = B1 U3 G1

10W Multiplier = .53

### BWM - LED - L17 (20W) - 4000K

Mounting Height = 8.00 Ft, Style = SD10



#### HORIZONTAL FOOTCANDLES

Light Loss Factor = 1.00

Luminaire Lumens = 957

Maximum Calculated Value = 5.64 Fc

2.7K Multiplier = .86

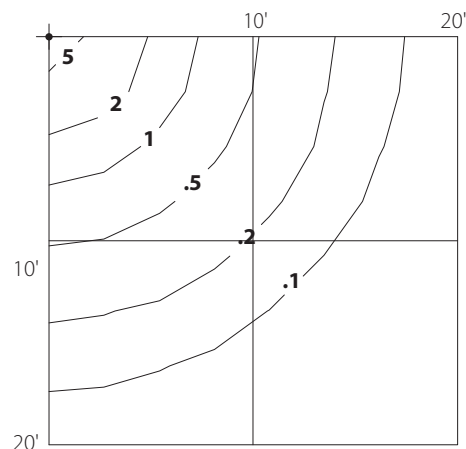
3K Multiplier = .91

BUG Rating = B0 U3 G1

10W Multiplier = .53

### BWM - LED - L17 (20W) - 4000K

Mounting Height = 8.00 Ft, Style = SD12



#### HORIZONTAL FOOTCANDLES

Light Loss Factor = 1.00

Luminaire Lumens = 954

Maximum Calculated Value = 6.83 Fc

2.7K Multiplier = .86

3K Multiplier = .91

BUG Rating = B1 U3 G1

10W Multiplier = .53

# SLING SERIES SG

Cat.# SG1-20-3K7-FT-UNV-DB-PCU-VS

Job

Type

W2



**HUBBELL**  
Outdoor Lighting

Approvals

## SPECIFICATIONS

### Intended Use:

Slender wallpack/floodlight available in two sizes for a variety of applications including building perimeter/security lighting, entrances, stairways, loading docks or facades for schools, apartments or commercial buildings.

### Construction:

Rugged die-cast aluminum housing with corrosion resistant powder coat finish both protects and provides architectural appearance. Heat dissipating fins provide superior thermal performance extending the life of the electronic components.

### Electrical:

- 120-277V, 50/60Hz electronic drivers
- 347V and 480V available in larger SG2 housing
- 10KA surge protection included

### LED(s) Optics, CCT:

- 3000K, 4000K and 5000K CCT nominal with 70 CRI
- Smaller SG1 housing has 2 LEDs, larger SG2 housing has 3 LEDs, see page 2 for electrical and photometric data

### Lenses:

- Impact resistant tempered glass offers zero uplight
- Comfort lens available as an option or accessory to reduce glare (7-10% lumen reduction) and provide better uniformity

### Installation:

- Side hinge allows for easy installation and wiring.
- Side movement avoids damage to the lens and helps prevent injury common in drop down hinge designs.
- Mounts to 4" junction box and includes a gasket to help seal electrical connections.
- Four 1/2" threaded conduit hubs for surface conduit provided

### Options/Controls

- Button photocontrol for dusk to dawn energy savings. Stock versions include 120V-277V PC with a cover which provides a choice to engage photocontrol or not. PC is installed in top hub.
- Occupancy sensor available for on/off and dimming control in larger SG2 housing.
- SiteSync™ wireless lighting control delivers flexible control strategies for reducing power consumption and minimizing maintenance costs while delivering the right light levels with a simple and affordable wireless solution. See ordering information or visit [www.hubbelllighting.com/sitesync](http://www.hubbelllighting.com/sitesync) for more details.
- Battery backup options available in larger SG2 housing rated for either 0° C or -30° C. Performance exceeds NEC requirement providing 1 fc minimum over 10'x10' at 11' mounting height
- Diffused comfort lens provides glare control and improved uniformity. Available as an option or accessory

### Listings

- DesignLights Consortium® (DLC) qualified. Please refer to the DLC website for specific product qualifications at [www.designlights.org](http://www.designlights.org)
- Listed to UL1598 for use in wet location, listed for -40C to 40C applications
- **IDA approved with zero uplight for 3000K and warmer CCTs**
- IP65

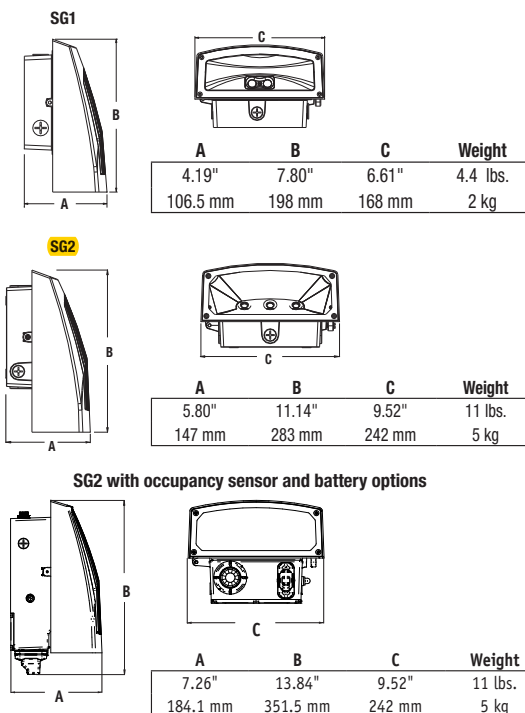
### Warranty:

Five year limited warranty (for more information visit: <http://www.hubbelllighting.com/resources/warranty/>)

## PRODUCT IMAGE(S)



## DIMENSIONS



## CERTIFICATIONS/LISTINGS



tradeSELECT®

C US

\*3000K and warmer CCTs only

## SHIPPING INFORMATION

| Catalog Number | G.W.(kg)/CTN   | Carton Dimensions |                 |                  | Carton Qty. per Master Pack | Pallet Qty. |
|----------------|----------------|-------------------|-----------------|------------------|-----------------------------|-------------|
|                |                | Length Inch (cm)  | Width Inch (cm) | Height Inch (cm) |                             |             |
| SG1            | 4.35lbs (2 kg) | 9.5 (24)          | 8.25 (21)       | 5.25 (13.32)     | 6                           | 98          |
| SG2            | 11lbs (5 kg)   | 14 (35.5)         | 11.5 (29.2)     | 8 (20.3)         | 2                           | 64          |

## ORDERING INFORMATION — ORDERING EXAMPLE: SG1-20-4K7-FT-UNV-DB

SG1-2 - 3K7 - FT - UNV - DB - PCU - VS

| FAMILY                    | CCT/CRI                  | DISTRIBUTION        | VOLTAGE               | COLOR/FINISH                   | CONTROL OPTIONS                                           | OPTIONS                                         |
|---------------------------|--------------------------|---------------------|-----------------------|--------------------------------|-----------------------------------------------------------|-------------------------------------------------|
| SG1-20 Size 1, 20w        | <b>3K7</b> 3000K, 70 CRI | <b>FT</b> Fwd Throw | <b>UNV</b> 120V-277V  | <b>DB</b> Textured Dark Bronze | <b>PCU</b> Button Photocontrol 120-277V                   | <b>CS</b> Comfort lens                          |
| SG1-30 Size 1, 30w        | <b>4K7</b> 4000K, 70 CRI |                     | <b>120'</b> 120V      | <b>BL</b> Textured Black       | <b>SCP<sup>1,2,3</sup></b> Sensor Control, Programmable   | <b>E<sup>1,2</sup></b> Battery 0°C              |
| <b>SG2-50</b> Size 2, 50w | <b>5K7</b> 5000K, 70 CRI |                     | <b>277'</b> 277V      | <b>WH</b> Textured White       | <b>SWP<sup>1,2</sup></b> SiteSync, Precommission          | <b>EH<sup>1,2</sup></b> Battery w/ heater -20°C |
| SG2-80 Size 2, 80w        |                          |                     | <b>UHV'</b> 347V-480V | <b>GYS</b> Smooth Gray         | <b>SWPM<sup>1,2</sup></b> SiteSync, Precommission, Motion |                                                 |
|                           |                          |                     |                       | <b>PS</b> Smooth Plat. Silver  | <b>Specify MTG HT for SCO/SCP &amp; SWPM</b>              |                                                 |
|                           |                          |                     |                       | <b>CC</b> Custom Color         | <b>8F</b> Up to 8'                                        |                                                 |
|                           |                          |                     |                       |                                | <b>20F</b> Up to 20'                                      |                                                 |

<sup>1</sup> Available in SG2 only, UHV available in SG2-50 only

<sup>2</sup> Sensor controls & battery backup can not be used with flood accessory or kit or for inverted/up mounting.

120-277V only for SCO/SCP, 120 or 277 only for SWP, SWPM, E & EH

<sup>3</sup> Must order minimum of one remote control to program dimming settings, 0-10V fully adjustable dimming or on/off with automatic daylight calibration and different time delay settings, 120-277V only, PCU option not applicable



**HUBBELL**  
Outdoor Lighting

Hubbell Outdoor Lighting • 701 Millennium Boulevard • Greenville, SC 29607 • Phone: 864-678-1000

Due to our continued efforts to improve our products, product specifications are subject to change without notice.

© 2018 HUBBELL OUTDOOR LIGHTING, All Rights Reserved • For more information visit our website: [www.hubbelloutdoor.com](http://www.hubbelloutdoor.com) • Printed in USA • SG-SPEC NOVEMBER 13, 2018 3:39 PM

## ORDERING INFORMATION - Stock Versions

| Catalog Number | CCT/CRI  | Wattage | Mounting Height | Voltage  | Color       | Lumens | LPW | Weight lbs. (kg) |
|----------------|----------|---------|-----------------|----------|-------------|--------|-----|------------------|
| SG1-20-PCU     | 5000K/70 | 21w     | 8-12ft          | 120-277V | Dark Bronze | 2263   | 108 | 4.3 (2)          |
| SG1-20-4K-PCU  | 4000K/70 |         |                 |          |             | 2310   | 110 |                  |
| SG1-30-PCU     | 5000K/70 | 29w     | 10-15ft         |          |             | 3270   | 113 |                  |
| SG1-30-4K-PCU  | 4000K/70 |         |                 |          |             | 3060   | 105 |                  |
| Catalog Number | CCT/CRI  | Wattage | Mounting Height | Voltage  | Color       | Lumens | LPW | Weight lbs. (kg) |
| SG2-50-PCU     | 5000K/70 | 51w     | 12-18ft         | 120-277V | Dark Bronze | 5548   | 110 | 11 (5)           |
| SG2-50-4K-PCU  | 4000K/70 |         |                 |          |             | 5526   | 109 |                  |
| SG2-80-PCU     | 5000K/70 | 80w     | 15-25ft         |          |             | 8061   | 101 |                  |
| SG2-80-4K-PCU  | 4000K/70 |         |                 |          |             | 8079   | 101 |                  |

## PERFORMANCE DATA

| Catalog number | # of LEDs | Drive Current | System Watts | 5K (5000K nominal, 70 CRI) |                  |   |   |   | 4K (4000K nominal, 70 CRI) |                  |   |   |   | 3K (3000K nominal, 80 CRI) |                  |   |   |   |
|----------------|-----------|---------------|--------------|----------------------------|------------------|---|---|---|----------------------------|------------------|---|---|---|----------------------------|------------------|---|---|---|
|                |           |               |              | Lumens                     | LPW <sup>1</sup> | B | U | G | Lumens                     | LPW <sup>1</sup> | B | U | G | Lumens                     | LPW <sup>1</sup> | B | U | G |
| SG1-20         | 2         | 250mA         | 21           | 2449                       | 115              | 1 | 0 | 0 | 2310                       | 110              | 1 | 0 | 0 | 2054                       | 95               | 1 | 0 | 0 |
| SG1-30         |           | 350mA         | 29           | 3332                       | 117              | 2 | 0 | 0 | 3060                       | 106              | 1 | 0 | 0 | 2913                       | 100              | 1 | 0 | 0 |
| SG2-50-UHV     | 3         | 350mA         | 44           | 4633                       | 106              | 2 | 0 | 0 | 4609                       | 105              | 2 | 0 | 0 | 3895                       | 90               | 2 | 0 | 0 |
| SG2-50         | 3         | 415mA         | 51           | 5548                       | 109              | 2 | 0 | 0 | 5526                       | 107              | 2 | 0 | 0 | 4700                       | 92               | 2 | 0 | 0 |
| SG2-80         |           | 650mA         | 80           | 7851                       | 98               | 2 | 0 | 1 | 8079                       | 103              | 2 | 0 | 1 | 6721                       | 86               | 2 | 0 | 1 |

1. Lumen values are from photometric tests performed in accordance with IESNA LM-79-08. Data is considered to be representative of the configurations shown. Actual performance may differ as a result of end-user environment and application.

## ELECTRICAL DATA

### Configurable Versions

| Catalog number | # of Drivers | Input Voltage | Current (Amps) | System Power |
|----------------|--------------|---------------|----------------|--------------|
| SG1-20         | 1            | 120           | 0.18           | 21.0         |
|                |              | 277           | 0.08           | 21.0         |
| SG1-30         | 1            | 120           | 0.24           | 28.9         |
|                |              | 277           | 0.10           | 28.9         |
| SG2-50-UHV     | 1            | 347           | 0.13           | 43.5         |
|                |              | 480           | 0.18           | 43.5         |
| SG2-50         | 1            | 120           | 0.42           | 50.6         |
|                |              | 277           | 0.18           | 50.6         |
| SG2-80         | 1            | 120           | 0.68           | 79.8         |
|                |              | 277           | 0.29           | 79.8         |

## PROJECTED LUMEN MAINTENANCE

| Ambient Temp. | OPERATING HOURS |        |        |                                     |         |             |
|---------------|-----------------|--------|--------|-------------------------------------|---------|-------------|
|               | 0               | 25,000 | 50,000 | TM-21-11 <sup>1</sup><br>L96 60,000 | 100,000 | L70 (hours) |
| 25°C / 77°F   | 1.00            | 0.98   | 0.97   | 0.96                                | 0.95    | >791,000    |
| 40°C / 104°F  | 0.99            | 0.98   | 0.96   | 0.96                                | 0.94    | >635,000    |

1. Projected per IESNA TM-21-11 \* (Nichia 219B, 700mA, 85°C Ts, 10,000hrs) Data references the extrapolated performance projections for the LNC-12LU-5K base model in a 40°C ambient, based on 10,000 hours of LED testing per IESNA LM-80-08.

## LUMINAIRE AMBIENT TEMPERATURE FACTOR (LATF)

| AMBIENT TEMPERATURE |        | LUMEN MULTIPLIER |
|---------------------|--------|------------------|
| 0° C                | 32° F  | 1.02             |
| 10° C               | 50° F  | 1.01             |
| 20° C               | 68° F  | 1.00             |
| 25° C               | 77° F  | 1.00             |
| 30° C               | 86° F  | 1.00             |
| 40° C               | 104° F | 0.99             |
| 50° C               | 122° F | 0.96             |

Use these factors to determine relative lumen output for average ambient temperatures from 0-40°C (32-104°F).

## Wireless and Occupancy Controls



SiteSync™ Lighting Control delivers flexible control strategies for reducing power consumption and minimizing maintenance costs while delivering the right light levels with a simple and affordable wireless solution.



Hubbell Outdoor Lighting • 701 Millennium Boulevard • Greenville, SC 29607 • Phone: 864-678-1000

Due to our continued efforts to improve our products, product specifications are subject to change without notice.

© 2018 HUBBELL OUTDOOR LIGHTING, All Rights Reserved • For more information visit our website: [www.hubbelloutdoor.com](http://www.hubbelloutdoor.com) • Printed in USA **SG-SPEC NOVEMBER 13, 2018 3:39 PM**



## OPTIONS AND ACCESSORIES

| Catalog Number      | Description                                                                                   | Weight lbs. (kg) |
|---------------------|-----------------------------------------------------------------------------------------------|------------------|
| <b>SG1-CS</b>       | Acrylic comfort lens for SG1                                                                  | 1 (.45)          |
| <b>SG2-CS</b>       | Acrylic comfort lens for SG2                                                                  | 1 (.45)          |
| <b>SG1-YOKE</b>     | SG1 Series Yoke/Floodlight mount kit, includes visor                                          | 2.0 (1.0)        |
| <b>SG1-KNUCKLE</b>  | SG1 Series Knuckle/Floodlight mount kit, includes visor                                       | 2.0 (1.0)        |
| <b>SG2-YOKE</b>     | SG2 Series Yoke/Floodlight mount kit, includes visor                                          | 2.0 (1.0)        |
| <b>SG2-KNUCKLE</b>  | SG2 Series Knuckle/Floodlight mount kit, includes visor                                       | 2.0 (1.0)        |
| <b>SCP-REMOTE*</b>  | Remote control for SCP option. Order at least one per project to program and control fixtures | 1 (.45)          |
| <b>SG2-PMA-3-XX</b> | 3" Pole Mount adapter for SG2, both square and round, XX= finish                              | 7 (3.5)          |
| <b>SG2-PMA-4-XX</b> | 4" Pole Mount adapter for SG2, both square and round, XX= finish                              | 7 (3.5)          |
| <b>SG2-PMA-5-XX</b> | 5" Pole Mount adapter for SG2, both square and round, XX= finish                              | 7 (3.5)          |
| <b>SG2-PMA-6-XX</b> | 6" Pole Mount adapter for SG2, both square and round, XX= finish                              | 7 (3.5)          |
| <b>SG1-SPC</b>      | Vandal Resistant Lens (shield polycarbonate), SG1                                             | 3 (1.5)          |
| <b>SG2-SPC</b>      | Vandal Resistant Lens (shield polycarbonate), SG2                                             | 3 (1.5)          |
| <b>SG1-WCP</b>      | Universal Wall Cover Plate, Dark Bronze, SG1                                                  | 10 (5)           |
| <b>SG2-WCP-H</b>    | Horizontal Mount Wall Cover Plate, Dark Bronze, SG2                                           | 10 (5)           |
| <b>SG2-WCP-V</b>    | Vertical Mount Wall Cover Plate, Dark Bronze, SG2                                             | 10 (5)           |
| <b>SG2XL-WCP-H</b>  | Horizontal Mount Wall Cover Plate, DB, SG2 with battery or sensor                             | 10 (5)           |
| <b>SG2XL-WCP-V</b>  | Vertical Mount Wall Cover Plate, DB, SG2 with battery or sensor                               | 10 (5)           |

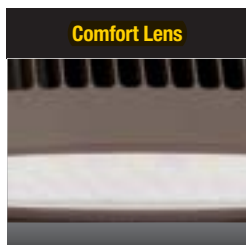
\*Must order minimum of one remote control to program dimming settings, 0-10V fully adjustable dimming with automatic daylight calibration and different time delay settings, 120V or 277V only

### Accessories and Services (Ordered Separately)

| Catalog Number | Description                                                                                                                                                               |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>SWUSB*</b>  | SiteSync interface software loaded on USB flash drive for use with owner supplied PC (Windows based only). Includes SiteSync license, software and USB radio bridge node. |
| <b>SWTAB*</b>  | Windows tablet and SiteSync interface software. Includes tablet with preloaded software, SiteSync license and USB radio bridge node.                                      |
| <b>SWBRG+</b>  | SiteSync USB radio bridge node only. Order if a replacement is required or if an extra bridge node is requested.                                                          |

\*When ordering SiteSync at least one of these two interface options must be ordered per project.

+ If needed, an additional Bridge Node can be ordered.



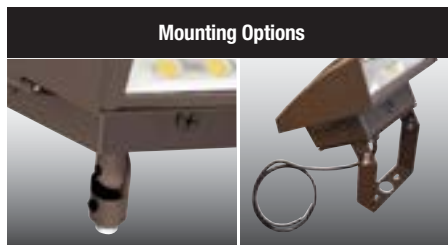
**Comfort Lens**

Acrylic comfort lens provides glare control, improved visual comfort and better uniformity



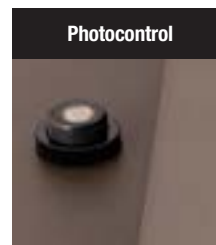
**Visor**

Visor accessory included with mounting accessory kits



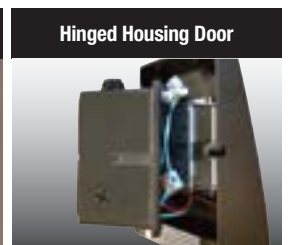
**Mounting Options**

Flood mounting accessories - 1/2" threaded knuckle or yoke (includes grommet and 3' SO cord)



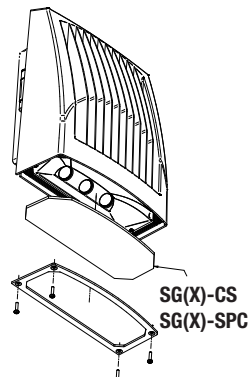
**Photocontrol**

Photocontrol option available for energy-saving dusk-to-dawn operation

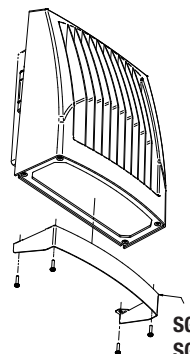


**Hinged Housing Door**

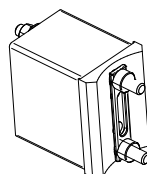
Side hinged for easy installation and wiring access, single screw secures housing closure



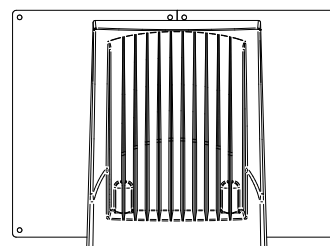
**SG(X)-CS  
SG(X)-SPC**



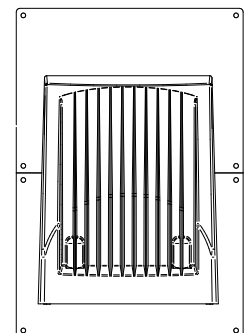
**SG(X)-Yoke  
SG(X)-KNUCKLE**



**SG(X)-PMA(X)-XX**



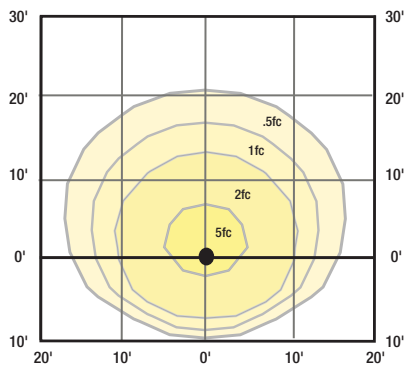
**SG(X)-WCP-H**



**SG(X)-WCP-V**

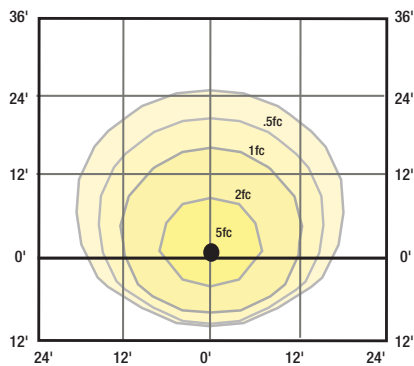


## PHOTOMETRICS



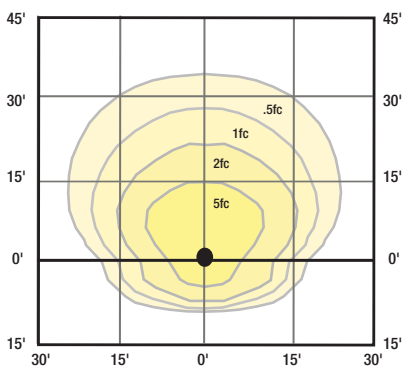
**SG1-20**

Mounting Height 10ft



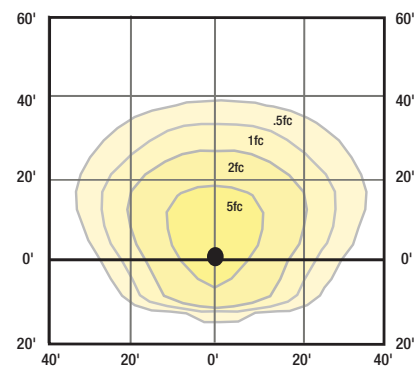
**SG1-30**

Mounting Height 12ft



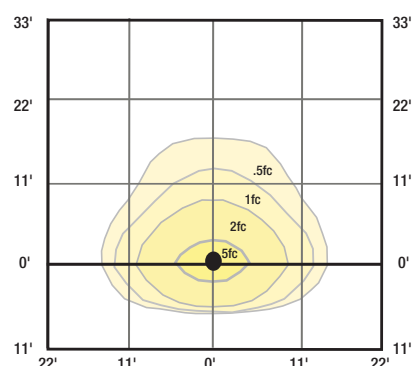
**SG2-50**

Mounting Height 15ft



**SG2-80**

Mounting Height 20ft



**SG2 in E or EH Emergency mode**

Mounting Height 11ft

### Emergency Mode (EH)



Battery back up feature with side indicator.

Exceeds Life Safety Code average illuminance of 1.0 fc. at 12ft mounting height. Assumes open space with no obstructions.

Diagrams for illustration purposes only, please consult factory for application layout.

Battery backup units consume 6 watts when charging a dead battery and 2 watts during maintenance charging. EH (units with a heater) consume up to an additional 8 watts when charging if the battery temp is lower than 10°C

# SLING SERIES SG

Cat.# SG2-50-3K7-FTUNVDBSCP20F-CS-VS

Job

Type

W1



**HUBBELL**  
Outdoor Lighting

Approvals

## SPECIFICATIONS

### Intended Use:

Slender wallpack/floodlight available in two sizes for a variety of applications including building perimeter/security lighting, entrances, stairways, loading docks or facades for schools, apartments or commercial buildings.

### Construction:

Rugged die-cast aluminum housing with corrosion resistant powder coat finish both protects and provides architectural appearance. Heat dissipating fins provide superior thermal performance extending the life of the electronic components.

### Electrical:

- 120-277V, 50/60Hz electronic drivers
- 347V and 480V available in larger SG2 housing
- 10KA surge protection included

### LED(s) Optics, CCT:

- 3000K, 4000K and 5000K CCT nominal with 70 CRI
- Smaller SG1 housing has 2 LEDs, larger SG2 housing has 3 LEDs, see page 2 for electrical and photometric data

### Lenses:

- Impact resistant tempered glass offers zero uplight
- Comfort lens available as an option or accessory to reduce glare (7-10% lumen reduction) and provide better uniformity

### Installation:

- Side hinge allows for easy installation and wiring.
- Side movement avoids damage to the lens and helps prevent injury common in drop down hinge designs.
- Mounts to 4" junction box and includes a gasket to help seal electrical connections.
- Four 1/2" threaded conduit hubs for surface conduit provided

### Options/Controls

- Button photocontrol for dusk to dawn energy savings. Stock versions include 120V-277V PC with a cover which provides a choice to engage photocontrol or not. PC is installed in top hub.
- Occupancy sensor available for on/off and dimming control in larger SG2 housing.
- SiteSync™ wireless lighting control delivers flexible control strategies for reducing power consumption and minimizing maintenance costs while delivering the right light levels with a simple and affordable wireless solution. See ordering information or visit [www.hubbelllighting.com/sitesync](http://www.hubbelllighting.com/sitesync) for more details.
- Battery backup options available in larger SG2 housing rated for either 0° C or -30° C. Performance exceeds NEC requirement providing 1 fc minimum over 10'x10' at 11' mounting height
- Diffused comfort lens provides glare control and improved uniformity. Available as an option or accessory

### Listings

- DesignLights Consortium® (DLC) qualified. Please refer to the DLC website for specific product qualifications at [www.designlights.org](http://www.designlights.org)
- Listed to UL1598 for use in wet location, listed for -40C to 40C applications
- **IDA approved with zero uplight for 3000K and warmer CCTs**
- IP65

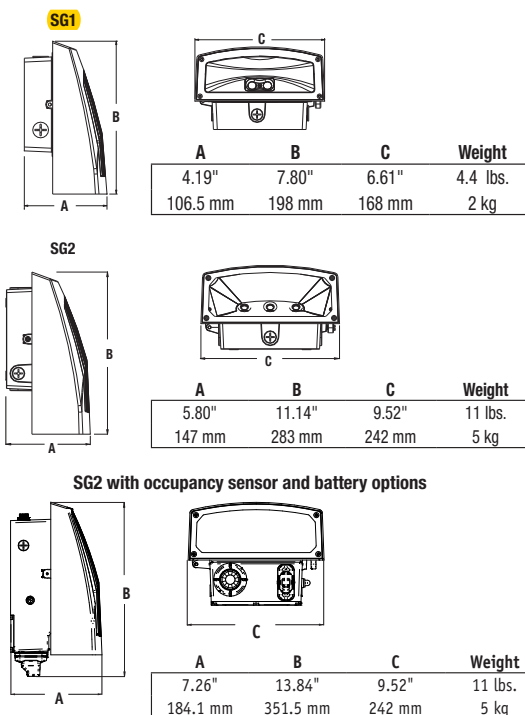
### Warranty:

Five year limited warranty (for more information visit: <http://www.hubbelllighting.com/resources/warranty/>)

## PRODUCT IMAGE(S)



## DIMENSIONS



## CERTIFICATIONS/LISTINGS



tradeSELECT®

C US

\*3000K and warmer CCTs only

## SHIPPING INFORMATION

| Catalog Number | G.W.(kg)/CTN   | Carton Dimensions |                 |                  | Carton Qty. per Master Pack | Pallet Qty. |
|----------------|----------------|-------------------|-----------------|------------------|-----------------------------|-------------|
|                |                | Length Inch (cm)  | Width Inch (cm) | Height Inch (cm) |                             |             |
| SG1            | 4.35lbs (2 kg) | 9.5 (24)          | 8.25 (21)       | 5.25 (13.32)     | 6                           | 98          |
| SG2            | 11lbs (5 kg)   | 14 (35.5)         | 11.5 (29.2)     | 8 (20.3)         | 2                           | 64          |

## ORDERING INFORMATION — ORDERING EXAMPLE: SG1-20-4K7-FT-UNV-DB

| SG1-2                     | -                        | 3K7                 | -                                 | FT                             | -                                                          | UNV                                              | - | DB | - | PCU | - | VS |
|---------------------------|--------------------------|---------------------|-----------------------------------|--------------------------------|------------------------------------------------------------|--------------------------------------------------|---|----|---|-----|---|----|
| FAMILY                    | CCT/CRI                  | DISTRIBUTION        | VOLTAGE                           | COLOR/FINISH                   | CONTROL OPTIONS                                            | OPTIONS                                          |   |    |   |     |   |    |
| <b>SG1-20</b> Size 1, 20w | <b>3K7</b> 3000K, 70 CRI | <b>FT</b> Fwd Throw | <b>UNV</b> 120V-277V              | <b>DB</b> Textured Dark Bronze | <b>PCU</b> Button Photocontrol 120-277V                    | <b>CS</b> Comfort lens                           |   |    |   |     |   |    |
| <b>SG1-30</b> Size 1, 30w | <b>4K7</b> 4000K, 70 CRI |                     | <b>120'</b> 120V                  | <b>BL</b> Textured Black       | <b>SCP</b> <sup>1,2,3</sup> Sensor Control, Programmable   | <b>E</b> <sup>1,2</sup> Battery 0°C              |   |    |   |     |   |    |
| <b>SG2-50</b> Size 2, 50w | <b>5K7</b> 5000K, 70 CRI |                     | <b>277'</b> 277V                  | <b>WH</b> Textured White       | <b>SWP</b> <sup>1,2</sup> SiteSync, Precommission          | <b>EH</b> <sup>1,2</sup> Battery w/ heater -20°C |   |    |   |     |   |    |
| <b>SG2-80</b> Size 2, 80w |                          |                     | <b>UHV</b> <sup>1</sup> 347V-480V | <b>GYS</b> Smooth Gray         | <b>SWPM</b> <sup>1,2</sup> SiteSync, Precommission, Motion |                                                  |   |    |   |     |   |    |
|                           |                          |                     |                                   | <b>PS</b> Smooth Plat. Silver  | <b>Specify MTG HT for SCO/SCP &amp; SWPM</b>               |                                                  |   |    |   |     |   |    |
|                           |                          |                     |                                   | <b>CC</b> Custom Color         | <b>8F</b> Up to 8'                                         |                                                  |   |    |   |     |   |    |
|                           |                          |                     |                                   |                                | <b>20F</b> Up to 20'                                       |                                                  |   |    |   |     |   |    |

<sup>1</sup> Available in SG2 only, UHV available in SG2-50 only

<sup>2</sup> Sensor controls & battery backup can not be used with flood accessory or kit or for inverted/up mounting.

120-277V only for SCO/SCP, 120 or 277 only for SWP, SWPM, E & EH

<sup>3</sup> Must order minimum of one remote control to program dimming settings, 0-10V fully adjustable dimming or on/off with automatic daylight calibration and different time delay settings, 120-277V only, PCU option not applicable



**HUBBELL**  
Outdoor Lighting

Hubbell Outdoor Lighting • 701 Millennium Boulevard • Greenville, SC 29607 • Phone: 864-678-1000

Due to our continued efforts to improve our products, product specifications are subject to change without notice.

© 2018 HUBBELL OUTDOOR LIGHTING, All Rights Reserved • For more information visit our website: [www.hubbelloutdoor.com](http://www.hubbelloutdoor.com) • Printed in USA • SG-SPEC NOVEMBER 13, 2018 3:39 PM

## ORDERING INFORMATION - Stock Versions

| Catalog Number | CCT/CRI  | Wattage | Mounting Height | Voltage  | Color       | Lumens | LPW | Weight lbs. (kg) |
|----------------|----------|---------|-----------------|----------|-------------|--------|-----|------------------|
| SG1-20-PCU     | 5000K/70 | 21w     | 8-12ft          | 120-277V | Dark Bronze | 2263   | 108 | 4.3 (2)          |
| SG1-20-4K-PCU  | 4000K/70 |         |                 |          |             | 2310   | 110 |                  |
| SG1-30-PCU     | 5000K/70 | 29w     | 10-15ft         |          |             | 3270   | 113 |                  |
| SG1-30-4K-PCU  | 4000K/70 |         |                 |          |             | 3060   | 105 |                  |
| Catalog Number | CCT/CRI  | Wattage | Mounting Height | Voltage  | Color       | Lumens | LPW | Weight lbs. (kg) |
| SG2-50-PCU     | 5000K/70 | 51w     | 12-18ft         | 120-277V | Dark Bronze | 5548   | 110 | 11 (5)           |
| SG2-50-4K-PCU  | 4000K/70 |         |                 |          |             | 5526   | 109 |                  |
| SG2-80-PCU     | 5000K/70 | 80w     | 15-25ft         |          |             | 8061   | 101 |                  |
| SG2-80-4K-PCU  | 4000K/70 |         |                 |          |             | 8079   | 101 |                  |

## PERFORMANCE DATA

| Catalog number | # of LEDs | Drive Current | System Watts | 5K (5000K nominal, 70 CRI) |                  |   |   |   | 4K (4000K nominal, 70 CRI) |                  |   |   |   | 3K (3000K nominal, 80 CRI) |                  |   |   |   |
|----------------|-----------|---------------|--------------|----------------------------|------------------|---|---|---|----------------------------|------------------|---|---|---|----------------------------|------------------|---|---|---|
|                |           |               |              | Lumens                     | LPW <sup>1</sup> | B | U | G | Lumens                     | LPW <sup>1</sup> | B | U | G | Lumens                     | LPW <sup>1</sup> | B | U | G |
| SG1-20         | 2         | 250mA         | 21           | 2449                       | 115              | 1 | 0 | 0 | 2310                       | 110              | 1 | 0 | 0 | 2054                       | 95               | 1 | 0 | 0 |
| SG1-30         |           | 350mA         | 29           | 3332                       | 117              | 2 | 0 | 0 | 3060                       | 106              | 1 | 0 | 0 | 2913                       | 100              | 1 | 0 | 0 |
| SG2-50-UHV     | 3         | 350mA         | 44           | 4633                       | 106              | 2 | 0 | 0 | 4609                       | 105              | 2 | 0 | 0 | 3895                       | 90               | 2 | 0 | 0 |
| SG2-50         | 3         | 415mA         | 51           | 5548                       | 109              | 2 | 0 | 0 | 5526                       | 107              | 2 | 0 | 0 | 4700                       | 92               | 2 | 0 | 0 |
| SG2-80         |           | 650mA         | 80           | 7851                       | 98               | 2 | 0 | 1 | 8079                       | 103              | 2 | 0 | 1 | 6721                       | 86               | 2 | 0 | 1 |

1. Lumen values are from photometric tests performed in accordance with IESNA LM-79-08. Data is considered to be representative of the configurations shown. Actual performance may differ as a result of end-user environment and application.

## ELECTRICAL DATA

### Configurable Versions

| Catalog number | # of Drivers | Input Voltage | Current (Amps) | System Power |
|----------------|--------------|---------------|----------------|--------------|
| SG1-20         | 1            | 120           | 0.18           | 21.0         |
|                |              | 277           | 0.08           | 21.0         |
| SG1-30         | 1            | 120           | 0.24           | 28.9         |
|                |              | 277           | 0.10           | 28.9         |
| SG2-50-UHV     | 1            | 347           | 0.13           | 43.5         |
|                |              | 480           | 0.18           | 43.5         |
| SG2-50         | 1            | 120           | 0.42           | 50.6         |
|                |              | 277           | 0.18           | 50.6         |
| SG2-80         | 1            | 120           | 0.68           | 79.8         |
|                |              | 277           | 0.29           | 79.8         |

## PROJECTED LUMEN MAINTENANCE

| Ambient Temp. | OPERATING HOURS |        |        |                                     |         |             |
|---------------|-----------------|--------|--------|-------------------------------------|---------|-------------|
|               | 0               | 25,000 | 50,000 | TM-21-11 <sup>1</sup><br>L96 60,000 | 100,000 | L70 (hours) |
| 25°C / 77°F   | 1.00            | 0.98   | 0.97   | 0.96                                | 0.95    | >791,000    |
| 40°C / 104°F  | 0.99            | 0.98   | 0.96   | 0.96                                | 0.94    | >635,000    |

1. Projected per IESNA TM-21-11 \* (Nichia 219B, 700mA, 85°C Ts, 10,000hrs) Data references the extrapolated performance projections for the LNC-12LU-5K base model in a 40°C ambient, based on 10,000 hours of LED testing per IESNA LM-80-08.

## LUMINAIRE AMBIENT TEMPERATURE FACTOR (LATF)

| AMBIENT TEMPERATURE |        | LUMEN MULTIPLIER |
|---------------------|--------|------------------|
| 0° C                | 32° F  | 1.02             |
| 10° C               | 50° F  | 1.01             |
| 20° C               | 68° F  | 1.00             |
| 25° C               | 77° F  | 1.00             |
| 30° C               | 86° F  | 1.00             |
| 40° C               | 104° F | 0.99             |
| 50° C               | 122° F | 0.96             |

Use these factors to determine relative lumen output for average ambient temperatures from 0-40°C (32-104°F).

## Wireless and Occupancy Controls



SiteSync™ Lighting Control delivers flexible control strategies for reducing power consumption and minimizing maintenance costs while delivering the right light levels with a simple and affordable wireless solution.



**HUBBELL**  
Outdoor Lighting

Hubbell Outdoor Lighting • 701 Millennium Boulevard • Greenville, SC 29607 • Phone: 864-678-1000

Due to our continued efforts to improve our products, product specifications are subject to change without notice.

© 2018 HUBBELL OUTDOOR LIGHTING, All Rights Reserved • For more information visit our website: [www.hubbelloutdoor.com](http://www.hubbelloutdoor.com) • Printed in USA **SG-SPEC NOVEMBER 13, 2018 3:39 PM**

## OPTIONS AND ACCESSORIES

| Catalog Number      | Description                                                                                   | Weight lbs. (kg) |
|---------------------|-----------------------------------------------------------------------------------------------|------------------|
| <b>SG1-CS</b>       | Acrylic comfort lens for SG1                                                                  | 1 (.45)          |
| <b>SG2-CS</b>       | Acrylic comfort lens for SG2                                                                  | 1 (.45)          |
| <b>SG1-YOKE</b>     | SG1 Series Yoke/Floodlight mount kit, includes visor                                          | 2.0 (1.0)        |
| <b>SG1-KNUCKLE</b>  | SG1 Series Knuckle/Floodlight mount kit, includes visor                                       | 2.0 (1.0)        |
| <b>SG2-YOKE</b>     | SG2 Series Yoke/Floodlight mount kit, includes visor                                          | 2.0 (1.0)        |
| <b>SG2-KNUCKLE</b>  | SG2 Series Knuckle/Floodlight mount kit, includes visor                                       | 2.0 (1.0)        |
| <b>SCP-REMOTE*</b>  | Remote control for SCP option. Order at least one per project to program and control fixtures | 1 (.45)          |
| <b>SG2-PMA-3-XX</b> | 3" Pole Mount adapter for SG2, both square and round, XX= finish                              | 7 (3.5)          |
| <b>SG2-PMA-4-XX</b> | 4" Pole Mount adapter for SG2, both square and round, XX= finish                              | 7 (3.5)          |
| <b>SG2-PMA-5-XX</b> | 5" Pole Mount adapter for SG2, both square and round, XX= finish                              | 7 (3.5)          |
| <b>SG2-PMA-6-XX</b> | 6" Pole Mount adapter for SG2, both square and round, XX= finish                              | 7 (3.5)          |
| <b>SG1-SPC</b>      | Vandal Resistant Lens (shield polycarbonate), SG1                                             | 3 (1.5)          |
| <b>SG2-SPC</b>      | Vandal Resistant Lens (shield polycarbonate), SG2                                             | 3 (1.5)          |
| <b>SG1-WCP</b>      | Universal Wall Cover Plate, Dark Bronze, SG1                                                  | 10 (5)           |
| <b>SG2-WCP-H</b>    | Horizontal Mount Wall Cover Plate, Dark Bronze, SG2                                           | 10 (5)           |
| <b>SG2-WCP-V</b>    | Vertical Mount Wall Cover Plate, Dark Bronze, SG2                                             | 10 (5)           |
| <b>SG2XL-WCP-H</b>  | Horizontal Mount Wall Cover Plate, DB, SG2 with battery or sensor                             | 10 (5)           |
| <b>SG2XL-WCP-V</b>  | Vertical Mount Wall Cover Plate, DB, SG2 with battery or sensor                               | 10 (5)           |

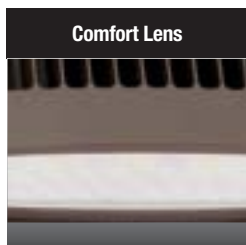
\*Must order minimum of one remote control to program dimming settings, 0-10V fully adjustable dimming with automatic daylight calibration and different time delay settings, 120V or 277V only

### Accessories and Services (Ordered Separately)

| Catalog Number | Description                                                                                                                                                               |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>SWUSB*</b>  | SiteSync interface software loaded on USB flash drive for use with owner supplied PC (Windows based only). Includes SiteSync license, software and USB radio bridge node. |
| <b>SWTAB*</b>  | Windows tablet and SiteSync interface software. Includes tablet with preloaded software, SiteSync license and USB radio bridge node.                                      |
| <b>SWBRG+</b>  | SiteSync USB radio bridge node only. Order if a replacement is required or if an extra bridge node is requested.                                                          |

\*When ordering SiteSync at least one of these two interface options must be ordered per project.

+ If needed, an additional Bridge Node can be ordered.



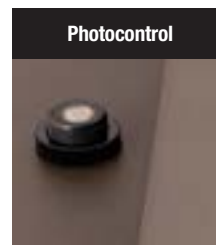
**Comfort Lens**



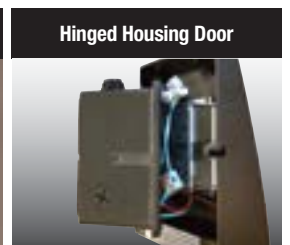
**Visor**



**Mounting Options**



**Photocontrol**



**Hinged Housing Door**

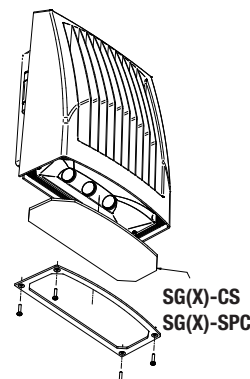
Acrylic comfort lens provides glare control, improved visual comfort and better uniformity

Visor accessory included with mounting accessory kits

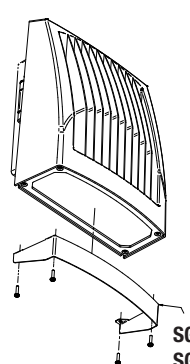
Flood mounting accessories - 1/2" threaded knuckle or yoke (includes grommet and 3' SO cord)

Photocontrol option available for energy-saving dusk-to-dawn operation

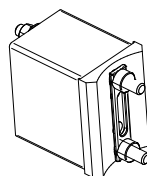
Side hinged for easy installation and wiring access, single screw secures housing closure



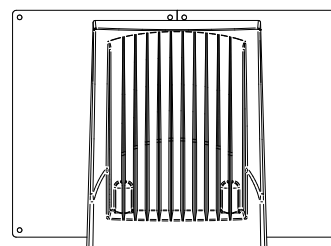
**SG(X)-CS  
SG(X)-SPC**



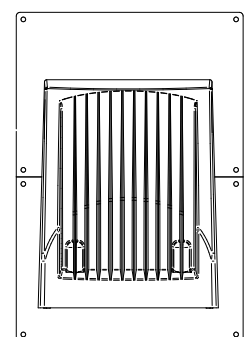
**SG(X)-YOKE  
SG(X)-KNUCKLE**



**SG(X)-PMA(X)-XX**

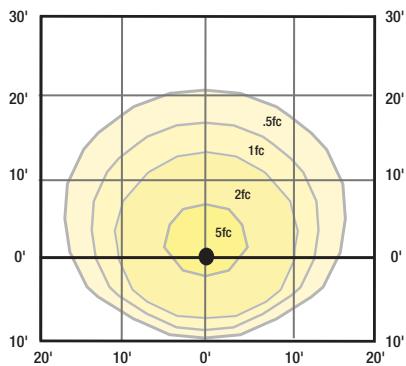


**SG(X)-WCP-H**



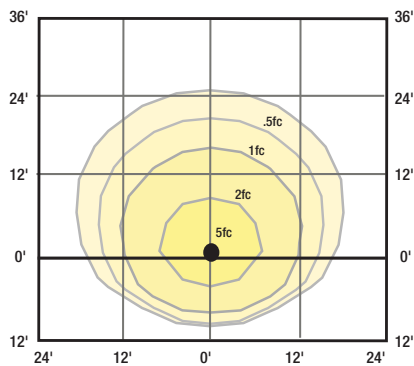
**SG(X)-WCP-V**

## PHOTOMETRICS



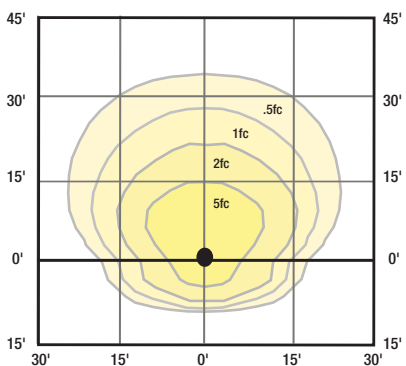
**SG1-20**

Mounting Height 10ft



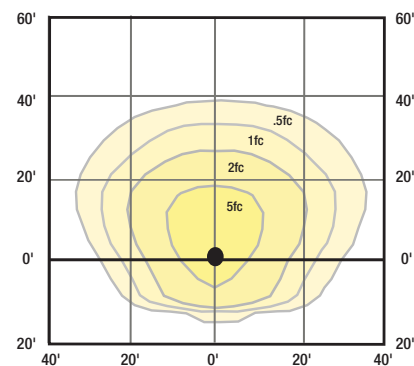
**SG1-30**

Mounting Height 12ft



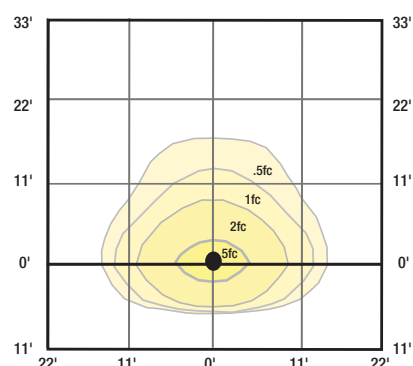
**SG2-50**

Mounting Height 15ft



**SG2-80**

Mounting Height 20ft



**SG2 in E or EH Emergency mode**

Mounting Height 11ft

### Emergency Mode (EH)



Battery back up feature with side indicator.

Exceeds Life Safety Code average illuminance of 1.0 fc. at 12ft mounting height. Assumes open space with no obstructions.

Diagrams for illustration purposes only, please consult factory for application layout.

Battery backup units consume 6 watts when charging a dead battery and 2 watts during maintenance charging. EH (units with a heater) consume up to an additional 8 watts when charging if the battery temp is lower than 10°C

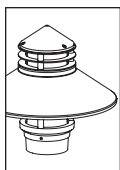


**HUBBELL**  
Outdoor Lighting

Hubbell Outdoor Lighting • 701 Millennium Boulevard • Greenville, SC 29607 • Phone: 864-678-1000

Due to our continued efforts to improve our products, product specifications are subject to change without notice.

© 2018 HUBBELL OUTDOOR LIGHTING, All Rights Reserved • For more information visit our website: [www.hubbelloutdoor.com](http://www.hubbelloutdoor.com) • Printed in USA **SG-SPEC NOVEMBER 13, 2018 3:39 PM**



**BEKSSL**  
SOLID STATE LIGHTING

THE POWER OF



# BEACON POLE MOUNT (BPM)

|                        |                                      |            |           |           |
|------------------------|--------------------------------------|------------|-----------|-----------|
| <b>PROJECT:</b>        |                                      |            |           |           |
| <b>TYPE:</b>           |                                      |            |           |           |
| <b>CATALOG NUMBER:</b> | <b>BPM</b>                           | <b>LED</b> | <b>BW</b> | <b>MT</b> |
| <b>SOURCE:</b>         | <b>LED - Power of 'X' Technology</b> |            |           |           |
| <b>NOTES:</b>          |                                      |            |           |           |

## CATALOG NUMBER LOGIC

**Example** **BPM** - **SD12** - **LED** - **x83** - **BW** - **WHW** - **A** - **DT** - **PT** - **D23** - **MT**

### Material

**Blank** - Aluminum (Must specify Aluminum Rings.) **C** - Copper (Must specify Brass or Stainless Steel Rings.)

### Series

**BPM** - Beacon Pole Mount

### Style

**SD12** - 12-inch Shade **SD15** - 15-inch Shade **SD24** - 24-inch Shade

### Source

**LED** - Power of 'X' Technology with Chip on Board Construction

### LED Type

**x83** - 23WLED/2700K **x84** - 23WLED/3000K **x85** - 23WLED/4000K

### Optic

**BW** - Batwing

### Finish

**NAT** - Natural\*  
**BP** - Brown Patina\*  
**GP** - Green Patina\*  
**NIC** - Nickel Plate\*  
**BZW** - Bronze Wrinkle  
See Powder Coat Finish Chart to the right for additional choices.  
\*Not available with Aluminum.  
For Aluminum fixtures, specify Standard or Premium Powder Coat.

### Powder Coat Standard Finish

| Powder Coat Color | Satin | Wrinkle |
|-------------------|-------|---------|
| Bronze            | BZP   | BZW     |
| Black             | BLP   | BLW     |
| White (Gloss)     | WHP   | WHW     |
| Aluminum          | SAP   | —       |
| Verde             | —     | VER     |

### Powder Coat Premium Finish

|                                      |                                     |                                                             |
|--------------------------------------|-------------------------------------|-------------------------------------------------------------|
| <b>ABP</b> Antique Brass Powder      | <b>CMG</b> Cascade Mountain Granite | <b>RMG</b> Rocky Mountain Granite                           |
| <b>AMG</b> Aleutian Mountain Granite | <b>CRI</b> Cracked Ice              | <b>SDS</b> Sonoran Desert Sandstone                         |
| <b>AQW</b> Antique White             | <b>CRM</b> Cream                    | <b>SMG</b> Sierra Mountain Granite                          |
| <b>BCM</b> Black Chrome              | <b>HUG</b> Hunter Green             | <b>TXF</b> Textured Forest                                  |
| <b>BGE</b> Beige                     | <b>MDS</b> Mojave Desert Sandstone  | <b>WCP</b> Weathered Copper                                 |
| <b>BPP</b> Brown Patina Powder       | <b>NBP</b> Natural Brass Powder     | <b>WIR</b> Weathered Iron                                   |
| <b>CAP</b> Clear Anodized Powder     | <b>OCF</b> Old Copper               | Also available in RAL Finishes<br>See submittal SUB-1439-00 |

### Rings

**A** - Aluminum (Finish to match Fixture.) **B** - Brass (Finish to match Fixture.) **S** - Stainless Steel (Stainless Steel Rings are provided in Natural (NAT) regardless of Finish.)

### Accessories

**DT** - Dark Top (Eliminates glow in window above shade. Material and Finish to match Fixture.)  
**HS** - House Side Shield (Material and Finish to match Fixture.)  
**MSH** - Mesh Screen (Material and Finish to match Fixture.)

### Option

**CLR** - Clear Coat Protection (For use with Natural (NAT) finish only. For use with Copper Fixture only.)

### Driver Mounting

**PT** - Pole Top Mounting (For straight pole applications. For use with 3-1/2" OD Pole Tenon. Not available with x49-x51. Compatible with TEKA Illumination SR5.)  
**HB** - Hinge Base Driver Mounting (For hinge base pole applications. Compatible with TEKA Illumination TR5.)  
**HH** - Hand Hole Driver Mounting (For straight pole applications with 3"x5" Hand Hole. Compatible with TEKA Illumination SR5.)

### Driver

**D23** - 23W Dimming Driver (Standard Dimming 1-100%.)

### Input Voltage

**MT** - 120-277 VAC Input

## DRIVER DATA

| Type | AC Input Range | Frequency Hz | Power Factor At Full Load (Efficiency) | THD  | InRush Current           | Operating Current | Operation Ambient Temperature | Dimmer Type | Dimmer Range |
|------|----------------|--------------|----------------------------------------|------|--------------------------|-------------------|-------------------------------|-------------|--------------|
| D23  | 120-277Vac     | 50/60 Hz     | >.90                                   | ≤20% | 30mA <sup>2</sup> s@277V | 700mA             | (-30° C to 50° C)             | 0-10V       | 1-100%       |

## LM79 DATA

| TEKA LED # | LUMENS (Delivered) | CCT  | INPUT WATTS (Typ.) | CRI (Typ.) |
|------------|--------------------|------|--------------------|------------|
| x83        | 1725               | 2700 | 23                 | 80         |
| x84        | 1889               | 3000 | 23                 | 80         |
| x85        | 1913               | 4000 | 23                 | 80         |

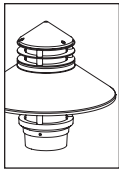
## L70 DATA

| Minimum Rated Life (hrs.) - 70% of initial lumens (L70) |
|---------------------------------------------------------|
| 50,000                                                  |
| 50,000                                                  |
| 50,000                                                  |

|                          |                                                                                                                                         |                              |                               |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------------|
| <b>TEKA</b> ILLUMINATION | 40429 Brickyard Drive • Madera, CA 93636 • USA<br>559.438.5800 • FAX 559.438.5900<br>www.tekailumination.com • info@tekailumination.com | SUBMITTAL DATE<br>05-15-2018 | DRAWING NUMBER<br>SUB-2569-00 |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------------|

THIS DOCUMENT CONTAINS PROPRIETARY INFORMATION OF TEKA ILLUMINATION AND ITS RECEIPT OR POSSESSION DOES NOT CONVEY ANY RIGHTS TO REPRODUCE, DISCLOSE ITS CONTENTS, OR TO MANUFACTURE, USE OR SELL ANYTHING IT MAY DESCRIBE. REPRODUCTION, DISCLOSURE OR USE WITHOUT SPECIFIC WRITTEN AUTHORIZATION OF TEKA ILLUMINATION IS STRICTLY FORBIDDEN.





**BKSSL**  
SOLID STATE LIGHTING

THE POWER OF



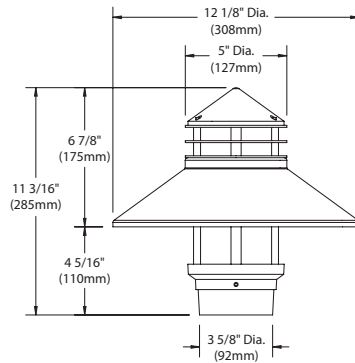
# BEACON POLE MOUNT (BPM)

PROJECT:

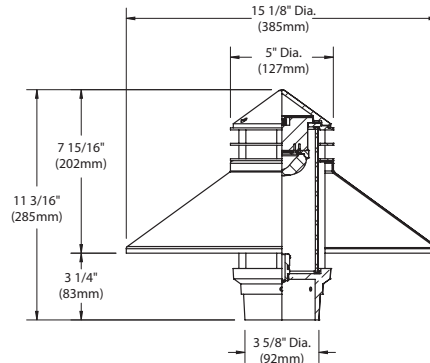
TYPE:

## SIDE VIEW

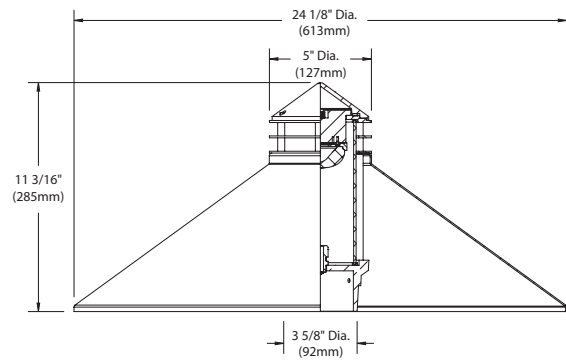
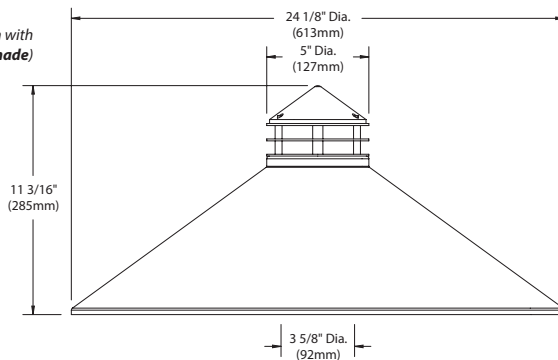
(Shown with  
12" Shade)



(Shown with  
15" Shade)



(Shown with  
24" Shade)



All dimensions indicated on this submittal are nominal.  
Contact Technical Sales if you require more stringent specifications.

## SPECIFICATIONS

### GreenSource Initiative™

Metal and packaging components are made from recycled materials. Manufactured using renewable solar energy, produced onsite. Returnable to manufacturer at end of life to ensure cradle-to-cradle handling. Packaging contains no chlorofluorocarbons (CFC's). Use of this product may qualify for GreenSource efficacy and recycling rebate(s). Consult [www.tekaillumination.com/greensource](http://www.tekaillumination.com/greensource) for program requirements.

### Materials

**Copper:** Constructed from copper and brass. These enduring metals are inherently corrosion resistant.

**Aluminum:** Constructed from Copper-free Aluminum (Type 6061-T6).

### Base

Cast from solid bronze or copper free aluminum. Slip fits 3 1/2" OD TEKA post top.

### Mesh Screen

Diffuses light in window. Not available with half shield. Finish to match fixture. Not available with Dark Top (DT).

### Dark Top

Eliminates glow in window above shade.

### House Side Shield

Eliminates light from half of the fixture. Hand spun aluminum- 3003 or copper- C101.

### Shade

Hand spun from 16GA aluminum 3003-H14 or copper C101. Specify 12", 15" or 24" diameter.

### Optic

Acrylic Batwing Optic.

### Lens

3.5" O.D. frosted acrylic lens.

### Color Management

Chip on board technology delivers natural white light. Exact color point conformity exceeds ANSI C78.377 standard. Module exceeds 80 CRI (RA>80, R9.16). Color point uniformity 2 SDCM color control for 2700K-4000K CCT.

### Driver (23W)

[1] 700mA (D23), Class A, constant current driver. 120-277VAC (nominal) primary input voltage. 50/60Hz. >0.90 Power Factor, 30mA<sup>2</sup>S in-rush current, ≤20%THD (nominal at 120VAC full load). Output over-voltage, over-current, and short circuit protection with auto recovery. EMC: FCC47CFR Part 15 Class B compliant. Dimming driver for use with standard 0-10V dimmers and switch controls. 1-100% range (Refer to driver electrical data). D34 - 1-100% dimming range.

### BKSSL®

Integrated solid state system with 'X' technology is scalable for field upgrade. Modular design with electrical quick disconnects permit field maintenance. Minimum 50,000 hour rated life at 70% of initial lumens (L70). BKSSL technology provides long life, significant energy reduction and exceptional thermal management.

### Ring Stack

Solid aluminum with aluminum spacers; brass or stainless steel accent rings with solid brass spacers.

### Wiring

Tefzel™ coated stranded wire, 18GA, 600V, 150°C rated and certified to UL16 and certified to UL 1659 standard.

### Hardware

Tamper-resistant, stainless steel hardware.

### Driver Installation Options

(Please specify)

**Pole Top:** Driver suspended from fixture. Fits 3 1/2" OD maximum.

**Hinge Base:** Located at base of pole. Stand alone driver tray. For use with PTR5.

**Hand Hole:** Located at base of pole. Stand alone driver tray attaches to standard hand hole pole brackets per NEC. Hand hole must be 3"x 5".

### Finish

**Copper and Brass:** Natural (NAT): Copper and brass components are sand blasted to expose the porous metal surface. Over time, and with exposure to the elements, the metals will naturally 'weather' resulting in a unique patina.

Also available with hand-crafted metal finishes including brown patina (BP), green patina (GP), polish (POL), and nickel plate (NIC).

Aluminum, Copper and brass components are also available in powder coat finishes.

Optional ceramic clear coat protection (copper and brass components only) seals and protects underlying metals and protects against discoloration, fading, and wear. Highly impervious to chemicals, solvents, and graffiti. For use with natural (NAT) and polish (POL) finishes.

**Aluminum:** StarGuard®, our exclusive RoHS compliant, 15 stage chromate-free process cleans and conversion coats aluminum components prior to application of Class 'A' TGIC polyester powder coating.

### Warranty

5 year limited warranty.

### Listings

UL tested to IESNA LM-79. UL Listed. Certified to CAN/CSA/ANSI Standards. RoHS compliant. Suitable for indoor or outdoor use. Suitable for use in wet locations. Additionally suitable for installation within 4' of the ground. IP66 Rated. Made in USA.



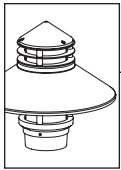
Tefzel™ is trademark of The Chemours Company FC, LLC.

**TEKA** ILLUMINATION

40429 Brickyard Drive • Madera, CA 93636 • USA  
559.438.5800 • FAX 559.438.5900  
[www.tekaillumination.com](http://www.tekaillumination.com) • [info@tekaillumination.com](mailto:info@tekaillumination.com)

SUBMITTAL DATE  
05-15-2018

DRAWING NUMBER  
SUB-2569-00



**BKSSL**  
SOLID STATE LIGHTING

THE POWER OF



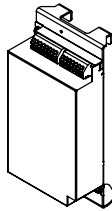
# BEACON POLE MOUNT (BPM)

PROJECT:

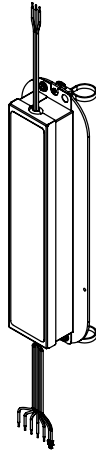
TYPE:

## DRIVER MOUNTING OPTIONS

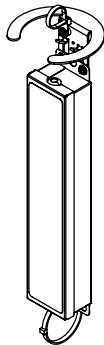
(Hand Hole Driver Mounting **HH-D23**)



(Hinge Base Driver Mounting **HB-D23**)



(Pole Top Mounting **PT-D23**)



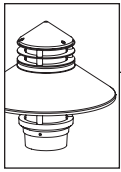
**TEKA** ILLUMINATION

40429 Brickyard Drive • Madera, CA 93636 • USA  
559.438.5800 • FAX 559.438.5900  
www.tekaillumination.com • info@tekaillumination.com

SUBMITTAL DATE  
05-15-2018

DRAWING NUMBER  
SUB-2569-00





**BKSSL**  
SOLID STATE LIGHTING

THE POWER OF

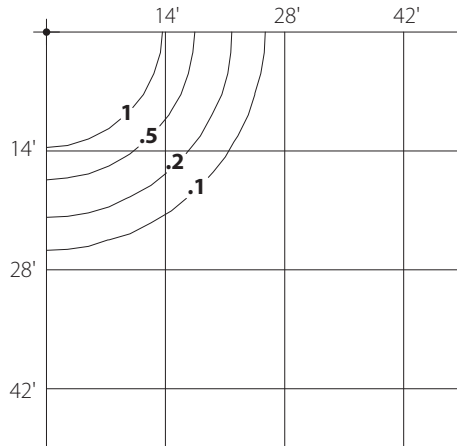


# BEACON POLE MOUNT (BPM)

## HORIZONTAL FOOTCANDLES

### BPM - LED - X85 (23W) - 4000K

Mounting Height = 12.00 Ft, Style = SD12

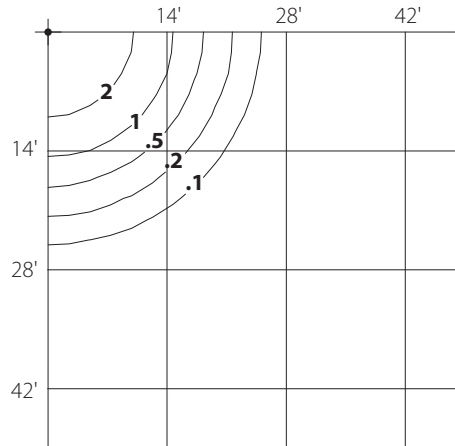


#### HORIZONTAL FOOTCANDLES

Light Loss Factor = 1.00  
Luminaire Lumens = 1757  
Maximum Calculated Value = 2.03 Fc  
2.7K Multiplier = .9  
3K Multiplier = .99  
BUG Rating = B1 U2 G1

### BPM - LED - X85 (23W) - 4000K

Mounting Height = 12.00 Ft, Style = SD15

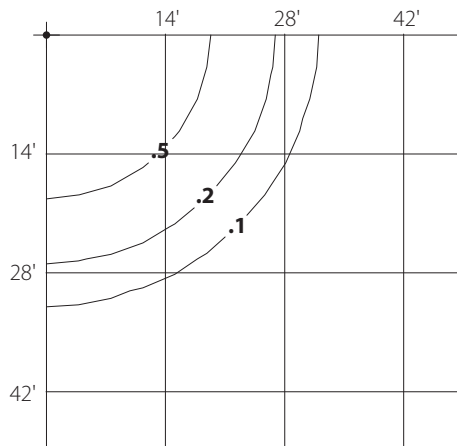


#### HORIZONTAL FOOTCANDLES

Light Loss Factor = 1.00  
Luminaire Lumens = 1913  
Maximum Calculated Value = 2.34 Fc  
2.7K Multiplier = .9  
3K Multiplier = .99  
BUG Rating = B1 U2 G1

### BPM - LED - X85 (23W) - 4000K

Mounting Height = 18.00 Ft, Style = SD12

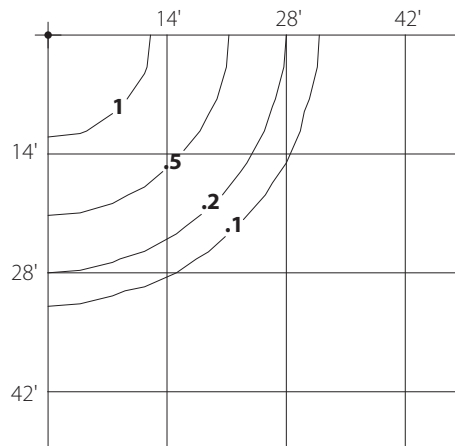


#### HORIZONTAL FOOTCANDLES

Light Loss Factor = 1.00  
Luminaire Lumens = 1757  
Maximum Calculated Value = 0.90 Fc  
2.7K Multiplier = .9  
3K Multiplier = .99  
BUG Rating = B1 U2 G1

### BPM - LED - X85 (23W) - 4000K

Mounting Height = 18.00 Ft, Style = SD15



#### HORIZONTAL FOOTCANDLES

Light Loss Factor = 1.00  
Luminaire Lumens = 1913  
Maximum Calculated Value = 1.04 Fc  
2.7K Multiplier = .9  
3K Multiplier = .99  
BUG Rating = B1 U2 G1



## Portland Water District

FROM SEBAGO LAKE TO CASCO BAY

July 29, 2020

Stephen Bushey, P.E.  
707 Sable Oaks Drive, Suite 30  
South Portland, ME 04106

Re: 1006 Congress Street, PO  
Ability to Serve with PWD Water

Dear Mr. Bushey:

The Portland Water District has received your request for an Ability to Serve Determination for the noted site submitted on May 31, 2019. Based on the information provided per plans submitted July 14, 2020, we can confirm that the District will be able to serve the proposed project as further described in this letter. **Please note that this letter constitutes approval of the water system as currently designed. Any changes affecting the approved water system will require further review and approval by PWD.**

### Conditions of Service

The following conditions of service apply:

- A new 2-inch domestic water service (child), with a 1.5-inch meter, may be installed from the 6-inch fire service PON-WSL206381 (parent). The service should enter through the properties frontage on Westfield Street at least 10-feet from any side property lines.
- Our records show that the property is currently served with a ¾-inch domestic water service; please note that this service is undersized for the proposed use. This service must be terminated by shutting the corporation valve and cutting the pipe from the water main, and removing the box and rod at streetline.
- An approved backflow prevention device must be installed on the service line directly after the meter prior to service activation. Please refer to the PWD website for more information on cross-connection control policies.

Prior to construction, the owner or contractor will need to make an appointment to complete a service application form and pay all necessary fees. The appointment shall be requested through [MEANS@pwd.org](mailto:MEANS@pwd.org) or by calling 207-774-5961 ext. 3199. Please allow (3) business days to process the service application paperwork. PWD will guide the applicant through the new development process during the appointment.

### Existing Site Service

According to District records, the project site does currently have existing water service. A 3/4-inch diameter copper domestic service line provides water service to the site. Please refer to the “Conditions of Service” section of this letter for requirements related to the use of this service.



### Water System Characteristics

According to District records, there is an 8-inch diameter CI water main in Westfield Street and a public fire hydrant located approximately 100 feet from the site. Recent flow data is not available in this area. The most recent static pressure reading was 100 psi.

### Public Fire Protection

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

### Domestic Water Needs

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

### Private Fire Protection Water Needs

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

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

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

Sincerely,  
Portland Water District



Robert A. Bartels, P.E.  
Senior Project Engineer



**Stantec Consulting Services Inc.**

482 Payne Road Scarborough Court, Scarborough ME 04074-8929

December 18, 2018

**Ms. Barbara Barhydt**

Development Review Coordinator  
City of Portland – Planning Authority  
389 Congress Street  
Portland, ME 04101

**Subject: Application for Level III Site Plan Application  
1006 Congress Street  
Tax Map 076/Block A/22**

Dear Shukria:

On behalf of **1006 Congress Street LLC** (Applicant), our office is pleased to provide the materials for a Level III Site Plan Application. This package is intended to meet the City's Level III Site Plan Submission requirements as outlined in the Level III Site Plan Checklist and Section 14-526 of the Code of Ordinances. The subject property was included in the recent zoning district changes of properties at 1000, 1002/1004, 1006, and 1020 Congress Street. These zone changes were approved by the City Council based on the recommendation of the Portland Planning Board. This approval changed the zone for the property from Industrial Low Impact II to Community Business B-2 zone. The zone change allows for a wide range of commercial uses not allowed in the IL zone, such as retail restaurants, grocery stores and shops and services.

## **PROJECT DESCRIPTION**

---

### **Existing Conditions**

The subject parcel is a 0.45 acre lot at 1006 Congress Street. The site is identified as Lot 22 on Tax Map 76, Block A and is in the B-2 Community Business Zone. There is an existing 19,799 SF two-story, unoccupied building on the site. Utilities serving the site include water, sewer, and power services from Congress Street and Westfield Street. The site has two accesses: one from Congress Street and one from Westfield Street. There is approximately 5,201 SF of existing gravel driveway and parking areas and 1,306 SF of paved driveway on the site.

### **Proposed Project**

1006 Congress Street LLC proposes to renovate the interior of the existing building to include nine (9) residential units and a 1,385 SF café. Please see the enclosed floor plans and building elevations for more information. Multi-family residential and restaurant are allowed uses in the B-2 zone.



Ms. Barbara Barhydt  
December 18, 2018  
Page 2

### **Utilities**

The site is currently served with overhead power from Westfield Street. Water and sewer services are from Westfield Street. We will work with the appropriate utility agencies to determine if service upgrades are required for the project.

### **Access Conditions**

The development will also include new paved driveway accesses from Westfield and Congress Streets as well as 18 paved off-street parking spaces and ancillary site improvements including walkways, drainage, and landscaping. Please see the attached site plans for additional information.

### **CLOSURE**

---

As outlined in the Level III Site Plan submission requirements and checklist, we will upload the following materials:

- General Application Documents
  - Level III Application Checklist
  - Right, Title and Interest
  - Zoning Assessment
  - Existing and/or Proposed Easements (Survey Plan)
  - Waiver Request and Waiver Table
  - Financial Capacity
  - Technical Capability
- Transportation
  - Transportation Narrative
- Environmental and Landscape Features
  - Narrative to Address Standards
- Environmental and Stormwater
  - Narrative to Address Standards
- Public Infrastructure and Safety
  - Narrative to Address Standards
- Site Design
  - Narrative to Address Standards
- Construction Management Plan
- Site Plans



Ms. Barbara Barhydt  
December 18, 2018  
Page 3

On behalf of the 1006 Congress Street LLC, we look forward to your continued assistance on the project and we look forward to the next available workshop meeting with the Planning Board. Once we complete the Planning Board workshop, the applicant will be conducting a Neighborhood Meeting. We anticipate this meeting will be conducted prior to the Public Hearing.

If you have any questions regarding the materials being submitted, please contact this office.

Sincerely,

**STANTEC CONSULTING SERVICES INC.**

**Darrin B. Stairs, PE**  
Project Manager  
Tel: 207-887-3406  
[Darrin.stairs@stantec.com](mailto:Darrin.stairs@stantec.com)

Attachments

c: Jenn Packard  
Katherine Detmer, Archetype

V:\2108\active\210801661\civil\admin\permitting\local\level\_III\_site plan\lfr\_barhydt\_level3\_20181218\_final.docx



**Stantec Consulting Services Inc.**

482 Payne Road Scarborough Court, Scarborough ME 04074-8929

February 26, 2019

**Ms. Shukria Wiar, Planner**

City of Portland  
389 Congress Street  
Portland, ME 04101

**Subject: Level III Site Plan Application  
1006 Congress Street – Tax Map 076/Block A/22  
Letter of Response #1 to Staff Review Comments**

Dear Ms. Wiar:

On behalf of **1006 Congress Street LLC** (Applicant), Stantec has received and reviewed Staff Comments dated January 30, 2019, February 6, 2019, and February 11, 2019 regarding the submitted Level III Site Plan Application for the proposed 1006 Congress Street above referenced project. For ease of reference, we have repeated each comment below in italics followed by our response.

**CITY OF PORTLAND STAFF REVIEW COMMENTS DATED JANUARY 30, 2019**

**Fire – Robert Thompson**

- *Fire Department access roads shall have an unobstructed width of not less than 20 ft. Based on the original site plan, this access width is provided on the northern, western, and southern sides of the building.*

Response

Fire Department access is available to the north, west and south sides of the building. The access are two public streets (Congress and Westfield Streets) and on 24-foot-wide drive aisle.

- *Fire Department Access shall have an unobstructed vertical clearance of not less than 13 ft. 6 in.*

Response

There will be unobstructed vertical clearance on all driveway accesses of not less than 13 ft. 6 in.



Ms. Shukria Wiar  
February 26, 2019  
Page 2

- *The street address shall be marked on the structure and shall be as approved by the City E-911 Addressing Officer.*

Response

Our office is currently working with the City E-911 officer on the confirming the street address. Once this is determined, the street address will be clearly marked.

**Planning – Shukria Wiar**

1. *Snow and Ice Loading – please show this on the site plan.*

Response

As required, the snow will be moved to the parking area on the nearby Bunker Brewing Company site which is currently owned by the applicant.

2. *Exterior Lighting – Provide cut sheets and photometric plan for all proposed exterior lights.*

Response

Cut sheets for the exterior lighting and a photometric plan are enclosed with this submission.

3. *Noise and Vibration – Show location of HVAC and mechanical equipment on the site plan and on the architectural plans.*

Response

The HVAC equipment are currently being coordinated with the mechanical engineer and will be provided under separate cover.

4. *Zoning Related Design Standards – The B-2 zone had design standards that need to be addressed. Please submit a cover letter stating how this project is meeting these standards.*

Response

The B-2 Design Related Standards were addressed in the Site Design Narrative provided with the original submission (see page 3 of the Site Design Narrative) and as shown below.





Ms. Shukria Wiar  
February 26, 2019  
Page 3

**Zone Related Design Standards (14-526 (d) 9)**

- Address Historic Preservation Design Review, if applicable
- Address any applicable design review standards by zone
- Address submission requirements from Design Manual, page 1, addressing neighborhood context
- Description of exterior materials, color, finish, and samples

1. Zoning Related Design Standards:

a. Development in certain zones

- (i.) Not applicable - The project is not located in any of the referenced zones.
- (ii.) Not applicable - The project is not located in any of the RP zones.
- (iii.) Not applicable – The existing building has no public portions of the building located on the public streets.
- (iv.) Not Applicable – not in the USM overlay zone
- (v.) thru (viii) Not applicable – not in any of the referenced zones

5. Submit the Availability and Adequate Capacity of Public Utilities.

Response

Our office is continuing to coordinate with the utility companies for this project. The ability to serve the project correspondence from CMP, Until and the City of Portland Wastewater are included with this submission. We are the letter from PWD and will forward upon receipt.

6. ADA Accessible Entrances – Show evidence how the ADA standards are being met.

Response

The ADA entrance and routes are included on the Site Plan included with this submission.

7. The whole of the sidewalk should be replaced on Congress Street; DPW's review is pending.

Response

We understand the City DPW will accept replacement of the existing brick sidewalk with a concrete sidewalk. The site plan has been updated accordingly.



Ms. Shukria Wiar  
February 26, 2019  
Page 4

8. *Submit a Construction Management Plan for review.*

Response

The Construction Management Plan was uploaded to ePlan on 12/20/2018.

9. *Sidewalk Waiver is requested for Westfield Street – Address waiver criteria for sidewalk and curbing for review by the Traffic Engineer.*

Response

The owner is currently in discussion with the City regarding the best design for the existing street which does not meet city standards and the difficulty with the addition of a sidewalk as the existing grade against the building protects the foundation.

10. *Submit more details on the woonerf on Westfield Street and show it on the plans.*

Response

The woonerf design has been abandoned until the City reaches a resolution on the placement of the homeless shelter in the neighborhood.

11. *Subdivision plat will need to reference the proposed uses, number of residential units, parking, and all the easements.*

Response

This information has been added to the Site Plan which is included in this submission.

**Traffic – Tom Errico**

1. *The applicant shall conduct a sidewalk waiver analysis for provision of a sidewalk on Westfield Street. I know there has been some thought about providing a woonerf/shared street concept. I am concerned about the amount of existing and potential future traffic on Westfield Street for a shared street condition and review of concept details is required.*

Response

The applicant is requesting a waiver for a sidewalk on Westfield Street at this time.

2. *The width of Westfield Street does not meet City standards. I do not find the existing width to be problematic, as long as on-street parking is prohibited/restricted. This needs to be coordinated with DPW.*



Ms. Shukria Wiar  
February 26, 2019  
Page 5

### Response

The street is already signed “no parking” at several locations as evidenced by the photo below:



3. *The site plan layout for parking and aisle widths meet dimensional standards. I would prefer that all traffic movements occur via Westfield Street, but City standards permit two driveways and thus the one-way exit drive meets City standards. The applicant should provide information on the changes proposed for the loading dock on Congress Street directly east of the proposed exit driveway.*

### Response

There are no proposed changes to the loading dock area; however, we will ensure that this area will be protected during construction.

4. *Given project details, I do not expect a significant impact to traffic mobility and safety. A traffic study is not required.*

### Response

No response required.

5. *A crosswalk should be painted on Westfield Street at Congress Street and meet ADA standards.*



Ms. Shukria Wiar  
February 26, 2019  
Page 6

Response

Crosswalk has been added to the plans.

6. *General pedestrian origin/destination patterns should be summarized and how facilities will accommodate logical routings.*

Response

Please see attached narrative prepared by Archetype.

7. *The applicant has provided a construction management plan and I find it to be generally acceptable. The applicant shall provide details of any sidewalk closures or Congress Street traffic impacts for review and approval.*

Response

The Congress Street sidewalk will be closed during the time it will be reconstructed. Signage will be provided for alternate sidewalk routes during construction.

**Transportation/Planning – Bruce Hyman**

Sidewalk Waiver Requests:

- *The sidewalk waiver request makes reference to a woonerf on Westfield Street but provides no plans, details or documentation to support this request/desired outcome – it does not address the applicable sidewalk waiver criteria. It is – in its current designed form – a curbed street with no sidewalk as per the current plans. The waiver makes reference to a connection to a Portland Trail but does not include any wayfinding to that effect.*

Response

The Woonerf design has been abandoned until the City reaches a resolution on the placement of the Homeless Shelter in the neighborhood. A waiver request is being requested.

Site Plan:

- *The site plan does not show replacement of the sidewalk along the Congress Street frontage which appears to be in fair at best condition. I would like to see consideration of widening the sidewalk to the property line/ROW. No detectable warning panels are shown at the intersection with Westfield Street.*



Ms. Shukria Wiar  
February 26, 2019  
Page 7

Response

The site plan has been updated to show the removal/replacement of the brick sidewalk and expansion of the sidewalk to a 10' width.

- *The site plan shows uses that could conceivably activate the Congress Street frontage to the rear of the building rather than along the Congress Street frontage. I believe this is a missed opportunity to do so. The uses of the building are solely oriented to the parking lot/driveway to the rear. The quality of pedestrian access to these uses is poor as currently conceived.*

Response

Please see the Architectural plans and narrative.

- *The driveway radii to Congress Street are to be modified to reflect an upgraded sidewalk along Congress St and the right-out only condition proposed.*

Response

The site plan has been updated to address this comment.

Landscape Plan:

- *The Landscape Plan does not address the existing asphalted-in tree wells that are in the existing sidewalk along Congress Street.*

Response

The site plan has been updated to include two (2) new street trees along Congress Street to replace the long since missing trees.

**CITY OF PORTLAND STAFF REVIEW COMMENTS DATED FEBRUARY 6, 2019**

**City Arborist – Jeff Tarling**

- *Due to the sidewalk width and challenges of growing trees in the sidewalk in this area we would not look for street trees to be planted in the street right of way sidewalk area.*



Ms. Shukria Wiar  
February 26, 2019  
Page 8

Response

The site plan was updated per comments. As the sidewalks will be widened we welcome a confirmation from the City Arborist as to the need to install or not install two new trees in the sidewalk.

- *The only tree & landscape change would be to change the River Birch cultivar, shown as BN on the landscape plan, from 'Little King' to 'Heritage' River Birch. The project has space enough to grow the larger type.*

Response

This change will be added to the Site Plan.

**CITY OF PORTLAND STAFF REVIEW COMMENTS DATED FEBRUARY 11, 2019**

**Urban Designer – Caitlin Cameron**

Design Review Comments:

- *There is a discrepancy between the plans regarding the interior layout.*

Response

Please see attached Architectural Plans and narrative.

- *Provide all elevations.*

Response

Please see attached Architectural Plans and narrative.

- *Label elevations with materials.*

Response

Please see attached Architectural Plans and narrative.

- *What is the metal siding proposed?*

Response

Please see attached Architectural Plans and narrative.



Ms. Shukria Wiar  
February 26, 2019  
Page 9

(d) B-2 Commercial Business Zones:

*Standard (1) c. Building Entrances – There are multiple entrances to this building. An entrance faces Congress Street but is not residential in character. The café entrance should be placed at the street, on the corner, or made more visible from the public way.*

Response

Please see attached Architectural Plans and narrative.

*Standard (1) d. Windows – The existing windows are being re-used on the street facades – .7 VT required. The existing windows do not meet the standard that they be installed at a height to allow views into the building by passersby – staff suggest that the more active use (café) should be located at a street façade and used to introduce windows that meet this standard. This could be at the corner or on the Westfield façade.*

Response

Please see attached Architectural Plans and narrative.

*Standard (1) e. Façade Character – The orientation of the active use (café) is away from the street towards the surface parking lot – this does not meet the standard. Active use should have direct relationship to sidewalk and street. The building location includes two street frontages but does not place the active use at the street or use exterior design to indicate the active use. Consider relocating the active use, orienting the door to the street, introducing additional windows, using– especially in prevalent places such as the corner. Commercial and residential entrances should be differentiated.*

Response

Please see attached Architectural Plans and narrative.

*Standard (1) f. Building Design – As an adaptive reuse of an institutional building, the existing building type and form differs from the residential buildings in the same streetscape. However, the proposed exterior changes to the building are minimal and do not include any architectural elements to relate the residential or café uses. Building design – materials, articulation, entrance design – should provide a legibility regarding its uses and related to the streetscape. The removal of the porches on this building result in an unfortunate loss of an existing residential feature of the building – consider similar scaling and residential elements for the street-facing facades. The windows and entrances are other opportunities to meet this standard.*

Response

Please see attached Architectural Plans and narrative.

*Standard (1) g. Building Materials – Clapboard, brick, and storefront are considered compatible given the surrounding context of industrial, commercial, and residential buildings. Because this*

**Design with community in mind**



Ms. Shukria Wiar  
February 26, 2019  
Page 10

*building is being converted to predominantly a residential use, new materials, such as at the corner, should reflect the residential use and be compatible with the surrounding built context. More information is needed regarding the proposed new materials but staff do not consider metal to be an appropriate siding material for a residential building across from clapboard residential buildings.*

Response

Please see attached Architectural Plans and narrative.

*Standard (1) i. Landscaping and Buffers – Surface parking areas should be screened from neighboring residential uses with either fence or landscape – this is not met in all locations. The large setbacks require planted landscaped areas. Currently, the street facades contain residential uses – the landscape proposal should indicate this use. Landscape as proposed on Westfield Street is not appropriate - sidewalk, possibly with a planter edge for retaining wall, to provide connection to the café use.*

Response

Please see attached Site Plan.

If you have any questions with regards to the information submitted, please contact our office.

Regards,

**STANTEC CONSULTING SERVICES INC.**

Stephen R. Bushey, P.E.  
Associate  
Phone: (207) 887-3478  
Fax: (207) 883-3376  
stephen.bushey@stantec.com

Attachment

c: Jenn Packard  
Katherine Detmer, Archetype

V:\2108\active\210801661\civil\admin\permitting\local\level\_III\_site plan\lor\lor\_1\_wiar\_20190212.docx



1006 Congress Street

Planning Board Re-Submission Cover Letter

2-22-2019

In response to the city's review of our initial documents for the 1006 Congress Street we are submitting revised and additional information.

-The floor plans have been resubmitted with updated information.

-The elevations have been updated and all that have work being done are now included. The east elevation of the original house is not being changed so a photograph has been included.

-The elevations have been updated with proposed materials.

-The proposed metal siding is ATAS design wall in a bronze finish. This material has a horizontal reveal scale that references the clapboard residential fabric across the street but is a finish that will tie into the bronze detailing of openings that ties the original portions of the building to the addition. It also compliments the brick exterior which, apart from the scale of the building and time period of the addition set it apart from its neighboring residences and must be considered in the design.

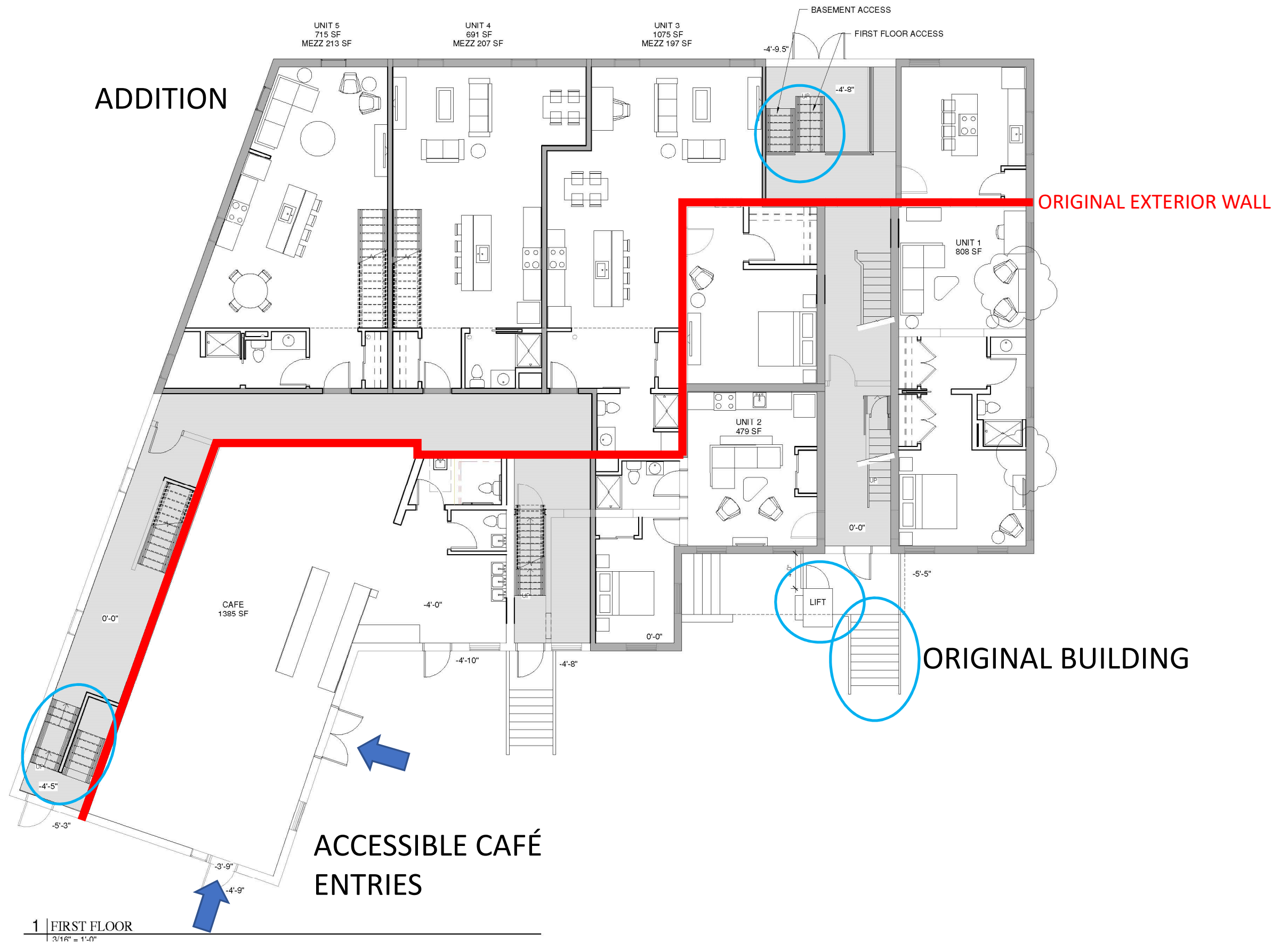
The entrances have been revised. Originally the building was being repurposed as business uses but has more recently been re-designed as apartments and a café. With the new uses the previous entries have been differentiated to designate them as residential or public – the café.

It has been questioned why the café is located at the inner portion of the building rather than right along Commercial Street as guided by the design standards. There are several factors that led to this placement. Some of the included documents help to diagram the explanation.

The attachment – Rated Separation Diagram shows that there is a natural division in the building between the existing house and attached barn and the addition that was added. What was an exterior wall of the barn and its connection to the house which is an 18" thick masonry wall. This provides a natural rated and acoustical separation between the business and residential uses. Then if you look at the spaces on either side of that division the ability to access them is important in locating the café. At most of the entrances it is required to go up or down stairs in order to access the existing floor plates and to make it more complicated there are 13 existing floor plates in the building. The Congress Street entrance takes you into a vestibule that is separated from all floors it accesses by stairs. If you look at the attachment -Floor Level and Grade Elevation diagram you can see that the floor levels along Westfield Street and it is being shown that existing grade along the building lies in between them. This grade is also banked up against the building and meets the building several feet above the grade of the street. The property line for the building runs very near to the building face. The owner is in conversations with the city regarding the street which is too narrow for city standards and the lack of an existing sidewalk. All of these factors combined make it infeasible to be able to create an accessible entrance along the street facades. In contrast, the south and east elevations of the original barn building have door access that is only 10"-12" higher than the existing grade making it possible for sitework to

create accessible entries. On top of the structural and grading rationale, the shape and orientation of the building create a natural location at the core for an outdoor courtyard that can be a feature of the café and that would afford its users a peaceful and naturally lit space. In order to help with the visibility of the business, signage and awning proposals are being made that show on the elevations and a sign is being proposed at the entrance to Westfield Street that would indicate multiple businesses it accesses including the café.

In terms of windows on the building. On permit that was approved previously by the city the windows and roof on the original house were replaced in the existing openings. Other than these we are proposing doors as noted on the elevations as well as six new windows on the corner of Westfield and Congress. As this is an existing building that is being repurposed and the budget it aimed to keep the units as market rate, we are not proposing any other alterations to the openings.









**Stantec Consulting Services Inc.**

482 Payne Road Scarborough Court, Scarborough ME 04074-8929

March 26, 2019

**Ms. Shukria Wiar, Planner**

City of Portland  
389 Congress Street  
Portland, ME 04101

**Subject: Level III Site Plan Application  
1006 Congress Street – Tax Map 076/Block A/22  
Letter of Response #2 to Staff Review Comments**

Dear Ms. Wiar:

On behalf of **1006 Congress Street LLC** (Applicant), Stantec has received and reviewed Staff Comments regarding the submitted Level III Site Plan Application for the proposed 1006 Congress Street project. Many of these were outlined in the Planning Board Workshop Staff report and attachments. For ease of reference, we have repeated each comment below in italics followed by our response.

**Right, Title & Interest**

- *There is one other parcel that may have rights in Cumberland Place, the applicant will have to confirm this. Staff has requested a legal opinion from the applicant regarding the right, title, and interest.*

Response

Our office provided deed information on January 3, 2019 showing the easement information. A Right of Way Agreement between Fitzgerald Mary E Etal and 1006 Congress Street is currently being drawn up between the parties and will be submitted to the City once complete.

**Site and Subdivision Plan Requirements**

- *The Applicant shall submit a Boundary Survey that has been Stamped by a Maine Licensed Professional Surveyor per Section 13 of the City of Portland Technical Manual; subdivision recording plat will need to be stamped by the Surveyor.*

Response

A Stamped Boundary Survey and Subdivision Plat is included with this submission.





Ms. Shukria Wiar  
March 26, 2019  
Page 2

- *Standard Maine DEP erosion and sedimentation control notes should be provided to address items such as temporary stabilization methods and winter construction. The proposed silt fence should be adjusted near the site entrances to provide protection downgradient of the proposed grading.*

#### Response

The Standard Erosion & Sedimentation notes have been included on the General Notes and Legend Sheet which will address temporary stabilization and winter construction. The positioning of silt fence and related construction Erosion BMP's has been updated on the plan and we believe is satisfactory. The contractor will be responsible to maintain, adjust and add as necessary, any applicable Erosion control BMP's to the site for the duration of construction. They will also be required to assure that mud/dirt is not tracked on to the adjacent streets and that fugitive dust emissions are minimized.

- *Availability and Adequate Capacity of Public Utilities – The project will be served by the Portland Water District, City Department of Public Works (DPW), and underground/power/cable/communications. The Applicant has not submitted capacity letters from Portland Water District and Department of Public Services and need to be forwarded to the Planning Authority as part of the final application.*

#### Response

**PWD:** Our office has received an email from PWD confirming the location of water mains on both Congress and Westfield Street (uploaded to eplan 2/26/19). Our office is currently coordinating with the PWD regarding the confirmation of their ability to serve and will forward upon receipt. The existing water service into the building is identified as a ¾" water service off the 8" water line in Westfield Street. It is expected that the line will require replacement with a 2" domestic water service and interior meter upgrade to meet the supply needs of the apartments and café.

**DPW:** An ability to serve the project has been received and was uploaded to Citizens Self Service and is included with this submission.

- *The project will be served by a sewer line located in Congress Street. Ms. Swett has reviewed the plans and the applicant will need to show "show the location of the existing sewer service connection to the public sewer system within Congress Street on the Site Layout & Utility Plan (Sheet C-3.0)". Grease traps are required for commercial kitchens.*



Ms. Shukria Wiar  
March 26, 2019  
Page 3

### Response

The existing sewer service connection has been clearly identified on the Site Layout and Utility Plan. City records identify a 6" sewer lead from the northwesterly building corner and this ties into the 24" sewer main in Congress Street. We have added a note indicating that an internal grease tank will be installed within the Café plumbing. This is likely to be a small interior tank (<20 gal capacity) since the Café will not involve substantial kitchen services that might otherwise contribute excessive grease, etc. If a more substantial commercial kitchen for full service dining is proposed, then a standard City grease trap will be installed and tied back into the existing sewer service line exiting the building. At this time, the applicant is requesting approval simply to install a low volume, interior grease tank for the Café.

- *Please provide locations of stormwater drainage pipe in Congress Street and Westfield Street and update locations of catch basins and invert elevations accordingly. The 4' diameter drainage manhole proposed in Westfield Street appears to conflict with the existing 8" water line.*

### Response

The existing drainage within Westfield Street consists of a 15" pipe down the center of the street. The two existing catch basins on the east (site) side of the street tie into the 15" SD to the best of our understanding. The existing main in Congress Street consists of a 24" pipe that also runs generally down the middle of the street. We have updated the drainage pipe to simplify the onsite system and to make a single connection to the system in Westfield Street only. We would prefer not to open Congress Street to make any drainage connection. We now propose to connect a new 12" storm drain pipe, located within our Westfield entrance, out to the existing manhole in the street. The existing runoff from the site generally makes its way to either Westfield or Congress Street via sheet flow thus we believe that the new onsite system of collection and routing to Westfield Street is not a substantial change to the overall drainage regime, particularly given the relatively small increase of overall impervious area on the site. The installation of a more defined onsite collection system, consisting of three catch basins and a 12" pipe conveyance network is considered an improvement over the existing undefined overland flow conditions. Further, we propose the installation of Fabco™ catch basin filter inserts for water quality treatment of a majority of the site's proposed pavement area, landscape and hardscape and portions of the existing roof area. These measures will help trap sediments and also provide water quality treatment benefits in compliance with the City's standards.

- *Please provide pavement butt joint and repair details for installation of stormwater drainage infrastructure in Congress Street and Westfield Street.*



Ms. Shukria Wiar  
March 26, 2019  
Page 4

#### Response

The detail sheets have been updated to include a pavement sawcut restoration detail as requested.

- *Site grading should ensure that stormwater flow does not exit the site onto adjacent properties. It is understood that this is a challenge with urban sites. Please provide additional spot grades along the northwest property line and at the southeast corner of the building to verify grading around the site.*

#### Response

The Grading, Drainage and Erosion Control Plan has been updated to show the layout of a drainage collection system and the grading on the lot that will basically direct nearly all of the property's site runoff to three new catch basins and ultimately a discharge to the city drainage system in Westfield Street. The perimeter of the new parking and paved access drive will be curbed, thus, the amount of area contributing any runoff to the abutting properties will be substantially reduced. Spot grades and more detail to the proposed site grading and drainage are provided on the accompanying plans.

- *The site plans do not show exterior solid waste disposal. The applicant shall provide more information on proposed solid waste will be managed on site.*

#### Response

The applicant proposes to handle solid waste collection and recycling by providing an interior area for residential scale totes that residents can place waste or recyclable materials, for weekly (or as necessary) removal by a waste contractor.

- *There are internal walkways on the site, which will connect from the parking areas to the building entrances. The existing sidewalk along Congress Street, which is brick, is not in good condition. Staff has requested that it be reconstructed in concrete, since it is in the concrete sidewalk district of the City's sidewalk policy. Applicant has shown a five-foot sidewalk on the revised site plan but staff recommends that sidewalk be constructed to the property line.*

#### Response

The accompanying plans depict the reconstruction of the existing sidewalk along the Congress Street frontage, including changing the sidewalk surface from brick to new concrete. The plans now show a 10' wide concrete sidewalk. Because of the existing depth from back of curb to the right of way line (11' to 17.5'), we believe a maximum 10' wide sidewalk is more appropriate for the location. We understand that Section 14-526 (a) 2.c.ii reads as follows:





Ms. Shukria Wiar  
March 26, 2019  
Page 5

City of Portland  
Code of Ordinances  
Sec. 14-526

Land Use  
Chapter 14  
Rev. 11-7-2016

(ii) Where sidewalks already exist but are in substandard condition, they shall be repaired or replaced in conformance with Chapter 25 of the City Code and Section 1 of the Technical Manual.

In accordance with Chapter 25 – Section 98, we interpret the reconstruction of the Congress Street sidewalk as the responsibility of the City. The applicant will be complying with the City code by providing new granite curb and sidewalk along Westfield Street, thus the additional City request to replace the existing Congress Street sidewalk tilts the site improvements costs for this modest project proposal to a level that significantly impacts overall project economics. Combined with the fact that affordable housing is also made part of the project, it becomes ever more difficult to balance the project expenditures with the development's income production. We believe that the additional burden of replacing the Congress Street sidewalk is an extraordinary measure and can be considered an unfair request on the applicant if they are asked to pay for its cost.

- *There is no sidewalk along the Westfield Street frontage and the applicant is not proposing one. A waiver has been requested for the construction of a sidewalk along the Westfield Street frontage. According to the applicant, the building is right on the property line and the building's foundation footing is preventing the construction of the sidewalk. The applicant has had on-going discussions with Portland Trails about creating a 'shared use' connection on Westfield Street as part of the Fore River Parkway Trail access, but the City don't have best practices or standards for a 'shared use' street (refer to Jamie Parker of Portland Trails memo, Attachment 7). City staff, Portland Trails, and the applicant and their consultants meet on March 5, 2019 to discuss this concept, as well as the sidewalk on the Westfield. There is a potential for additional development off Westfield Street, such as plans for a shelter and/or police station, thus, the public street could have a higher pedestrian and vehicle counts with any potential development of the land off County Way and Westfield Street.*

#### Response

The current plans depict the placement of a 5' wide standard sidewalk along the east side of Westfield Street. To accomplish this layout, the applicant is requesting that the travel way on Westfield be reduced to a width of 22.0'. The sidewalk can be placed on the east side of the road in a manner that reduces potential impact to the existing



Ms. Shukria Wiar  
March 26, 2019  
Page 6

building and foundation systems and also precludes the need for any retaining walls behind the sidewalk, that might otherwise be necessary to overcome the difference in street grade to the exterior grade along the building face.

- *As such, DPW recommends that a sidewalk be constructed along the Project frontage if at all feasible. In the event that the street becomes a shared street in the future, the sidewalk will allow safe pedestrian access to the street via a sidewalk before merging onto the roadway, as the area around the intersection (and auto body shop across Westfield Street) will likely be the most dangerous portion of Westfield Street for pedestrians.*

#### Response

The proposed sidewalk has been added to the plans. A sidewalk connection along the proposed Westfield driveway entrance is also proposed for ADA compliant (<5%) access from the Westfield sidewalk to the café and residential unit entrances.

- *Jeff Tarling, City Arborist, reviewed the landscaping plan and states "Due to the sidewalk width and challenges of growing trees in the sidewalk in this area we would not look for street trees to be planted in the street right of way sidewalk area".*

#### Response

The plans reflect the elimination of the street trees along Congress Street.

- *Basic Standards – Standard Maine DEP erosion and sedimentation control notes should be provided to address items such as temporary stabilization methods and winter construction.*
- *The proposed silt fence should be adjusted near the site entrances to provide protection downgradient of the proposed grading.*
- *General & Flooding Standards - The Applicant should provide additional information to address stormwater management for stormwater quantity and quality. It appears that treatment will be required for new impervious surface per the City's standards. Quantification of the new impervious surface should include any new roadway area constructed as part of the project.*

#### Response

Basic erosion control notes have been added to the plans and updates to the placement of silt fence and related measures have been made on the plans. To address the water quality treatment needs of the project we have identified that the proposed catch basins will contain filter inserts to provide water quality treatment benefits. A



Ms. Shukria Wiar  
March 26, 2019  
Page 7

Stormwater Management Memo and Draft Stormwater Agreement is included with this submission to address these comments.

- *The applicant has provided a catalogue cuts indicating the wall mounted type is a full cutoff fixture in accordance with the City's Technical Manual; more information is needed to determine if the pole mounted is full cutoff.*

#### Response

According to the lighting designer, Swaney Lighting, the proposed pole top mounted fixture meets the City standards if the option for a Dark Top is provided. This will be the case for the project proposal.

- *A council member inquired about bike racks.*

#### Response

Two bike racks are proposed near the plaza between the rear of the building and the parking lot.

### **Additional Comments from March 22, 2019 email**

1. *The City's site plan ordinance requires that a public sidewalk be installed along Westfield Street. The Department of Public Works requires the sidewalk shall be built according to the City of Portland's Technical Manual, including: asphalt material, at least 5'-0" wide, granite curb with 7" reveal (negotiable), 2% maximum cross-slope, and an ADA-accessible crossing across the site driveway. As we discussed at the meeting, we are willing to consider sidewalk concepts before preparing an engineered drawing of the sidewalk, if that is helpful. Mike Tremblay, Senior Engineer, also noted that the Department of Public Works is willing to consider a waiver of the street width in order to provide a safe sidewalk that is clear of the building footing and provides compliant ADA access. He also noted in his review comments and at the meeting, that the sidewalk does not preclude an option for a shared street with year-round accommodations at some future point (Att. 2 to the March 12<sup>th</sup> PB workshop memo). Staff feels that every attempt shall be made to have the sidewalk on Westfield Street.*

#### Response

Please see response above.

2. *If the applicant concludes that a sidewalk is not feasible, then a waiver of the sidewalk requirement must be sought. This requires documentation to be submitted for review and approval that address the criteria for a sidewalk waiver located in Section 14-506 of*



Ms. Shukria Wiar  
March 26, 2019  
Page 8

*the Land Use Code. In the event that a sidewalk waiver on Westfield Street is sought and granted, suitable ADA access to the project site shall be provided elsewhere.*

Response

Please see response above.

3. *At the March 19th site visit, Jennifer Packard stated that they are looking at a walkway from Congress Street to the rear of the property, along the driveway. The proposed walkway should be shown on the revised site plan.*

Response

Due to the width of the driveway exiting onto Congress Street and the parking requirements, a walkway is not proposed.

4. *At the March 12th Planning Board workshop, there seemed to be some confusion as to whether stormwater management was required for this project. The site plan requirement for stormwater management is found in Chapter 5 of the Technical Manual and states that the increase of impervious surface area over 1,000 sf triggers both quantity and quality treatment. Please refer to Lauren Swett's, P.E., previously forwarded review comments (Att. 3 to the March 12th Planning Board workshop memo).*

Response

Please see response above.

5. *The shared accessway, is shown with a raised curb to be installed along the paved edge. Does this allow access for the other adjoining property owners to use the accessway? Does the curb line on the curve need to be flush or mountable for access to the abutters?*

Response

Installation of mountable curb has been included on the plans for access to adjoining property.

**Zoning Related Design Standards**

- *Standard (1) c. Building Entrances – There are multiple entrances to this building. An entrance faces Congress Street and has a curved canopy referential to the arched windows existing. Since the café cannot be placed to face the street, staff requested the active use be indicated at the street. This is accomplished with an awning that turns*



the corner and signage. A sidewalk or other accessible path should also be included from Congress Street to this use.

- *Standard (1) d. Windows – The existing windows are being re-used on the street facades – .7 VT required. The existing windows do not meet the standard that they be installed at a height to allow views into the building by passersby. New windows introduced at the prominent corner are encouraged, however, staff commented that the proposed size and configuration are awkward and do not relate to the residential use. Consider revising the top two rows of windows to be fewer in number and bigger in size or else, consider size and proportions and details more similar to the existing residential windows on the building, perhaps incorporated the arched header in some way.*
- *Standard (1) e. Façade Character – The orientation of the active use (café) is away from the street towards the surface parking lot. Active use should have direct relationship to sidewalk and street. The building location includes two street frontages but does not place the active use at the street or use exterior design to indicate the active use. The active use is indicated at the corner with signage and an awning. Commercial and residential entrances are differentiated with different types of awning.*
- *Standard (1) f. Building Design – As an adaptive reuse of an institutional building, the existing building type and form differs from the residential buildings in the same streetscape. However, the proposed exterior changes to the building are minimal and do not include any architectural elements to relate the residential or café uses. Building design –materials, articulation, entrance design – should provide a legibility regarding its uses and related to the streetscape. The removal of the porches on this building result in an unfortunate loss of an existing residential feature of the building – consider similar scaling and residential elements for the street-facing facades. The windows and entrances are other opportunities to meet this standard.*
- *Standard (1) g. Building Materials – Clapboard, brick, and storefront are considered compatible given the surrounding context of industrial, commercial, and residential buildings. Because this building is being converted to predominantly a residential use, new materials, such as at the corner, should reflect the residential use and be compatible with the surrounding built context. Staff find the proposed metal siding to be acceptable if the orientation is kept to horizontal to relate to the clapboard found in nearby residential buildings and if the material and details are kept a consistent color throughout the project (siding, canopies, balcony railing, etc.). The finish should be matte, rather than reflective, in character. The balcony at the back of the building should be revised to be lighter, less solid and tall.*



Ms. Shukria Wiar  
March 26, 2019  
Page 10

- *Standard (1) i. Landscaping and Buffers – Surface parking areas should be screened from neighboring residential uses with either fence or landscape – this is not met in all locations. The large setbacks require planted landscaped areas. Currently, the street facades contain residential uses – the landscape proposal should indicate this use. Landscape as proposed on Westfield Street is not appropriate - sidewalk, possibly with a planter edge for retaining wall, to provide connection to the café use.*

Response

Archetype has been coordinating with Caitlyn Cameron regarding the above referenced comments. We have included revised architectural information which addresses these comments.

We appreciate the staff comments pertaining to the project and we trust that the responses and plan changes made will adequately address your comments and concerns. Further, we trust this information will allow the scheduling of the project for a public hearing before the Planning Board, at which an approval action may be achieved.

If you have any further informational need please contact this office.

Regards,

**STANTEC CONSULTING SERVICES INC.**

Stephen R. Bushey, P.E.  
Associate  
Phone: (207) 887-3478  
Fax: (207) 883-3376  
stephen.bushey@stantec.com

Attachment

c: Jenn Packard  
Katherine Detmer, Archetype

V:\2108\active\210801661\civil\admin\permitting\local\level\_III\_site plan\lor\lor\_2\_wiar\_20190326\_final.docx



**Stantec Consulting Services Inc.**

482 Payne Road Scarborough Court, Scarborough ME 04074-8929

April 4, 2019

**Ms. Shukria Wiar, Planner**

City of Portland  
389 Congress Street  
Portland, ME 04101

**Subject: Level III Site Plan Application  
1006 Congress Street – Tax Map 076/Block A/22  
Letter of Response #3 to Staff Review Comments**

Dear Ms. Wiar:

On behalf of **1006 Congress Street LLC** (Applicant), Stantec has received and reviewed yesterday's Staff Comments from Lauren Swett and Keith Gray regarding the submitted Level III Site Plan Application for the proposed 1006 Congress Street project. Specifically, Lauren has requested additional computational support related to the Stormwater management compliance. The project results in a very small increase in overall impervious area. Overall, site improvements are expected to aid with the collection and conveyance of stormwater runoff, whereby runoff will continue to be directed to the existing municipal systems in Westfield Street and Congress Street. We believe there will be significant improvement to the site conditions including a significant reduction of runoff sheeting either towards the Fitzgerald Tile property or runoff sheeting towards the southeast end of the Cumberland Place ROW, both conditions of which have been considered problems by the abutting owners. The accompanying update to the Stormwater memo contains various calculations in support of our design compliance with the City's stormwater management standards. We note that this analysis is somewhat rudimentary due to the very small size of the watershed area under review and the methodology being employed. The HydroCAD software, and most computational methods for that matter, are not well suited to watershed areas under an acre in size. So, our fundamental finding that less runoff will be shed towards the abutters and it will be conveyed out to the street, where it can be properly handled, meets the ultimate objectives of the standards, in our opinion. We appreciate Ms. Swett's indication that an exception can be made on the use of the Fabco Catch Basin Filter product line. Given the nature of the site, we believe this product will provide a nice improvement to treat collected stormwater runoff.

A second comment relating to the proposed grease trap installation has been addressed by the addition of a note to the site plan. Basically, there are no plans for a commercial kitchen so we stand by the request for an internal grease trap, given the nature of the proposed café and the very limited kitchen equipment and expected food preparation and dish cleaning proposed.

Design with community in mind





Ms. Shukria Wiar  
April 4, 2019  
Page 2

Finally, Keith Gray has indicated that DPW will require a 24' wide road section be maintained along Westfield Street. Thus, we have updated the site plan to shift the proposed sidewalk to provide the 24' wide travel way on the street.

We appreciate the staff comments pertaining to the project and we trust that the responses and plan changes made will adequately address your comments and concerns. Further, we trust this information will allow positive findings to be provided to the Planning Board at the April 9th public hearing, at which an approval action may be achieved.

If you have any further informational need please contact this office.

Regards,

**STANTEC CONSULTING SERVICES INC.**

Stephen R. Bushey, P.E.  
Associate  
Phone: (207) 887-3478  
Fax: (207) 883-3376  
stephen.bushey@stantec.com

Attachment

c: Jenn Packard  
Katherine Detmer, Archetype

V:\2108\active\210801661\civil\admin\permitting\local\level\_III\_site plan\lor\lor\_3\_wiar\_20190404\_final.docx





## LEVEL II and LEVEL III APPLICATION SUBMISSION CHECKLIST

Please submit each document as a separate PDF file.

Please confirm by electronically checking the boxes to the left

### General Application Documents

| Checklist                                                                                                    | Items to be Provided                                                                                                                                                                           |
|--------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes <input checked="" type="checkbox"/> NA <input type="checkbox"/> Plan <input type="checkbox"/>            | <b>PROJECT DESCRIPTION</b> <ul style="list-style-type: none"> <li>Cover Letter with detailed project description</li> </ul>                                                                    |
| Yes <input checked="" type="checkbox"/> NA <input type="checkbox"/> Plan <input type="checkbox"/>            | <b>COMPLETED CHECKLIST – LEVEL III APPLICATION</b>                                                                                                                                             |
| Yes <input checked="" type="checkbox"/> NA <input type="checkbox"/> Plan <input type="checkbox"/>            | <b>RIGHT, TITLE AND INTEREST</b> <ul style="list-style-type: none"> <li>Deeds, leases, or purchase and sales agreements</li> </ul>                                                             |
| Yes <input type="checkbox"/> NA <input checked="" type="checkbox"/> Plan <input type="checkbox"/>            | <b>EVIDENCE OF STATE OR FEDERAL APPROVALS</b> , if applicable <ul style="list-style-type: none"> <li>Permits or letters of non-jurisdiction, if applicable</li> </ul>                          |
| Yes <input checked="" type="checkbox"/> NA <input type="checkbox"/> Plan <input type="checkbox"/>            | <b>ZONING ASSESSMENT</b> <ul style="list-style-type: none"> <li>Table listing required and proposed uses and dimensional standards<br/><a href="#">Zoning Assessment Table</a></li> </ul>      |
| Yes <input checked="" type="checkbox"/> NA <input type="checkbox"/> Plan <input checked="" type="checkbox"/> | <b>EXISTING &amp;/OR PROPOSED EASEMENTS OR COVENANTS</b> , if applicable <ul style="list-style-type: none"> <li>Evidence of existing easements and any proposed easements</li> </ul>           |
| Yes <input checked="" type="checkbox"/> NA <input type="checkbox"/> Plan <input type="checkbox"/>            | <b>WAIVER REQUESTS</b> <ul style="list-style-type: none"> <li>Written request for waiver describing request and reason. <a href="#">Waiver Table</a></li> </ul>                                |
| Yes <input checked="" type="checkbox"/> NA <input type="checkbox"/> Plan <input type="checkbox"/>            | <b>FINANCIAL CAPABILITY</b> <ul style="list-style-type: none"> <li>Letter or evidence from a financial institution or third party verifying financial capacity to undertake project</li> </ul> |
| Yes <input checked="" type="checkbox"/> NA <input type="checkbox"/> Plan <input type="checkbox"/>            | <b>TECHNICAL CAPABILITY</b> <ul style="list-style-type: none"> <li>Evidence of technical capability of applicant and consultants – resumes and/or examples of past projects</li> </ul>         |

## LEVEL II AND LEVEL III SITE PLAN STANDARDS AND SUBMISSION CHECKLIST

Provide assessment of compliance with standards and include supplemental documentation, as applicable.

Please submit each document as a separate PDF file.

### TRANSPORTATION

| Check list                                                                                                      | Assess/Provide/Document:                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes NA Plan<br><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>            | <b>Transportation Analysis- Traffic Impact (14-526 (a) 1)</b> <ul style="list-style-type: none"> <li>Provisions for pedestrian, bicycle, vehicle, and loading circulation and incremental volume of traffic impacts</li> <li>Traffic Impact Study (Technical Manual, Section 1) if applicable</li> </ul>                                                                |
| Yes NA Plan<br><input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> | <b>Access and Circulation (14-526 (a) 2 a)</b> <ul style="list-style-type: none"> <li>Access and internal circulation, addressing ADA access</li> <li>Access and egress impacts on traffic flows</li> <li>Description and use of drive-up features, if applicable</li> </ul>                                                                                            |
| Yes NA Plan<br><input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> | <b>Loading and Servicing (14-526 (a) 2 b)</b> <ul style="list-style-type: none"> <li>Loading and servicing needs, route and travel way geometrics for deliveries</li> <li>Turning templates for delivery vehicles, if applicable</li> </ul>                                                                                                                             |
| Yes NA Plan<br><input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> | <b>Sidewalks (14-526 (a) 2 c)</b> <ul style="list-style-type: none"> <li>Sidewalks and condition along street frontages and internal walkways</li> <li>Engineered details for ADA ramps and public sidewalk details meeting sidewalk materials policy and ADA ramp construction details as applicable (Technical Manual, Section 1)</li> </ul>                          |
| Yes NA Plan<br><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>            | <b>Public Transit (14-526 (a) 3 ), if applicable</b> <ul style="list-style-type: none"> <li>Existing available transit services</li> <li>Proposed site plan design details, such as easement, pad base, and shelter</li> </ul>                                                                                                                                          |
| Yes NA Plan<br><input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> | <b>Off-Street Parking: Vehicle &amp; Motorcycle/Scooter) (14-526 (a) 4 a and c )</b> <ul style="list-style-type: none"> <li>Expected parking demand, proposed parking supply, ADA parking, and applicable Zoning Requirements</li> <li>Address Technical Manual standards (Section 1) for curb cut separation and parking lot layout and locate on site plan</li> </ul> |
| Yes NA Plan<br><input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> | <b>Bicycle Parking (14-526 (a) 4 b)</b> <ul style="list-style-type: none"> <li>Address bicycle parking requirements and identify locations on-site</li> <li>Construction details for bike racks (Technical Manual, Section 1)</li> </ul>                                                                                                                                |
| Yes NA Plan<br><input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> | <b>Snow Storage (14-526 (a) 4 d )</b> <ul style="list-style-type: none"> <li>Management plan for snow removal and locate snow storage areas on plan</li> </ul>                                                                                                                                                                                                          |
| Yes NA Plan<br><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>            | <b>Traffic Demand Management (TDM) (14-526 (a) 5 ), if applicable</b> <ul style="list-style-type: none"> <li>Develop TDM with Trip Reduction Targets and Strategies</li> </ul>                                                                                                                                                                                          |

| ENVIRONMENTAL AND LANDSCAPE FEATURES |    |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------------------------------|----|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Check list                           |    |      | Assess/Provide/Document:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Yes                                  | NA | Plan | <b>Preservation of Significant Natural Features (14-526 (b) 1 ), if applicable</b> <ul style="list-style-type: none"> <li>Trees, plants, habitats listed on State or Federal list of endangered or threatened</li> <li>High and moderate value waterfowl and wading habitat</li> <li>Aquifers on Casco Bay Islands</li> <li>Waterbodies (including wetlands, watercourses, significant vernal pools and floodplains)</li> <li>Proposed preservation areas and protection measures</li> <li>Documentation from environmental consultants, determinations from applicable state agencies</li> </ul> |
| Yes                                  | NA | Plan | <b>Landscaping and Landscape Preservation (14-526 (b) 2 a )</b> <ul style="list-style-type: none"> <li>Preservation of trees and preservation within required zoning setbacks (Technical Manual, Section 4)</li> <li>Protection measures of existing vegetation during construction</li> <li>Protection measures within Shoreland Zone, if applicable</li> </ul>                                                                                                                                                                                                                                  |
| Yes                                  | NA | Plan | <b>Site Landscaping (14-526 (b) 2 b)</b> <ul style="list-style-type: none"> <li>Screening and buffering of service areas and between non-residential and residential uses</li> <li>Planting plans with plant schedule and sizes (Technical Manual, Section 4)</li> </ul>                                                                                                                                                                                                                                                                                                                          |
| Yes                                  | NA | Plan | <b>Parking Lot Landscaping (14-526 (b) 2 b ii), if applicable</b> <ul style="list-style-type: none"> <li>Landscaped islands within parking areas (Technical Manual, Section 4)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                         |
| Yes                                  | NA | Plan | <b>Street Trees (14-526 (b) 2 b iii)</b> <ul style="list-style-type: none"> <li>Existing Heritage or Feature Trees on site and measures to preserve</li> <li>Identify street trees on the plan meeting the site plan and Technical Manual standards (Section 4) or identify alternative measures, if applicable</li> </ul>                                                                                                                                                                                                                                                                        |
|                                      |    |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| ENVIRONMENTAL AND STORMWATER         |    |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Check list                           |    |      | Assess/Provide/Document:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Yes                                  | NA | Plan | <b>Water Quality, Stormwater Management and Erosion Control (14-526 (b) 3 a )</b> <ul style="list-style-type: none"> <li>Stormwater report in compliance with Section 5 of Technical Manual and DEP Chapter 500 stormwater for basic, general and flooding standards, as applicable</li> <li>Erosion control plan and measures</li> <li>Evidence of compliance with Urban Impaired Stream Standards pursuant to DEP Chapter 500 stormwater, as applicable</li> <li>Subsurface sanitary sewage disposal and groundwater protection</li> </ul>                                                      |

| PUBLIC INFRASTRUCTURE AND SAFETY    |                                     |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------|-------------------------------------|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Check list                          |                                     | Assess/Provide/Document:            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Yes                                 | NA                                  | Plan                                | <b>Consistency with City Master Plans (14-526 (c) 1)</b> <ul style="list-style-type: none"> <li>Identify consistency with master plans</li> <li>Proposed easements, rights and improvements to connect or continue off-premises public infrastructure, as applicable</li> </ul>                                                                                                                                                                                                                                                                                                                           |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Yes                                 | NA                                  | Plan                                | <b>Public Safety and Fire Prevention (14-526 (c))</b> <ul style="list-style-type: none"> <li>Address Crime Prevention through Environmental Design (CPTED) (Technical Manual, Section 3)</li> <li>Emergency vehicle access</li> <li>Address consistency with public safety standards (Technical Manual, Section 3)</li> <li>Submit a code summary referring NFPA 1 and all Fire Department standards (Technical Manual, Section 3) – <a href="#">Fire Checklist</a></li> </ul>                                                                                                                            |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Yes                                 | NA                                  | Plan                                | <b>Availability and Adequacy of Public Utilities (14-526 (c) 3) (Technical Manual, Sections 2 &amp; 9)</b> <ul style="list-style-type: none"> <li>Electrical services, including providing underground services</li> <li>Identify existing and proposed connections for public utilities and required public utility upgrades</li> <li>Sewer line connections are required, if there is a main within 200 feet</li> <li>Proposed solid waste management facilities on-site and management for the site</li> <li>Written evidence of the ability to serve from utility companies, as applicable</li> </ul> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                     |                                     |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| SITE DESIGN                         |                                     |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Check list                          |                                     | Assess/Provide/Document:            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Yes                                 | NA                                  | Plan                                | <b>Massing, Ventilations and Wind Impact (14-526 (d) 1)</b> <ul style="list-style-type: none"> <li>Wind and ventilation impacts on adjoining structures and/or adjacent public spaces. Wind study, if applicable</li> <li>Bulk, location or height impacts on adjoining structures</li> <li>Identify and locate HVAC equipment and venting away from public spaces and residential properties</li> <li>Identify screening and manufacturing specifications for noise, if applicable</li> </ul>                                                                                                            |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Yes                                 | NA                                  | Plan                                | <b>Shadows (14-526 (d) 2), if applicable</b> <ul style="list-style-type: none"> <li>Shadow analysis of impacts on publicly accessible open space (Technical Manual, Section 11)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Yes                                 | NA                                  | Plan                                | <b>Snow and Ice Loading (14-526 (d) 3)</b> <ul style="list-style-type: none"> <li>Building design to prevent snow and ice from loading or falling onto adjacent properties or public ways</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                      |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Yes                                 | NA                                  | Plan                                | <b>View Corridors (14-526 (d) 4), if applicable</b> <ul style="list-style-type: none"> <li>Protection of designated view corridors (Portland Design Manual, Appendix 1)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

|                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <div> <div>Yes</div> <div>NA</div> <div>Plan</div> </div> <div> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> </div> | <b>Historic Resources (14-526 (d) 5), if applicable</b> <ul style="list-style-type: none"> <li>Identify developments within Historic Districts or affecting Designated Landmarks</li> <li>Certificate of Appropriateness or other evidence</li> <li>Identify Developments within 100 feet of Historic Districts or affecting Designated Landmarks. Advisory HP review may be required</li> <li>Address preservation and documentation of Archaeological Resources</li> </ul> |
| <div> <div>Yes</div> <div>NA</div> <div>Plan</div> </div> <div> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div> | <b>Exterior Lighting (14-526 (d) 6)</b> <ul style="list-style-type: none"> <li>Cut sheets of on-site light fixtures and any architectural or specialty lights (Technical Manual, Section 12)</li> <li>Engineered details for any lights proposed in street right-of-way (Technical Manual, Section 10)</li> </ul>                                                                                                                                                            |
| <div> <div>Yes</div> <div>NA</div> <div>Plan</div> </div> <div> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div> | <b>Noise and Vibration (14-526 (d) 7)</b> <ul style="list-style-type: none"> <li>Evidence of noise levels for equipment, such as equipment specifications, to demonstrate consistency with zoning requirements</li> </ul>                                                                                                                                                                                                                                                    |
| <div> <div>Yes</div> <div>NA</div> <div>Plan</div> </div> <div> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> </div> | <b>Signage and Wayfinding (14-526 (d) 8), if applicable</b> <ul style="list-style-type: none"> <li>Signage plan showing the location, dimensions, height and setback of all existing and proposed signs. Signs in Historic Districts are reviewed by Historic Preservation staff</li> <li>Proposed commercial and directional signage on site</li> </ul>                                                                                                                     |
| <div> <div>Yes</div> <div>NA</div> <div>Plan</div> </div> <div> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> </div> | <b>Zone Related Design Standards (14-526 (d) 5)</b> <ul style="list-style-type: none"> <li>Address Historic Preservation Design Review, if applicable</li> <li>Address any applicable design review standards by zone</li> <li>Address submission requirements from Design Manual, page 1, addressing neighborhood context</li> <li>Description of exterior materials, color, finish, and samples</li> </ul>                                                                 |
| <b>Construction Management Plan</b>                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <div> <div>Yes</div> <div>NA</div> <div>Plan</div> </div> <div> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div> | <b>Construction Management Plan</b> <ul style="list-style-type: none"> <li><a href="#">Construction Management Document</a> and Plan</li> </ul>                                                                                                                                                                                                                                                                                                                              |

| <b>Level II and Level III Site Plan Checklist</b><br>Please upload the following drawings with the listed details into e-Plan as separate pdfs. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/>                                                                                                             | <b>RECENT BOUNDARY SURVEY</b> (stamped by Maine Licensed Surveyor)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Must be in compliance with Technical Manual, Section 13                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <input checked="" type="checkbox"/>                                                                                                             | <b>SITE PLAN(s)</b> (stamped by Maine Licensed Engineer) including:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <input checked="" type="checkbox"/>                                                                                                             | <b>Existing Conditions</b> <ul style="list-style-type: none"> <li>• Approximate location of structures on abutting property</li> <li>• Topography</li> <li>• Locate water courses</li> <li>• Delineate wetlands</li> <li>• Zone lines</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <input checked="" type="checkbox"/>                                                                                                             | <b>Proposed Site Plan</b> <ul style="list-style-type: none"> <li>• Ground floor area, and grade elevations for all buildings</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <input checked="" type="checkbox"/>                                                                                                             | <b>Access, Circulation, and Parking</b> <ul style="list-style-type: none"> <li>• Streets and intersections adjacent to site , any proposed geometric modifications</li> <li>• Location, dimensions and materials of all existing and proposed driveways, vehicle, bicycle, &amp; pedestrian access ways with corresponding curb lines</li> <li>• Engineered specifications/ cross-sections for proposed driveways, sidewalks &amp; paved areas</li> <li>• Location and dimensions of proposed loading areas</li> <li>• Existing and proposed transit infrastructure with dimensions/ engineering specifications</li> <li>• Location of vehicle and bicycle parking with dimensions and engineering specifications</li> </ul> |
| <input checked="" type="checkbox"/>                                                                                                             | <b>Site Considerations</b> <ul style="list-style-type: none"> <li>• Identify snow storage areas</li> <li>• Location of fire hydrants</li> <li>• Location of solid waste management facilities</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <input checked="" type="checkbox"/>                                                                                                             | <b>UTILITY PLAN</b> including:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                                                                                                                                                 | <ul style="list-style-type: none"> <li>• Existing utilities on site and within public streets</li> <li>• Location, sizing, and directional flows of all existing and proposed utilities</li> <li>• Location and dimensions of off-premises public or publicly accessible infrastructure adjacent to site</li> <li>• Electric utility infrastructure</li> </ul>                                                                                                                                                                                                                                                                                                                                                               |

|                                                                                                                                                                                                                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> <b>GRADING and DRAINAGE PLAN</b> including:                                                                                                                                                                                                                                                                            |
| <ul style="list-style-type: none"> <li>• Existing grades and drainage</li> <li>• Proposed grades</li> <li>• Proposed stormwater management meeting Technical Manual (Section 5) standards</li> <li>• Location and proposed alteration of a water course</li> <li>• Preservation or alteration of wetlands</li> </ul>                                       |
| <input checked="" type="checkbox"/> <b>EROSION CONTROL</b>                                                                                                                                                                                                                                                                                                 |
| <ul style="list-style-type: none"> <li>• Must be in compliance with Technical Manual, Section 5</li> </ul>                                                                                                                                                                                                                                                 |
| <input checked="" type="checkbox"/> <b>LANDSCAPE PLAN</b> including:                                                                                                                                                                                                                                                                                       |
| <ul style="list-style-type: none"> <li>• Existing vegetation to be preserved and preservation measures</li> <li>• Proposed landscaping and buffers</li> <li>• Planting schedule</li> </ul>                                                                                                                                                                 |
| <input checked="" type="checkbox"/> <b>RECORDING PLAT</b> , if applicable                                                                                                                                                                                                                                                                                  |
| <ul style="list-style-type: none"> <li>• IF SUBDIVISION: Must be in compliance with requirements of Section 14-496 (b)</li> </ul>                                                                                                                                                                                                                          |
| <input checked="" type="checkbox"/> <b>ARCHITECTURAL PLANS &amp; RENDERINGS</b> including:                                                                                                                                                                                                                                                                 |
| <ul style="list-style-type: none"> <li>• Exterior building elevations, color renderings, illustrations of all sides</li> <li>• Location and dimensions of all existing &amp; proposed HVAC &amp; mechanical equipment, all proposed screening</li> <li>• Provide context drawings, if applicable (Design Manual, page 1)</li> <li>• Floor plans</li> </ul> |

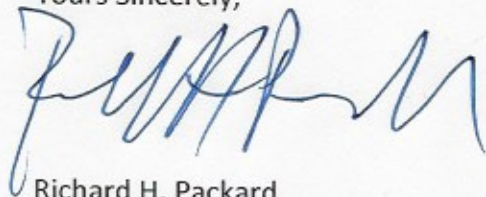
February 22, 2019

Ms. Jean Fraser  
Planning Department  
City of Portland  
389 Congress Street  
Portland, ME 04101

Dear Jean,

This letter is provided to show that Jennifer Packard or David Packard, in their capacity as managers of 1006 Congress St, LLC, are legally authorized to submit applications to the City of Portland on behalf of 1006 Congress St, LLC for changes to the status of a building located at 50 Monument Square. They are also authorized to otherwise represent 1006 Congress St, LLC in any hearings before the City. I am a Managing Member of 1006 Congress St, LLC.

Yours Sincerely,



Richard H. Packard  
Managing Member  
The Lancaster Group, LLC



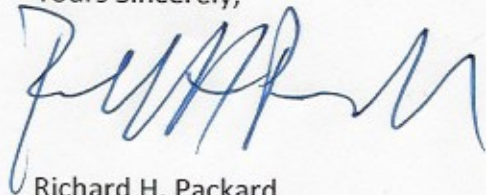
February 22, 2019

Ms. Jean Fraser  
Planning Department  
City of Portland  
389 Congress Street  
Portland, ME 04101

Dear Jean,

This letter is provided to show that Jennifer Packard or David Packard, in their capacity as managers of 1006 Congress St, LLC, are legally authorized to submit applications to the City of Portland on behalf of 1006 Congress St, LLC for changes to the status of a building located at 50 Monument Square. They are also authorized to otherwise represent 1006 Congress St, LLC in any hearings before the City. I am a Managing Member of 1006 Congress St, LLC.

Yours Sincerely,



Richard H. Packard  
Managing Member  
The Lancaster Group, LLC

**To: City of Portland**
**From: Adam Shane, EIT/Stephen Bushey, PE  
Stantec**
**File: 210801661**
**Date: March 26, 2019**
**Reference: 1006 Congress Street Stormwater Management Summary**

The subject 0.45 acre property contains an approximately 6,940 sf brick building. There is a gravel driveway entering the site from Westfield Street and a gravel driveway from Congress Street. The remainder of the site is a mix of lawn and gravel surface. There is a shared right of way along the southwesterly property boundary that is currently used as an entrance to the site. The site pitches away from the building on all sides with the primary drainage pattern being sheet flow out to Westfield and Congress Streets. It appears that stormwater runoff is handled through the closed drainage system within both Congress Street and Westfield Street with a small portion of the site draining through the shared right of way towards Ogdensburg Street (Paper Street). Surface water within the Ogdensburg Street right of way generally drains overland from north to south and ultimately drains to the Fore River. Elevations on site range from 31 to 27 (NGVD29) with the high ground being in the northerly corner of the site surrounding the building. Low ground is at each of the driveway entrances. The site is within the Fore River watershed, and is approximately 1,500 feet away from the Fore River. The nearby drainage systems include a 15" drain line in Westfield Street and a 24" drain line in Congress Street according to City records. There are two catch basins in Westfield Street that capture runoff from the street and some of the abutting property.

The proposed project includes renovation of the existing building into nine residential apartments as well as a small café space. There will be site work to provide adequate access, parking, and drainage for the site. This will include new paving and the installation of a close drainage system to collect and convey stormwater runoff to Westfield Street. Table 1 below compares impervious area for both existing and proposed conditions. It should be noted that the shared right of way adjacent to the site has been included in the table below.

| <b>Table 1.<br/>Impervious Area Summary</b> |        |
|---------------------------------------------|--------|
| Existing Impervious Area (sf)               | 15,449 |
| Proposed Impervious Area (sf)               | 18,234 |
| Net Increase (sf)                           | 2,785  |

As depicted above, there is a net increase of approximately 2,785 sf of impervious area. The site's stormwater runoff conditions consist of no formal system to provide treatment or runoff control. Therefore, the stormwater strategy for the proposed project is to capture and provide treatment to as much developed area as possible, before discharging into the adjacent closed drainage system in Westfield Street. The proposed grading of the site will create catchments for three catch basins and these will be connected with drainage piping that will ultimately connect to the 15" pipe system in Westfield Street. Three catch basins are proposed; one in each driveway to capture the most stormwater runoff from the site as possible, and one interior to the site in the shared right of way. The main entrance area to the building as well as portions of the roof will also drain to these areas. Treatment will be provided through the use of Fabco StormBasin catch basin inserts. These inserts provide filtration of stormwater runoff that is captured through the catch basin while providing an emergency overflow for large storm events. The StormBasin is designed to capture and retain stormwater pollutants, namely: sediment, trash, vegetation, nutrients, coliform bacteria, oil/grease and dissolved metals (e.g., lead, copper, cadmium and chromium).

**Reference:** 1006 Congress Street Stormwater Management Summary



Based on the analysis above, it is our opinion that there will be no adverse effects to downstream properties or conveyances caused from the proposed development.

Accompanying this memo is an Operations and Maintenance Manual for the site's drainage systems as well as a Draft Stormwater Management Maintenance Agreement.

**Attachments**

- Operations & Maintenance Manual
- Draft Stormwater Management Maintenance Agreement

**INSPECTION AND MAINTENANCE MANUAL  
FOR STORMWATER MANAGEMENT AND  
RELATED STORMWATER FACILITIES**

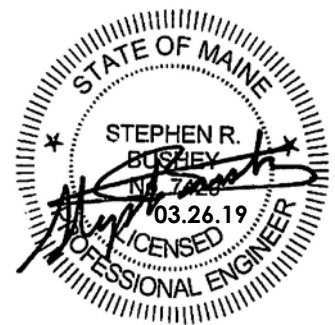
**1006 Congress Street  
Portland, Maine**

**PREPARED FOR:**

**1006 Congress Street LLC  
Portland, Maine**

**PREPARED BY**

**STANTEC CONSULTING SERVICES INC.  
482 PAYNE ROAD – SCARBOROUGH COURT  
SCARBOROUGH, MAINE 04074  
(207) 883-3355**



**MARCH 2019**

## **TABLE OF CONTENTS**

| <b>SECTION</b> | <b>DESCRIPTION</b>                                | <b>PAGE</b> |
|----------------|---------------------------------------------------|-------------|
| I.             | INTRODUCTION .....                                | 1           |
|                | A. Guidelines Overview.....                       | 1           |
|                | B. Responsible Party .....                        | 2           |
| II.            | PROJECT OVERVIEW .....                            | 2           |
| III.           | STANDARD INSPECTION/MAINTENANCE DESCRIPTIONS..... | 3           |
|                | A. Stormwater Inlets .....                        | 3           |
|                | B. Tributary Drainage System .....                | 4           |
|                | C. Drip Edge Filters.....                         | 5           |
|                | D. Litter .....                                   | 5           |
|                | E. Summary Checklist .....                        | 5           |
| IV.            | PROGRAM ADMINISTRATION.....                       | 6           |
|                | A. General.....                                   | 6           |
|                | B. Record Keeping .....                           | 6           |
|                | C. Contract Services .....                        | 7           |

## **APPENDICES**

Appendix A – Sample Inspection Logs

Appendix B – Permits for Project

Appendix C – Summary Checklist for Inspection and Maintenance

## I. **INTRODUCTION**

Relatively complex stormwater management facilities are commonly installed in development projects including, commercial facilities, and many other developments. The complexity and goals of these systems vary with the nature of the receiving water, as well as the type of development. Runoff from developed areas of the project, including rooftops, paved, or lawn areas typically contain materials that can impact the receiving waters. Source control combined with pretreatment measures or vegetated buffer strips and other best management practices are among the options that can significantly reduce the non-point pollution discharge from the developed area. These measures are particularly important to projects in the watersheds of sensitive water bodies, or projects with potential impacts to groundwater. With the increased cost of land and development, there is an increased tendency to construct portions of the stormwater management systems underground.

The effectiveness of water quality management provisions and other components of the stormwater management system are dependent on their design, upkeep, and maintenance to assure they meet their intended function over an extended period of years. It is critical that the stormwater management facilities are regularly inspected, and that maintenance is performed on an as-needed basis. It must also be recognized that the effectiveness of these facilities, and their maintenance requirements, are related to the stormwater drainage facilities that collect and transport the flow to the treatment measures. Thus, maintenance should be directed to the total system.

The purpose of this document is to define, in detail, the inspection and maintenance requirements deemed necessary to assure that the stormwater management facilities function as intended when they were designed. Subsequent sections identify individual maintenance items; give a brief commentary of the function and need for the item, a description of the work required, and a suggested frequency of accomplishment. While the suggested programs and schedules must be adapted to specific projects, the material presented should provide guidance for a successful long-term program for operation and maintenance. Certain facilities are not intended to be placed in service until the tributary catchment area has the permanent cover in place and any contributing turf areas have achieved a 90% catch of vegetation (i.e. established).

### A. **GUIDELINES OVERVIEW**

A summary of the individual components of stormwater management facilities for this project has been prepared. The format used in the summary is as follows:

Preface: A general description of what function/benefit the element is intended to provide. This is a short summary and not intended to provide the design basis, which can be found in other sources.

Inspection: This section provides the inspection requirements for the individual component.

Maintenance: The section provides general information on the routine maintenance requirements of this element.

Frequency: This section outlines the best judgment of the designer on the system to the frequency of maintenance.

Comments: This section provides any particular comment on the site-specific features of this element. This is a summary only. The Owner/Operator should review the design drawings and documents carefully to understand the particular elements of the project. The end of this section should allow the Owner/Operator to make notes on the specific program. This may include the selected maintenance procedure, cross-references to applicable design drawings, etc.

A list of the individual inspection/maintenance elements is provided in the table of contents. The guidelines are proposed for initial use with adjustments made as appropriate based upon specific project experience.

This report includes the Operation and Maintenance requirements for any potential BMP identified for this project.

## **B. RESPONSIBLE PARTY**

The responsible party for operation and maintenance of the stormwater and other site infrastructure is 1006 Congress Street LLC, Attn: Jennifer Packard.

## **II. PROJECT OVERVIEW**

Key permits issued (or applied for) on the project include:

- City of Portland Level III Site Plan Review

A copy of the Level III Site Plan Permit should be appended to this manual as Appendix B. The Owner/Operator of the stormwater management system should review the permit for a general description and background of the project, as well as any specific permit conditions or requirements of the project.

The applicant has retained Stantec for civil engineering for the project. Stantec Consulting Services Inc. has prepared the design for the stormwater management facilities and may be contacted at:

Stantec Consulting Services Inc.  
482 Payne Road – Scarborough Court  
Scarborough, ME 04074  
(207) 883-3355

It is recommended the preparer of the plan be contacted with any questions on the design intent or similar issues.

The applicable plans and design documents, which apply to the project, are:

1. Civil Site Plans Prepared by Stantec Consulting Services Inc.
2. The Erosion Control/Sedimentation Control Plan for the project

A copy of these documents should be retained with this manual.

The proposed design includes inlets, stormwater conveyance lines, and roof drip edge filter.

### **III. STANDARD INSPECTION/MAINTENANCE DESCRIPTIONS**

The following narratives describe the inspection/maintenance provisions for the Stormwater Management system. These O&M procedures will complement scheduled sweeping of the parking lot which are anticipated to occur on an as needed basis. Proper O&M is necessary to make sure the system will provide its intended purpose of conveying runoff, removing a substantial amount of the suspended solids, and other contaminants in the stormwater runoff.

#### **A. STORMWATER INLETS**

Preface: The success of any stormwater facility relies on the ability to intercept stormwater runoff at the design locations. Stormwater inlets may include catch basins, open culverts, culverts with bar screens, roof scuppers, trench drains, and field inlets.

Inspection: The inspection of inlet points will need to be coordinated with other maintenance items, these include:

- Landscape services
- Building maintenance areas
- Grounds maintenance

The key elements of the inspection are to assure the inlet entry point is clear of debris and will allow the intended water entry.

Maintenance: The key maintenance is the removal of any blockage which restricts the entry of stormwater to the inlet. The removed material should be taken out of the area of the inlet and placed where it will not reenter the runoff collection system. Snow should be removed from inlets within paved areas. Grass clippings and leaves should be bagged and removed.

Frequency: All inlets should be inspected on a quarterly basis, and after/during significant storm events.

Maintenance/Inspection Responsibility:

Maintenance Personnel: The maintenance personnel will perform the normal maintenance/inspections of the inlets and tributary drainage system.

Comments: Maintenance of inlets is critical on this project including semi-annual cleaning of all catch basin sumps.



## **B. TRIBUTARY DRAINAGE SYSTEM**

Preface: The stormwater conveyance system will be principally overland flow discharging to piped drain systems. Most of the sediment is carried by the drainage system is intended to be trapped near the inlets. Maintenance of this system can play a major role in the long-term maintenance costs and the effectiveness of the drainage system.

Inspection: The tributary drainage system should be periodically inspected to assure that it is operating as intended, and that its carrying capacity has not been diminished by accumulations of debris and sediment or other hydraulic impediments. On piped systems, the inlets must be inspected to ensure the rims are set at the proper elevation to optimize flow entry and are not clogged with debris. The inlet catch basins are normally equipped with sumps and hooded outlets which will remove gross floatables and large sediment particles from the flow stream. The catch basins will also be fitted with treatment filters that will require regular maintenance and possible replacement in accordance with the manufacturer's recommendations.

The level of sediment in the sumps should be checked to assure their effectiveness. Pipelines connecting the inlets should be checked to determine if siltation is occurring. This will be most critical on drain lines laid at minimal slopes. This can usually be accomplished by a light and mirror procedure.

In some projects most of the stormwater is carried in open swales, channels, or ditches. These conveyance channels may be rip rapped or vegetated, depending on the gradient and expected flow velocities. These facilities must be inspected to insure debris or sedimentation does not reduce their carrying capacity. Excess vegetative growth must also be noted. The surface protection for the channels, either stone or vegetation, must be inspected to insure its integrity. Any areas subject to erosion should be noted.

Maintenance: Maintenance of the storm drainage system must assure that it continues to serve its design function on a long-term basis, and that its operation does not transport excessive sedimentation to any receiving waters. Elevations on the rim of catch basins should be adjusted as needed to assure optimal water entry. Depending on the frost susceptibility of the soil, the rims may become elevated over time causing flow to circumvent the inlet. Catch basin cleaning would normally be accomplished with vacuum trucks contracted as a maintenance service. The removed material must be disposed of at an approved site for such materials.

If sediment in the pipeline is observed, it should be removed. This may be accomplished by hydraulic flushing, or by mechanical means. If hydraulic flushing is used the downstream conditions should be analyzed.

Frequency: The piped drainage system should be inspected on an annual basis. Adjustment of inlet rim elevations should be on an as needed basis. Cleaning catch basin sumps and pipelines will depend on the rate of accumulation.

Maintenance/Inspection Responsibility:

Special Services: The Owner will contract with an independent agent for cleaning of catch basins, sumps, and pipelines. Remedial source control measures may be performed by the Owner or an outside service depending upon the nature of the particular situation.

**C. DRIP EDGE FILTERS**

Preface: Roof drip edge filters perform two critical functions. They control erosion by accepting roof runoff on a stable, highly pervious surface, and then store and infiltrate the runoff to underlying soils, or an underdrain system.

Inspection/Monitoring: The surface of the drip edge should be inspected periodically for debris accumulation and function.

Maintenance: Periodic maintenance of the drip edge will include removal of debris and fine sediment that may accumulate in the surface stone. Occasional raking or smoothing of the surface may be required.

Frequency: Inspections of the drip edge stone should be undertaken at a minimum on a bi-annual basis.

Maintenance/Inspection Responsibility:

1006 Congress Street LLC or contracted agent

Special Services: The Owner will contract with an independent stormwater system maintenance Contractor to undertake maintenance inspections of these BMPs.

**D. LITTER**

Litter and solid waste should be removed as a matter of course by the Owner.

**E. SUMMARY CHECKLIST**

The above described inspection and maintenance items have been summarized on a checklist attached hereto as Appendix C.

#### **IV. PROGRAM ADMINISTRATION**

##### **A. GENERAL**

A reliable administrative structure must be established to assure implementation of the maintenance programs described in the foregoing section. Key factors that must be considered in establishing a responsive administrative structure include:

1. Administrative body must be responsible for long-term operation and maintenance of the facilities.
2. Administrative body must have the financial resources to accomplish the inspection and maintenance program over the life of the facility.
3. The administrative body must have a responsible administrator to manage the inspection and maintenance programs.
4. The administrative body must have the staff to accomplish the inspection and maintenance programs or must have authority to contract for the required services.
5. The administrative body must have a management information system sufficient to file, retain, and retrieve all inspection and maintenance records associated with the inspection and maintenance programs.
6. A qualified post construction inspector shall be retained if not completed by the Owner. His duties shall include preparing schedules for the Owner's maintenance, summarizing the results of this maintenance, and preparing an annual report on the operation, maintenance, and repair of the stormwater system which must be copied to the City. (The Owner shall be responsible for retaining a separate entity to perform maintenance which cannot be performed by the management of building and property grounds.) This person shall also participate in troubleshooting of the stormwater management system if a problem develops.

If any of the above criteria cannot be met by the entity assigned inspection and maintenance responsibilities, it is likely that the system will fail to meet its water quality objectives at some point during its life. While each of the above criteria may be met by a variety of formats, it is critical to clearly establish the assigned administrative body in a responsible and sustainable manner.

##### **B. RECORD KEEPING**

Records of all inspections and maintenance work accomplished must be kept and maintained to document facility operations. These records should be filed and retained for a minimum 5-year time span. The filing system should be capable of ready retrieval of data for periodic reviews by appropriate regulatory bodies. Where possible, copies of such records

should also be filed with the designated primary regulatory agency for their review for compliance with permit conditions. Typical inspection and maintenance record forms are attached hereto as Appendix B.

**C. CONTRACT SERVICES**

In some instances, or at specific times, the Owner or Maintenance Personnel may not have the staff to conduct the required inspection and/or maintenance programs as outlined in this document. In such cases, the work should be accomplished on a contractual basis with a firm or organization that has the staff and equipment to accomplish the required work.

The service contract for inspection and maintenance should be formal, well written legal document which clearly defines the services to be provided, the contractual conditions that will apply, and detailed payment schedules. Liability insurance should be required in all contracts.

## **APPENDIX A**

### **Sample Inspection Logs**

**1006 Congress Street  
PORTLAND MAINE**

## ANNUAL INSPECTION & MAINTENANCE LOG

|                            |                                  |                                 |                            |
|----------------------------|----------------------------------|---------------------------------|----------------------------|
| <b>FACILITY:</b>           |                                  | <b>YEAR:</b>                    |                            |
| <b>LOCATION:</b>           |                                  | <b>CONTRACTOR:</b>              |                            |
| <b>FUNCTION:</b>           |                                  | <b>INSPECTOR:</b>               |                            |
| <b>DATE OF INSPECTION:</b> |                                  |                                 |                            |
| <b>ITEM IDENTIFICATION</b> | <b>DESCRIPTION OF CONDITIONS</b> | <b>MAINTENANCE ACCOMPLISHED</b> | <b>DATE OF MAINTENANCE</b> |
|                            |                                  |                                 |                            |
|                            |                                  |                                 |                            |
|                            |                                  |                                 |                            |
| <b>GENERAL COMMENTS:</b>   |                                  |                                 |                            |

# SAMPLE

**1006 Congress Street  
PORTLAND MAINE**

STORMWATER MANAGEMENT BMP  
MONTHLY INSPECTION & MAINTENANCE LOG

| FACILITY:                            |     |           | YEAR:       |               |        |                |
|--------------------------------------|-----|-----------|-------------|---------------|--------|----------------|
| LOCATION:                            |     |           | CONTRACTOR: |               |        |                |
| FUNCTION:                            |     |           |             |               |        |                |
| MONTH                                | DAY | INSPECTOR | WATER DEPTH | OVERFLOW WEIR |        | WEIR CONDITION |
|                                      |     |           |             | CLEAR         | DEBRIS |                |
| JANUARY                              |     |           |             |               |        |                |
| FEBRUARY                             |     |           |             |               |        |                |
| MARCH                                |     |           |             |               |        |                |
| APRIL                                |     |           |             |               |        |                |
| MAY                                  |     |           |             |               |        |                |
| JUNE                                 |     |           |             |               |        |                |
| JULY                                 |     |           |             |               |        |                |
| AUGUST                               |     |           |             |               |        |                |
| SEPTEMBER                            |     |           |             |               |        |                |
| OCTOBER                              |     |           |             |               |        |                |
| NOVEMBER                             |     |           |             |               |        |                |
| DECEMBER                             |     |           |             |               |        |                |
| LIST SPECIAL MAINTENANCE UNDERTAKEN: |     |           |             |               |        |                |
|                                      |     |           |             |               |        |                |

**1006 Congress Street  
PORTLAND MAINE**

STORMWATER MANAGEMENT BMP  
SEMI-ANNUAL INSPECTION & MAINTENANCE LOG

|                                |           |
|--------------------------------|-----------|
| <b>SEMI-ANNUAL INSPECT 1.2</b> | FACILITY: |
| DATE:                          | LOCATION: |
| INSPECTOR:                     | FUNCTION: |
| BMP CONDITION:                 |           |
| OUTLET CONDITION               |           |

| DEBRIS PRESENT | EST. DEPTH SED. | REMOVED? Y/N | EST. VOL. CY | WHERE DISPOSED OF | STRUCTURAL CONDITION |
|----------------|-----------------|--------------|--------------|-------------------|----------------------|
|                |                 |              |              |                   |                      |

|                                                       |
|-------------------------------------------------------|
| SYSTEMS:                                              |
| DESCRIBE CONDITIONS FOUND & MAINTENANCE ACCOMPLISHED: |



## **APPENDIX B**

### **Permits for Project**

**(To be Added at a Subsequent Time)**

## **APPENDIX C**

### **Summary Checklist Inspection and Maintenance**

**Stormwater Management System  
Maintenance Program  
Summary Checklist**

| Item                      | Commentary                                                                                                                                                                                                                                                                              | Frequency |           |             |               |           |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|-------------|---------------|-----------|
|                           |                                                                                                                                                                                                                                                                                         | Monthly   | Quarterly | Semi-Annual | Annual        | Long Term |
| Stormwater Inlets         | Stormwater inlets allow flow entry from a surface swale or catch basin to a piped system. Entry may or may not be equipped with a bar rack. Inspect entry for debris accumulation. Remove debris to allow unimpeded entry. Lawn clippings and leaves should be removed from yard areas. |           | X         |             | X<br>Clearing |           |
| Tributary Drainage System | Inspect to assure that the carrying capacity has not been diminished by debris, sediment, or other hydraulic impediments.                                                                                                                                                               |           |           |             | X             |           |
| Drip Edge Filters         | Observe surface stone, rake, and remove debris as necessary. Observed for ponding or poor water conveyance possibly indicating clogging.                                                                                                                                                |           |           | X           |               |           |
| Litter                    | Litter should be removed daily.                                                                                                                                                                                                                                                         |           |           |             |               |           |
| Pavement Sweeping         | Pavements should be swept on an as needed basis.                                                                                                                                                                                                                                        |           |           |             | X             |           |

**STORMWATER DRAINAGE SYSTEM  
MAINTENANCE AGREEMENT AND  
RELEASE FROM LIABILITY – 1006 Congress Street**

**IN CONSIDERATION OF** the Site plan approval granted by the Planning Authority of the City of Portland to plans entitled “*Level III Site plan Application for Mixed Use Redevelopment of 1006 Congress Street*” and specifically Sheet C-3.0 The Site Layout and Utility plan and Sheet C-4.0 Grading, Drainage and Erosion Control Plan approved on \_\_\_\_\_ and prepared for 1006 Congress Street LLC by Stantec Consulting Services, Inc. dated last revised \_\_\_\_\_ (the “Plan”) (see Exhibit A), respectively, and pursuant to a condition thereof, 1006 Congress Street LLC having a mailing address of 380 Riverside Street, Portland, Maine 04104 C/O PK Realty Management Investments, the owner of the subject premises, does hereby agree, for itself, its successors and assigns (the “Owner”), as follows:

Maintenance Agreement

That it, its successors and assigns, will, at its own cost and expense and at all times in perpetuity, maintain in good repair and in proper working order the stormwater drainage system, as shown on said plan, including but not limited to the, site improvements, piping, catch basins and filter inserts, etc. in strict compliance with the Maintenance of Facilities as described in the *Inspection and Maintenance Manual for Stormwater Management and Related Stormwater Facilities* dated March 26, 2019 (see Exhibit B) and Chapter 32 of the Portland City Code. Owner of the subject premises further agrees to keep a Stormwater Maintenance Log that will be made available for inspection by the City of Portland upon reasonable notice and request.

This Agreement is for the benefit of the said City of Portland and all persons in lawful possession of the property; further, that the said City of Portland may enforce this Agreement by an action at law or in equity in any court of competent jurisdiction; further, that after giving the Owner written notice as described in this Agreement, and a stated time to perform, that the said City of Portland, by its authorized agents or representatives, may, but is not obligated to, enter upon the property in question to maintain, repair, or replace said stormwater drainage system, including but not limited to the, drainage structures and filters, piping, valves etc. thereon in the event of any failure or neglect thereof, the cost and expense thereof to be reimbursed in full to the said City of Portland by the Owner upon written demand. Any funds owed to the City under this paragraph shall be secured by a lien on the property.

This Agreement shall also not be construed to allow any change or deviation from the requirements of the subdivision and/or site plan most recently and formally approved by the Planning Authority of the City of Portland.

This Agreement shall bind the undersigned only so long as it retains any interest in said premises, and shall run with the land and be binding upon the Owner's successors and assigns as their interests may from time to time appear. The Owner agrees to record a copy of this Agreement in the Cumberland County Registry of Deeds within thirty (30) days of final execution of this Agreement. The Owner further agrees to provide a copy of this Agreement to any successor or assign and to forward to the City an Addendum signed by any successor or assign in which the successor or assign states that the successor or assign has read the Agreement, agrees to all its terms and conditions and the successor or assign will obtain and forward to the City's Department of Public Services and Department of Planning and Urban Development a similar Addendum from any other successor or assign.

For the purpose of this Agreement and release "Owner" is any person or entity who is a successor or assign and has a legal interest in part, or all, of the real estate and any building. The real estate shown by chart, block and lot number in the records on file in the City Assessor's office shall constitute "the property" that may be entered by the City and lien if the City is not paid all of its costs and charges following the mailing of a written demand for payment to the Owner pursuant to the process and with the same force and effect as that established by 36 M.R.S.A. §§ 942 and 943 for real estate tax liens.

Any written notices or demands required by this Agreement shall be complete on the date the notice is mailed to the owner of record as shown on the tax roles on file in the City Assessor's Office. If the property has more than one owner on said tax rolls, service shall be complete by mailing it to only the first listed owner. The failure to receive any written notice required by this Agreement shall not prevent the City from entering the property and performing maintenance or repairs on the stormwater system, or any component thereof, or liening it or create a cause of action against the City.

Dated at Portland, Maine this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_

Its: \_\_\_\_\_

STATE OF MAINE  
CUMBERLAND, ss.

Date: \_\_\_\_\_

Personally appeared the above-named \_\_\_\_\_, and acknowledged the foregoing instrument to be his/his free act and deed in his/her said capacity, and the free act and deed of said \_\_\_\_\_.

Before me,

\_\_\_\_\_  
Notary Public/Attorney at Law

Print name: \_\_\_\_\_

---

|       |                                |              |                            |
|-------|--------------------------------|--------------|----------------------------|
| To:   | Lauren Swett, PE               | From:        | Adam Shane, EI - Stantec   |
|       | City of Portland Peer Reviewer | Reviewed By: | Steve Bushey, PE - Stantec |
| File: | 1006 Congress St - 210801661   | Date:        | April 4, 2019              |

---

**Reference: 1006 Congress Street Stormwater Analysis**

This memo is intended to summarize the stormwater analysis performed for the proposed development at 1006 Congress Street in Portland, Maine. It should be noted that the software used for the analysis (HydroCAD version 10 build 24) utilizes methodology that becomes less accurate for small watershed analysis.<sup>1</sup> The study area for the subject property is approximately 0.613 acres in size and the results should be reviewed understanding the margin of error built into the methodology applied. Results of the analysis as follows.

The study area for this analysis has been established to include the limits of the property at 1006 Congress Street as well as the shared Right-of-way described as Cumberland Place, which totals approximately 0.613 acres in size. The analysis compares predevelopment conditions to post-development, specifically for peak runoff discharge rates. For this analysis, two points of interest have been established as points where peak discharge rates can be compared. These are described as follows:

- POI#1 – Downstream end of Cumberland Place (east of site) where runoff discharges via overland flow
- POI#2 – Combination of overland and pipe flow that discharges into the Congress Street 24" diameter drainage system.

Within the study area, subcatchments were delineated for each condition, and routing was defined to describe how runoff was conveyed to each POI. Curve Numbers and Times of Concentration were defined for each subcatchment in order to estimate peak discharge rates at each POI. Once the models were set up, the analysis was run, resulting in the following data:

| <b>Table 1. – Comparison of Peak Discharge Rates for Each Point of Interest</b> |                     |                     |                                            |
|---------------------------------------------------------------------------------|---------------------|---------------------|--------------------------------------------|
|                                                                                 | <b>POI #1 (cfs)</b> | <b>POI #2 (cfs)</b> | <b>Combined Peak Discharge Rates (cfs)</b> |
| <b>2-Year Storm Event (Pre)</b>                                                 | 0.16                | 0.47                | 0.63                                       |
| <b>2-Year Storm Event (Post)</b>                                                | 0.00                | 1.16                | 1.16                                       |
| <b>2-Year Storm Event Comparison</b>                                            | <b>-0.16</b>        | <b>+0.69</b>        | <b>+0.53</b>                               |
| <b>10-Year Storm Event (Pre)</b>                                                | 0.46                | 0.92                | 1.38                                       |
| <b>10-Year Storm Event (Post)</b>                                               | 0.00                | 1.99                | 1.99                                       |

---

<sup>1</sup> This is true for most methodologies which are not generally suitable for watershed analysis under 1 acre. We used HydroCAD simply to arrive at some basic values in order to support the basic findings.

Reference: 1006 Congress Street Stormwater Analysis

|                                       |              |              |              |
|---------------------------------------|--------------|--------------|--------------|
| <b>10-Year Storm Event Comparison</b> | <b>-0.46</b> | <b>+1.07</b> | <b>+0.61</b> |
| <b>25-Year Storm Event (Pre)</b>      | 0.75         | 1.31         | 2.06         |
| <b>25-Year Storm Event (Post)</b>     | 0.01         | 2.66         | 2.67         |
| <b>25-Year Storm Event Comparison</b> | <b>-0.74</b> | <b>+1.35</b> | <b>+0.61</b> |

As part of the site grading and drainage design an existing drainage issue has been alleviated. Under current conditions, runoff directed to POI#1 (Cumberford Place) poses flooding issues with the neighboring building. To help with this issue, part of this subcatchment has been redirected to POI#2 (Congress Street system). Based on this as well as the results summarized in the table above, we feel that the slight increases in peak discharge rates observed in the Congress Street system are negligible as they are necessary to help alleviate a current drainage issue within the study area.

In summary of the analysis above, our office feels that the project has met all applicable stormwater management standards within the City of Portland Code of Ordinances. This is particularly true as the project will result in improved conditions to adjacent property owners.

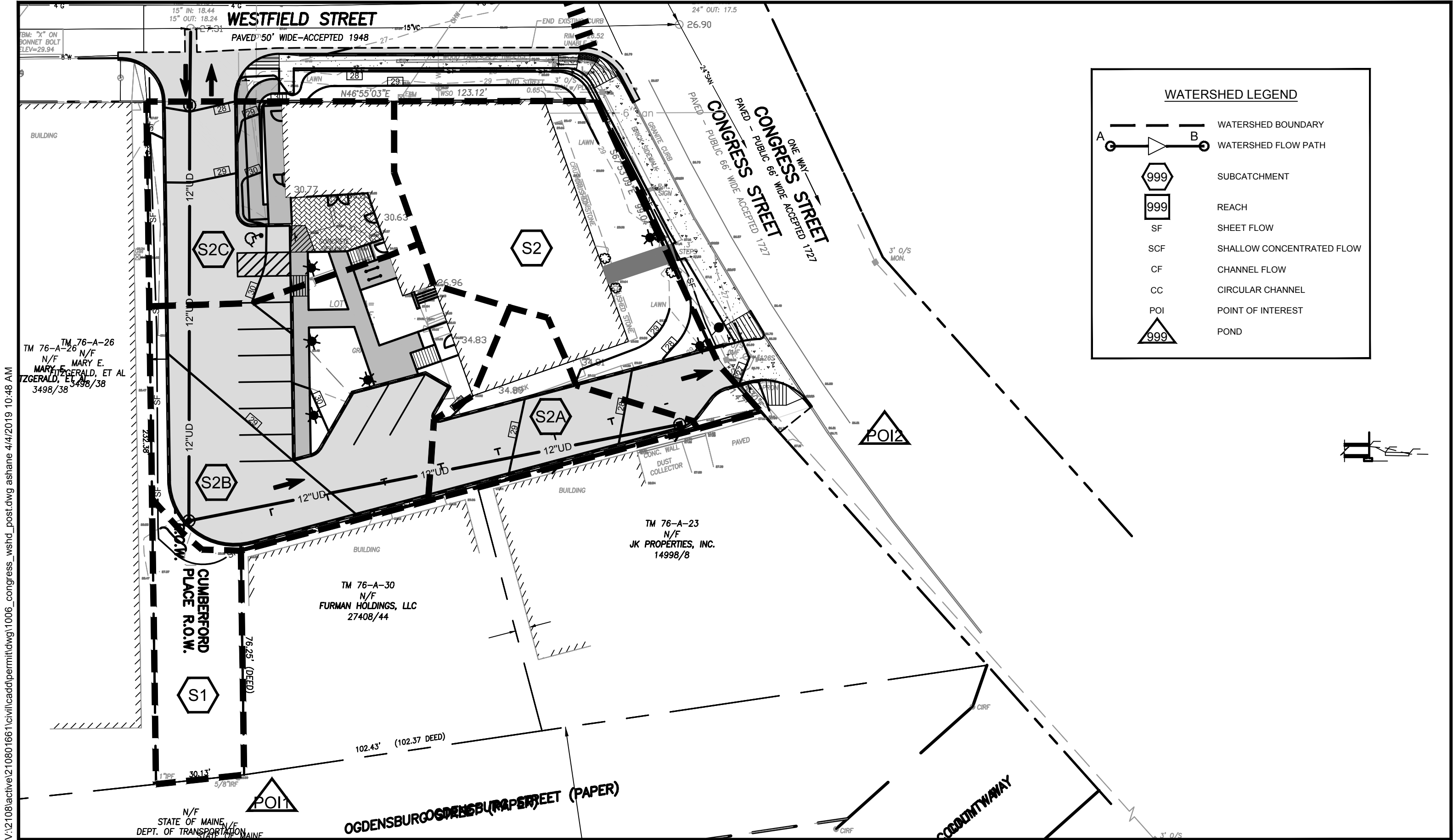
### Stantec Consulting Services Inc.

Attachment: Attachment A – Predevelopment Watershed Map  
Attachment B – Post Development Watershed Map  
Attachment C – Predevelopment HydroCAD Report  
Attachment D – Post Development HydroCAD Report

c. C.C.







V:\2108\active\210801661\civil\cadd\permit\dwg\1006\_congress\_wshd\_post.dwg ashane 4/4/2019 10:48 AM



Stantec  
482 Payne Road Scarborough Court  
Scarborough, Maine 04074-8929  
Tel. 207.883.3355  
www.stantec.com

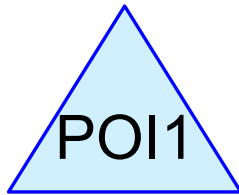
Copyright Reserved  
The Contractor shall verify and be responsible for all dimensions.  
DO NOT scale the drawing - any errors or omissions shall be  
reported to Stantec without delay.  
The Copyrights to all designs and drawings are the property of  
Stantec. Reproduction or use for any purpose other than that  
authorized by Stantec is forbidden.

Client/Project  
PK REALTY MANAGEMENT INVESTMENTS  
1006 CONGRESS STREET MIXED-USE REDEVELOPMENT  
PORTLAND, MAINE  
File Name: 1006\_congress\_wshd\_post  
AMS DWN. SRB CHKD. AMS DSGN. 19.04.04 DATE

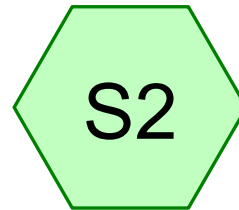
Title  
POST DEVELOPMENT WATERSHED MAP  
Figure No.  
WS-2



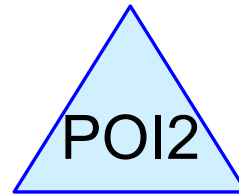
Area to Cumberford  
Place



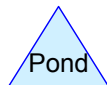
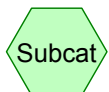
POI1



Area to Congress Street



POI2



**Routing Diagram for 01661\_predev**

Prepared by Stantec Consulting Services, Inc., Printed 4/4/2019  
HydroCAD® 10.00-24 s/n 00734 © 2018 HydroCAD Software Solutions LLC

**Area Listing (all nodes)**

| Area<br>(acres) | CN        | Description<br>(subcatchment-numbers)    |
|-----------------|-----------|------------------------------------------|
| 0.314           | 49        | 50-75% Grass cover, Fair, HSG A (S1, S2) |
| 0.300           | 98        | Paved parking, HSG A (S1, S2)            |
| <b>0.614</b>    | <b>73</b> | <b>TOTAL AREA</b>                        |

**Soil Listing (all nodes)**

| Area<br>(acres) | Soil<br>Group | Subcatchment<br>Numbers |
|-----------------|---------------|-------------------------|
| 0.614           | HSG A         | S1, S2                  |
| 0.000           | HSG B         |                         |
| 0.000           | HSG C         |                         |
| 0.000           | HSG D         |                         |
| 0.000           | Other         |                         |
| <b>0.614</b>    |               | <b>TOTAL AREA</b>       |

**Ground Covers (all nodes)**

| HSG-A<br>(acres) | HSG-B<br>(acres) | HSG-C<br>(acres) | HSG-D<br>(acres) | Other<br>(acres) | Total<br>(acres) | Ground<br>Cover          | Subcatchment<br>Numbers |
|------------------|------------------|------------------|------------------|------------------|------------------|--------------------------|-------------------------|
| 0.314            | 0.000            | 0.000            | 0.000            | 0.000            | 0.314            | 50-75% Grass cover, Fair | S1, S2                  |
| 0.300            | 0.000            | 0.000            | 0.000            | 0.000            | 0.300            | Paved parking            | S1, S2                  |
| <b>0.614</b>     | <b>0.000</b>     | <b>0.000</b>     | <b>0.000</b>     | <b>0.000</b>     | <b>0.614</b>     | <b>TOTAL AREA</b>        |                         |

**Summary for Subcatchment S1: Area to Cumberford Place**

Runoff = 0.16 cfs @ 12.11 hrs, Volume= 0.014 af, Depth> 0.59"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs  
Type III 24-hr 2-Yr Rainfall=3.10"

| Area (sf) | CN | Description                     |
|-----------|----|---------------------------------|
| 4,401     | 98 | Paved parking, HSG A            |
| 8,157     | 49 | 50-75% Grass cover, Fair, HSG A |
| 12,558    | 66 | Weighted Average                |
| 8,157     |    | 64.95% Pervious Area            |
| 4,401     |    | 35.05% Impervious Area          |

| Tc (min) | Length (feet) | Slope (ft/ft) | Velocity (ft/sec) | Capacity (cfs) | Description   |
|----------|---------------|---------------|-------------------|----------------|---------------|
| 6.0      |               |               |                   |                | Direct Entry, |

**Summary for Subcatchment S2: Area to Congress Street**

Runoff = 0.47 cfs @ 12.10 hrs, Volume= 0.034 af, Depth> 1.26"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs  
Type III 24-hr 2-Yr Rainfall=3.10"

| Area (sf) | CN | Description                     |
|-----------|----|---------------------------------|
| 8,653     | 98 | Paved parking, HSG A            |
| 5,536     | 49 | 50-75% Grass cover, Fair, HSG A |
| 14,189    | 79 | Weighted Average                |
| 5,536     |    | 39.02% Pervious Area            |
| 8,653     |    | 60.98% Impervious Area          |

| Tc (min) | Length (feet) | Slope (ft/ft) | Velocity (ft/sec) | Capacity (cfs) | Description   |
|----------|---------------|---------------|-------------------|----------------|---------------|
| 6.0      |               |               |                   |                | Direct Entry, |

**Summary for Pond POI1: POI1**

Inflow Area = 0.288 ac, 35.05% Impervious, Inflow Depth > 0.59" for 2-Yr event  
Inflow = 0.16 cfs @ 12.11 hrs, Volume= 0.014 af  
Primary = 0.16 cfs @ 12.11 hrs, Volume= 0.014 af, Atten= 0%, Lag= 0.0 min

Routing by Stor-Ind method, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs

**Summary for Pond POI2: POI2**

Inflow Area = 0.326 ac, 60.98% Impervious, Inflow Depth > 1.26" for 2-Yr event  
Inflow = 0.47 cfs @ 12.10 hrs, Volume= 0.034 af  
Primary = 0.47 cfs @ 12.10 hrs, Volume= 0.034 af, Atten= 0%, Lag= 0.0 min

Routing by Stor-Ind method, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs



**Summary for Subcatchment S1: Area to Cumberford Place**

Runoff = 0.46 cfs @ 12.10 hrs, Volume= 0.035 af, Depth> 1.46"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs  
Type III 24-hr 10-Yr Rainfall=4.60"

| Area (sf) | CN | Description                     |
|-----------|----|---------------------------------|
| 4,401     | 98 | Paved parking, HSG A            |
| 8,157     | 49 | 50-75% Grass cover, Fair, HSG A |
| 12,558    | 66 | Weighted Average                |
| 8,157     |    | 64.95% Pervious Area            |
| 4,401     |    | 35.05% Impervious Area          |

| Tc<br>(min) | Length<br>(feet) | Slope<br>(ft/ft) | Velocity<br>(ft/sec) | Capacity<br>(cfs) | Description   |
|-------------|------------------|------------------|----------------------|-------------------|---------------|
| 6.0         |                  |                  |                      |                   | Direct Entry, |

**Summary for Subcatchment S2: Area to Congress Street**

Runoff = 0.92 cfs @ 12.09 hrs, Volume= 0.067 af, Depth> 2.46"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs  
Type III 24-hr 10-Yr Rainfall=4.60"

| Area (sf) | CN | Description                     |
|-----------|----|---------------------------------|
| 8,653     | 98 | Paved parking, HSG A            |
| 5,536     | 49 | 50-75% Grass cover, Fair, HSG A |
| 14,189    | 79 | Weighted Average                |
| 5,536     |    | 39.02% Pervious Area            |
| 8,653     |    | 60.98% Impervious Area          |

| Tc<br>(min) | Length<br>(feet) | Slope<br>(ft/ft) | Velocity<br>(ft/sec) | Capacity<br>(cfs) | Description   |
|-------------|------------------|------------------|----------------------|-------------------|---------------|
| 6.0         |                  |                  |                      |                   | Direct Entry, |

**Summary for Pond POI1: POI1**

Inflow Area = 0.288 ac, 35.05% Impervious, Inflow Depth > 1.46" for 10-Yr event  
Inflow = 0.46 cfs @ 12.10 hrs, Volume= 0.035 af  
Primary = 0.46 cfs @ 12.10 hrs, Volume= 0.035 af, Atten= 0%, Lag= 0.0 min

Routing by Stor-Ind method, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs

**Summary for Pond POI2: POI2**

Inflow Area = 0.326 ac, 60.98% Impervious, Inflow Depth > 2.46" for 10-Yr event  
Inflow = 0.92 cfs @ 12.09 hrs, Volume= 0.067 af  
Primary = 0.92 cfs @ 12.09 hrs, Volume= 0.067 af, Atten= 0%, Lag= 0.0 min

Routing by Stor-Ind method, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs

**Summary for Subcatchment S1: Area to Cumberford Place**

Runoff = 0.75 cfs @ 12.10 hrs, Volume= 0.055 af, Depth> 2.29"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs  
Type III 24-hr 25-Yr Rainfall=5.80"

| Area (sf) | CN | Description                     |
|-----------|----|---------------------------------|
| 4,401     | 98 | Paved parking, HSG A            |
| 8,157     | 49 | 50-75% Grass cover, Fair, HSG A |
| 12,558    | 66 | Weighted Average                |
| 8,157     |    | 64.95% Pervious Area            |
| 4,401     |    | 35.05% Impervious Area          |

| Tc<br>(min) | Length<br>(feet) | Slope<br>(ft/ft) | Velocity<br>(ft/sec) | Capacity<br>(cfs) | Description   |
|-------------|------------------|------------------|----------------------|-------------------|---------------|
| 6.0         |                  |                  |                      |                   | Direct Entry, |

**Summary for Subcatchment S2: Area to Congress Street**

Runoff = 1.31 cfs @ 12.09 hrs, Volume= 0.095 af, Depth> 3.50"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs  
Type III 24-hr 25-Yr Rainfall=5.80"

| Area (sf) | CN | Description                     |
|-----------|----|---------------------------------|
| 8,653     | 98 | Paved parking, HSG A            |
| 5,536     | 49 | 50-75% Grass cover, Fair, HSG A |
| 14,189    | 79 | Weighted Average                |
| 5,536     |    | 39.02% Pervious Area            |
| 8,653     |    | 60.98% Impervious Area          |

| Tc<br>(min) | Length<br>(feet) | Slope<br>(ft/ft) | Velocity<br>(ft/sec) | Capacity<br>(cfs) | Description   |
|-------------|------------------|------------------|----------------------|-------------------|---------------|
| 6.0         |                  |                  |                      |                   | Direct Entry, |

**Summary for Pond POI1: POI1**

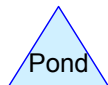
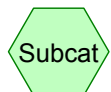
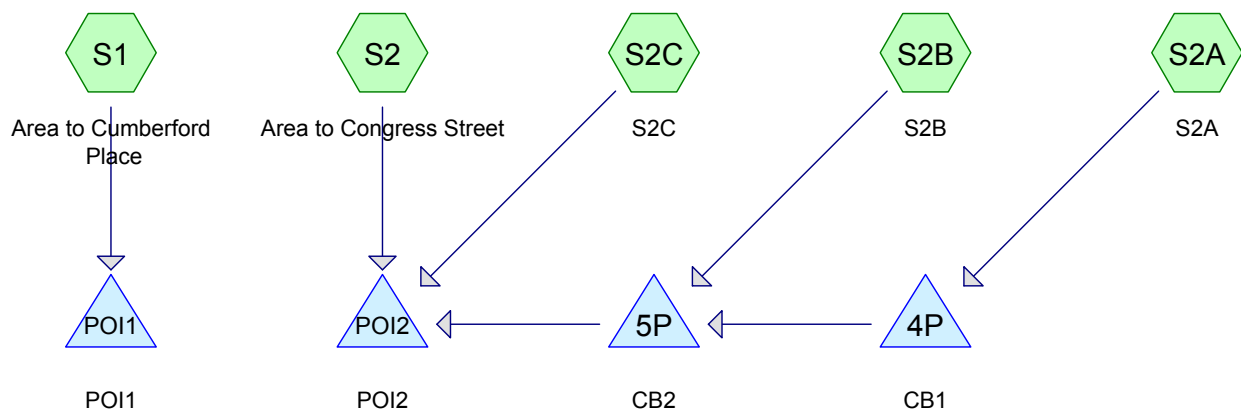
Inflow Area = 0.288 ac, 35.05% Impervious, Inflow Depth > 2.29" for 25-Yr event  
Inflow = 0.75 cfs @ 12.10 hrs, Volume= 0.055 af  
Primary = 0.75 cfs @ 12.10 hrs, Volume= 0.055 af, Atten= 0%, Lag= 0.0 min

Routing by Stor-Ind method, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs

**Summary for Pond POI2: POI2**

Inflow Area = 0.326 ac, 60.98% Impervious, Inflow Depth > 3.50" for 25-Yr event  
Inflow = 1.31 cfs @ 12.09 hrs, Volume= 0.095 af  
Primary = 1.31 cfs @ 12.09 hrs, Volume= 0.095 af, Atten= 0%, Lag= 0.0 min

Routing by Stor-Ind method, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs



**Routing Diagram for 01661\_postdev**  
 Prepared by Stantec Consulting Services, Inc., Printed 4/4/2019  
 HydroCAD® 10.00-24 s/n 00734 © 2018 HydroCAD Software Solutions LLC

**Area Listing (all nodes)**

| Area<br>(acres) | CN        | Description<br>(subcatchment-numbers)                 |
|-----------------|-----------|-------------------------------------------------------|
| 0.162           | 39        | >75% Grass cover, Good, HSG A (S1, S2, S2A, S2B, S2C) |
| 0.451           | 98        | Paved parking, HSG A (S2, S2A, S2B, S2C)              |
| <b>0.613</b>    | <b>82</b> | <b>TOTAL AREA</b>                                     |

**Soil Listing (all nodes)**

| Area<br>(acres) | Soil<br>Group | Subcatchment<br>Numbers |
|-----------------|---------------|-------------------------|
| 0.613           | HSG A         | S1, S2, S2A, S2B, S2C   |
| 0.000           | HSG B         |                         |
| 0.000           | HSG C         |                         |
| 0.000           | HSG D         |                         |
| 0.000           | Other         |                         |
| <b>0.613</b>    |               | <b>TOTAL AREA</b>       |

**Ground Covers (all nodes)**

| HSG-A<br>(acres) | HSG-B<br>(acres) | HSG-C<br>(acres) | HSG-D<br>(acres) | Other<br>(acres) | Total<br>(acres) | Ground<br>Cover        | Subcatchment<br>Numbers  |
|------------------|------------------|------------------|------------------|------------------|------------------|------------------------|--------------------------|
| 0.162            | 0.000            | 0.000            | 0.000            | 0.000            | 0.162            | >75% Grass cover, Good | S1, S2, S2A, S2B,<br>S2C |
| 0.451            | 0.000            | 0.000            | 0.000            | 0.000            | 0.451            | Paved parking          | S2, S2A, S2B, S2C        |
| <b>0.613</b>     | <b>0.000</b>     | <b>0.000</b>     | <b>0.000</b>     | <b>0.000</b>     | <b>0.613</b>     | <b>TOTAL AREA</b>      |                          |



**Summary for Subcatchment S1: Area to Cumberford Place**

Runoff = 0.00 cfs @ 0.00 hrs, Volume= 0.000 af, Depth= 0.00"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs  
Type III 24-hr 2-Yr Rainfall=3.10"

| Area (sf) | CN | Description                   |
|-----------|----|-------------------------------|
| 2,481     | 39 | >75% Grass cover, Good, HSG A |
| 2,481     |    | 100.00% Pervious Area         |

| Tc (min) | Length (feet) | Slope (ft/ft) | Velocity (ft/sec) | Capacity (cfs) | Description   |
|----------|---------------|---------------|-------------------|----------------|---------------|
| 6.0      |               |               |                   |                | Direct Entry, |

**Summary for Subcatchment S2: Area to Congress Street**

Runoff = 0.27 cfs @ 12.10 hrs, Volume= 0.020 af, Depth> 1.39"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs  
Type III 24-hr 2-Yr Rainfall=3.10"

| Area (sf) | CN | Description                   |
|-----------|----|-------------------------------|
| 5,248     | 98 | Paved parking, HSG A          |
| 2,141     | 39 | >75% Grass cover, Good, HSG A |
| 7,389     | 81 | Weighted Average              |
| 2,141     |    | 28.98% Pervious Area          |
| 5,248     |    | 71.02% Impervious Area        |

| Tc (min) | Length (feet) | Slope (ft/ft) | Velocity (ft/sec) | Capacity (cfs) | Description   |
|----------|---------------|---------------|-------------------|----------------|---------------|
| 6.0      |               |               |                   |                | Direct Entry, |

**Summary for Subcatchment S2A: S2A**

Runoff = 0.14 cfs @ 12.09 hrs, Volume= 0.010 af, Depth> 2.07"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs  
Type III 24-hr 2-Yr Rainfall=3.10"

| Area (sf) | CN | Description                   |
|-----------|----|-------------------------------|
| 2,264     | 98 | Paved parking, HSG A          |
| 381       | 39 | >75% Grass cover, Good, HSG A |
| 2,645     | 90 | Weighted Average              |
| 381       |    | 14.40% Pervious Area          |
| 2,264     |    | 85.60% Impervious Area        |

| Tc<br>(min) | Length<br>(feet) | Slope<br>(ft/ft) | Velocity<br>(ft/sec) | Capacity<br>(cfs) | Description          |
|-------------|------------------|------------------|----------------------|-------------------|----------------------|
| 6.0         |                  |                  |                      |                   | <b>Direct Entry,</b> |

**Summary for Subcatchment S2B: S2B**

Runoff = 0.42 cfs @ 12.09 hrs, Volume= 0.030 af, Depth> 1.83"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs  
Type III 24-hr 2-Yr Rainfall=3.10"

| Area (sf) | CN | Description                   |
|-----------|----|-------------------------------|
| 1,605     | 39 | >75% Grass cover, Good, HSG A |
| 7,114     | 98 | Paved parking, HSG A          |
| 8,719     | 87 | Weighted Average              |
| 1,605     |    | 18.41% Pervious Area          |
| 7,114     |    | 81.59% Impervious Area        |

| Tc<br>(min) | Length<br>(feet) | Slope<br>(ft/ft) | Velocity<br>(ft/sec) | Capacity<br>(cfs) | Description          |
|-------------|------------------|------------------|----------------------|-------------------|----------------------|
| 6.0         |                  |                  |                      |                   | <b>Direct Entry,</b> |

**Summary for Subcatchment S2C: S2C**

Runoff = 0.33 cfs @ 12.09 hrs, Volume= 0.025 af, Depth> 2.35"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs  
Type III 24-hr 2-Yr Rainfall=3.10"

| Area (sf) | CN | Description                   |
|-----------|----|-------------------------------|
| 452       | 39 | >75% Grass cover, Good, HSG A |
| 5,030     | 98 | Paved parking, HSG A          |
| 5,482     | 93 | Weighted Average              |
| 452       |    | 8.25% Pervious Area           |
| 5,030     |    | 91.75% Impervious Area        |

| Tc<br>(min) | Length<br>(feet) | Slope<br>(ft/ft) | Velocity<br>(ft/sec) | Capacity<br>(cfs) | Description          |
|-------------|------------------|------------------|----------------------|-------------------|----------------------|
| 6.0         |                  |                  |                      |                   | <b>Direct Entry,</b> |

**Summary for Pond 4P: CB1**

Inflow Area = 0.061 ac, 85.60% Impervious, Inflow Depth > 2.07" for 2-Yr event  
Inflow = 0.14 cfs @ 12.09 hrs, Volume= 0.010 af  
Outflow = 0.14 cfs @ 12.09 hrs, Volume= 0.010 af, Atten= 0%, Lag= 0.2 min  
Primary = 0.14 cfs @ 12.09 hrs, Volume= 0.010 af

Routing by Stor-Ind method, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs

**01661\_postdev**

Type III 24-hr 2-Yr Rainfall=3.10"

Prepared by Stantec Consulting Services, Inc.

Printed 4/4/2019

HydroCAD® 10.00-24 s/n 00734 © 2018 HydroCAD Software Solutions LLC

Page 7

Peak Elev= 24.31' @ 12.09 hrs Surf.Area= 13 sf Storage= 42 cf

Plug-Flow detention time= 63.8 min calculated for 0.010 af (91% of inflow)

Center-of-Mass det. time= 21.0 min ( 828.7 - 807.6 )

| Volume | Invert | Avail.Storage | Storage Description                                        |
|--------|--------|---------------|------------------------------------------------------------|
| #1     | 21.09' | 83 cf         | <b>Custom Stage Data (Prismatic)</b> Listed below (Recalc) |

| Elevation<br>(feet) | Surf.Area<br>(sq-ft) | Inc.Store<br>(cubic-feet) | Cum.Store<br>(cubic-feet) |
|---------------------|----------------------|---------------------------|---------------------------|
| 21.09               | 13                   | 0                         | 0                         |
| 27.50               | 13                   | 83                        | 83                        |

| Device | Routing | Invert | Outlet Devices                                                                                                                                                                                                   |
|--------|---------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| #1     | Primary | 24.09' | <b>12.0" Round Culvert</b><br>L= 166.0' CPP, projecting, no headwall, Ke= 0.900<br>Inlet / Outlet Invert= 24.09' / 23.36' S= 0.0044 '/' Cc= 0.900<br>n= 0.013 Corrugated PE, smooth interior, Flow Area= 0.79 sf |

**Primary OutFlow** Max=0.14 cfs @ 12.09 hrs HW=24.31' (Free Discharge)↑**1=Culvert** (Barrel Controls 0.14 cfs @ 1.63 fps)**Summary for Pond 5P: CB2**

Inflow Area = 0.261 ac, 82.52% Impervious, Inflow Depth > 1.84" for 2-Yr event  
 Inflow = 0.56 cfs @ 12.09 hrs, Volume= 0.040 af  
 Outflow = 0.56 cfs @ 12.09 hrs, Volume= 0.039 af, Atten= 0%, Lag= 0.1 min  
 Primary = 0.56 cfs @ 12.09 hrs, Volume= 0.039 af

Routing by Stor-Ind method, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs

Peak Elev= 23.69' @ 12.09 hrs Surf.Area= 13 sf Storage= 45 cf

Plug-Flow detention time= 19.2 min calculated for 0.039 af (98% of inflow)

Center-of-Mass det. time= 6.2 min ( 828.0 - 821.8 )

| Volume | Invert | Avail.Storage | Storage Description                                        |
|--------|--------|---------------|------------------------------------------------------------|
| #1     | 20.26' | 106 cf        | <b>Custom Stage Data (Prismatic)</b> Listed below (Recalc) |

| Elevation<br>(feet) | Surf.Area<br>(sq-ft) | Inc.Store<br>(cubic-feet) | Cum.Store<br>(cubic-feet) |
|---------------------|----------------------|---------------------------|---------------------------|
| 20.26               | 13                   | 0                         | 0                         |
| 28.40               | 13                   | 106                       | 106                       |

| Device | Routing | Invert | Outlet Devices                                                                                                                                                                                                   |
|--------|---------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| #1     | Primary | 23.26' | <b>12.0" Round Culvert</b><br>L= 136.0' CPP, projecting, no headwall, Ke= 0.900<br>Inlet / Outlet Invert= 23.26' / 22.00' S= 0.0093 '/' Cc= 0.900<br>n= 0.013 Corrugated PE, smooth interior, Flow Area= 0.79 sf |

**Primary OutFlow** Max=0.55 cfs @ 12.09 hrs HW=23.68' (Free Discharge)↑**1=Culvert** (Inlet Controls 0.55 cfs @ 1.75 fps)

**Summary for Pond POI1: POI1**

Inflow Area = 0.057 ac, 0.00% Impervious, Inflow Depth = 0.00" for 2-Yr event  
Inflow = 0.00 cfs @ 0.00 hrs, Volume= 0.000 af  
Primary = 0.00 cfs @ 0.00 hrs, Volume= 0.000 af, Atten= 0%, Lag= 0.0 min

Routing by Stor-Ind method, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs

**Summary for Pond POI2: POI2**

Inflow Area = 0.556 ac, 81.11% Impervious, Inflow Depth > 1.80" for 2-Yr event  
Inflow = 1.16 cfs @ 12.09 hrs, Volume= 0.083 af  
Primary = 1.16 cfs @ 12.09 hrs, Volume= 0.083 af, Atten= 0%, Lag= 0.0 min

Routing by Stor-Ind method, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs

**Summary for Subcatchment S1: Area to Cumberford Place**

Runoff = 0.00 cfs @ 14.58 hrs, Volume= 0.001 af, Depth> 0.13"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs  
Type III 24-hr 10-Yr Rainfall=4.60"

| Area (sf) | CN | Description                   |
|-----------|----|-------------------------------|
| 2,481     | 39 | >75% Grass cover, Good, HSG A |
| 2,481     |    | 100.00% Pervious Area         |

| Tc<br>(min) | Length<br>(feet) | Slope<br>(ft/ft) | Velocity<br>(ft/sec) | Capacity<br>(cfs) | Description          |
|-------------|------------------|------------------|----------------------|-------------------|----------------------|
| 6.0         |                  |                  |                      |                   | <b>Direct Entry,</b> |

**Summary for Subcatchment S2: Area to Congress Street**

Runoff = 0.51 cfs @ 12.09 hrs, Volume= 0.037 af, Depth> 2.63"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs  
Type III 24-hr 10-Yr Rainfall=4.60"

| Area (sf) | CN | Description                   |
|-----------|----|-------------------------------|
| 5,248     | 98 | Paved parking, HSG A          |
| 2,141     | 39 | >75% Grass cover, Good, HSG A |
| 7,389     | 81 | Weighted Average              |
| 2,141     |    | 28.98% Pervious Area          |
| 5,248     |    | 71.02% Impervious Area        |

| Tc<br>(min) | Length<br>(feet) | Slope<br>(ft/ft) | Velocity<br>(ft/sec) | Capacity<br>(cfs) | Description          |
|-------------|------------------|------------------|----------------------|-------------------|----------------------|
| 6.0         |                  |                  |                      |                   | <b>Direct Entry,</b> |

**Summary for Subcatchment S2A: S2A**

Runoff = 0.24 cfs @ 12.09 hrs, Volume= 0.018 af, Depth> 3.49"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs  
Type III 24-hr 10-Yr Rainfall=4.60"

| Area (sf) | CN | Description                   |
|-----------|----|-------------------------------|
| 2,264     | 98 | Paved parking, HSG A          |
| 381       | 39 | >75% Grass cover, Good, HSG A |
| 2,645     | 90 | Weighted Average              |
| 381       |    | 14.40% Pervious Area          |
| 2,264     |    | 85.60% Impervious Area        |

| Tc<br>(min) | Length<br>(feet) | Slope<br>(ft/ft) | Velocity<br>(ft/sec) | Capacity<br>(cfs) | Description          |
|-------------|------------------|------------------|----------------------|-------------------|----------------------|
| 6.0         |                  |                  |                      |                   | <b>Direct Entry,</b> |

**Summary for Subcatchment S2B: S2B**

Runoff = 0.72 cfs @ 12.09 hrs, Volume= 0.053 af, Depth> 3.19"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs  
Type III 24-hr 10-Yr Rainfall=4.60"

| Area (sf) | CN | Description                   |
|-----------|----|-------------------------------|
| 1,605     | 39 | >75% Grass cover, Good, HSG A |
| 7,114     | 98 | Paved parking, HSG A          |
| 8,719     | 87 | Weighted Average              |
| 1,605     |    | 18.41% Pervious Area          |
| 7,114     |    | 81.59% Impervious Area        |

| Tc<br>(min) | Length<br>(feet) | Slope<br>(ft/ft) | Velocity<br>(ft/sec) | Capacity<br>(cfs) | Description          |
|-------------|------------------|------------------|----------------------|-------------------|----------------------|
| 6.0         |                  |                  |                      |                   | <b>Direct Entry,</b> |

**Summary for Subcatchment S2C: S2C**

Runoff = 0.52 cfs @ 12.09 hrs, Volume= 0.040 af, Depth> 3.80"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs  
Type III 24-hr 10-Yr Rainfall=4.60"

| Area (sf) | CN | Description                   |
|-----------|----|-------------------------------|
| 452       | 39 | >75% Grass cover, Good, HSG A |
| 5,030     | 98 | Paved parking, HSG A          |
| 5,482     | 93 | Weighted Average              |
| 452       |    | 8.25% Pervious Area           |
| 5,030     |    | 91.75% Impervious Area        |

| Tc<br>(min) | Length<br>(feet) | Slope<br>(ft/ft) | Velocity<br>(ft/sec) | Capacity<br>(cfs) | Description          |
|-------------|------------------|------------------|----------------------|-------------------|----------------------|
| 6.0         |                  |                  |                      |                   | <b>Direct Entry,</b> |

**Summary for Pond 4P: CB1**

Inflow Area = 0.061 ac, 85.60% Impervious, Inflow Depth > 3.49" for 10-Yr event  
 Inflow = 0.24 cfs @ 12.09 hrs, Volume= 0.018 af  
 Outflow = 0.24 cfs @ 12.09 hrs, Volume= 0.017 af, Atten= 0%, Lag= 0.2 min  
 Primary = 0.24 cfs @ 12.09 hrs, Volume= 0.017 af

Routing by Stor-Ind method, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs

**01661\_postdev**

Type III 24-hr 10-Yr Rainfall=4.60"

Prepared by Stantec Consulting Services, Inc.

Printed 4/4/2019

HydroCAD® 10.00-24 s/n 00734 © 2018 HydroCAD Software Solutions LLC

Page 11

Peak Elev= 24.38' @ 12.09 hrs Surf.Area= 13 sf Storage= 43 cf

Plug-Flow detention time= 44.6 min calculated for 0.017 af (95% of inflow)

Center-of-Mass det. time= 16.5 min ( 809.6 - 793.1 )

| Volume | Invert | Avail.Storage | Storage Description                                        |
|--------|--------|---------------|------------------------------------------------------------|
| #1     | 21.09' | 83 cf         | <b>Custom Stage Data (Prismatic)</b> Listed below (Recalc) |

| Elevation<br>(feet) | Surf.Area<br>(sq-ft) | Inc.Store<br>(cubic-feet) | Cum.Store<br>(cubic-feet) |
|---------------------|----------------------|---------------------------|---------------------------|
| 21.09               | 13                   | 0                         | 0                         |
| 27.50               | 13                   | 83                        | 83                        |

| Device | Routing | Invert | Outlet Devices                                                                                                                                                                                                  |
|--------|---------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| #1     | Primary | 24.09' | <b>12.0" Round Culvert</b><br>L= 166.0' CPP, projecting, no headwall, Ke= 0.900<br>Inlet / Outlet Invert= 24.09' / 23.36' S= 0.0044 '/ Cc= 0.900<br>n= 0.013 Corrugated PE, smooth interior, Flow Area= 0.79 sf |

**Primary OutFlow** Max=0.23 cfs @ 12.09 hrs HW=24.37' (Free Discharge)↑**1=Culvert** (Barrel Controls 0.23 cfs @ 1.88 fps)**Summary for Pond 5P: CB2**

Inflow Area = 0.261 ac, 82.52% Impervious, Inflow Depth > 3.22" for 10-Yr event  
 Inflow = 0.96 cfs @ 12.09 hrs, Volume= 0.070 af  
 Outflow = 0.96 cfs @ 12.09 hrs, Volume= 0.069 af, Atten= 0%, Lag= 0.1 min  
 Primary = 0.96 cfs @ 12.09 hrs, Volume= 0.069 af

Routing by Stor-Ind method, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs

Peak Elev= 23.84' @ 12.09 hrs Surf.Area= 13 sf Storage= 47 cf

Plug-Flow detention time= 12.3 min calculated for 0.069 af (98% of inflow)

Center-of-Mass det. time= 4.6 min ( 809.8 - 805.2 )

| Volume | Invert | Avail.Storage | Storage Description                                        |
|--------|--------|---------------|------------------------------------------------------------|
| #1     | 20.26' | 106 cf        | <b>Custom Stage Data (Prismatic)</b> Listed below (Recalc) |

| Elevation<br>(feet) | Surf.Area<br>(sq-ft) | Inc.Store<br>(cubic-feet) | Cum.Store<br>(cubic-feet) |
|---------------------|----------------------|---------------------------|---------------------------|
| 20.26               | 13                   | 0                         | 0                         |
| 28.40               | 13                   | 106                       | 106                       |

| Device | Routing | Invert | Outlet Devices                                                                                                                                                                                                  |
|--------|---------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| #1     | Primary | 23.26' | <b>12.0" Round Culvert</b><br>L= 136.0' CPP, projecting, no headwall, Ke= 0.900<br>Inlet / Outlet Invert= 23.26' / 22.00' S= 0.0093 '/ Cc= 0.900<br>n= 0.013 Corrugated PE, smooth interior, Flow Area= 0.79 sf |

**Primary OutFlow** Max=0.94 cfs @ 12.09 hrs HW=23.83' (Free Discharge)↑**1=Culvert** (Inlet Controls 0.94 cfs @ 2.03 fps)

**Summary for Pond POI1: POI1**

Inflow Area = 0.057 ac, 0.00% Impervious, Inflow Depth > 0.13" for 10-Yr event  
Inflow = 0.00 cfs @ 14.58 hrs, Volume= 0.001 af  
Primary = 0.00 cfs @ 14.58 hrs, Volume= 0.001 af, Atten= 0%, Lag= 0.0 min

Routing by Stor-Ind method, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs

**Summary for Pond POI2: POI2**

Inflow Area = 0.556 ac, 81.11% Impervious, Inflow Depth > 3.15" for 10-Yr event  
Inflow = 1.99 cfs @ 12.09 hrs, Volume= 0.146 af  
Primary = 1.99 cfs @ 12.09 hrs, Volume= 0.146 af, Atten= 0%, Lag= 0.0 min

Routing by Stor-Ind method, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs



**Summary for Subcatchment S1: Area to Cumberford Place**

Runoff = 0.01 cfs @ 12.37 hrs, Volume= 0.002 af, Depth> 0.39"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs  
Type III 24-hr 25-Yr Rainfall=5.80"

| Area (sf) | CN | Description                   |
|-----------|----|-------------------------------|
| 2,481     | 39 | >75% Grass cover, Good, HSG A |
| 2,481     |    | 100.00% Pervious Area         |

| Tc (min) | Length (feet) | Slope (ft/ft) | Velocity (ft/sec) | Capacity (cfs) | Description   |
|----------|---------------|---------------|-------------------|----------------|---------------|
| 6.0      |               |               |                   |                | Direct Entry, |

**Summary for Subcatchment S2: Area to Congress Street**

Runoff = 0.72 cfs @ 12.09 hrs, Volume= 0.052 af, Depth> 3.70"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs  
Type III 24-hr 25-Yr Rainfall=5.80"

| Area (sf) | CN | Description                   |
|-----------|----|-------------------------------|
| 5,248     | 98 | Paved parking, HSG A          |
| 2,141     | 39 | >75% Grass cover, Good, HSG A |
| 7,389     | 81 | Weighted Average              |
| 2,141     |    | 28.98% Pervious Area          |
| 5,248     |    | 71.02% Impervious Area        |

| Tc (min) | Length (feet) | Slope (ft/ft) | Velocity (ft/sec) | Capacity (cfs) | Description   |
|----------|---------------|---------------|-------------------|----------------|---------------|
| 6.0      |               |               |                   |                | Direct Entry, |

**Summary for Subcatchment S2A: S2A**

Runoff = 0.31 cfs @ 12.09 hrs, Volume= 0.024 af, Depth> 4.65"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs  
Type III 24-hr 25-Yr Rainfall=5.80"

| Area (sf) | CN | Description                   |
|-----------|----|-------------------------------|
| 2,264     | 98 | Paved parking, HSG A          |
| 381       | 39 | >75% Grass cover, Good, HSG A |
| 2,645     | 90 | Weighted Average              |
| 381       |    | 14.40% Pervious Area          |
| 2,264     |    | 85.60% Impervious Area        |

**01661\_postdev**

Type III 24-hr 25-Yr Rainfall=5.80"

Prepared by Stantec Consulting Services, Inc.

Printed 4/4/2019

HydroCAD® 10.00-24 s/n 00734 © 2018 HydroCAD Software Solutions LLC

Page 14

| Tc<br>(min) | Length<br>(feet) | Slope<br>(ft/ft) | Velocity<br>(ft/sec) | Capacity<br>(cfs) | Description          |
|-------------|------------------|------------------|----------------------|-------------------|----------------------|
| 6.0         |                  |                  |                      |                   | <b>Direct Entry,</b> |

**Summary for Subcatchment S2B: S2B**

Runoff = 0.97 cfs @ 12.09 hrs, Volume= 0.072 af, Depth&gt; 4.32"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs  
Type III 24-hr 25-Yr Rainfall=5.80"

| Area (sf) | CN | Description                   |
|-----------|----|-------------------------------|
| 1,605     | 39 | >75% Grass cover, Good, HSG A |
| 7,114     | 98 | Paved parking, HSG A          |
| 8,719     | 87 | Weighted Average              |
| 1,605     |    | 18.41% Pervious Area          |
| 7,114     |    | 81.59% Impervious Area        |

| Tc<br>(min) | Length<br>(feet) | Slope<br>(ft/ft) | Velocity<br>(ft/sec) | Capacity<br>(cfs) | Description          |
|-------------|------------------|------------------|----------------------|-------------------|----------------------|
| 6.0         |                  |                  |                      |                   | <b>Direct Entry,</b> |

**Summary for Subcatchment S2C: S2C**

Runoff = 0.67 cfs @ 12.09 hrs, Volume= 0.052 af, Depth&gt; 4.98"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs  
Type III 24-hr 25-Yr Rainfall=5.80"

| Area (sf) | CN | Description                   |
|-----------|----|-------------------------------|
| 452       | 39 | >75% Grass cover, Good, HSG A |
| 5,030     | 98 | Paved parking, HSG A          |
| 5,482     | 93 | Weighted Average              |
| 452       |    | 8.25% Pervious Area           |
| 5,030     |    | 91.75% Impervious Area        |

| Tc<br>(min) | Length<br>(feet) | Slope<br>(ft/ft) | Velocity<br>(ft/sec) | Capacity<br>(cfs) | Description          |
|-------------|------------------|------------------|----------------------|-------------------|----------------------|
| 6.0         |                  |                  |                      |                   | <b>Direct Entry,</b> |

**Summary for Pond 4P: CB1**

Inflow Area = 0.061 ac, 85.60% Impervious, Inflow Depth > 4.65" for 25-Yr event  
 Inflow = 0.31 cfs @ 12.09 hrs, Volume= 0.024 af  
 Outflow = 0.31 cfs @ 12.09 hrs, Volume= 0.023 af, Atten= 0%, Lag= 0.1 min  
 Primary = 0.31 cfs @ 12.09 hrs, Volume= 0.023 af

Routing by Stor-Ind method, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs

**01661\_postdev**

Type III 24-hr 25-Yr Rainfall=5.80"

Prepared by Stantec Consulting Services, Inc.

Printed 4/4/2019

HydroCAD® 10.00-24 s/n 00734 © 2018 HydroCAD Software Solutions LLC

Page 15

Peak Elev= 24.42' @ 12.09 hrs Surf.Area= 13 sf Storage= 43 cf

Plug-Flow detention time=36.3 min calculated for 0.023 af (96% of inflow)

Center-of-Mass det. time= 14.3 min ( 799.7 - 785.3 )

| Volume | Invert | Avail.Storage | Storage Description                                        |
|--------|--------|---------------|------------------------------------------------------------|
| #1     | 21.09' | 83 cf         | <b>Custom Stage Data (Prismatic)</b> Listed below (Recalc) |

| Elevation<br>(feet) | Surf.Area<br>(sq-ft) | Inc.Store<br>(cubic-feet) | Cum.Store<br>(cubic-feet) |
|---------------------|----------------------|---------------------------|---------------------------|
| 21.09               | 13                   | 0                         | 0                         |
| 27.50               | 13                   | 83                        | 83                        |

| Device | Routing | Invert | Outlet Devices                                                                                                                                                                                                   |
|--------|---------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| #1     | Primary | 24.09' | <b>12.0" Round Culvert</b><br>L= 166.0' CPP, projecting, no headwall, Ke= 0.900<br>Inlet / Outlet Invert= 24.09' / 23.36' S= 0.0044 '/' Cc= 0.900<br>n= 0.013 Corrugated PE, smooth interior, Flow Area= 0.79 sf |

**Primary OutFlow** Max=0.30 cfs @ 12.09 hrs HW=24.42' (Free Discharge)↑**1=Culvert** (Barrel Controls 0.30 cfs @ 2.02 fps)**Summary for Pond 5P: CB2**

Inflow Area = 0.261 ac, 82.52% Impervious, Inflow Depth > 4.36" for 25-Yr event  
 Inflow = 1.28 cfs @ 12.09 hrs, Volume= 0.095 af  
 Outflow = 1.28 cfs @ 12.09 hrs, Volume= 0.094 af, Atten= 0%, Lag= 0.1 min  
 Primary = 1.28 cfs @ 12.09 hrs, Volume= 0.094 af

Routing by Stor-Ind method, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs

Peak Elev= 23.95' @ 12.09 hrs Surf.Area= 13 sf Storage= 48 cf

Plug-Flow detention time=9.7 min calculated for 0.094 af (99% of inflow)

Center-of-Mass det. time= 3.9 min ( 800.3 - 796.4 )

| Volume | Invert | Avail.Storage | Storage Description                                        |
|--------|--------|---------------|------------------------------------------------------------|
| #1     | 20.26' | 106 cf        | <b>Custom Stage Data (Prismatic)</b> Listed below (Recalc) |

| Elevation<br>(feet) | Surf.Area<br>(sq-ft) | Inc.Store<br>(cubic-feet) | Cum.Store<br>(cubic-feet) |
|---------------------|----------------------|---------------------------|---------------------------|
| 20.26               | 13                   | 0                         | 0                         |
| 28.40               | 13                   | 106                       | 106                       |

| Device | Routing | Invert | Outlet Devices                                                                                                                                                                                                   |
|--------|---------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| #1     | Primary | 23.26' | <b>12.0" Round Culvert</b><br>L= 136.0' CPP, projecting, no headwall, Ke= 0.900<br>Inlet / Outlet Invert= 23.26' / 22.00' S= 0.0093 '/' Cc= 0.900<br>n= 0.013 Corrugated PE, smooth interior, Flow Area= 0.79 sf |

**Primary OutFlow** Max=1.25 cfs @ 12.09 hrs HW=23.94' (Free Discharge)↑**1=Culvert** (Inlet Controls 1.25 cfs @ 2.21 fps)

**Summary for Pond POI1: POI1**

Inflow Area = 0.057 ac, 0.00% Impervious, Inflow Depth > 0.39" for 25-Yr event  
Inflow = 0.01 cfs @ 12.37 hrs, Volume= 0.002 af  
Primary = 0.01 cfs @ 12.37 hrs, Volume= 0.002 af, Atten= 0%, Lag= 0.0 min

Routing by Stor-Ind method, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs

**Summary for Pond POI2: POI2**

Inflow Area = 0.556 ac, 81.11% Impervious, Inflow Depth > 4.28" for 25-Yr event  
Inflow = 2.66 cfs @ 12.09 hrs, Volume= 0.198 af  
Primary = 2.66 cfs @ 12.09 hrs, Volume= 0.198 af, Atten= 0%, Lag= 0.0 min

Routing by Stor-Ind method, Time Span= 0.00-24.00 hrs, dt= 0.05 hrs

## **RIGHT, TITLE & INTEREST**

---

A Quitclaim Deed from Delta Realty LLC to 1006 Congress Street, LLC was executed on July 26, 2017 for the subject property. The Deed attached to this document was recorded in the Cumberland County Registry of Deeds as Book 34188/Page 103.

7/26/17 1:04 PM  
COPY  
Book 34/88 / Page 103

**QUITCLAIM DEED**  
(with Covenant)

KNOW ALL PERSONS BY THESE PRESENTS, that, **DELTA REALTY LLC**, a Maine limited liability company with a principal place of business and mailing address of 380 Warren Avenue, Portland, Maine 04103, for consideration paid, grants to **1006 CONGRESS STREET, LLC**, a Maine limited liability company, with a principal place of business and mailing address of 1550 Sunset Ridge Drive, Laguna Beach, California 92651, with **QUITCLAIM COVENANT**, the land and improvements in the City of Portland, County of Cumberland and State of Maine, bounded and described as follows:

A certain lot or parcel of land, with the buildings thereon, situated in Portland, County of Cumberland and State of Maine, on the southerly side of Congress Street, being part of the homestead lot formerly owned and occupied by Frederick W. Clark, late of said Portland, deceased, bounded and described as follows:

Commencing at a point on the westerly side of said, homestead on a right-of-way called Westfield Street, formerly Cumberland Place, one hundred eighty-four and five tenths (184.5) feet northerly from the rear line of said lot; thence by the westerly side of said lot bounding on the said right-of-way one hundred thirty-one and five tenths (131.5) feet to Congress Street; thence southeasterly by said Congress Street one hundred fourteen and two tenths (114.2) feet to an angle; thence continuing southeasterly by said Congress Street two and eight tenths (2.8) feet to a stake; thence South forty-five degrees twenty-four minutes (45° 24') West by land now or formerly of Mary E. McKenney one hundred eighty-seven and sixty-five one hundredths (187.65) feet to a stake at a point distant one hundred eighty-four and five tenths (184.5) feet northerly in a perpendicular line from said rear line of said homestead lot; thence on a line parallel with the rear line of said Homestead lot North thirty degrees twenty-five minutes (30° 25') West one hundred and fifty-two and five tenths (152.5) feet, to the point of beginning.

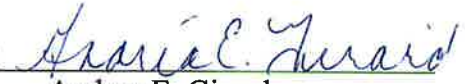
Also, a right-of-way in common with others over so much of the thirty (30) foot strip of land as adjoins the premises hereby conveyed on the rear, said way extending to Westfield Street, together with a right-of-way in common with others in Westfield Street.

Being the same premises conveyed to Delta Realty LLC by Quitclaim Deed from the Deliverance Center, dated November 9, 2015 and recorded in the Cumberland County Registry of Deeds in Book 32723, Page 215.

IN WITNESS WHEREOF, Delta Realty LLC has caused this instrument to be signed and sealed in its company name by Andrea E. Girard, its Manager, thereunto duly authorized this 26th day of July, 2017.

Delta Realty LLC

  
Witness

By:   
Andrea E. Girard  
Title: Manager

STATE OF MAINE  
COUNTY OF CUMBERLAND, ss.

July 26, 2017

Then personally appeared before me the above named Andrea E. Girard, Manager of Delta Realty LLC, and acknowledged the foregoing instrument to be her free act and deed in her said capacity, and the free act and deed of Delta Realty LLC.

  
Notary Public/Attorney at Law  
Andre Duchette, Bar No. 9872

Archester C.C. being the same premises conveyed to said  
Clark by several deeds, to wit: by said Daniel Fowler to said  
Clark, dated Dec. 23, 1851, recorded in said Registry Book 235,  
Page 450, and by Betsy Gould to said Clark by deed dated  
Nov. 22, 1851, recorded in said Registry Book 235, Page 256,  
and by deed of James Cradford to said Clark, recorded in said  
Registry Book 235, Page 257, and by other deeds of said Cradi-  
ford and others.

To Have and to hold the same, together with all the  
privileges and appurtenances thereunto belonging to the said  
Mary E. McKenny and Frederick A. Clark, their Heirs and  
Assigns forever.

In Witness Whereof, I the said Grantor, have hereto  
set my hand and seal this fourteenth day of May in the  
year of our Lord one thousand eight hundred and ninety  
six.

Signed, Sealed & Delivered  
in presence of  
L. M. Webb.

Mary J. Clark. Seal.

State of Maine.  
Cumberland } ss. Portland July 24. 1896.

Personally appeared the above named Mary  
J. Clark and acknowledged the above instrument to be her  
free act and deed. Before me.

Dwight M. Webb. Justice of the Peace

Received July 6, 1896, at 8 P.M. 57 M. A. M. recorded according to  
the original.

Attest:

J. Fred Munch Register.

Know all Men by these Presents,  
That I, Frederick A. Clark of Portland in the County of Cum-  
berland and State of Maine, in consideration of One Dollar &  
other valuable considerations, paid by Mary E. McKenny of said  
Portland, the receipt whereof I do hereby acknowledge, do hereby  
remit, release, bargain, sell and convey, and forever quit-  
claim unto the said Mary E. McKenny her Heirs and As-  
signs forever, One half part in common and undivided,  
meaning all my right, title and interest in and to a certain  
lot or parcel of land with the buildings thereon situated in

Clark  
To  
McKenny  
Quit Claim



274  
said Portland), being a part of the homestead lot formerly owned and occupied by Frederick W. Clark, late of said Portland, deceased, bounded and described as follows: viz: commencing at a point on the Westerly side of said homestead lot on a right of way called Cumberland Place one hundred eighty four and five tenths (184.5) feet Northerly from the rear line of said lot; thence by the Westerly side of said lot bounding on said right of way about one hundred thirty one and five tenths (131.5) feet to Congress Street; thence Easterly by Congress Street about two hundred and twenty three (223) feet to the Northeastly corner of said homestead lot at a right of way called Ogdenburg Street; thence Southerly by the Easterly line of said homestead lot on said right of way to a point one hundred eighty four and five tenths (184.5) feet Northerly from the rear line of said homestead lot; thence Westerly on a line parallel with the rear line of said homestead lot about two hundred and thirty (230) feet to the point of beginning; also a right in common to a passage way thirty (30) feet wide adjoining the above described lot on the South; running from the Westerly side of said lot at the right of way called Cumberland Place to the Easterly side of said lot at the right of way called Ogdenburg Street; also rights of way in common as reserved by said Frederick W. Clark on the Easterly and Westerly sides of said homestead lot; running from Congress Street to the rear line of said homestead lot; also all my right to any claim against the City of Portland for damages to said lot on account of the change of grade of Congress Street.

The said Grantor and Grantee are the sole heirs at law of said Frederick W. Clark their late father deceased, intestate and this conveyance is made for the purpose of division and separate ownership.

To Have and to hold the same, together with all the privileges and appurtenances thereunto belonging to the said Mary E. McKimney her heirs and assigns forever.

And I do covenant with the said Grantee, her heirs and assigns, that I will warrant and forever defend the premises to her the said Grantee, her heirs and assigns forever, against the lawful claims and demands of all persons claiming by, through or under me.

In Witness Whereof, I the said Grantor, being unmarried have herunto set my hand and seal this fourteenth day of May in the year of our Lord one thousand eight hundred

and ninety-six.

Signed, Sealed & Delivered  
in presence of  
L. M. Webb.

Frederic A. Clark Seal

State of Maine }  
Cumberland } ss. July 3<sup>d</sup>. 1896. Personally appeared  
the above named Frederick A. Clark and acknowledged the  
above instrument to be his free act and deed.

Before me,

Emidley M. Webb, Justice of the Peace.

Received July 6, 1896, at 8 o'clock 58 M. P. M. recorded according to the  
original.

Attest;

J. F. Murch Register

Know all Men by these Presents,  
That I, Mary E. McKemey of Portland in the County of Cumber-  
land and State of Maine, in consideration of one dollar and  
other valuable considerations paid by Frederick A. Clark of  
said Portland, the receipt whereof I do hereby acknowledge, do  
hereby remise, release, bargain, sell and convey, and forever  
quit-claim unto the said Frederick A. Clark, his heirs and  
Assigns forever, One half part in common and undivided, mean-  
ing all my right, title, and interest in and to the following  
described Real Estate, to wit: A certain lot or parcel of land  
with the buildings thereon, situated in said Portland on Port-  
land Street, bounded and described as follows, viz: Beginning  
at the Easterly corner of land formerly belonging to George Liddy  
and conveyed to Frederick A. Clark, thence Easterly on said  
Portland Street 50 feet to a stake, and from these two bounds ex-  
tending Northwesterly, preserving a width of 50 feet to land of  
St. John Smith. Being the same premises conveyed to said F. A. Clark  
by Daniel Woodman, Jr. by his deed dated March 11, A.D. 1845,  
and recorded in the Registry of Deeds for said County, Book  
191, Page 264, meaning to convey all my interest in the Portland  
St. lot.

McKemey  
To  
Clark

Quit Claim

Also a lot of wood land situated in Westbrook in said  
County bounded and described as follows, viz: Beginning at  
the most Westerly corner of a lot of wood land, now or former-  
ly owned by LeCharles Roberts, thence running South  $42\frac{3}{4}^{\circ}$  East

## MEMORANDUM OF AGREEMENT

FITZGERALD MARY E ETAL

120 COMMERCE WAY

WOBURN MA 01801

RE: Right to improve part of shared 30 foot R.O.W.

Fitzgerald Mary E etal, owners of parcel 76-A-26, also known as 16 Westfield Street in Portland Maine and the location of Fitzgerald Tile, agree to and grant permission to 1006 Congress Street LLC, the owners of parcel 76-A-22, also known as 1006 Congress Street in Portland Maine, (and by extension PK Realty Management, LLC) to repair and improve the driveway and additional land that runs over a portion of the 30' Right of Way, that runs along their shared property line, in the manner depicted in the site plan attached as Exhibit A. 1006 Congress Street LLC agrees to bear the costs associated with grading and repaving the portion depicted in Exhibit A and to engineer the Right of Way in such a manner as to divert drainage from the Right of Way away from the Fitzgerald Tile building.

\_\_\_\_\_  
John Fitzgerald

\_\_\_\_\_  
Title, Mary E. Fitzgerald, et al

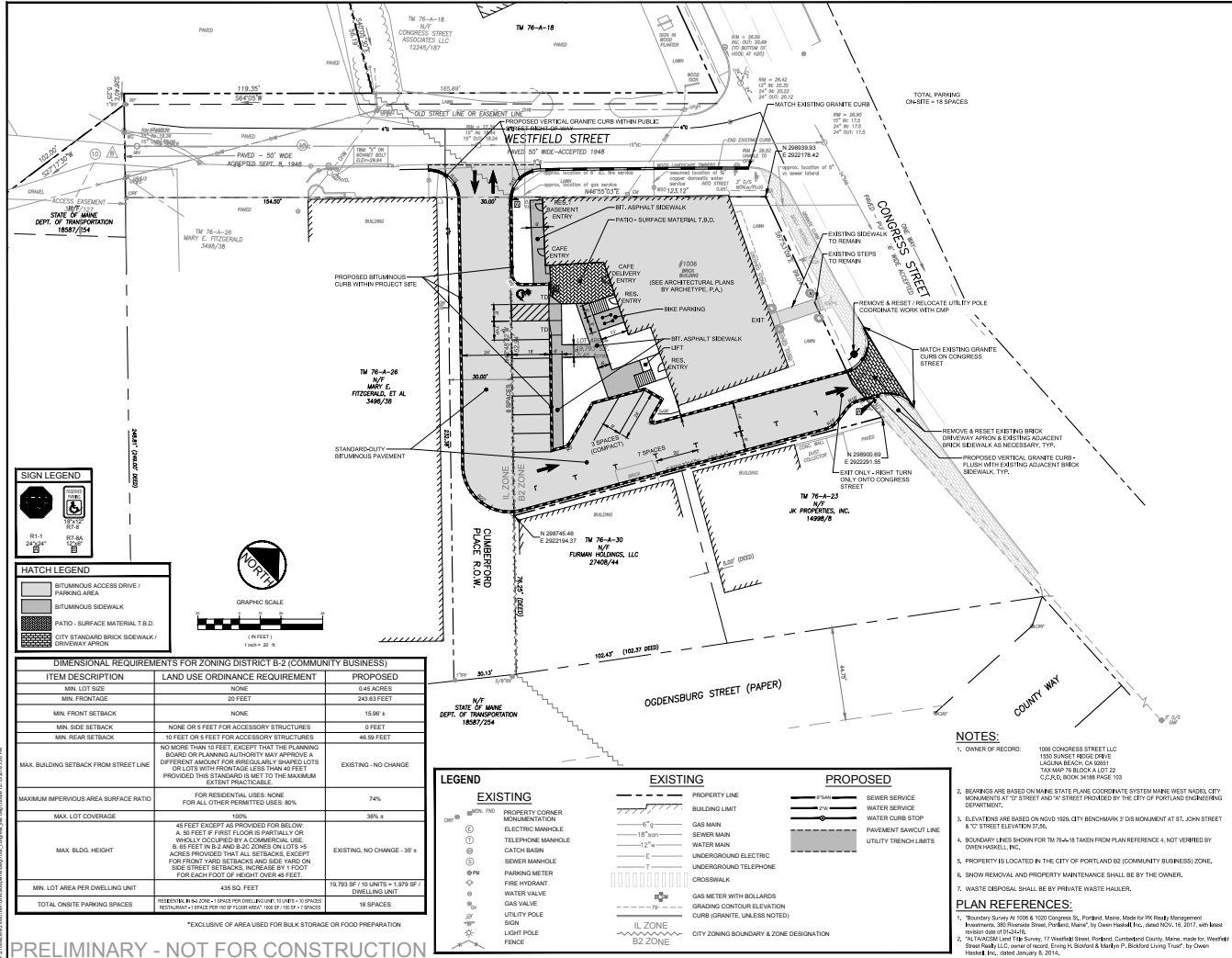
\_\_\_\_\_  
Date

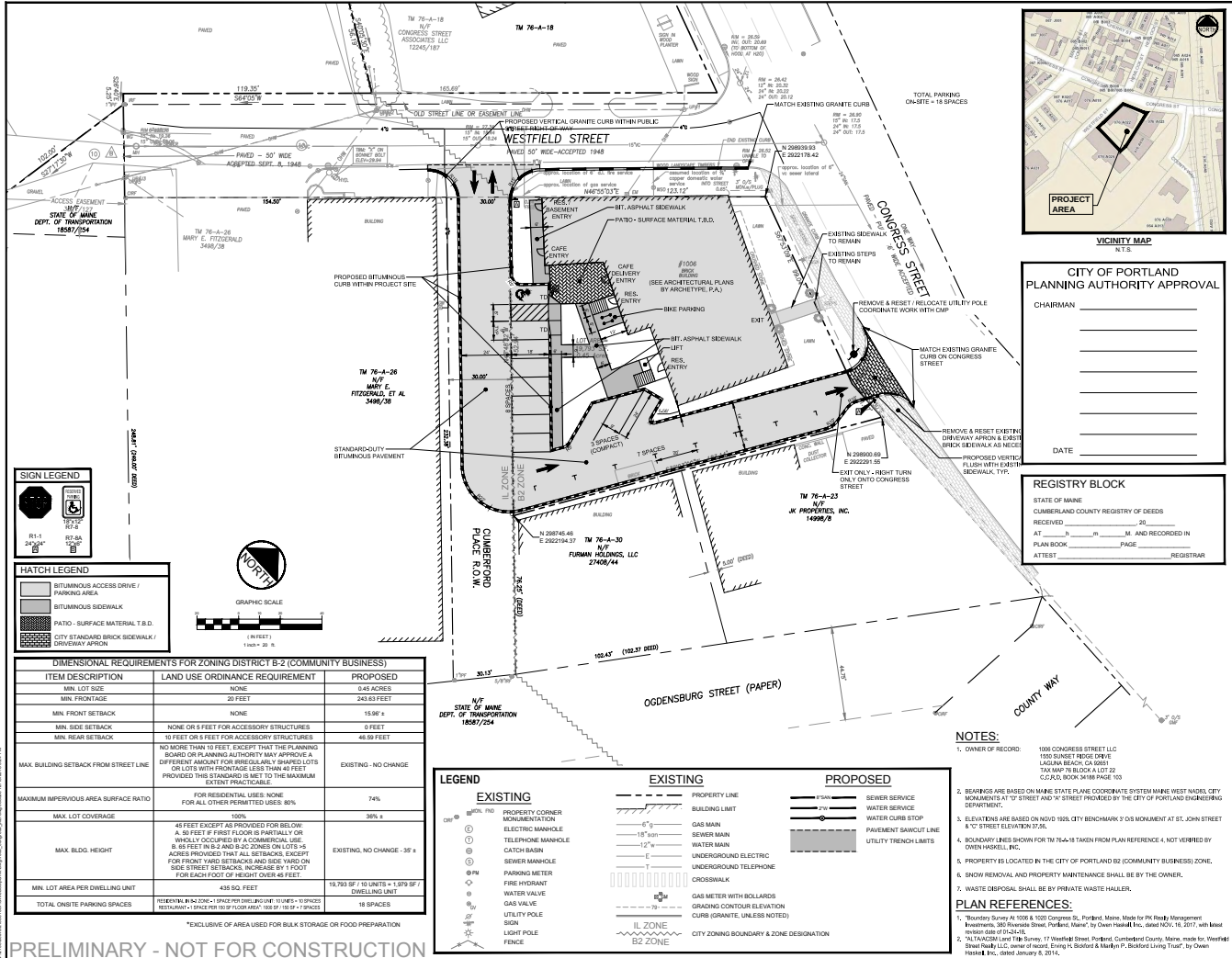
\_\_\_\_\_  
Richard Packard

Managing Member, 1006 Congress Street, LLC

\_\_\_\_\_  
Date

# Exhibit A





**Stantec**

Stantec  
485 Payne Road Scarborough Court  
Scarborough, Maine 04077  
Tel: 207.885.3333  
www.stantec.com

Copyright Reserved  
The Contractor shall not use or reproduce in any form, in whole or in part, the drawings or any portion thereof without the written consent of Stantec. The Contractor shall indemnify and hold Stantec harmless from and against all claims, damages, costs and expenses, including reasonable attorneys' fees, arising out of or from the use of the drawings or any portion thereof by the Contractor or its subcontractors.

**Archetype Architects**

Architect:  
48 Union Wharf Portland, Maine 04101  
(207) 772-6022 Fax (207) 772-4056

Surveyor:  
**OWEN HASKELL, INC.**  
100 CONGRESS STREET, PORTLAND, ME 04101  
(207) 772-6022 Fax (207) 772-4056

**CITY OF PORTLAND  
PLANNING AUTHORITY APPROVAL**

CHAIRMAN \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
DATE \_\_\_\_\_

**REGISTRY BLOCK**

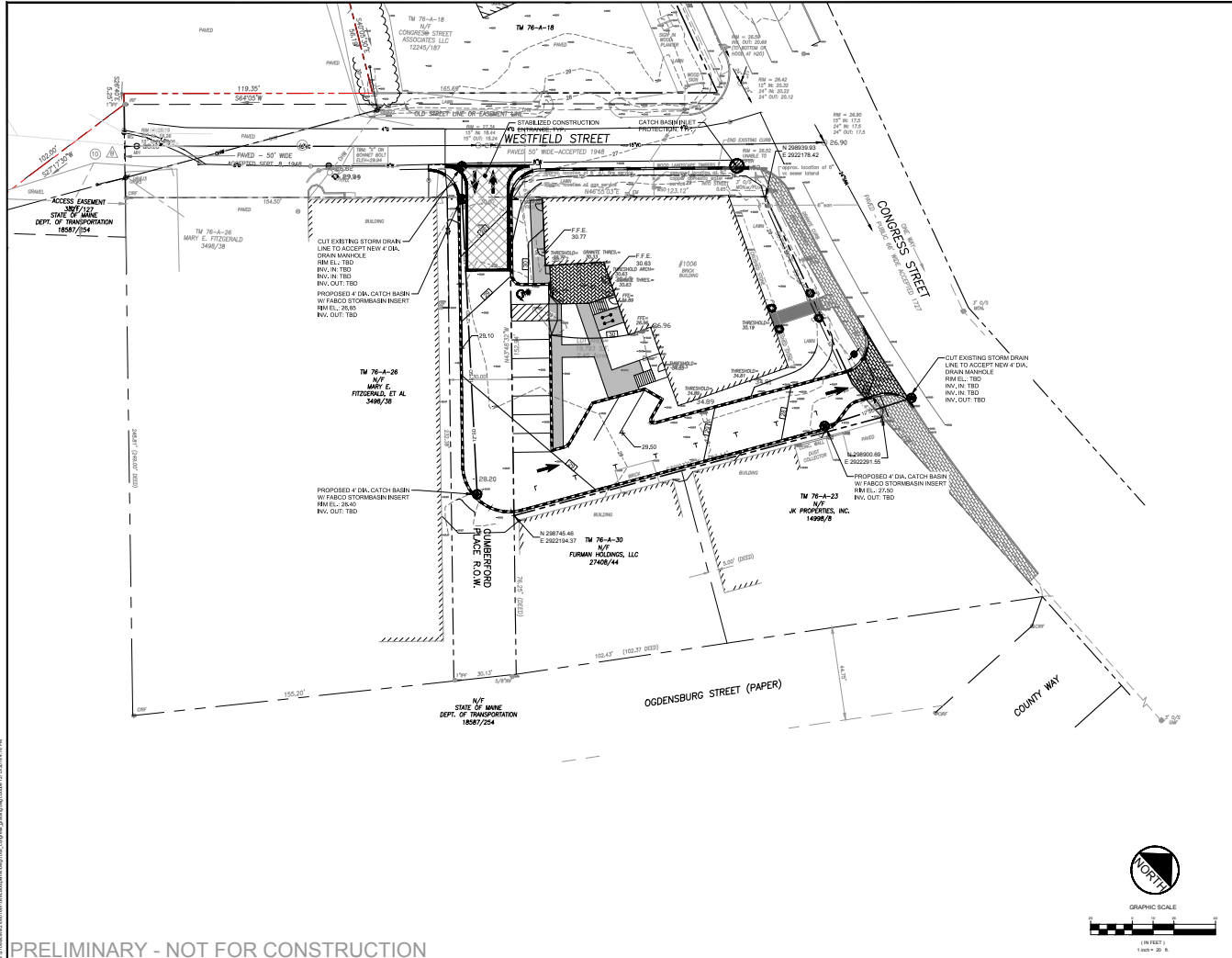
STATE OF MAINE  
CUMBERLAND COUNTY REGISTRY OF DEEDS  
RECEIVED \_\_\_\_\_ 20\_\_\_\_  
AT \_\_\_\_\_ M. AND RECORDED IN  
PLAN BOOK \_\_\_\_\_ PAGE \_\_\_\_\_  
ATTEST \_\_\_\_\_ REGISTRAR

**Client/Project**  
PK Realty Management Investments  
380 Riverside Street, Portland, Maine  
1006 Congress Street  
Mixed-Use Redevelopment  
PORTLAND, MAINE

**THE SITE RECORDING PLAT**

Project No. \_\_\_\_\_ Scale 1" = 20'  
210801661  
Sheet \_\_\_\_\_

C-3.1



Stantec  
482 Payne Road Scarborough, ME 04110  
Tel: 207.883.3333  
www.stantec.com

Copyright Reserved  
The information contained herein is the property of Stantec. It is to be used only for the project and location specified. No part of this document may be reproduced or transmitted in any form or by any means electronic or mechanical, including photocopying and recording, or by any information storage or retrieval system, without written permission from Stantec. The user of this document is advised to consult with Stantec for any questions or concerns.

Consultants

Permit-Set

Client/Project

PK Realty Management Investments

380 Riverside Street, Portland, Maine

1006 Congress Street

Mixed-Use Redevelopment

PORTLAND, MAINE

THE

GRADING, DRAINAGE &

EROSION CONTROL PLAN

Project No.

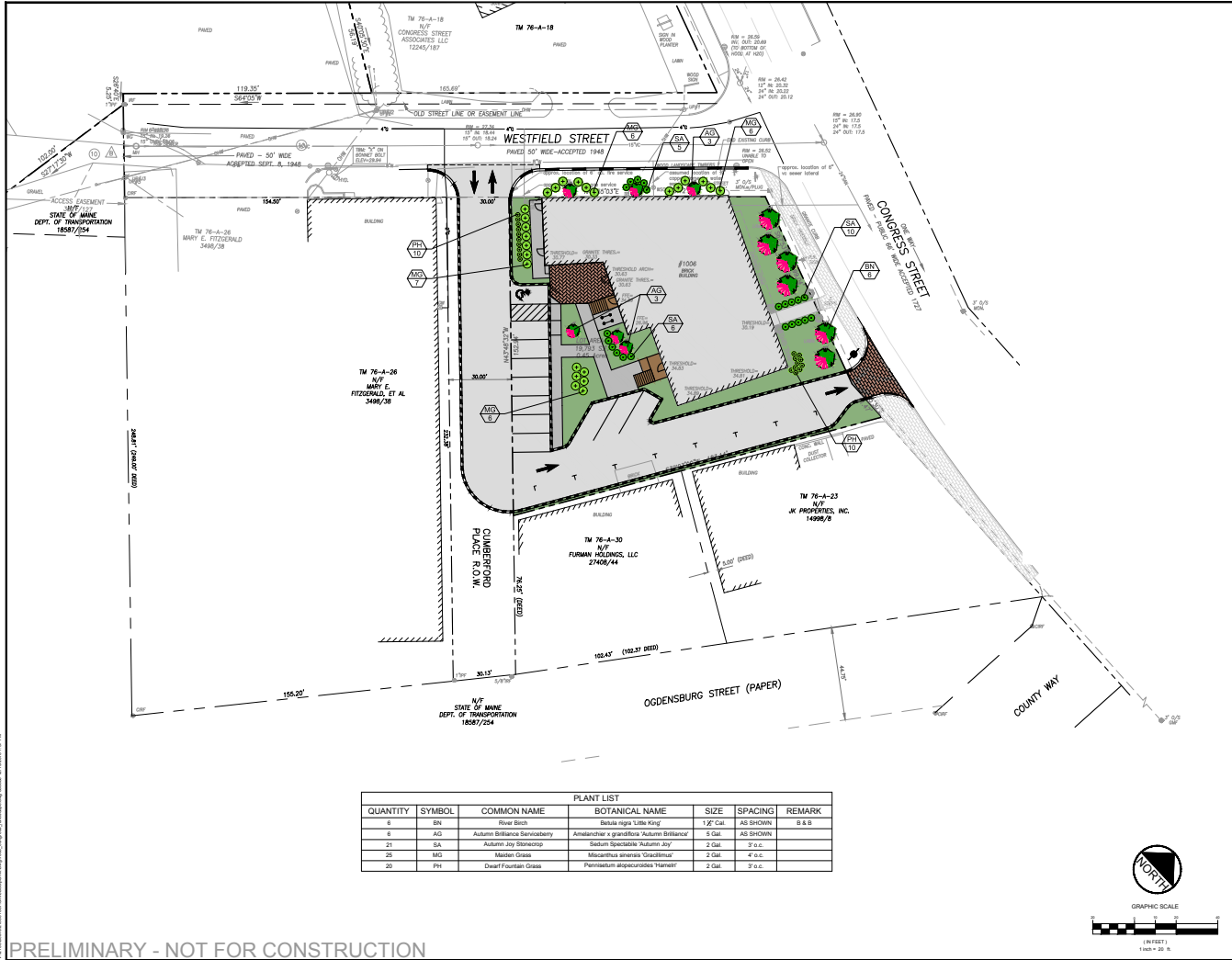
210801661

Scale

1" = 20'

Sheet

C-4.0



Stantec  
482 Payne Road Scarborough Court  
Scarborough, Maine 04107  
Tel: 207.883.3333  
www.stantec.com

Copyright Reserved  
The Contractor shall not be responsible for the accuracy of the information provided by the Client. The Contractor shall be responsible for the accuracy of the information provided by the Client. The Contractor shall be responsible for the accuracy of the information provided by the Client.

Consultants

Permit-Set



Client/Project  
PK Realty Management Investments  
380 Riverside Street, Portland, Maine  
1006 Congress Street  
Mixed-Use Redevelopment  
PORTLAND, MAINE

Title  
LANDSCAPE PLAN

Project No. 210801661  
Scale 1" = 30'

Sheet  
C-5.0



**ZONING ANALYSIS** Relevant Zone(s) B-2 - Community Business**All Projects:**

|                             | Required           | Proposed      |
|-----------------------------|--------------------|---------------|
| Lot Size                    | None               | 0.45 ac.      |
| Area Per Dwelling Unit      | 435 SF             | 1,979 SF/Unit |
| Minimum Street Frontage     | 20'                | 243.63'       |
| Front Yard Minimum          | None               | No change     |
| Front Yard Maximum          | 10'                | No change     |
| Rear Yard                   | 10'                | No change     |
| Yard Right                  | N/A                | N/A           |
| Yard Left                   | N/A                | N/A           |
| Side Street Setback         | None               | No change     |
| Step Back                   | 5' front, 15' rear | No change     |
| Maximum Lot Coverage        | 100%               | 35%           |
| Minimum Lot Coverage        | N/A                | N/A           |
| Maximum Height              | 45'                | No change     |
| Open Space                  | N/A                | N/A           |
| Maximum Impervious Area*    | 80%                | 74%           |
| Pavement Setback            | N/A                | N/A           |
| Floor Area Ratio            | N/A                | N/A           |
| Off Street Parking Spaces** | 17                 | 18            |
| Loading Bays                | None               | None          |
| Other 1                     |                    |               |
| Other 2                     |                    |               |
| Other 3                     |                    |               |

\* no maximum for residential use, 80% for non-residential use

\*\*1 space per unit (10 units = 10 spaces) for residential and 1 space/125 SF for restaurant, exclusive of storage and food prep area.



### Planned Residential Unit Developments (PRUD) Requirements

|                                   | Required | Proposed |
|-----------------------------------|----------|----------|
| Minimum Lot Size                  |          |          |
| Minimum Lot Area per Dwelling     |          |          |
| Maximum # Units per Building      |          |          |
| Maximum Building Length           |          |          |
| Maximum Accessory Building Length |          |          |
| Minimum Setbacks                  |          |          |
| Minimum Building Separation       |          |          |
| Minimum Open Space                |          |          |

### Affordable Housing Density Bonuses (if applicable)

|                                   | Bonus Increase or Decrease | Maximum Allowable With Bonus | Proposed |
|-----------------------------------|----------------------------|------------------------------|----------|
| Density                           |                            |                              |          |
| Height                            |                            |                              |          |
| Setback Reduction                 |                            |                              |          |
| Recreation Space                  |                            |                              |          |
| Maximum Accessory Building Length |                            |                              |          |
| Minimum Setbacks                  |                            |                              |          |
| Minimum Building Separation       |                            |                              |          |
| Minimum Open Space                |                            |                              |          |
|                                   |                            |                              |          |
| Explanatory Text 1 (optional):    |                            |                              |          |
| Explanatory Text 2 (optional):    |                            |                              |          |
| Explanatory Text 3 (optional):    |                            |                              |          |

**AFTER RECORDING RETURN TO:**

Nicholas J. Morrill, Esq.  
Jensen Baird Gardner & Henry  
P.O. Box 4510  
Portland, Maine 04112-4510

**QUITCLAIM DEED**

(with Covenant)

KNOW ALL PERSONS BY THESE PRESENTS, that, the **DELIVERANCE CENTER**, a Maine non-profit corporation organized under the provisions of Title 13, Chapter 93 of the Maine Revised Statutes as an independent local church, with a mailing address of 1006 Congress Street, Portland, Maine 04102, for consideration paid, grants to **DELTA REALTY LLC**, a Maine limited liability company with a principal place of business and mailing address of 380 Warren Avenue, Portland, Maine 04103, with **QUITCLAIM COVENANT**, the land and improvements in the City of Portland, County of Cumberland and State of Maine, bounded and described as follows:

A certain lot or parcel of land, with the buildings thereon, situated in Portland, County of Cumberland and State of Maine, on the southerly side of Congress Street, being part of the homestead lot formerly owned and occupied by Frederick W. Clark, late of said Portland, deceased, bounded and described as follows:

Commencing at a point on the westerly side of said, homestead on a right-of-way called Westfield Street, formerly Cumberland Place, one hundred eighty-four and five tenths (184.5) feet northerly from the rear line of said lot; thence by the westerly side of said lot bounding on the said right-of-way one hundred thirty-one and five tenths (131.5) feet to Congress Street; thence southeasterly by said Congress Street one hundred fourteen and two tenths (114.2) feet to an angle; thence continuing southeasterly by said Congress Street two and eight tenths (2.8) feet to a stake; thence South forty-five degrees twenty-four minutes (45° 24') West by land now or formerly of Mary E. McKenney one hundred eighty-seven and sixty-five one hundredths (187.65) feet to a stake at a point distant one hundred eighty-four and five tenths (184.5) feet northerly in a perpendicular line from said rear line of said homestead lot; thence on a line parallel with the rear line of said Homestead lot North thirty degrees twenty-five minutes (30° 25') West one hundred and fifty-two and five tenths (152.5) feet, to the point of beginning.

Also, a right-of-way in common with others over so much of the thirty (30) foot strip of land as adjoins the premises hereby conveyed on the rear, said way extending to Westfield Street, together with a right-of-way in common with others in Westfield Street.

Being the same premises conveyed to the Deliverance Center by virtue of a deed from Royal Realty Co., dated December 24, 1968 and recorded in the Cumberland County Registry of Deeds in Book 3070, Page 541.

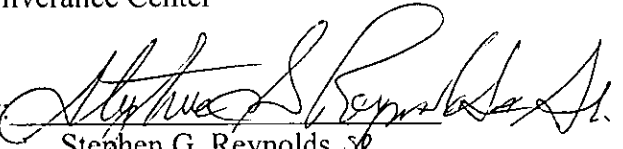
MAINE REAL ESTATE TAX PAID

Reference is hereby made to a restriction to "not raze or demolish the building during the lifetime of Christian G. Kragelund" more particularly set forth in the aforementioned deed dated December 24, 1968 and recorded in said Registry of Deeds in Book 3070, Page 541. Christian G. Kragelund died January 9, 1977, thereby terminating such restriction.

IN WITNESS WHEREOF, the Deliverance Center has caused this instrument to be signed and sealed in its company name by Stephen G. Reynolds, Sr., its Pastor, thereunto duly authorized, this 9<sup>th</sup> day of November, 2015.

  
\_\_\_\_\_  
Witness

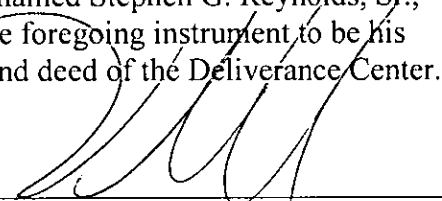
Deliverance Center

By:   
\_\_\_\_\_  
Stephen G. Reynolds, Sr.,  
Title: Pastor

STATE OF MAINE  
COUNTY OF CUMBERLAND, ss.

November 9, 2015

Then personally appeared before me the above named Stephen G. Reynolds, Sr., Pastor of the Deliverance Center, and acknowledged the foregoing instrument to be his free act and deed in his said capacity, and the free act and deed of the Deliverance Center.

  
\_\_\_\_\_  
Nicholas J. Morrill, Attorney at Law  
Maine Bar No. 9760

Received  
Recorded Register of Deeds  
Nov 09, 2015 02:02:33P  
Cumberland County  
Nancy A. Lane

## WAIVER REQUESTS

---

The Accompanying Waiver Table provides a description of the applicable waiver requests and supporting evidence for these requests.

| <b>Standard to be Waived:</b><br>Cite Ordinance or Technical Manual Standard                            | <b>Cite Standard Language:</b><br>Cite specific language of applicable Ordinance or Technical Manual Standard                                                                                                                                                                                                                                                                                                  | <b>Waiver Being Sought:</b><br>Describe waiver being sought. Ex. – We are requesting a two-way parking lot drive aisle width of 20’ | <b>Justification for Waiver:</b><br>Address specific waiver criteria, if applicable, and document reasons for the waiver request.                                                                                                                                                                                                                                         |
|---------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 15-526 Site Plan Standards<br>(a) Transportation Standards<br>2. Access and Circulation<br>c. Sidewalks | <i>(i) All proposed developments shall provide sidewalks along all frontages in accordance with Sections 14-498 and 14-499 of the City Code, installed to City specifications as described in Section 1 of the Technical Manual. An applicant may request a waiver from curb and sidewalk installation requirements if they meet applicable waiver criteria listed in Section 14-506 (b) of the City Code.</i> | We are requesting that sidewalk not be required along the property frontage on Westfield Street.                                    | Westfield Street is identified on the Portland Trails map as a connector to the Fore River Parkway Trail. The 1006 Congress Street, LLC has been in discussion with Portland Trails regarding the creation of a “shared use” street, or “woonerf” on Westfield Street. A woonerf is a plaza like street that combines pedestrians, bikes, and vehicles in a shared space. |

## **FINANCIAL CAPACITY**

---

The Applicant has adequate financial resources to undertake this project as identified in the letter from Camden National Bank which accompanies this section.



**BROOKE WOODBURY**  
**VICE PRESIDENT**  
Direct Dial: 207.699.3394  
bwoodbury@camdennational.com

December 5, 2018

City of Portland  
Planning & Urban Development Department  
389 Congress Street  
Portland, ME 04101  
(207) 874-8300

RE: 1006 Congress Street LLC

To Whom It May Concern:

I am writing to you on behalf of Camden National Bank regarding our customer, 1006 Congress Street LLC, and its site plan permit application and planned renovation to 1006 Congress Street.

Camden National Bank has an extensive commercial lending relationship with the principals of 1006 Congress Street LLC. We have provided financing for several of their projects in Portland and the surrounding communities. They have always managed their financial obligations to the Bank in a fully satisfactory manner and we continue to seek opportunities to expand our commercial lending relationship with them. We believe the owner has the construction management skills, property management skills, and financial capacity to successfully implement its plans for the project.

Please do not hesitate to contact me if you have any further questions or would like to discuss in greater detail.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mark Stasium", with a long horizontal flourish extending to the right.

Mark Stasium  
Senior Vice President



## TECHNICAL CAPABILITY

---

The applicant has retained a highly-qualified team of professionals to undertake planning, permitting and design tasks on this project. Services will be provided by the following companies and their respective team leaders:

|                       |                                                                                                                                                                                                           |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Civil Engineer</i> | Darrin Stairs, P.E.<br>Stantec<br>482 Payne Road<br>Scarborough, ME 04074<br>(207) 887-3406– Work (207) 883-3355 – Fax<br><a href="mailto:Darrin.stairs@stantec.com">Darrin.stairs@stantec.com</a>        |
| <i>Architect</i>      | Katherine Detmer<br>Archetype, PA<br>48 Wharf Street<br>Portland, ME 04101<br>(207) 772-6022 – Work (207) 772-4056 – Fax<br><a href="mailto:detmer@archetypepa.com">detmer@archetypepa.com</a>            |
| <i>Surveyor</i>       | Ellen Brewer<br>Owen Haskell, Inc.<br>390 US Route 1, Unit 10<br>Falmouth, ME 04105<br>(207) 774-0424 – Work (207) 774-0511 – Fax<br><a href="mailto:ebrewer@owenhaskell.com">ebrewer@owenhaskell.com</a> |
| <i>Structural</i>     | Matthew Miller, PE<br>M2 Structural Engineering PC<br>23 Thornbury Way<br>Windham, ME 04062<br>(201) 892-0983<br><a href="mailto:matt@m2se.com">matt@m2se.com</a>                                         |

The team of consultants retained has expertise and experience in the design of similar commercial projects. Resumes of key personnel for development team can be provided upon request.



## ENVIRONMENTAL AND STORMWATER

---

The following statements are provided in accordance with the submission checklist and Section 14-526 of the ordinance.

### **(b) Environmental Quality Standards**

#### ***Water Quality, Stormwater Management and Erosion Control (14-526 (b) 3 a)***

- *Stormwater report in compliance with Section 5 of Technical Manual and DEP Chapter 500 stormwater for basic, general and flooding standards, as applicable*
- *Erosion control plan and measures*
- *Evidence of compliance with Urban Impaired Stream Standards pursuant to DEP Chapter 500 stormwater, as applicable*
- *Subsurface sanitary sewage disposal and groundwater protection*

#### **3. Water Quality, Stormwater Management and Erosion Control:**

##### ***a. Stormwater:***

- (i) Any stormwater draining onto or across the lot in its pre-improvement state will not be impeded or re-directed so as to create ponding on, or flooding of, adjacent lots.
- (ii) Not applicable – no drainage is directed on to adjacent lots.
- (iii) Not applicable – no drainage is directed onto City owned lots.
- (iv) The site will increase impervious area slightly; by 2,785 square feet. We are not aware of any conveyance issues in the City's closed drainage system that would be impacted by the very slight increase in rate and volume of stormwater.

##### ***b. Basic, general and flooding standards:***

This project will meet the basic standards, and will provide water quality measures with treatment catch basins.

##### ***c. Not applicable – not located within an Urban Impaired watershed.***

##### ***d. Not applicable.***

##### ***e. Construction at the site will be required to follow Local, State and Federal regulations and will be undertaken under the supervision of a suitably qualified environmental professional. Post-construction activities at the site do not pose a risk of groundwater contamination.***

##### ***f. The project will be connected to the public sanitary sewer system which is adequately sized for the anticipated project flows.***

## ENVIRONMENTAL AND LANDSCAPE FEATURES

---

The following statements are provided in accordance with the Section 14-526 of the ordinance.

### **(b) Environmental Quality Standards**

#### ***Preservation of Significant Natural Features (14-526 (b) 1), if applicable***

- *Trees, plants, habitats listed on State or Federal list of endangered or threatened*
- *High and moderate value waterfowl and wading habitat*
- *Aquifers on Casco Bay Islands*
- *Waterbodies (including wetlands, watercourses, significant vernal pools and floodplains)*
- *Proposed preservation areas and protection measures*
- *Documentation from environmental consultants, determinations from applicable state agencies*

#### *1. Preservation of Significant Natural Features:*

- The site contains no significant natural features therefore this standard is not applicable.

#### ***Landscaping and Landscape Preservation (14-526 (b) 2 a)***

- *Limit disturbance or removal of trees*
- *Preservation of trees and preservation within required zoning setbacks (Technical Manual, Section 4)*
- *Protection measures of existing vegetation during construction*
- *Protection measures within Shoreland Zone, if applicable*

#### *2. Landscaping and Landscape Prevention:*

##### *a. Landscape Preservation.*

- (i) Not applicable - there are no existing trees on this site.
- (ii) Not applicable - there are no existing trees on this site.
- (iii) Not applicable - there are no existing trees on this site.
- (iv) Not applicable - this project is not in the Shoreland Zone.

#### ***Landscaping and Landscape Preservation (14-526 (b) 2 b i)***

- a. Screening and buffering of service areas and between non-residential and residential uses*
- b. Planting plans with plant schedule and sizes*

#### *2. Landscaping and Landscape Prevention:*

##### *b. Site Landscaping:*

##### *(i) Landscaped Buffers:*

- (a) Not applicable – there are no loading or service areas, dumpsters, storage areas, or utility structures proposed.

- (b) A landscape plan has been included in the submittal that identifies the required understory plantings.
- (c) Not applicable – not in an Industrial or Commercial Zone
- (d) Not applicable – there are no identified detrimental impacts from surrounding development that require screening

***Landscaping and Landscape Preservation (14-526 (b) 2 b ii)***

**Parking Lot Landscaping, if applicable**

- *Landscaped islands within parking areas (Technical Manual, Section 4)*
2. *Landscaping and Landscape Preservation:*
- a. *Site Landscaping.*
    - (ii) *Parking Lot Landscaping:*
      - a) thru d) Parking lot and area landscaping are shown on the landscape plan.

***Street Trees (14-526 (b) 2 b iii)***

- *Existing Heritage or Feature Trees on site and measures to preserve*
  - *Identify street trees on the plan meeting the site plan and Technical Manual standards (Section 4) or identify alternative measures, if applicable*
2. *Landscaping and Landscape Preservation:*
- b. *Site Landscaping.*
    - (iii) *Street Trees:*
      - (a) There are no heritage or feature trees located on the property. A landscape plan has been provided.

## **PUBLIC INFRASTRUCTURE AND SAFETY**

---

The following statements are provided in accordance with the submission and Section 14-526 of the ordinance.

### **(c) Public Infrastructure and Community Safety Standards.**

#### **Consistency with City Master Plans (14-526 (c) 1)**

- *Identify consistency with Master plans*
- *Proposed easements, rights and improvements to connect or continue off-premises public infrastructure, as applicable*

#### **1. Consistency with City Master Plans:**

- a. The project has been designed to be consistent with the City's Zoning Ordinance and off-site infrastructure plans.
- b. There are no easement or rights required to connect to off-premises infrastructure. All infrastructure is available in adjacent public right of way. Proposed connections are indicated on the attached plans.

#### **Public Safety and Fire Prevention (14-526 (c) 2)**

- *Address Crime Prevention through Environmental Design (CPTED) (Technical Manual, Section 3)*
- *Emergency vehicle access*
- *Address consistency with public safety standards (Technical Manual, Section 3)*
- *Submit a code summary referring NFPA 1 and all Fire Department standards (Technical Manual, Section 3) – Fire Checklist*

#### **2. Public Safety and Fire Prevention:**

- a. The site has been designed to promote a safe and welcoming residential and commercial environment.
- b. The site provides access from Congress Street and Westfield Street for emergency vehicles.
- c. Fire hydrants are located adjacent to the property along the existing streets.

#### **Availability and Adequacy of Public Utilities (14-526 (c) 3) (Technical Manual, Sections 2 & 9)**

- *Electrical services, including providing underground services*
- *Identify existing and proposed connections for public utilities and required public utility upgrades*
- *Sewer line connections are required, if there is a main within 200 feet*
- *Proposed solid waste management facilities on-site and management for the site*
- *Written evidence of the ability to serve from utility companies, as applicable*

- a. The Applicant is securing letters from the applicable utilities stating their ability to serve the site.
- b. Not applicable. No new electrical service is anticipated. If an upgrade is required, it is assumed it will be aerial as the existing service is.
- c. All utility infrastructure will meet the provisions of the Technical Manual.
- d. The project will continue to utilize the existing service connection to the public sewer system within Congress Street.
- e. Any new sewer and stormwater infrastructure will meet City standards.
- f. An exterior solid waste collection and storage area is not proposed for this development.

Ability to serve letters will be forwarded to the planning office upon receipt.



December 17, 2018

**Division Chief Mike Thompson**

City of Portland Fire Department  
380 Congress Street  
Portland, Maine 04101

**Subject: 1006 Congress Street  
Fire Safety Checklist**

Dear Chief Thompson:

In accordance with instructions in the City's Level III Site Plan and Subdivision Review packet, please find enclosed the drawings necessary for your review of the proposed building renovation to include 9 residential units and a 1,385 SF café at 1006 Congress Street. We have listed each item in your checklist below, followed by our response.

1. *Name, address, telephone number of applicant.*

1006 Congress Street, LLC  
Attn: Jennifer Packard  
33 McAlister Farm Road  
Portland, ME 04103

2. *Name, address, telephone number of architect/contractor.*

Archetype  
48 Union Wharf  
Portland, ME 04101  
207.772.6022  
Attn: Katherine Detmer

3. *Proposed uses of any structures (NFPA and IBC classification).*

| Building  | IBC Code       | NFPA Code                                                             | Sprinkler                                  |
|-----------|----------------|-----------------------------------------------------------------------|--------------------------------------------|
| Mixed Use | R-2,<br>B, S-1 | Storage – low hazard apartment<br>Business – restaurant <50 occupants | Pending – will be<br>available with permit |

\*Systems designed to meet NFPA

4. *Square footage of all structures (total and per story).*

| Building     | Footprint Area (SF) |
|--------------|---------------------|
| First Floor  | 7,139               |
| Second Floor | 7,139               |
| <b>Total</b> | <b>14,278</b>       |



Chief Thompson  
December 17, 2018  
Page 2

5. *Elevation of all structures.*

Architectural building elevations accompany this letter and they show the various locations of door openings, etc. around the building perimeter.

6. *Proposed fire protection of all structures.*

The existing building has service but no feeds. The future permit will include a full sprinkler system.

7. *Hydrant locations.*

There is a fire hydrant on directly across Congress Street opposite the project site less than 100 feet from the building, and a second one located on Westfield Street, approximately 100 feet from the building.

8. *Water main(s) size and location.*

The site will continue to be served by an existing 6" sprinkler service that is feed from the existing 8" water main in Westfield Street. The building will have an automatic sprinkler system.

9. *Access to all structures (min. 2 sides).*

The accompanying site plan depicts the site's access conditions that include access to two or more sides of the buildings.

10. *A code summary shall be included referencing NFPA 1 and all fire department technical standards.*

**NFPA 1 – Chapter 18 Fire Department Access and Water Supply**

18.2 *Fire Department Access:*

The building can be directly accessed from Congress and Westfield.

Per NFPA 1 – Chapter 18.2.3.2.2.1, all first story floors are located not more than 450 ft. from a Fire Department access road.

**City of Portland Technical Manual – Section 3 Public Safety**

3.4.1 *Every dead-end roadway more than one hundred fifty (150') feet in length shall provide a turnaround at the closed end. Turnarounds shall be designed to facilitate future street connectivity and shall always be designed to the right (refer to Figure I-5).*

Supporting Evidence: Not applicable.



Chief Thompson  
December 17, 2018  
Page 3

*3.4.2 Where possible, developments shall provide access for Fire Department vehicles to at least two sides of all structures. Access may be from streets, access roads, emergency access lanes, or parking areas.*

Supporting Evidence: As depicted on the Site Plan, the proposed building layout provides for a minimum access to two side of the structure.

*3.4.3 Building setbacks, where required by zoning, shall be adequate to allow for emergency vehicle access and related emergency response activities and shall be evaluated based on the following factors:*

- *Building Height.*
- *Building Occupancy.*
- *Construction Type.*
- *Impediments to the Structures.*
- *Safety Features Provided.*

Supporting Evidence: The attached site plan shows that there is safe and efficient access along the public streets for emergency vehicles.

*3.4.4. Fire Dept. access roads shall extend to within 50' of an exterior door providing access to the interior of the structure.*

Supporting Evidence: The building is located on the corner of Congress and Westfield Streets and exterior doors are within 50 feet of the streets.

*3.4.5. Site access shall provide a minimum of nine (9) feet clearance height to accommodate ambulance access.*

Supporting Evidence: A minimum of 9 feet vertical clearance will be provided below any overhead signage or utilities entering the site.

*3.4.6. Elevators shall be sized to accommodate an 80 x 24-inch stretcher.*

Supporting Evidence: Not Applicable (no elevator required).

*3.4.7. All structures are required to display the assigned street number. Numbers shall be clearly visible from the public right of way.*

Supporting Evidence: Currently, the project location is 1006 Congress Street. The applicant will work with the City's Public Services Division to confirm that this will remain the street address to meet City standards.





Chief Thompson  
December 17, 2018  
Page 4

If you need any further information regarding this review, please contact our office.

Regards,

**STANTEC CONSULTING SERVICES INC.**

Darrin Stairs, P.E.  
Project Manager  
Tel: 207-887-3406  
[darrin.stairs@stantec.com](mailto:darrin.stairs@stantec.com)

Attachment

c: Planning Authority

V:\2108\active\210801661\civil\admin\permitting\local\level\_III\_site plan\lfr\_thompson\_fire\_20181203.docx



December 17, 2018

Mr. Brad Roland, PE  
City of Portland Public Works  
55 Portland Street  
Portland, Maine 04104-3553

**Subject: Proposed Building Reuse  
1006 Congress Street  
Request for Ability to Serve Letter**

Dear Brad:

Our office is working as a consultant in the site planning and permitting associated with the proposed reuse of a 17,197 SF building at 1006 Congress Street in Portland, ME. The site is identified as Lot 22 on Tax Map 76, Block A and is currently located in the B-2 Community Business Zone. We would like to verify the City's wastewater division has ability to provide wastewater capacity for the project and to determine any impact fees. The applicant is proposing to construct nine two-bedroom units of apartment rental housing and a 1,400 SF café on a 0.45-acre parcel. We expect that the existing sanitary sewer service connection will remain in place to serve this renovated building space.

The projected water use for the residential use, using Table 4A of Section 4.E.2 of the Maine Subsurface Wastewater Disposal Rules is as follows:

| Multi-Family Dwellings |         |     |                   |
|------------------------|---------|-----|-------------------|
| Unit Type              | # Units | GPD | Design Flow (GPD) |
| 2 Bedroom              | 9       | 180 | 1,620             |
| Total                  |         |     | 1,620             |

For the 1,385 SF café use, Table 4A of the Maine Subsurface Wastewater Disposal Rules estimate the following for "Eating place, paper service": 7 gpd per seat plus 12 gpd/employee. Assuming six employees per day, and 30 seats, the following flow is estimated for the restaurant use:

| Restaurant (Café) use |         |     |                   |
|-----------------------|---------|-----|-------------------|
| Unit Type             | # units | GPD | Design Flow (GPD) |
| Seats                 | 30      | 7   | 210               |
| Employees             | 6       | 12  | 72                |
| Total                 |         |     | 282               |



Mr. Brad Roland  
December 17, 2018  
Page 2

Based on this amount of flow, we trust that the existing sanitary sewer system has adequate capacity to serve this project.

If you have any questions regarding this request, please do not hesitate to our office.

Sincerely,

**STANTEC CONSULTING SERVICES INC.**

Darrin Stairs, PE  
Project Manager  
Phone: (207) 887-3406  
Darrin.stairs@stantec.com

Attachment: Wastewater Application

v:\2108\active\210801661\civil\admin\working\_documents\utilities\wastewater\abs\_ww\_roland\_20181203.docx

# CITY OF PORTLAND WASTEWATER CAPACITY APPLICATION

Portland Dept. of Public Works -  
Water Resources  
55 Portland Street,  
Portland, Maine 04101-2991



Bradley Roland, P.E.  
Water Resources Division  
Department of Public Works  
55 Portland Street  
Portland, ME 04103

Date: 12/03/2018

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

Site Address: 1006 Congress Street

Chart Block Lot Number: \_\_\_\_\_

Proposed Use: Residential/Restaurant

Previous Use: Vacant - Church Previously

Existing Sanitary Flows: \_\_\_\_\_ GPD

Existing Process Flows: - 0 - GPD

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

Site Category | Commercial (see part 4 below)  
Industrial (complete part 5 below)  
Governmental  
Residential  
Other (specify)

|   |
|---|
| X |
|   |
|   |
| X |
|   |

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

## 2. Please, Submit Contact Information.

City Planner's Name: Barbara Barhydt Phone: \_\_\_\_\_

Owner/Developer Name: 1006 Congress Street LLC

Owner/Developer Address: 33 McAlister Farm Road - Jen Packard

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Engineering Consultant Name: Darrin Stairs, PE - Stantec

Engineering Consultant Address: 482 Payne Road - Scarborough, ME 04074

Phone: 207.887.3406 Fax: 207.883.3376 E-mail: darrin.stairs@stantec.com

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

## 3. Please, Submit Domestic Wastewater Design Flow Calculations.

Estimated Domestic Wastewater Flow Generated: \_\_\_\_\_ GPD

Peaking Factor/ Peak Times: State of Maine Subsurface Wastewater Disposal Rules

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

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

#### **4. Please, Submit External Grease Interceptor Calculations.**

Total Drainage Fixture Unit (DFU) Values:

- Not Applicable -

Size of External Grease Interceptor:

Retention Time:

Peaking Factor/ Peak Times:

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

#### **5. Please, Submit Industrial Process Wastewater Flow Calculations**

Estimated Industrial Process Wastewater Flows Generated:

- Not Applicable - GPD

Do you currently hold Federal or State discharge permits?

Yes ☐ No ☐

Is the process wastewater termed categorical under CFR 40?

Yes ☐ No ☐

OSHA Standard Industrial Code (SIC):

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

Peaking Factor/Peak Process Times:

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

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

## TRANSPORTATION

---

The following statements are provided in accordance with the Section 14-526 of the ordinance.

### **TRANSPORTATION**

#### ***Transportation Analysis – Traffic Impact (14-526 (a) 1)***

- *Provisions for pedestrian, bicycle, vehicle, and loading circulation and incremental volume of traffic impacts*
- *Traffic Impact Study (Technical Manual, Section 1, if applicable)*

##### ***1. Impact on Surrounding Street Systems:***

The surrounding street system consists of Congress Street and Westfield Street. The proposed use is considered consistent with the zoning and objectives identified in various City reports; therefore, we believe it results in no significant impact to the surrounding street system. There will be one primary driveway into the site from Westfield Street. There will be a second “exit-only” access will be onto Congress Street. Sight distance on Westfield Street will be to the stop controlled intersection on Congress to the right (approximately 125 feet) and to end of Westfield Street to the left (approximately 200 feet). Sight distance exiting onto Congress Street will be over 400 feet to the left and approximately 300 feet to the right.

#### ***Access and Circulation (14-526 (a) 2 a)***

- *Access and internal circulation, addressing ADA access*
- *Access and egress impacts on traffic flows*
- *Description and use of drive-up features, if applicable*

##### ***2. Access and Circulation:***

###### ***a. Site Access and Circulation.***

- (i) Vehicular access to the site is primarily provided from Westfield Street, with a second “exit-only” access provided onto Congress Street.
- (ii) We believe the primary point of access will not conflict with any turning movements on Westfield or Congress Streets or the existing traffic flows on nearby streets.
- (iii) There are no drive through features proposed.

#### ***Loading and Servicing (14-526 (a) 2 b)***

- *Loading and servicing needs, route and travel way geometrics for deliveries*
- *Turning templates for delivery vehicles, if applicable*

##### ***2. Access and Circulation:***

###### ***b. Loading and Servicing:***

- (i) Adequate provisions are made at the site for periodic loading from panel trucks to service the proposed uses. Westfield Street and the access driveway will provide adequate areas for servicing and loading vehicles. Larger delivery vehicle access is not required for the new building.

### **Sidewalks (14-526 (a) 2 c)**

- *Sidewalks and condition along street frontages and internal walkways*
  - *Engineered details for ADA ramps and public sidewalk details meeting sidewalk materials policy and ADA ramp construction details as applicable (Technical Manual, Section 1)*
2. *Access and Circulation:*
    - c. *Sidewalks:*
      - (i) The project has a brick sidewalk along Congress Street which will remain. A waiver has been requested for the addition of sidewalk along the Westfield Street frontage, as there are on-going discussions with Portland Trails about creating a "shared use" connection on Westfield Street as part of the Fore River Parkway Trail access.
      - (ii) The sidewalk along Congress Street is in standard condition
      - (iii) Internal walkways on the site will connect from the parking areas to the building entrances and to the adjacent public walkways

### **Public Transit (14-526 (a) 3), if applicable**

- *Existing available transit services*
  - *Proposed site plan design details, such as easement, pad base, and shelter*
3. *Public Transit Access.*
    - a. The development is proposed along an existing public transit route (Route 1). There is an existing METRO stop located at the corner of Congress Street and Frederic Street which is approximately 350 feet from the site. This development is for less than 20 units dwelling units and therefore does not meet the threshold requiring the construction of a transit facility.

### **Off-Street Parking: Vehicle & Motorcycle/Scooter (14-526 (a) 4 a and c)**

- *Expected parking demand, proposed parking supply, ADA parking, and applicable Zoning Requirements*
  - *Address Technical Manual standards (Section 1) for curb cut separation and parking lot layout and locate on site plan*
4. *Parking.*
    - a. *Location and Required Number of Vehicle Parking Spaces.*
      - i. Off-street parking has been provided in compliance with applicable zoning requirements:  
Residential – One space per unit: 9 units = 9 spaces  
Restaurant – One space per 150 SF dining area = 1,000 SF/150 SF = 7 spaces  
Total off-street parking spaces required = 16 spaces  
Total off-street parking spaces provided = 18 spaces

- ii. Parking aisles and dimensions will meet the applicable standards.
  - iii. All new surface parking shall be paved.
- c. *Motorcycles and Scooter Parking.*
- i. Off-street parking will be provided on site. The Applicant is proposing to provide 18 parking spaces on the site, which is two spaces in excess of the amount required under City code for the proposed uses. The site plan has been developed to allow safe passage and parking for motorcycles and scooters.

**Bicycle Parking (14-526 (a) 4 b)**

- *Address bicycle parking requirements and identify locations on-site*
- *Construction details for bike racks (Technical Manual, Section 1)*

4. *Parking.*

b. *Location and Required Number of Bicycle Parking Spaces.*

- i. *Bicycle Parking has been provided in accordance with the ordinance.*

Residential – Two spaces per every 5 dwelling units = 4 spaces

Total bicycle parking spaces provided = 4 spaces

**Snow Storage (14-526 (a) 4 d)**

- *Management plan for snow removal and locate snow storage areas on plans*

4. *Parking.*

d. *Snow Storage.*

- i. Some snow storage will be provided on the site (this will suffice for small storm events and temporary storage only).
- ii. Snow removal and off-site disposal may be required for this site. The applicant will contract with a local snow removal company to perform these services.

**Traffic Demand Management (TDM) (14-526 (a) 5), if applicable**

- *Develop TDM with Trip Reduction Targets and Strategies*

5. *Transportation Demand Management (TDM).*

- a. A Transportation Demand Management (TDM) Plan is not required for this project.



**From:** Brian Johnson  
**To:** [Keef, Sandi](#)  
**Subject:** RE: 1006 Congress Street - Request for Ability to Serve (SR: 406274)  
**Date:** Tuesday, February 26, 2019 3:16:16 PM

---

Hi Sandi,

We can confirm that there are 8" water mains in both Congress Street and Westfield Street, that have the capacity to serve new development at 1006 Congress Street - Portland. For us to issue an ability to serve determination letter for this project we will need to review the fixture count and utility plans.

Have a great day,

**Brian Johnson**

**MEANS Group**

Main Extensions and New Services

***Portland Water District***

225 Douglass Street

Portland, ME 04104-3553

P:(207)774-5961 Ext. 3199

F:(207)761-8307

[MEANS@pwd.org](mailto:MEANS@pwd.org)

**Brian Johnson**  
**Asset Management Technician**  
Portland Water District  
Phone: 207-774-5961 x3947  
E-mail: [brianjohnson@pwd.org](mailto:brianjohnson@pwd.org)  
<http://www.pwd.org>

---

**From:** Keef, Sandi <[Sandi.Keef@stantec.com](mailto:Sandi.Keef@stantec.com)>  
**Sent:** Tuesday, February 26, 2019 1:10 PM  
**To:** AMaP MEANS <[means@pwd.org](mailto:means@pwd.org)>  
**Subject:** RE: 1006 Congress Street - Request for Ability to Serve

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Thank you we will complete the fixture count as the design moves forward and continue working with the engineer. At this time however we need to submit a letter or email statement confirming that service is available to the project site and can be provided. This is to satisfy the condition from the City of Portland's site plan application.

**Sandi Keef**  
Technical Assistant

Direct: 207 887-3499  
Fax: 207 879-0896  
[Sandi.Keef@stantec.com](mailto:Sandi.Keef@stantec.com)

Stantec  
482 Payne Road Scarborough Court  
Scarborough ME 04074-8929



The content of this email is the confidential property of Stantec and should not be copied, modified, retransmitted, or used for any purpose except with Stantec's written authorization. If you are not the intended recipient, please delete all copies and notify us immediately.

**From:** Kathryn Rodriguez <[krodriguez@pwd.org](mailto:krodriguez@pwd.org)> **On Behalf Of** AMaP MEANS

**Sent:** Friday, February 08, 2019 2:15 PM

**To:** Keef, Sandi <[Sandi.Keef@stantec.com](mailto:Sandi.Keef@stantec.com)>

**Subject:** RE: 1006 Congress Street - Request for Ability to Serve

Good Afternoon Sandi,

I am attaching a fixture count worksheet. We will need to have this filled out for the he engineers to find the peak flow information, in order to verify that the service will be adequate to serve your project. You need only complete the cells highlighted in blue.

Our engineer will complete the remainder of the calculations and once the review has been completed, he will reach out to you with any further steps that will be required.

As always, please feel free to contact us in the meantime with any further questions.

Thank you and have a great afternoon.

**Kathryn Rodriguez**

**MEANS Group**

Main Extensions and New Services

***Portland Water District***

225 Douglass Street

Portland, ME 04104-3553

P:(207)774-5961 Ext. 3199

F:(207)761-8307

[MEANS@pwd.org](mailto:MEANS@pwd.org)

**Kathryn Rodriguez**  
**Asset Management Technician**  
Portland Water District  
Phone: 207-774-5961 Ext. 3097  
E-mail: [krodriguez@pwd.org](mailto:krodriguez@pwd.org)  
<http://www.pwd.org>

---

**From:** Keef, Sandi [<mailto:Sandi.Keef@stantec.com>]  
**Sent:** Friday, February 08, 2019 11:46 AM  
**To:** AMaP MEANS <[means@pwd.org](mailto:means@pwd.org)>  
**Cc:** Daniell, Celina <[Celina.Daniell@stantec.com](mailto:Celina.Daniell@stantec.com)>; Bushey, Stephen <[Stephen.Bushey@stantec.com](mailto:Stephen.Bushey@stantec.com)>  
**Subject:** 1006 Congress Street - Request for Ability to Serve

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Attached is a request for Ability to Serve for our project at 1006 Congress Street in Portland, Maine. If this request was already sent to you could you please forward along your response again?

**Sandi Keef**

Technical Assistant

Direct: 207 887-3499

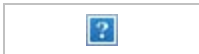
Fax: 207 879-0896

[Sandi.Keef@stantec.com](mailto:Sandi.Keef@stantec.com)

Stantec

482 Payne Road Scarborough Court

Scarborough ME 04074-8929



The content of this email is the confidential property of Stantec and should not be copied, modified, retransmitted, or used for any purpose except with Stantec's written authorization. If you are not the intended recipient, please delete all copies and notify us immediately.



**1006 Congress St.**

**Portland**



**PORTLAND WATER DISTRICT**  
**225 Douglass Street**  
**Portland, ME 04104**

**Scale** 0 12.5 25 50 75 100 Feet 1 inch = 50 feet

**Legend**

- |                |                    |                       |
|----------------|--------------------|-----------------------|
| ● Connection   | ⊕ Combined Service | ● Private Hydrants    |
| ● Air Valve    | ⊕ Domestic Service | → Gravity             |
| ⊕ Blow Off     | ⊕ Fire Service     | → Force               |
| ⊕ By Pass      | ▲ Reducer          | ● Manhole             |
| ⊕ Distribution | ▲ Hydrant          | ● CSO                 |
| ⊕ Transmission | ⊕ Meter Pits       | — Proposed Water Main |



**Disclaimer:** This map is suitable for preliminary study and analysis and is based on PWD record information. PWD is not liable for any damages whatsoever resulting from inaccurate data or from errors made in the location and marking of its infrastructure.

Drawn By: KAR

Infrastructure Map

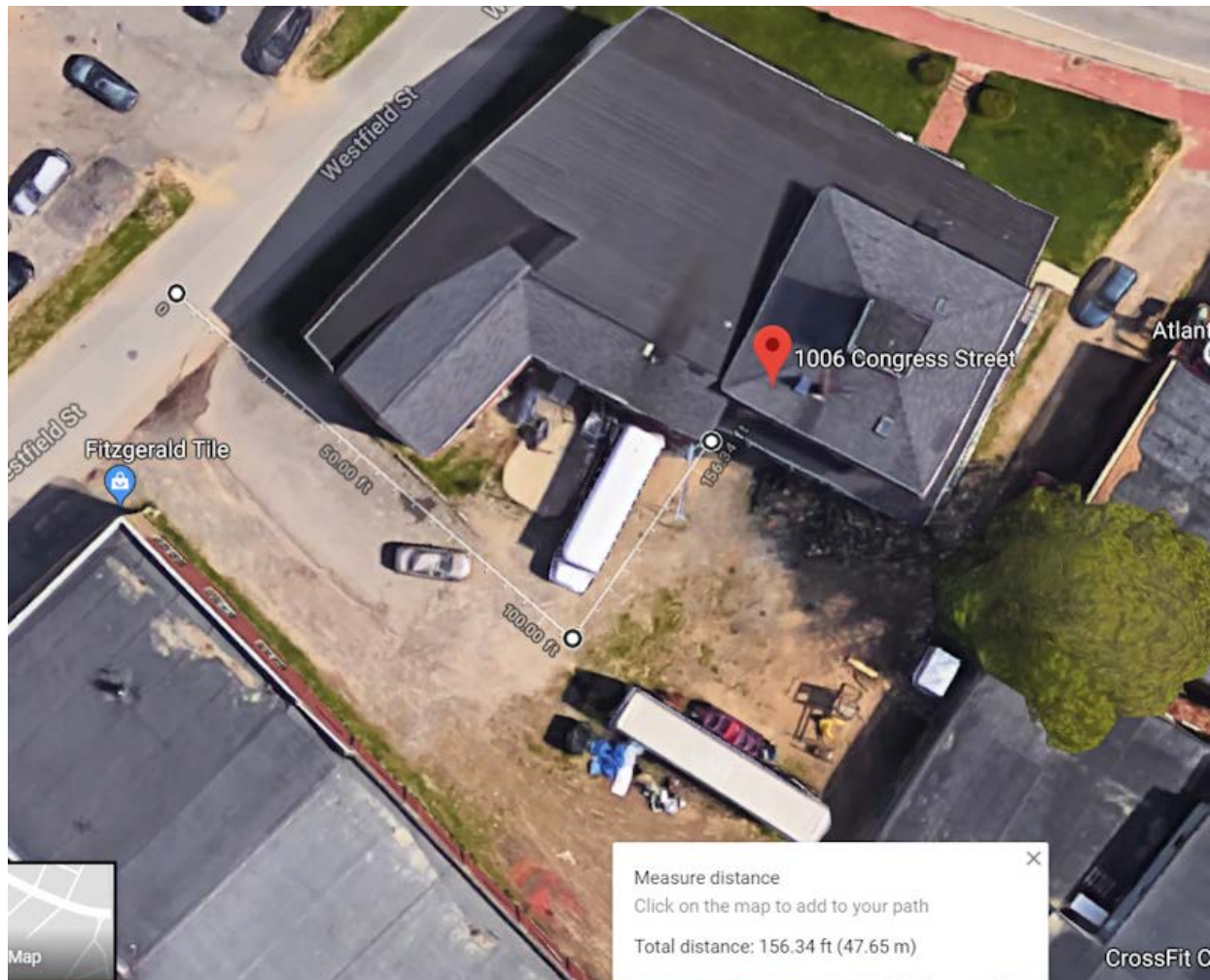
Scale: As Noted

Date: 9/18/2018

**From:** Carpenter, Scott  
**To:** [Keef, Sandi](#)  
**Cc:** [Daniell, Celina](#); [Bushey, Stephen](#)  
**Subject:** RE: 1006 Congress Street - Request for Ability to Serve  
**Date:** Monday, February 11, 2019 11:22:29 AM

---

Sandi, we ran a new service to this building last year. Please see below sketch with white depicting the route for the service and gas metering location. The maximum load that this service can support **as of today is 1,700 CFH**. The number is 437 CFH more than the 663 CFH existing load and 600 CFH potential future load that the customer had requested. The gas pressure as of 2019 is low pressure therefore there is **approximately 7" water column** available. Please note that our system capability and delivery pressure will change as customers are added to the system. When you have the gas load information, please send it to me so that we can review with our engineering department.



If you have any questions or if you need something more than this email, please contact me by email or by phone at 207-541-2543.

Thank you.  
Scott Carpenter  
Senior Business Development Representative



376 Riverside Industrial Parkway  
Portland, ME 04103  
Phone: (207) 541-2543  
Fax: (207) 541-2593

---

**From:** Keef, Sandi [mailto:Sandi.Keef@stantec.com]  
**Sent:** Friday, February 8, 2019 8:20 AM  
**To:** Carpenter, Scott  
**Cc:** Daniell, Celina; Bushey, Stephen  
**Subject:** 1006 Congress Street - Request for Ability to Serve

Mimecast Attachment Protection has deemed this file to be safe, but always exercise caution when opening files.

---

Hi Scott,

Attached is a request for Ability to Serve for our project at 1006 Congress Street in Portland, Maine. If this request was already sent to you could you please forward along your response again?

Thank you,

**Sandi Keef**

Technical Assistant

Direct: 207 887-3499

Fax: 207 879-0896

[Sandi.Keef@stantec.com](mailto:Sandi.Keef@stantec.com)

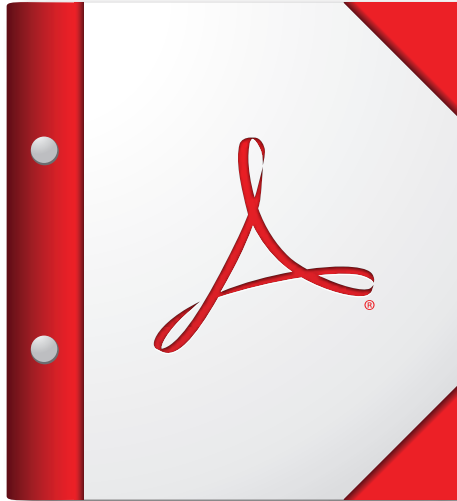
Stantec

482 Payne Road Scarborough Court

Scarborough ME 04074-8929



The content of this email is the confidential property of Stantec and should not be copied, modified, retransmitted, or used for any purpose except with Stantec's written authorization. If you are not the intended recipient, please delete all copies and notify us immediately.



**For the best experience, open this PDF portfolio in  
Acrobat X or Adobe Reader X, or later.**

**Get Adobe Reader Now!**



**Stantec Consulting Services Inc.**

482 Payne Road Scarborough Court, Scarborough ME 04074-8929

I, Darrin Stairs, P.E. of Stantec, hereby certify that a Neighborhood Meeting was held on Thursday, January 17, 2019 at 4:30 P.M. at the Bunker Brewing Company, 17 Westfield Street, Portland, Maine for the proposed project located at 1006 Congress Street, Portland, Maine.

I also certify that on Monday, January 7, 2019 (which is at least ten (10) days prior to the Neighborhood Meeting) invitations were mailed to the following:

1. All addresses on the mailing list provided by the Planning Division which includes property owners within 500 feet of the proposed development or within 1,000 feet of a proposed industrial subdivision or industrial zone change.
2. Residents on the "interested parties" list.

Signed,

  
\_\_\_\_\_  
Darrin Stairs, P.E.

January 18, 2018  
\_\_\_\_\_  
Date

Attached to this certification are:

1. Copy of the invitation sent
2. Sign-in sheet
3. Meeting minutes





**Stantec Consulting Services Inc.**

482 Payne Road Scarborough Court, Scarborough ME 04074-8929

January 7, 2019

Dear Neighbor:

Please join us for a Neighborhood Meeting to discuss proposed renovations of the existing Captain's House Building and property at 1006 Congress Street (Tax map 076, lot A022) in Portland, Maine. The project includes interior renovations to include residential units and a Café along with exterior parking and ancillary site improvements including walkways, drainage, and landscaping.

**Meeting Location:** Bunker Brewing Company  
17 Westfield Street  
Portland, Maine

**Meeting Date:** Thursday, January 17, 2019

**Meeting Time:** 4:30 PM

The City Code requires that property owners within 500 feet (except notices must be sent to property owners within 1,000 feet for industrial zoning map amendments and industrial subdivisions) of the proposed development and residents on an "interested parties list", be invited to participate in a neighborhood meeting. A sign-in sheet will be circulated and minutes of the meeting will be taken. Both the sign-in sheet and minutes will be submitted to the Planning Board. The meeting will last no more than 30-45 minutes.

If you have any questions, please feel free to contact Darrin Stairs, P.E. at 207-883-3355.

Sincerely,

**STANTEC CONSULTING SERVICES, INC.**

Darrin Stairs, P.E.  
Project Manager

V:\2108\active\210801661\civil\admin\permitting\local\level\_III\_site plan\neighborhood meeting\notice\_neighborhood-meeting.docx

---

*Note: Under Section 14-32(C) and 14-525 of the City Code of Ordinances, an applicant for a Level III development, subdivision of over five lots/units, or zone change is required to hold a neighborhood meeting within three weeks of submitting a preliminary application or two weeks of submitting a final site plan application, if a preliminary plan was not submitted. The neighborhood meeting must be held at least seven days prior to the Planning Board public hearing on the proposal. Should you wish to offer additional comments on this proposed development, you may contact the Planning Division at 874-8721 or send written correspondence to the Planning and Urban Development Department, Planning Division 4th Floor, 389 Congress Street, Portland, ME 04101 or by email to: [bab@portlandmaine.gov](mailto:bab@portlandmaine.gov)*

1006 CONGRESS ST NEIGHBORHOOD MEETING.

01/17/19 4:30 pm

@BUNKER BREWING COMPANY - 17 WESTFIELD ST.

NAME

ADDRESS

Darrin Stairs - Stantec

462 Payne Rd, Scarborough, ME

David Packard - PK

17 Chestnut St Portland

Jen Packard - PK

102 Eastern Promenade

Iona Hagl -

102 Eastern Promenade

Kara Wooldrik

Portland Trails

Chris Dixon

1019 Congress St.

RICH GILL - PK

33 McAlister Farm Rd

Brett Gabor

40 Frederic St.

Victoria Gabor

40 Frederic St.



**Stantec Consulting Services Inc.**

482 Payne Road Scarborough Court, Scarborough ME 04074-8929

## MEETING MINUTES

---

**Project:** 1006 Congress Street, Portland, Maine

**Job #:** 210801661

**Date:** January 17, 2019 – 4:30 PM

**Location:** Bunker Brewing Company – 17 Westfield Drive, Portland

**Subject:** Neighborhood Meeting

**Attendees:** See Attached Sign-in Sheet

---

In accordance with the City of Portland Planning Board Requirements, a Neighborhood Meeting was scheduled to discuss the proposed renovation of an existing 19,799 SF building for residential use and a small café.

The meeting was held on Thursday, January 17, 2018 at 4:30 PM and Darrin Stairs, PE, representative from Stantec and Katherine Detmer, Archetype were present on site from 4:00 PM–5:30 PM. Five (5) members of the public attended the meeting.

## SITE DESIGN

---

The following statements are provided in accordance with the submission and Section 14-526 of the ordinance.

### **(d) Site Design Standards.**

#### **Massing, Ventilations and Wind Impact (14-526 (d) 1)**

- *Wind and ventilation impacts on adjoining structures and/or adjacent public spaces. Wind study, if applicable.*
- *Bulk, location or height impacts on adjoining structures*
- *Identify and locate HVAC equipment and venting away from public spaces and residential properties*
- *Identify screening and manufacturing specifications for noise, if applicable*

#### **1. Massing, Ventilation and Wind Impact:**

- a. The project proposes renovation of an existing building. The project will not result in any significant changes to the wind environment proximate to the site.
- b. The project proposes renovation of an existing building. It will not result in any significant impacts to abutting properties and is consistent with the abutting uses.
- c. HVAC venting, if necessary, will be directed through building roof top mounted units and will not impact any adjacent public spaces.

#### **Shadows (14-526 (d) 2), if applicable**

- *Shadow analysis of impacts on publicly accessible open space (Technical Manual, Section 11)*
- #### **2. Shadows:**
- a. The project proposes renovation of an existing building, and therefore there are not changes to existing solar access to abutting properties.

#### **Snow and Ice Loading (14-526 (d) 3)**

- *Building design to prevent snow and ice from loading or falling onto adjacent properties or public ways.*

#### **3. Snow and Ice Loading:**

The project proposes renovation of an existing building. There are no issues with snow and ice loading on adjacent properties.

#### **View Corridors (14-526 (d) 4), if applicable**

- *Protection of designated view corridors (Portland Design Manual, Appendix 1)*

4. *View Corridors:*

- a. The project proposes renovation of an existing building. No changes to view corridors are proposed.

**Historic Resources (14-526 (d) 5), if applicable**

- *Identify developments within Historic Districts or affecting Designated Landmarks*
- *Certificate of Appropriateness or other evidence*
- *Identify Developments within 100 feet of Historic Districts or affecting Designated Landmarks. Advisory HP review may be required*
- *Address preservation and documentation of Archaeological Resources*

5. *Historic Resources:*

- a. The development is not located in a historic district, historic landscape district or City designated landmark.
- b. The development is not located adjacent to or within 100 feet of a designated landmark, historic district, or historic landscape district.
- c. There are no known archaeological resources on the site

**Exterior Lighting (14-526 (d) 6)**

- *Cut sheets of on-site light fixtures and any architectural or specialty lights (Technical Manual, Section 12)*
- *Engineered details for any lights proposed in street right-of-way (Technical Manual, Section 10)*

6. *Exterior Lighting:*

a. *Site Lighting*

- (i) All exterior lighting at the site will be full cutoff with no light emitted above the horizontal plane, and in accordance with Section 12 of the Technical Manual.

b. *Architectural and Specialty Lighting*

- (i) Not applicable to the project.

c. *Street Lighting*

- (i) There are existing street lights along Congress Street.

**Noise and Vibration (14-526 (d) 7)**

- *Evidence of noise levels for equipment, such as equipment specifications, to demonstrate consistency with zoning requirements*

## 7. Noise and Vibration:

Project noise levels will be designed to meet the permitted standards within the zone. Equipment cut sheets can be provided upon request.

### **Signage and Wayfinding (14-526 (d) 8), if applicable**

- *Signage plan showing the location, dimensions, height and setback of all existing and proposed signs. Signs in Historic Districts are reviewed by Historic Preservation staff*
- *Proposed commercial and directional signage on site*

## 8. Signage and Wayfinding:

- a. All street and wayfinding signage shall meet the requirements of the Manual on Uniform Traffic Devices (MUTCD) and Division 22 of the City Code.
  - (i) The project is not located in a historic district or subject to Article IX.
  - (ii) Commercial signage is still being designed and subject to a condition of approval.
  - (iii) All street and wayfinding signage shall meet the requirements of the Manual on Uniform Traffic Devices (MUTCD) and Division 22 of the City Code.

### **Zone Related Design Standards (14-526 (d) 9)**

- Address Historic Preservation Design Review, if applicable
- Address any applicable design review standards by zone
- Address submission requirements from Design Manual, page 1, addressing neighborhood context
- Description of exterior materials, color, finish, and samples

## 9. Zoning Related Design Standards:

- a. Development in certain zones
  - (i.) Not applicable - The project is not located in any of the referenced zones.
  - (ii.) Not applicable - The project is not located in any of the RP zones.
  - (iii.) Not applicable – The existing building has no public portions of the building located on the public streets.
  - (iv.) Not Applicable – not in the USM overlay zone
  - (v.) thru (viii) Not applicable – not in any of the referenced zones

## **CONSTRUCTION MANAGEMENT PLAN**

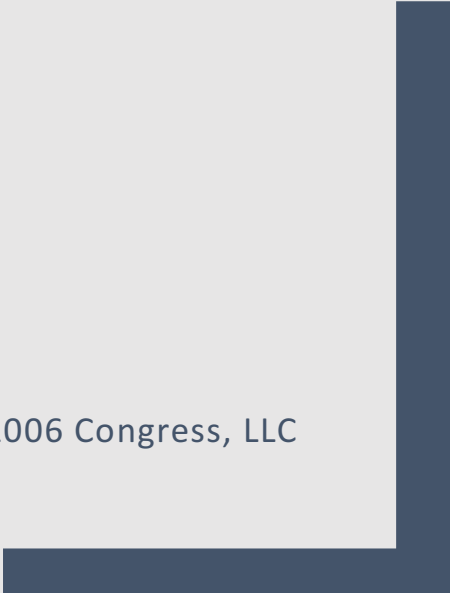
---

A Construction Management Plan has been prepared by 1006 Congress, LLC and is included with this submission.



## Construction Management Plan

1006 Congress, LLC





# CONSTRUCTION MANAGEMENT PLAN

1006 Congress Street, Portland  
1006 Congress, LLC

## THE PROJECT

The 1006 Congress Street project consists of a mixed-use renovation and/or modification of existing commercial, to accommodate build to suit tenant needs, and develop market rate residential units.

This Construction Management Plan depicts the overall planning, coordination, and control of the construction site, from beginning to completion. The plan's intent is to support a safe construction site and protect the public safety, accessibility (including preserving accessible pedestrian, bicycle, and vehicular modes of transport throughout the city), and welfare during construction. In addition, the construction management plan shall minimize construction impacts in their duration and magnitude to the surrounding area and develop an effective communication process for resolving concerns and conflicts.

### 1. SCHEDULE

Construction will occur immediately upon permit approval, and is anticipated to be completed in completion December 1, 2019.

### 2. ACCESS

#### a. Main Entrance/Public ROW

All construction access is proposed to be routed through the Main Entry/Exit at Westfield Street via Congress. (See Exhibit A, Access, Delivery/Staging and Parking Areas).

Disruption to public walkways will be strictly avoided. The contractor shall provide a traffic management plan to the department for approval prior to any sidewalk and/or street closing and commencing work in the right-of-way. Every effort will be made to schedule any work within the Public Right-of-way shall be performed during off-peak or evening hours.

#### b. Site and Truck Routes

Construction traffic will circulate from the Park Avenue and Congress Street. Access and egress will be from the Main Entry/Exit at Westfield via Congress Street, utilizing the Delivery and/or Staging Areas. (See Exhibit B, Site Routes and Exhibit C, Truck Routes)

The Side Entry/Exit will be utilized only when necessary, to avoid detrimental impact to Atlantic Hardwoods. (See Figure 1)



*Figure 1 Side Entry/Exit*

#### c. Delivery/Staging Area

Material deliveries will be directed to the main Delivery/Staging Area off Westfield Street. Supplementary Staging Areas are provided on the adjacent property via a written agreement with 17 Westfield, LLC. (See Exhibit A, Access, Delivery/Staging and Parking Areas).

- On-site - On days when the construction activities require multiple truck deliveries, every attempt will be made to stagger the delivery schedules, avoiding impacts to traffic or tenant access.
- Off-Site - If adequate on-site area for holding of trucks is not available overflow parking will be provided at the adjacent 17 Westfield site, through a written agreement. Adequate on-site area for the holding of the trucks until they can be unloaded is assured.



### 3. PARKING DURING CONSTRUCTION

All worker or delivery vehicles will be brought within the designated site boundaries, making every attempt to avoid queueing on public streets. (See Exhibit A, Access, Delivery/Staging and Parking Areas.)

### 4. ACCESSIBILITY

Project design, construction and approved uses will comply with the following:

- IEBC 2015
- Maine Human Rights Act, Sub Chapter 4.
- Department of Justice ADA Title III regulations.
- Federal Fair Housing Act does not apply.
- First floor units shall be ANSI 117.1 Type B units with ADA compliant access.

### 5. UTILITIES

Should there be a need to modify existing utility infrastructure (Including connections to Water and Stormwater), the appropriate permitting will occur, and traffic control measures will be coordinated as directed by the City of Portland.

### 6. STORAGE

Construction materials will be stored as follows:

- Offsite – Storage container located at 17 Westfield, Portland, Maine per written agreement.
- Rear Loading Dock/Staging Area
- Basement Floor
- Construction Floor

## 7. ADMINISTRATION

Management during the construction period will be overseen by the following individuals/entities:

- Owner
  - 1006 Congress, LLC  
Jennifer Packard, Principle  
207-388-8123 | [jp@pkrealtymgmt.com](mailto:jp@pkrealtymgmt.com)
- Administrative
  - PK Realty Management  
Rich Gill, Property Manager  
207-747-8985 | [rg@pkrealtymgmt.com](mailto:rg@pkrealtymgmt.com)
- Construction
  - NE Services  
Nick Elias, General Contractor  
207-749-0069 | [nick@ne-services.biz](mailto:nick@ne-services.biz)

## 8. COMMUNICATION

Temporary construction signage and Tenant notifications will provide a 24-hour customer service line. This automated system will notify all responsible parties immediately via telephone, text and email.

- Customer Service - (866) 996-7573

## 9. CONSTRUCTION HOURS

Construction will occur during the hours specified in the approved building permit. All structures undergoing construction, alteration, or demolition operations, including those in underground locations, shall comply with NFPA 1 Chapter 16. *Safeguarding Construction, Alteration, and Demolition Operations*.

## 10. FIRE SAFETY PROGRAM

The 1006 Congress Street building complies with all Fire Safety code requirements.

- Fire Security
  - Cunningham Security  
Michael Major  
207-329-6111 [mmajor@cunninghamsecurity.com](mailto:mmajor@cunninghamsecurity.com)
- Designated Safety Monitor
  - PK Realty Management  
David Packard  
207-939-3130 [dp@pkrealtymgmt.com](mailto:dp@pkrealtymgmt.com)

- Site Inspections
  - Site Inspections will occur daily to ensure site is maintained in accordance with safety requirements, and permit specifications.
  - The General Contractor will be notified of any issues requiring resolution.
- Fire Safety inspections on site will include, but not be limited to:
  - Maintaining accessibility to the site from the perimeter, including streets and hydrants for apparatus placement
  - Maintaining ingress and egress doors, stairs, and corridors in a usable condition
  - Ensuring ignition sources and processes such as smoking, heating units and hot work, including flammable gases, are properly permitted, stored and used appropriately
  - Good management of accumulation and location of combustible construction and waste materials
  - Ensuring utility shutoffs and controls for electric, gas and fuel oil are readily accessible
  - Ensuring permanently fixed or temporary alarms, standpipe and sprinkler systems and portable extinguishers are in place for immediate use

## 11. TRAFFIC CONTROL PLANS

Construction activity is not proposed to impact the existing public street system nor public right of ways.

## 12. SITE MANAGEMENT AND CONTROLS

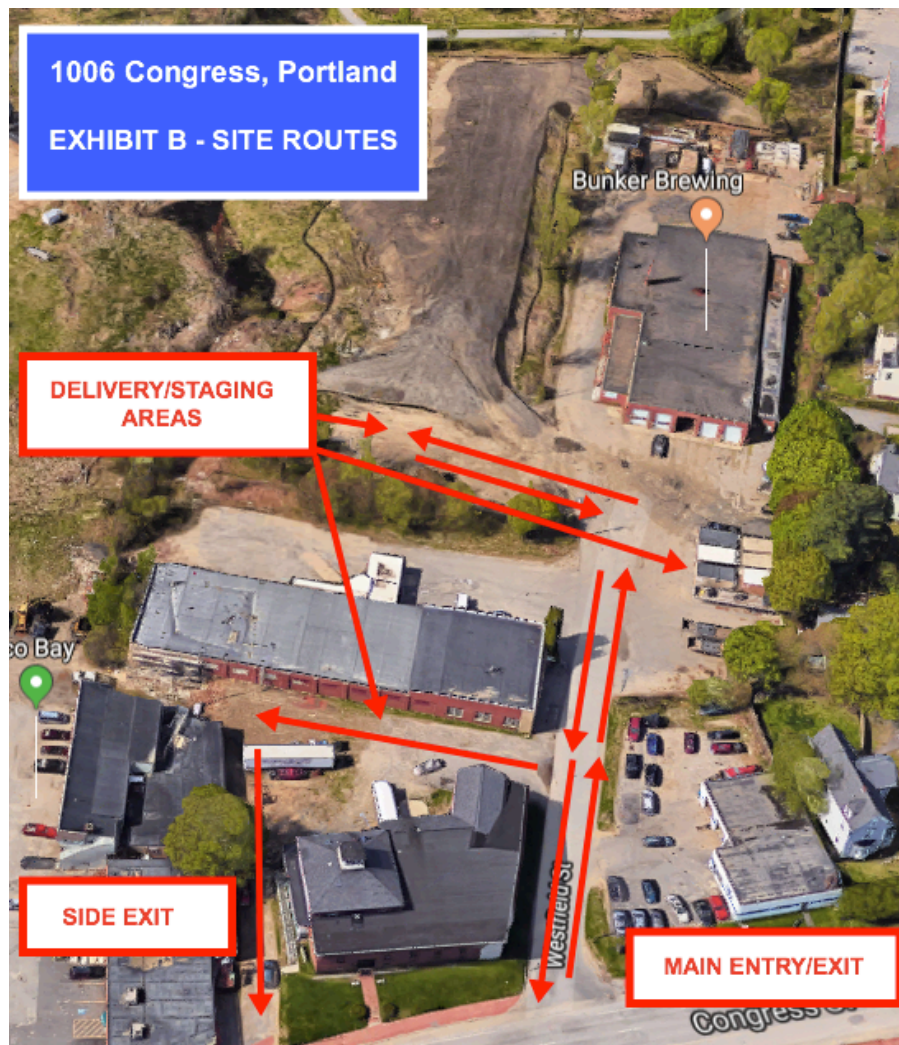
- Trash removal services have been contracted through Casella Waste with regularly scheduled pickups, and construction debris will be managed off hours by NE Services. Additional services will be contracted as needed.
- Debris and dust will be controlled within the interior of the building and are not expected to impact local streets.
- The construction shall comply with Portland's requirements under Section 17-18 of the City Code (Attachment 1) and Section 25-129 on Noise.
- Snow removal onsite (1006 Congress and 17 Westfield) is managed by Seabreeze Property Services. Snow remove on Westfield Street is managed by the City of Portland.
- Protective fencing will be installed around trees within the construction site and storage areas.

## EXHIBIT A – ACCESS, DELIVERY/STAGING AND PARKING AREAS



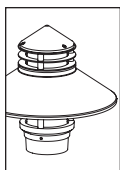


## EXHIBIT B – SITE ROUTES



## EXHIBIT C – TRUCK ROUTES





**BEKSSL**  
SOLID STATE LIGHTING

THE POWER OF



# BEACON POLE MOUNT (BPM)

|                        |                                      |            |           |           |
|------------------------|--------------------------------------|------------|-----------|-----------|
| <b>PROJECT:</b>        |                                      |            |           |           |
| <b>TYPE:</b>           |                                      |            |           |           |
| <b>CATALOG NUMBER:</b> | <b>BPM</b>                           | <b>LED</b> | <b>BW</b> | <b>MT</b> |
| <b>SOURCE:</b>         | <b>LED - Power of 'X' Technology</b> |            |           |           |
| <b>NOTES:</b>          |                                      |            |           |           |

## CATALOG NUMBER LOGIC

**Example** **BPM** - **SD12** - **LED** - **x83** - **BW** - **WHW** - **A** - **DT** - **PT** - **D23** - **MT**

### Material

**Blank** - Aluminum (Must specify Aluminum Rings.) **C** - Copper (Must specify Brass or Stainless Steel Rings.)

### Series

**BPM** - Beacon Pole Mount

### Style

**SD12** - 12-inch Shade **SD15** - 15-inch Shade **SD24** - 24-inch Shade

### Source

**LED** - Power of 'X' Technology with Chip on Board Construction

### LED Type

**x83** - 23WLED/2700K **x84** - 23WLED/3000K **x85** - 23WLED/4000K

### Optic

**BW** - Batwing

### Finish

**NAT** - Natural\*  
**BP** - Brown Patina\*  
**GP** - Green Patina\*  
**NIC** - Nickel Plate\*  
**BZW** - Bronze Wrinkle  
See Powder Coat Finish Chart to the right for additional choices.  
\*Not available with Aluminum.  
For Aluminum fixtures, specify Standard or Premium Powder Coat.

### Powder Coat Standard Finish

| Powder Coat Color | Satin | Wrinkle |
|-------------------|-------|---------|
| Bronze            | BZP   | BZW     |
| Black             | BLP   | BLW     |
| White (Gloss)     | WHP   | WHW     |
| Aluminum          | SAP   | —       |
| Verde             | —     | VER     |

### Powder Coat Premium Finish

|                                      |                                     |                                                             |
|--------------------------------------|-------------------------------------|-------------------------------------------------------------|
| <b>ABP</b> Antique Brass Powder      | <b>CMG</b> Cascade Mountain Granite | <b>RMG</b> Rocky Mountain Granite                           |
| <b>AMG</b> Aleutian Mountain Granite | <b>CRI</b> Cracked Ice              | <b>SDS</b> Sonoran Desert Sandstone                         |
| <b>AQW</b> Antique White             | <b>CRM</b> Cream                    | <b>SMG</b> Sierra Mountain Granite                          |
| <b>BCM</b> Black Chrome              | <b>HUG</b> Hunter Green             | <b>TXF</b> Textured Forest                                  |
| <b>BGE</b> Beige                     | <b>MDS</b> Mojave Desert Sandstone  | <b>WCP</b> Weathered Copper                                 |
| <b>BPP</b> Brown Patina Powder       | <b>NBP</b> Natural Brass Powder     | <b>WIR</b> Weathered Iron                                   |
| <b>CAP</b> Clear Anodized Powder     | <b>OCF</b> Old Copper               | Also available in RAL Finishes<br>See submittal SUB-1439-00 |

### Rings

**A** - Aluminum (Finish to match Fixture.) **B** - Brass (Finish to match Fixture.) **S** - Stainless Steel (Stainless Steel Rings are provided in Natural (NAT) regardless of Finish.)

### Accessories

**DT** - Dark Top (Eliminates glow in window above shade. Material and Finish to match Fixture.)  
**HS** - House Side Shield (Material and Finish to match Fixture.)  
**MSH** - Mesh Screen (Material and Finish to match Fixture.)

### Option

**CLR** - Clear Coat Protection (For use with Natural (NAT) finish only. For use with Copper Fixture only.)

### Driver Mounting

**PT** - Pole Top Mounting (For straight pole applications. For use with 3-1/2" OD Pole Tenon. Not available with x49-x51. Compatible with TEKA Illumination SR5.)  
**HB** - Hinge Base Driver Mounting (For hinge base pole applications. Compatible with TEKA Illumination TR5.)  
**HH** - Hand Hole Driver Mounting (For straight pole applications with 3"x5" Hand Hole. Compatible with TEKA Illumination SR5.)

### Driver

**D23** - 23W Dimming Driver (Standard Dimming 1-100%.)

### Input Voltage

**MT** - 120-277 VAC Input

## DRIVER DATA

| Type | AC Input Range | Frequency Hz | Power Factor At Full Load (Efficiency) | THD  | InRush Current           | Operating Current | Operation Ambient Temperature | Dimmer Type | Dimmer Range |
|------|----------------|--------------|----------------------------------------|------|--------------------------|-------------------|-------------------------------|-------------|--------------|
| D23  | 120-277Vac     | 50/60 Hz     | >.90                                   | ≤20% | 30mA <sup>2</sup> s@277V | 700mA             | (-30° C to 50° C)             | 0-10V       | 1-100%       |

## LM79 DATA

| TEKA LED # | LUMENS (Delivered) | CCT  | INPUT WATTS (Typ.) | CRI (Typ.) |
|------------|--------------------|------|--------------------|------------|
| x83        | 1725               | 2700 | 23                 | 80         |
| x84        | 1889               | 3000 | 23                 | 80         |
| x85        | 1913               | 4000 | 23                 | 80         |

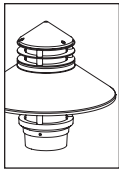
## L70 DATA

| Minimum Rated Life (hrs.) - 70% of initial lumens (L70) |
|---------------------------------------------------------|
| 50,000                                                  |
| 50,000                                                  |
| 50,000                                                  |

|                          |                                                                                                                                         |                              |                               |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------------|
| <b>TEKA</b> ILLUMINATION | 40429 Brickyard Drive • Madera, CA 93636 • USA<br>559.438.5800 • FAX 559.438.5900<br>www.tekailumination.com • info@tekailumination.com | SUBMITTAL DATE<br>05-15-2018 | DRAWING NUMBER<br>SUB-2569-00 |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------------|

THIS DOCUMENT CONTAINS PROPRIETARY INFORMATION OF TEKA ILLUMINATION AND ITS RECEIPT OR POSSESSION DOES NOT CONVEY ANY RIGHTS TO REPRODUCE, DISCLOSE ITS CONTENTS, OR TO MANUFACTURE, USE OR SELL ANYTHING IT MAY DESCRIBE. REPRODUCTION, DISCLOSURE OR USE WITHOUT SPECIFIC WRITTEN AUTHORIZATION OF TEKA ILLUMINATION IS STRICTLY FORBIDDEN.





**BKSSL**  
SOLID STATE LIGHTING

THE POWER OF



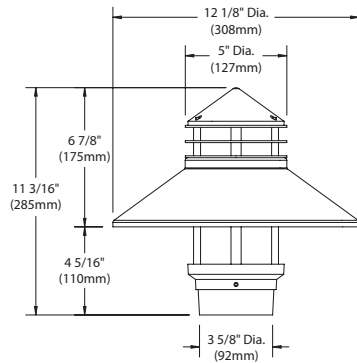
# BEACON POLE MOUNT (BPM)

PROJECT:

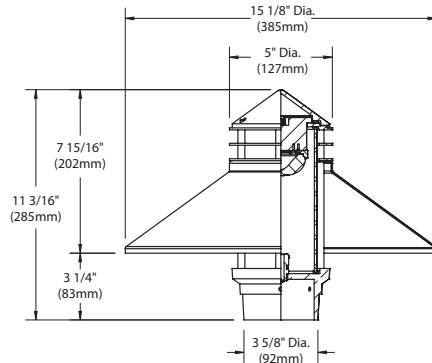
TYPE:

## SIDE VIEW

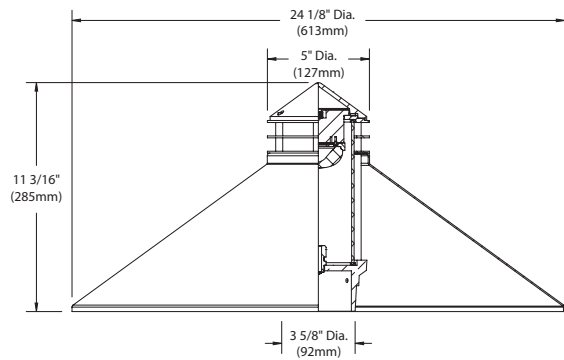
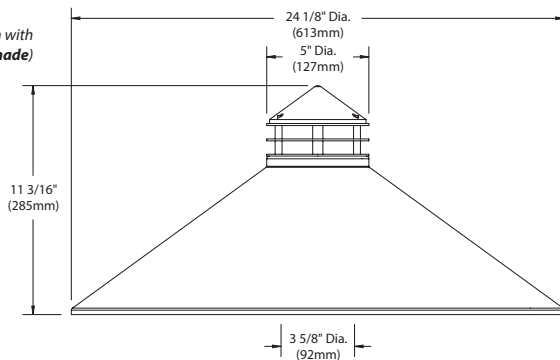
(Shown with  
12" Shade)



(Shown with  
15" Shade)



(Shown with  
24" Shade)



All dimensions indicated on this submittal are nominal.  
Contact Technical Sales if you require more stringent specifications.

## SPECIFICATIONS

### GreenSource Initiative™

Metal and packaging components are made from recycled materials. Manufactured using renewable solar energy, produced onsite. Returnable to manufacturer at end of life to ensure cradle-to-cradle handling. Packaging contains no chlorofluorocarbons (CFC's). Use of this product may qualify for GreenSource efficacy and recycling rebate(s). Consult [www.tekaillumination.com/greensource](http://www.tekaillumination.com/greensource) for program requirements.

### Materials

**Copper:** Constructed from copper and brass. These enduring metals are inherently corrosion resistant.

**Aluminum:** Constructed from Copper-free Aluminum (Type 6061-T6).

### Base

Cast from solid bronze or copper free aluminum. Slip fits 3 1/2" OD TEKA post top.

### Mesh Screen

Diffuses light in window. Not available with half shield. Finish to match fixture. Not available with Dark Top (DT).

### Dark Top

Eliminates glow in window above shade.

### House Side Shield

Eliminates light from half of the fixture. Hand spun aluminum- 3003 or copper- C101.

### Shade

Hand spun from 16GA aluminum 3003-H14 or copper C101. Specify 12", 15" or 24" diameter.

### Optic

Acrylic Batwing Optic.

### Lens

3.5" O.D. frosted acrylic lens.

### Color Management

Chip on board technology delivers natural white light. Exact color point conformity exceeds ANSI C78.377 standard. Module exceeds 80 CRI (RA>80, R9.16). Color point uniformity 2 SDCM color control for 2700K-4000K CCT.

### Driver (23W)

[1] 700mA (D23), Class A, constant current driver. 120-277VAC (nominal) primary input voltage. 50/60Hz. >0.90 Power Factor, 30mA<sup>2</sup>S in-rush current, ≤20%THD (nominal at 120VAC full load). Output over-voltage, over-current, and short circuit protection with auto recovery. EMC: FCC47CFR Part 15 Class B compliant. Dimming driver for use with standard 0-10V dimmers and switch controls. 1-100% range (Refer to driver electrical data). D34 - 1-100% dimming range.

### BKSSL®

Integrated solid state system with 'X' technology is scalable for field upgrade. Modular design with electrical quick disconnects permit field maintenance. Minimum 50,000 hour rated life at 70% of initial lumens (L70). BKSSL technology provides long life, significant energy reduction and exceptional thermal management.

### Ring Stack

Solid aluminum with aluminum spacers; brass or stainless steel accent rings with solid brass spacers.

### Wiring

Tefzel™ coated stranded wire, 18GA, 600V, 150°C rated and certified to UL16 and certified to UL 1659 standard.

### Hardware

Tamper-resistant, stainless steel hardware.

### Driver Installation Options

(Please specify)

**Pole Top:** Driver suspended from fixture. Fits 3 1/2" OD maximum.

**Hinge Base:** Located at base of pole. Stand alone driver tray. For use with PTR5.

**Hand Hole:** Located at base of pole. Stand alone driver tray attaches to standard hand hole pole brackets per NEC. Hand hole must be 3"x 5".

### Finish

**Copper and Brass:** Natural (NAT): Copper and brass components are sand blasted to expose the porous metal surface. Over time, and with exposure to the elements, the metals will naturally 'weather' resulting in a unique patina.

Also available with hand-crafted metal finishes including brown patina (BP), green patina (GP), polish (POL), and nickel plate (NIC).

Aluminum, Copper and brass components are also available in powder coat finishes.

Optional ceramic clear coat protection (copper and brass components only) seals and protects underlying metals and protects against discoloration, fading, and wear. Highly impervious to chemicals, solvents, and graffiti. For use with natural (NAT) and polish (POL) finishes.

**Aluminum:** StarGuard®, our exclusive RoHS compliant, 15 stage chromate-free process cleans and conversion coats aluminum components prior to application of Class 'A' TGIC polyester powder coating.

### Warranty

5 year limited warranty.

### Listings

UL tested to IESNA LM-79. UL Listed. Certified to CAN/CSA/ANSI Standards. RoHS compliant. Suitable for indoor or outdoor use. Suitable for use in wet locations. Additionally suitable for installation within 4' of the ground. IP66 Rated. Made in USA.



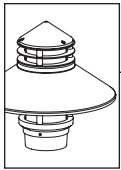
Tefzel™ is trademark of The Chemours Company FC, LLC.

**TEKA** ILLUMINATION

40429 Brickyard Drive • Madera, CA 93636 • USA  
559.438.5800 • FAX 559.438.5900  
[www.tekaillumination.com](http://www.tekaillumination.com) • [info@tekaillumination.com](mailto:info@tekaillumination.com)

SUBMITTAL DATE  
05-15-2018

DRAWING NUMBER  
SUB-2569-00



**BKSSL**  
SOLID STATE LIGHTING

THE POWER OF



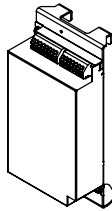
## BEACON POLE MOUNT (BPM)

PROJECT:

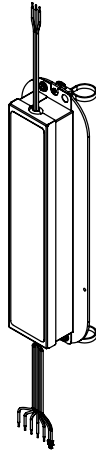
TYPE:

### DRIVER MOUNTING OPTIONS

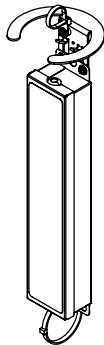
(Hand Hole Driver Mounting **HH-D23**)



(Hinge Base Driver Mounting **HB-D23**)



(Pole Top Mounting **PT-D23**)

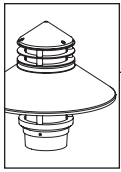


**TEKA** ILLUMINATION

40429 Brickyard Drive • Madera, CA 93636 • USA  
559.438.5800 • FAX 559.438.5900  
www.tekaillumination.com • info@tekaillumination.com

SUBMITTAL DATE  
05-15-2018

DRAWING NUMBER  
SUB-2569-00



**BKSSL**  
SOLID STATE LIGHTING

THE POWER OF

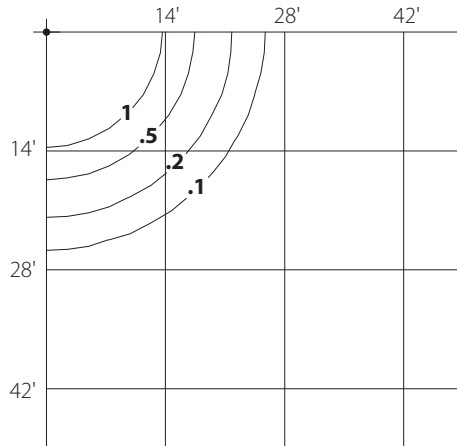


# BEACON POLE MOUNT (BPM)

## HORIZONTAL FOOTCANDLES

### BPM - LED - X85 (23W) - 4000K

Mounting Height = 12.00 Ft, Style = SD12

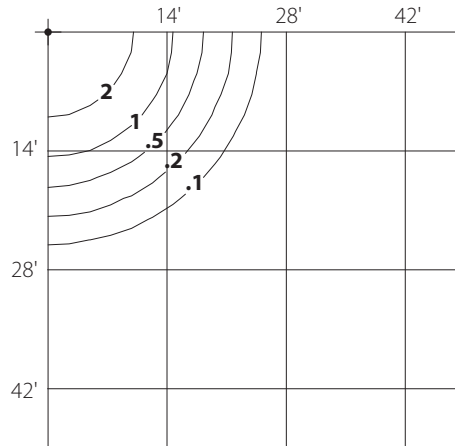


### HORIZONTAL FOOTCANDLES

Light Loss Factor = 1.00  
Luminaire Lumens = 1757  
Maximum Calculated Value = 2.03 Fc  
2.7K Multiplier = .9  
3K Multiplier = .99  
BUG Rating = B1 U2 G1

### BPM - LED - X85 (23W) - 4000K

Mounting Height = 12.00 Ft, Style = SD15

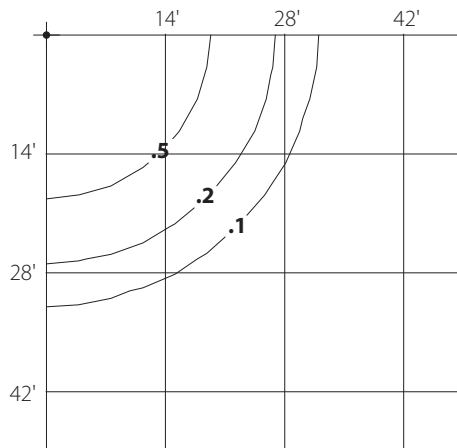


### HORIZONTAL FOOTCANDLES

Light Loss Factor = 1.00  
Luminaire Lumens = 1913  
Maximum Calculated Value = 2.34 Fc  
2.7K Multiplier = .9  
3K Multiplier = .99  
BUG Rating = B1 U2 G1

### BPM - LED - X85 (23W) - 4000K

Mounting Height = 18.00 Ft, Style = SD12

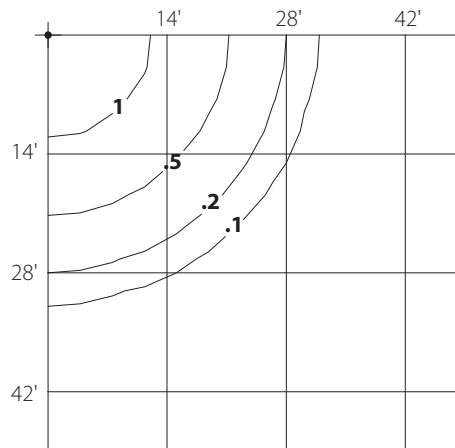


### HORIZONTAL FOOTCANDLES

Light Loss Factor = 1.00  
Luminaire Lumens = 1757  
Maximum Calculated Value = 0.90 Fc  
2.7K Multiplier = .9  
3K Multiplier = .99  
BUG Rating = B1 U2 G1

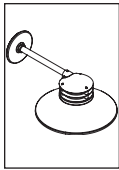
### BPM - LED - X85 (23W) - 4000K

Mounting Height = 18.00 Ft, Style = SD15



### HORIZONTAL FOOTCANDLES

Light Loss Factor = 1.00  
Luminaire Lumens = 1913  
Maximum Calculated Value = 1.04 Fc  
2.7K Multiplier = .9  
3K Multiplier = .99  
BUG Rating = B1 U2 G1



# BEACON WALL MOUNT (BWM)

|                 |                                                          |
|-----------------|----------------------------------------------------------|
| PROJECT:        |                                                          |
| TYPE:           |                                                          |
| CATALOG NUMBER: | BWM LED                                                  |
| SOURCE:         | LED - Power of 'L' Technology - Line Voltage - 120V only |
| NOTES:          |                                                          |

## CATALOG NUMBER LOGIC

Example: **BWM** - **SD10** - **LED** - **L10** - **BZW** - **A** - **CRW**

Material

Blank - Aluminum  
**C** - Copper

Series  
**BWM** - Beacon Wall Mount

Style  
**SD10** - 10 Inch disk  
**SD12** - 12 Inch Shade  
**SD15** - 15 Inch Shade

Source  
**LED** - 'L' Technology (Line Voltage - 120V only)

LED Type  
**L10** - 10WLED/2700K  
**L11** - 10WLED/3000K  
**L12** - 10WLED/4000K  
**L13** - 10WLED/2200K-3500K Warm Dim  
**L15** - 20WLED/2700K  
**L16** - 20WLED/3000K  
**L17** - 20WLED/4000K  
**L18** - 20WLED/2200K-3500K Warm Dim

Finish

NAT - Natural\*  
 BP - Brown Patina\*  
 GP - Green Patina\*  
 NIC - Nickel Plate\*

**BZW** - Bronze Wrinkle  
 See Powder Coat Finish Chart to the right for additional choices.  
 \*Not available with Aluminum. For Aluminum fixtures, specify Standard or Premium Powder Coat.

### Powder Coat Standard Finish

| Powder Coat Color | Satin      | Wrinkle    |
|-------------------|------------|------------|
| <b>Bronze</b>     | <b>BZP</b> | <b>BZW</b> |
| Black             | <b>BLP</b> | <b>BLW</b> |
| White (Gloss)     | <b>WHP</b> | <b>WHW</b> |
| Aluminum          | <b>SAP</b> | —          |
| Verde             | —          | <b>VER</b> |

### Powder Coat Premium Finish

|                                      |                                     |                                                             |
|--------------------------------------|-------------------------------------|-------------------------------------------------------------|
| <b>ABP</b> Antique Brass Powder      | <b>CMG</b> Cascade Mountain Granite | <b>RMG</b> Rocky Mountain Granite                           |
| <b>AMG</b> Aleutian Mountain Granite | <b>CRI</b> Cracked Ice              | <b>SDS</b> Sonoran Desert Sandstone                         |
| <b>AQW</b> Antique White             | <b>CRM</b> Cream                    | <b>SMG</b> Sierra Mountain Granite                          |
| <b>BCM</b> Black Chrome              | <b>HUG</b> Hunter Green             | <b>TXF</b> Textured Forest                                  |
| <b>BGE</b> Beige                     | <b>MDS</b> Mojave Desert Sandstone  | <b>WCP</b> Weathered Copper                                 |
| <b>BPP</b> Brown Patina Powder       | <b>NBP</b> Natural Brass Powder     | <b>WIR</b> Weathered Iron                                   |
| <b>CAP</b> Clear Anodized Powder     | <b>OCP</b> Old Copper               | Also available in RAL Finishes<br>See submittal SUB-1439-00 |

Rings

**A** - Aluminum (Finish to match Fixture.)  
**B** - Brass (Finish to match Fixture.)  
**S** - Stainless Steel (Stainless Steel Rings are provided in Natural (NAT) regardless of Finish.)

Accessories (Select one.)

**DT** - Dark Top (Eliminates glow in upper window. Material and Finish to match fixture.)  
**MSH** - Mesh Screen (Material and Finish to match Fixture.)

Option

**CLR** - Clear Coat Protection For use with Natural (NAT) finish only. For use with Copper Fixture only.

Canopy

**CRW** - 5" Round Canopy  
**CQW** - 5" Square Canopy  
**CTW** - 3"x5" Rectangular Canopy

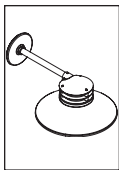
## LM79 DATA

| TEKA LED # | LUMENS (Delivered) | CCT                | INPUT WATTS (Typ.) | CR (Typ.) | BUG Rating | Minimum Rated Life (hrs.) 70% of initial lumens (L70) |
|------------|--------------------|--------------------|--------------------|-----------|------------|-------------------------------------------------------|
| L10        | 433                | 2700               | 10                 | 90        | B0-U3-G1   | 50,000                                                |
| L11        | 459                | 3000               | 10                 | 90        | B0-U3-G1   | 50,000                                                |
| L12        | 504                | 4000               | 10                 | 90        | B0-U3-G1   | 50,000                                                |
| L13        | 494                | 2200-3500 warm dim | 10                 | 90        | B0-U3-G1   | 50,000                                                |
| L15        | 824                | 2700               | 20                 | 90        | B0-U3-G1   | 50,000                                                |
| L16        | 871                | 3000               | 20                 | 90        | B0-U3-G1   | 50,000                                                |
| L17        | 959                | 4000               | 20                 | 90        | B0-U3-G1   | 50,000                                                |
| L18        | 940                | 2200-3500 warm dim | 20                 | 90        | B0-U3-G1   | 50,000                                                |

## L70 DATA

|                          |                                                                                                                                         |                              |                               |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------------|
| <b>TEKA</b> ILLUMINATION | 40429 Brickyard Drive • Madera, CA 93636 • USA<br>559.438.5800 • FAX 559.438.5900<br>www.tekailumination.com • info@tekailumination.com | SUBMITTAL DATE<br>05-15-2018 | DRAWING NUMBER<br>SUB-2574-00 |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------------|

THIS DOCUMENT CONTAINS PROPRIETARY INFORMATION OF TEKA ILLUMINATION AND ITS RECEIPT OR POSSESSION DOES NOT CONVEY ANY RIGHTS TO REPRODUCE, DISCLOSE ITS CONTENTS, OR TO MANUFACTURE, USE OR SELL ANYTHING IT MAY DESCRIBE. REPRODUCTION, DISCLOSURE OR USE WITHOUT SPECIFIC WRITTEN AUTHORIZATION OF TEKA ILLUMINATION IS STRICTLY FORBIDDEN.

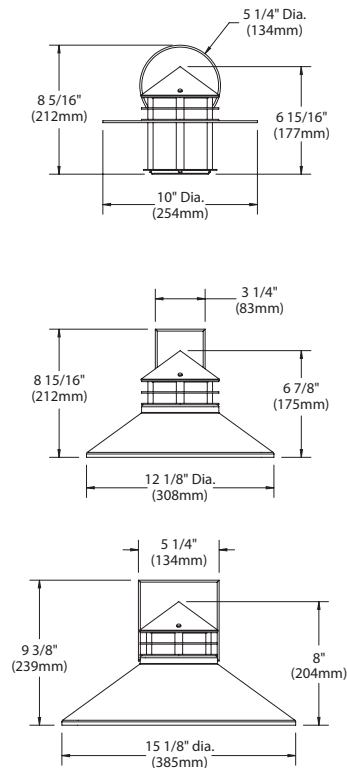


# BEACON WALL MOUNT (BWM)

PROJECT:

TYPE:

## FRONT VIEW

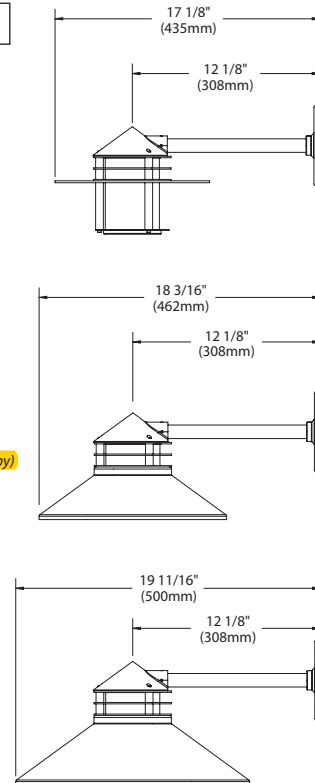


(SD10 Style shown with 5" Round Canopy)

(SD12 Style shown with 3"x5" Rectangular Canopy)

(SD15 Style shown with 5" Square Canopy)

## SIDE VIEW



All dimensions indicated on this submittal are nominal.  
Contact Technical Sales if you require more stringent specifications.

## SPECIFICATIONS

### GreenSource Initiative™

Metal and packaging components are made from recycled materials. Manufactured using renewable solar energy, produced onsite. Returnable to manufacturer at end of life to ensure cradle-to-cradle handling. Packaging contains no chlorofluorocarbons (CFC's). Use of this product may qualify for GreenSource efficacy and recycling rebate(s). Consult [www.tekailumination.com/greensource](http://www.tekailumination.com/greensource) for program requirements.

### Materials

**Copper and Brass:** Constructed from copper and brass. These enduring metals are inherently corrosion resistant.

**Aluminum:** Constructed from Copper-Free aluminum (Type 6061-T6).

### Shade

Hand spun from 16GA 3003-H14 aluminum or 16GA C101 copper. Specify 12" or 15" diameter.

### Disk

10" diameter disk made from 1/8" 6061-T6 Aluminum or 1/8" Copper.

### Body

360 Aluminum Cast or C836 Red Brass cast. High temperature, silicone gasket provides water tight seal to shade assembly.

### Lens

3-1/2" dia. frosted acrylic lens with frosted acrylic downlight lens provides sealed optical compartment.

### BKSSL®

Integrated solid state system with 'L' technology is scalable for field upgrade. Modular design with electrical quick disconnects permit field maintenance available in 27000k, 3000k or 4000k specify 10W or 20W. Warm Dim LED 2200K-3500K specify 10W or 20W. Line voltage input 120V only. Compatible with electronic low voltage dimmers only.

### Wiring

Tefzel™ coated wire, 18AWG, 600V, 210° C rated and certified to UL 1659 standard.

### Rings

Solid aluminum accent rings with solid aluminum spacers; brass or stainless steel accent rings with solid brass spacers.

### Canopy

Canopy Cover conceals mounting plate and hardware. Material is hand spun from high purity, solid copper plate with tamper resistant machined 360 aluminum or brass lock collar. Available in 5-1/4" diameter round canopy cover, 18GA Aluminum or 18GA Copper. Square Canopy cover 5-1/4" x 5-1/4" or rectangular canopy cover 3- 1/4" x 5-1/4" made from 16GA Aluminum or 16GA Copper.

### Mesh Screen

Diffuses light in window. Finish to match fixture.

### Dark Top

Eliminates glow in window above shade.

### Installation

For Round and Square Canopy Cover: 5" diameter, machined aluminum mounting plate with black finish. For use with 4" octagonal junction box (by others). For Rectangular Canopy Cover: 3"x5" machined aluminum mounting plate with black finish for use with single gang recessed switch box (by others).

### Finish

**Copper and Brass:** **Natural (NAT):** Copper and brass components are sand blasted to expose the porous metal surface. Over time, and with exposure to the elements, the metals will naturally 'weather' resulting in a unique patina.

Also available with hand-crafted metal finishes including brown patina (BP), green patina (GP), polish (POL), and nickel plate (NIC).

Copper and brass components are also available in powder coat finishes.

Optional ceramic clear coat protection (copper and brass components only) seals and protects underlying metals and protects against discoloration, fading, and wear. Highly impervious to chemicals, solvents, and graffiti. For use with natural (NAT) finish.

**Aluminum:** StarGuard®, our exclusive RoHS compliant, 15 stage chromate-free process cleans and conversion coats aluminum components prior to application of Class 'A' TGIC polyester powder coating.

### Warranty

5 year limited warranty.

### Listings

UL tested to IESNA LM-79. UL Listed. Certified to CAN/CSA/ANSI Standards. RoHS compliant. Suitable for indoor or outdoor use. Suitable for use in wet locations. Additionally suitable for installation within 4' of the ground. IP65 Rated. Made in USA.



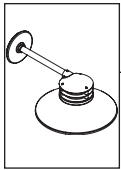
\* Energy Star is a registered trademark of the United States Environmental Protection Agency.  
Tefzel™ is trademark of The Chemours Company FC, LLC.

TEKA ILLUMINATION

40429 Brickyard Drive • Madera, CA 93636 • USA  
559.438.5800 • FAX 559.438.5900  
[www.tekailumination.com](http://www.tekailumination.com) • [info@tekailumination.com](mailto:info@tekailumination.com)

SUBMITTAL DATE  
05-15-2018

DRAWING NUMBER  
SUB-2574-00

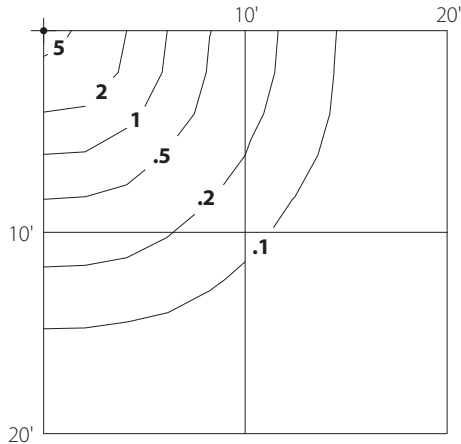


# BEACON WALL MOUNT (BWM)

## HORIZONTAL FOOTCANDLES

### BWM - LED - L17 (20W) - 4000K

Mounting Height = 6.00 Ft, Style = SD10



#### HORIZONTAL FOOTCANDLES

Light Loss Factor = 1.00

Luminaire Lumens = 957

Maximum Calculated Value = 10.02 Fc

2.7K Multiplier = .86

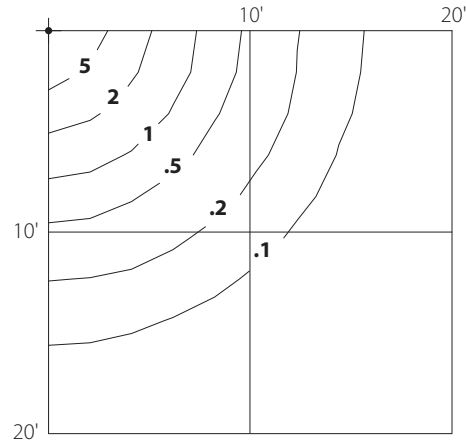
3K Multiplier = .91

BUG Rating = B0 U3 G1

10W Multiplier = .53

### BWM - LED - L17 (20W) - 4000K

Mounting Height = 6.00 Ft, Style = SD12



#### HORIZONTAL FOOTCANDLES

Light Loss Factor = 1.00

Luminaire Lumens = 954

Maximum Calculated Value = 12.14 Fc

2.7K Multiplier = .86

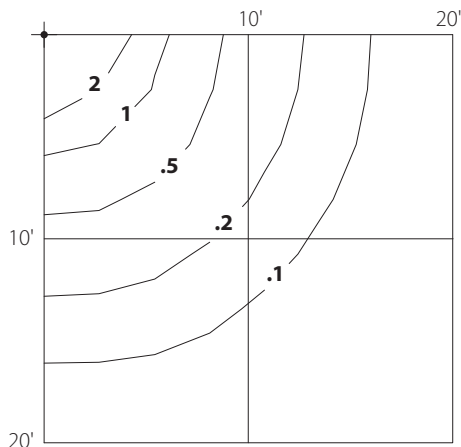
3K Multiplier = .91

BUG Rating = B1 U3 G1

10W Multiplier = .53

### BWM - LED - L17 (20W) - 4000K

Mounting Height = 8.00 Ft, Style = SD10



#### HORIZONTAL FOOTCANDLES

Light Loss Factor = 1.00

Luminaire Lumens = 957

Maximum Calculated Value = 5.64 Fc

2.7K Multiplier = .86

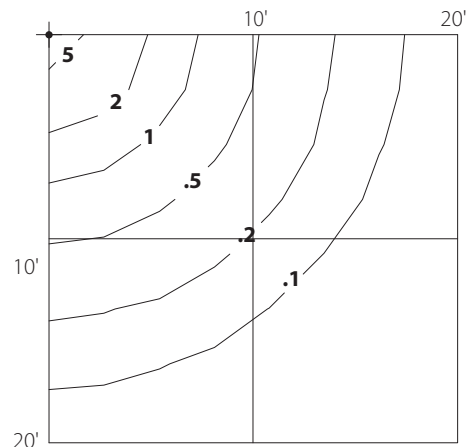
3K Multiplier = .91

BUG Rating = B0 U3 G1

10W Multiplier = .53

### BWM - LED - L17 (20W) - 4000K

Mounting Height = 8.00 Ft, Style = SD12



#### HORIZONTAL FOOTCANDLES

Light Loss Factor = 1.00

Luminaire Lumens = 954

Maximum Calculated Value = 6.83 Fc

2.7K Multiplier = .86

3K Multiplier = .91

BUG Rating = B1 U3 G1

10W Multiplier = .53

# SLING SERIES SG

Cat.# SG1-20-3K7-FT-UNV-DB-PCU-VS

Job

Type

W2



**HUBBELL**  
Outdoor Lighting

Approvals

## SPECIFICATIONS

### Intended Use:

Slender wallpack/floodlight available in two sizes for a variety of applications including building perimeter/security lighting, entrances, stairways, loading docks or facades for schools, apartments or commercial buildings.

### Construction:

Rugged die-cast aluminum housing with corrosion resistant powder coat finish both protects and provides architectural appearance. Heat dissipating fins provide superior thermal performance extending the life of the electronic components.

### Electrical:

- 120-277V, 50/60Hz electronic drivers
- 347V and 480V available in larger SG2 housing
- 10KA surge protection included

### LED(s) Optics, CCT:

- 3000K, 4000K and 5000K CCT nominal with 70 CRI
- Smaller SG1 housing has 2 LEDs, larger SG2 housing has 3 LEDs, see page 2 for electrical and photometric data

### Lenses:

- Impact resistant tempered glass offers zero uplight
- Comfort lens available as an option or accessory to reduce glare (7-10% lumen reduction) and provide better uniformity

### Installation:

- Side hinge allows for easy installation and wiring.
- Side movement avoids damage to the lens and helps prevent injury common in drop down hinge designs.
- Mounts to 4" junction box and includes a gasket to help seal electrical connections.
- Four 1/2" threaded conduit hubs for surface conduit provided

### Options/Controls

- Button photocontrol for dusk to dawn energy savings. Stock versions include 120V-277V PC with a cover which provides a choice to engage photocontrol or not. PC is installed in top hub.
- Occupancy sensor available for on/off and dimming control in larger SG2 housing.
- SiteSync™ wireless lighting control delivers flexible control strategies for reducing power consumption and minimizing maintenance costs while delivering the right light levels with a simple and affordable wireless solution. See ordering information or visit [www.hubbelllighting.com/sitesync](http://www.hubbelllighting.com/sitesync) for more details.
- Battery backup options available in larger SG2 housing rated for either 0° C or -30° C. Performance exceeds NEC requirement providing 1 fc minimum over 10'x10' at 11' mounting height
- Diffused comfort lens provides glare control and improved uniformity. Available as an option or accessory

### Listings

- DesignLights Consortium® (DLC) qualified. Please refer to the DLC website for specific product qualifications at [www.designlights.org](http://www.designlights.org)
- Listed to UL1598 for use in wet location, listed for -40C to 40C applications
- **IDA approved with zero uplight for 3000K and warmer CCTs**
- IP65

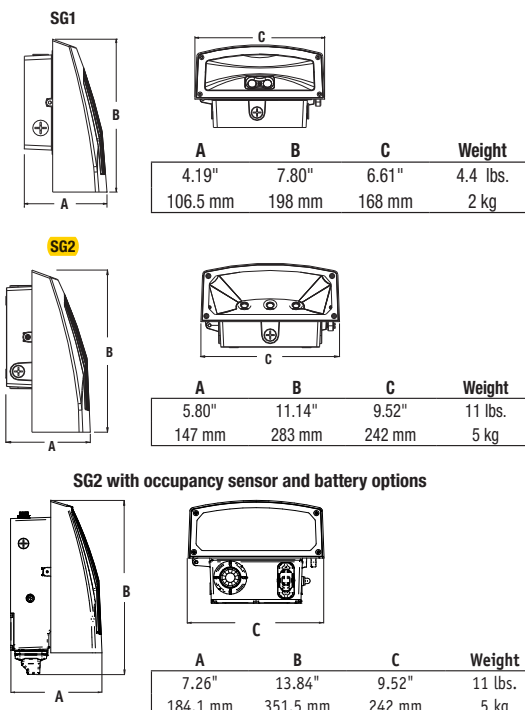
### Warranty:

Five year limited warranty (for more information visit: <http://www.hubbelllighting.com/resources/warranty/>)

## PRODUCT IMAGE(S)



## DIMENSIONS



## CERTIFICATIONS/LISTINGS



tradeSELECT®

C US

\*3000K and warmer CCTs only

## SHIPPING INFORMATION

| Catalog Number | G.W.(kg)/CTN   | Carton Dimensions |                 |                  | Carton Qty. per Master Pack | Pallet Qty. |
|----------------|----------------|-------------------|-----------------|------------------|-----------------------------|-------------|
|                |                | Length Inch (cm)  | Width Inch (cm) | Height Inch (cm) |                             |             |
| SG1            | 4.35lbs (2 kg) | 9.5 (24)          | 8.25 (21)       | 5.25 (13.32)     | 6                           | 98          |
| SG2            | 11lbs (5 kg)   | 14 (35.5)         | 11.5 (29.2)     | 8 (20.3)         | 2                           | 64          |

## ORDERING INFORMATION – ORDERING EXAMPLE: SG1-20-4K7-FT-UNV-DB

| SG1-2              | -                 | 3K7          | -                          | FT                      | -                                                   | UNV                                       | - | DB | - | PCU | - | VS |
|--------------------|-------------------|--------------|----------------------------|-------------------------|-----------------------------------------------------|-------------------------------------------|---|----|---|-----|---|----|
| FAMILY             | CCT/CRI           | DISTRIBUTION | VOLTAGE                    | COLOR/FINISH            | CONTROL OPTIONS                                     | OPTIONS                                   |   |    |   |     |   |    |
| SG1-20 Size 1, 20w | 3K7 3000K, 70 CRI | FT Fwd Throw | UNV 120V-277V              | DB Textured Dark Bronze | PCU Button Photocontrol 120-277V                    | CS Comfort lens                           |   |    |   |     |   |    |
| SG1-30 Size 1, 30w | 4K7 4000K, 70 CRI |              | 120' 120V                  | BL Textured Black       | SCP <sup>1,2,3</sup> Sensor Control, Programmable   | E <sup>1,2</sup> Battery 0°C              |   |    |   |     |   |    |
| SG2-50 Size 2, 50w | 5K7 5000K, 70 CRI |              | 277' 277V                  | WH Textured White       | SWP <sup>1,2</sup> SiteSync, Precommission          | EH <sup>1,2</sup> Battery w/ heater -20°C |   |    |   |     |   |    |
| SG2-80 Size 2, 80w |                   |              | UHV <sup>1</sup> 347V-480V | GYS Smooth Gray         | SWPM <sup>1,2</sup> SiteSync, Precommission, Motion |                                           |   |    |   |     |   |    |
|                    |                   |              |                            | PS Smooth Plat.         | Specify MTG HT for SCO/SCP & SWPM                   |                                           |   |    |   |     |   |    |
|                    |                   |              |                            | Silver                  | 8F Up to 8'                                         |                                           |   |    |   |     |   |    |
|                    |                   |              |                            | CC Custom Color         | 20F Up to 20'                                       |                                           |   |    |   |     |   |    |

<sup>1</sup> Available in SG2 only, UHV available in SG2-50 only

<sup>2</sup> Sensor controls & battery backup can not be used with flood accessory or kit or for inverted/up mounting.

<sup>3</sup> 120-277V only for SCO/SCP, 120 or 277 only for SWP, SWPM, E & EH

<sup>4</sup> Must order minimum of one remote control to program dimming settings, 0-10V fully adjustable dimming or on/off with automatic daylight calibration and different time delay settings, 120-277V only, PCU option not applicable



**HUBBELL**  
Outdoor Lighting

Hubbell Outdoor Lighting • 701 Millennium Boulevard • Greenville, SC 29607 • Phone: 864-678-1000

Due to our continued efforts to improve our products, product specifications are subject to change without notice.

© 2018 HUBBELL OUTDOOR LIGHTING, All Rights Reserved • For more information visit our website: [www.hubbelloutdoor.com](http://www.hubbelloutdoor.com) • Printed in USA • SG-SPEC NOVEMBER 13, 2018 3:39 PM



## ORDERING INFORMATION - Stock Versions

| Catalog Number | CCT/CRI  | Wattage | Mounting Height | Voltage  | Color       | Lumens | LPW | Weight lbs. (kg) |
|----------------|----------|---------|-----------------|----------|-------------|--------|-----|------------------|
| SG1-20-PCU     | 5000K/70 | 21w     | 8-12ft          | 120-277V | Dark Bronze | 2263   | 108 | 4.3 (2)          |
| SG1-20-4K-PCU  | 4000K/70 |         |                 |          |             | 2310   | 110 |                  |
| SG1-30-PCU     | 5000K/70 | 29w     | 10-15ft         |          |             | 3270   | 113 |                  |
| SG1-30-4K-PCU  | 4000K/70 |         |                 |          |             | 3060   | 105 |                  |
| Catalog Number | CCT/CRI  | Wattage | Mounting Height | Voltage  | Color       | Lumens | LPW | Weight lbs. (kg) |
| SG2-50-PCU     | 5000K/70 | 51w     | 12-18ft         | 120-277V | Dark Bronze | 5548   | 110 | 11 (5)           |
| SG2-50-4K-PCU  | 4000K/70 |         |                 |          |             | 5526   | 109 |                  |
| SG2-80-PCU     | 5000K/70 | 80w     | 15-25ft         |          |             | 8061   | 101 |                  |
| SG2-80-4K-PCU  | 4000K/70 |         |                 |          |             | 8079   | 101 |                  |

## PERFORMANCE DATA

| Catalog number | # of LEDs | Drive Current | System Watts | 5K (5000K nominal, 70 CRI) |                  |   |   |   | 4K (4000K nominal, 70 CRI) |                  |   |   |   | 3K (3000K nominal, 80 CRI) |                  |   |   |   |
|----------------|-----------|---------------|--------------|----------------------------|------------------|---|---|---|----------------------------|------------------|---|---|---|----------------------------|------------------|---|---|---|
|                |           |               |              | Lumens                     | LPW <sup>1</sup> | B | U | G | Lumens                     | LPW <sup>1</sup> | B | U | G | Lumens                     | LPW <sup>1</sup> | B | U | G |
| SG1-20         | 2         | 250mA         | 21           | 2449                       | 115              | 1 | 0 | 0 | 2310                       | 110              | 1 | 0 | 0 | 2054                       | 95               | 1 | 0 | 0 |
| SG1-30         |           | 350mA         | 29           | 3332                       | 117              | 2 | 0 | 0 | 3060                       | 106              | 1 | 0 | 0 | 2913                       | 100              | 1 | 0 | 0 |
| SG2-50-UHV     | 3         | 350mA         | 44           | 4633                       | 106              | 2 | 0 | 0 | 4609                       | 105              | 2 | 0 | 0 | 3895                       | 90               | 2 | 0 | 0 |
| SG2-50         | 3         | 415mA         | 51           | 5548                       | 109              | 2 | 0 | 0 | 5526                       | 107              | 2 | 0 | 0 | 4700                       | 92               | 2 | 0 | 0 |
| SG2-80         |           | 650mA         | 80           | 7851                       | 98               | 2 | 0 | 1 | 8079                       | 103              | 2 | 0 | 1 | 6721                       | 86               | 2 | 0 | 1 |

1. Lumen values are from photometric tests performed in accordance with IESNA LM-79-08. Data is considered to be representative of the configurations shown. Actual performance may differ as a result of end-user environment and application.

## ELECTRICAL DATA

### Configurable Versions

| Catalog number | # of Drivers | Input Voltage | Current (Amps) | System Power |
|----------------|--------------|---------------|----------------|--------------|
| SG1-20         | 1            | 120           | 0.18           | 21.0         |
|                |              | 277           | 0.08           | 21.0         |
| SG1-30         | 1            | 120           | 0.24           | 28.9         |
|                |              | 277           | 0.10           | 28.9         |
| SG2-50-UHV     | 1            | 347           | 0.13           | 43.5         |
|                |              | 480           | 0.18           | 43.5         |
| SG2-50         | 1            | 120           | 0.42           | 50.6         |
|                |              | 277           | 0.18           | 50.6         |
| SG2-80         | 1            | 120           | 0.68           | 79.8         |
|                |              | 277           | 0.29           | 79.8         |

## PROJECTED LUMEN MAINTENANCE

| Ambient Temp. | OPERATING HOURS |        |        |                                     |         |             |
|---------------|-----------------|--------|--------|-------------------------------------|---------|-------------|
|               | 0               | 25,000 | 50,000 | TM-21-11 <sup>1</sup><br>L96 60,000 | 100,000 | L70 (hours) |
| 25°C / 77°F   | 1.00            | 0.98   | 0.97   | 0.96                                | 0.95    | >791,000    |
| 40°C / 104°F  | 0.99            | 0.98   | 0.96   | 0.96                                | 0.94    | >635,000    |

1. Projected per IESNA TM-21-11 \* (Nichia 219B, 700mA, 85°C Ts, 10,000hrs) Data references the extrapolated performance projections for the LNC-12LU-5K base model in a 40°C ambient, based on 10,000 hours of LED testing per IESNA LM-80-08.

## LUMINAIRE AMBIENT TEMPERATURE FACTOR (LATF)

| AMBIENT TEMPERATURE |        | LUMEN MULTIPLIER |
|---------------------|--------|------------------|
| 0° C                | 32° F  | 1.02             |
| 10° C               | 50° F  | 1.01             |
| 20° C               | 68° F  | 1.00             |
| 25° C               | 77° F  | 1.00             |
| 30° C               | 86° F  | 1.00             |
| 40° C               | 104° F | 0.99             |
| 50° C               | 122° F | 0.96             |

Use these factors to determine relative lumen output for average ambient temperatures from 0-40°C (32-104°F).

## Wireless and Occupancy Controls



SiteSync™ Lighting Control delivers flexible control strategies for reducing power consumption and minimizing maintenance costs while delivering the right light levels with a simple and affordable wireless solution.



**HUBBELL**  
Outdoor Lighting

Hubbell Outdoor Lighting • 701 Millennium Boulevard • Greenville, SC 29607 • Phone: 864-678-1000

Due to our continued efforts to improve our products, product specifications are subject to change without notice.

© 2018 HUBBELL OUTDOOR LIGHTING, All Rights Reserved • For more information visit our website: [www.hubbelloutdoor.com](http://www.hubbelloutdoor.com) • Printed in USA **SG-SPEC NOVEMBER 13, 2018 3:39 PM**



## OPTIONS AND ACCESSORIES

| Catalog Number      | Description                                                                                   | Weight lbs. (kg) |
|---------------------|-----------------------------------------------------------------------------------------------|------------------|
| <b>SG1-CS</b>       | Acrylic comfort lens for SG1                                                                  | 1 (.45)          |
| <b>SG2-CS</b>       | Acrylic comfort lens for SG2                                                                  | 1 (.45)          |
| <b>SG1-YOKE</b>     | SG1 Series Yoke/Floodlight mount kit, includes visor                                          | 2.0 (1.0)        |
| <b>SG1-KNUCKLE</b>  | SG1 Series Knuckle/Floodlight mount kit, includes visor                                       | 2.0 (1.0)        |
| <b>SG2-YOKE</b>     | SG2 Series Yoke/Floodlight mount kit, includes visor                                          | 2.0 (1.0)        |
| <b>SG2-KNUCKLE</b>  | SG2 Series Knuckle/Floodlight mount kit, includes visor                                       | 2.0 (1.0)        |
| <b>SCP-REMOTE*</b>  | Remote control for SCP option. Order at least one per project to program and control fixtures | 1 (.45)          |
| <b>SG2-PMA-3-XX</b> | 3" Pole Mount adapter for SG2, both square and round, XX= finish                              | 7 (3.5)          |
| <b>SG2-PMA-4-XX</b> | 4" Pole Mount adapter for SG2, both square and round, XX= finish                              | 7 (3.5)          |
| <b>SG2-PMA-5-XX</b> | 5" Pole Mount adapter for SG2, both square and round, XX= finish                              | 7 (3.5)          |
| <b>SG2-PMA-6-XX</b> | 6" Pole Mount adapter for SG2, both square and round, XX= finish                              | 7 (3.5)          |
| <b>SG1-SPC</b>      | Vandal Resistant Lens (shield polycarbonate), SG1                                             | 3 (1.5)          |
| <b>SG2-SPC</b>      | Vandal Resistant Lens (shield polycarbonate), SG2                                             | 3 (1.5)          |
| <b>SG1-WCP</b>      | Universal Wall Cover Plate, Dark Bronze, SG1                                                  | 10 (5)           |
| <b>SG2-WCP-H</b>    | Horizontal Mount Wall Cover Plate, Dark Bronze, SG2                                           | 10 (5)           |
| <b>SG2-WCP-V</b>    | Vertical Mount Wall Cover Plate, Dark Bronze, SG2                                             | 10 (5)           |
| <b>SG2XL-WCP-H</b>  | Horizontal Mount Wall Cover Plate, DB, SG2 with battery or sensor                             | 10 (5)           |
| <b>SG2XL-WCP-V</b>  | Vertical Mount Wall Cover Plate, DB, SG2 with battery or sensor                               | 10 (5)           |

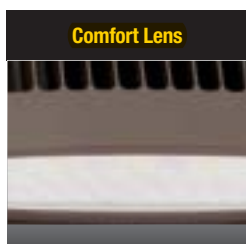
\*Must order minimum of one remote control to program dimming settings, 0-10V fully adjustable dimming with automatic daylight calibration and different time delay settings, 120V or 277V only

### Accessories and Services (Ordered Separately)

| Catalog Number | Description                                                                                                                                                               |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>SWUSB*</b>  | SiteSync interface software loaded on USB flash drive for use with owner supplied PC (Windows based only). Includes SiteSync license, software and USB radio bridge node. |
| <b>SWTAB*</b>  | Windows tablet and SiteSync interface software. Includes tablet with preloaded software, SiteSync license and USB radio bridge node.                                      |
| <b>SWBRG+</b>  | SiteSync USB radio bridge node only. Order if a replacement is required or if an extra bridge node is requested.                                                          |

\*When ordering SiteSync at least one of these two interface options must be ordered per project.

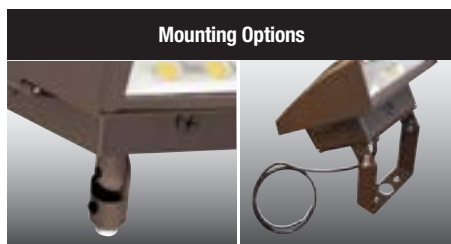
+ If needed, an additional Bridge Node can be ordered.



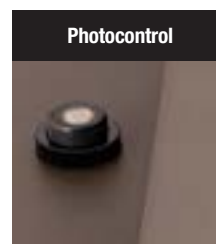
**Comfort Lens**



**Visor**



**Mounting Options**



**Photocontrol**



**Hinged Housing Door**

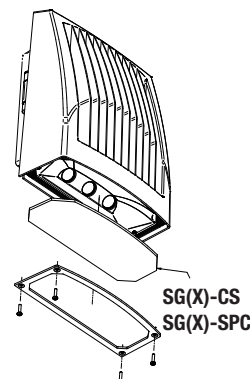
Acrylic comfort lens provides glare control, improved visual comfort and better uniformity

Visor accessory included with mounting accessory kits

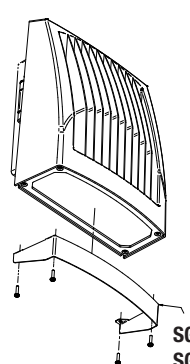
Flood mounting accessories - 1/2" threaded knuckle or yoke (includes grommet and 3' SO cord)

Photocontrol option available for energy-saving dusk-to-dawn operation

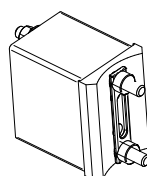
Side hinged for easy installation and wiring access, single screw secures housing closure



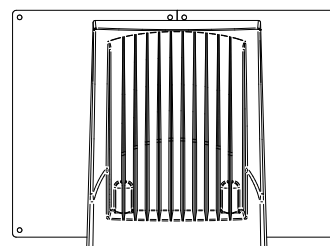
**SG(X)-CS  
SG(X)-SPC**



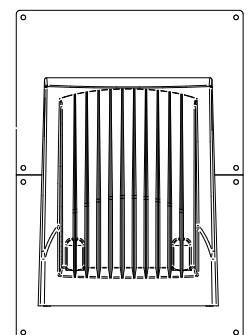
**SG(X)-YOKE  
SG(X)-KNUCKLE**



**SG(X)-PMA-(X)-XX**



**SG(X)-WCP-H**



**SG(X)-WCP-V**

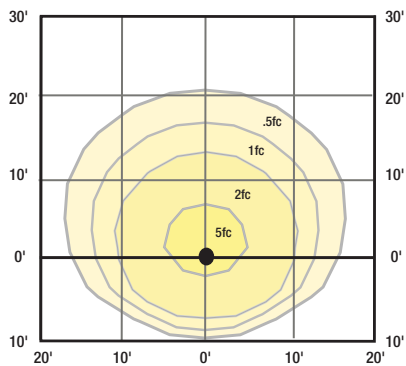


Hubbell Outdoor Lighting • 701 Millennium Boulevard • Greenville, SC 29607 • Phone: 864-678-1000

Due to our continued efforts to improve our products, product specifications are subject to change without notice.

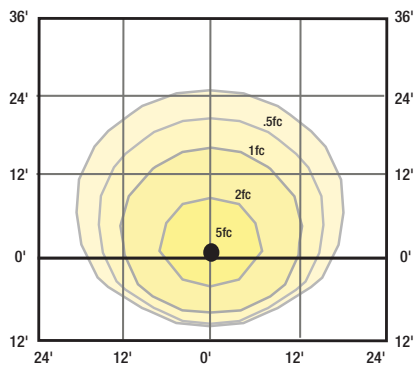
© 2018 HUBBELL OUTDOOR LIGHTING, All Rights Reserved • For more information visit our website: [www.hubbelloutdoor.com](http://www.hubbelloutdoor.com) • Printed in USA **SG-SPEC NOVEMBER 13, 2018 3:39 PM**

## PHOTOMETRICS



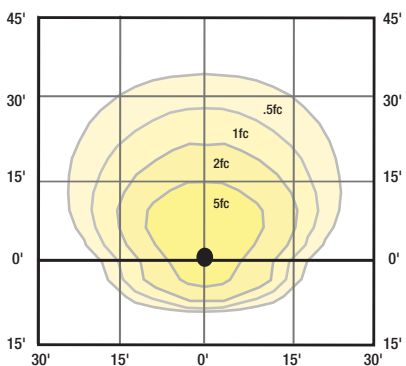
**SG1-20**

Mounting Height 10ft



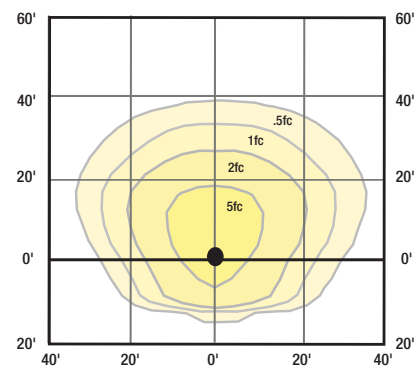
**SG1-30**

Mounting Height 12ft



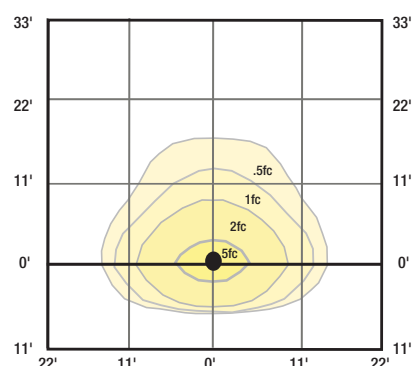
**SG2-50**

Mounting Height 15ft



**SG2-80**

Mounting Height 20ft



**SG2 in E or EH Emergency mode**

Mounting Height 11ft

### Emergency Mode (EH)



Battery back up feature with side indicator.

Exceeds Life Safety Code average illuminance of 1.0 fc. at 12ft mounting height. Assumes open space with no obstructions.

Diagrams for illustration purposes only, please consult factory for application layout.

Battery backup units consume 6 watts when charging a dead battery and 2 watts during maintenance charging. EH (units with a heater) consume up to an additional 8 watts when charging if the battery temp is lower than 10°C

# SLING SERIES SG

Cat.# SG2-50-3K7-FTUNVDBSCP20F-CS-VS

Job

Type

W1



**HUBBELL**  
Outdoor Lighting

Approvals

## SPECIFICATIONS

### Intended Use:

Slender wallpack/floodlight available in two sizes for a variety of applications including building perimeter/security lighting, entrances, stairways, loading docks or facades for schools, apartments or commercial buildings.

### Construction:

Rugged die-cast aluminum housing with corrosion resistant powder coat finish both protects and provides architectural appearance. Heat dissipating fins provide superior thermal performance extending the life of the electronic components.

### Electrical:

- 120-277V, 50/60Hz electronic drivers
- 347V and 480V available in larger SG2 housing
- 10KA surge protection included

### LED(s) Optics, CCT:

- 3000K, 4000K and 5000K CCT nominal with 70 CRI
- Smaller SG1 housing has 2 LEDs, larger SG2 housing has 3 LEDs, see page 2 for electrical and photometric data

### Lenses:

- Impact resistant tempered glass offers zero uplight
- Comfort lens available as an option or accessory to reduce glare (7-10% lumen reduction) and provide better uniformity

### Installation:

- Side hinge allows for easy installation and wiring.
- Side movement avoids damage to the lens and helps prevent injury common in drop down hinge designs.
- Mounts to 4" junction box and includes a gasket to help seal electrical connections.
- Four 1/2" threaded conduit hubs for surface conduit provided

### Options/Controls

- Button photocontrol for dusk to dawn energy savings. Stock versions include 120V-277V PC with a cover which provides a choice to engage photocontrol or not. PC is installed in top hub.
- Occupancy sensor available for on/off and dimming control in larger SG2 housing.
- SiteSync™ wireless lighting control delivers flexible control strategies for reducing power consumption and minimizing maintenance costs while delivering the right light levels with a simple and affordable wireless solution. See ordering information or visit [www.hubbelllighting.com/sitesync](http://www.hubbelllighting.com/sitesync) for more details.
- Battery backup options available in larger SG2 housing rated for either 0° C or -30° C. Performance exceeds NEC requirement providing 1 fc minimum over 10'x10' at 11' mounting height
- Diffused comfort lens provides glare control and improved uniformity. Available as an option or accessory

### Listings

- DesignLights Consortium® (DLC) qualified. Please refer to the DLC website for specific product qualifications at [www.designlights.org](http://www.designlights.org)
- Listed to UL1598 for use in wet location, listed for -40C to 40C applications
- **IDA approved with zero uplight for 3000K and warmer CCTs**
- IP65

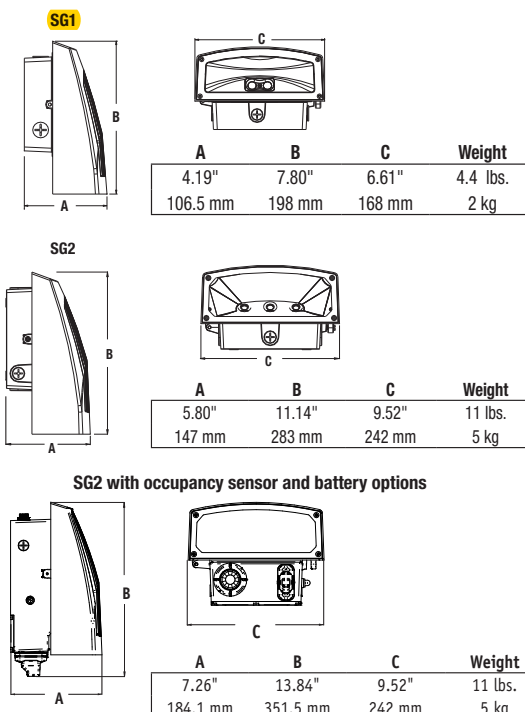
### Warranty:

Five year limited warranty (for more information visit: <http://www.hubbelllighting.com/resources/warranty/>)

## PRODUCT IMAGE(S)



## DIMENSIONS



## CERTIFICATIONS/LISTINGS



tradeSELECT®

C US

\*3000K and warmer CCTs only

## SHIPPING INFORMATION

| Catalog Number | G.W.(kg)/CTN   | Carton Dimensions |                 |                  | Carton Qty. per Master Pack | Pallet Qty. |
|----------------|----------------|-------------------|-----------------|------------------|-----------------------------|-------------|
|                |                | Length Inch (cm)  | Width Inch (cm) | Height Inch (cm) |                             |             |
| SG1            | 4.35lbs (2 kg) | 9.5 (24)          | 8.25 (21)       | 5.25 (13.32)     | 6                           | 98          |
| SG2            | 11lbs (5 kg)   | 14 (35.5)         | 11.5 (29.2)     | 8 (20.3)         | 2                           | 64          |

## ORDERING INFORMATION — ORDERING EXAMPLE: SG1-20-4K7-FT-UNV-DB

| SG1-2                     | -                        | 3K7                 | -                                 | FT                             | -                                                          | UNV                                              | - | DB | - | PCU | - | VS |
|---------------------------|--------------------------|---------------------|-----------------------------------|--------------------------------|------------------------------------------------------------|--------------------------------------------------|---|----|---|-----|---|----|
| FAMILY                    | CCT/CRI                  | DISTRIBUTION        | VOLTAGE                           | COLOR/FINISH                   | CONTROL OPTIONS                                            | OPTIONS                                          |   |    |   |     |   |    |
| <b>SG1-20</b> Size 1, 20w | <b>3K7</b> 3000K, 70 CRI | <b>FT</b> Fwd Throw | <b>UNV</b> 120V-277V              | <b>DB</b> Textured Dark Bronze | <b>PCU</b> Button Photocontrol 120-277V                    | <b>CS</b> Comfort lens                           |   |    |   |     |   |    |
| <b>SG1-30</b> Size 1, 30w | <b>4K7</b> 4000K, 70 CRI |                     | <b>120'</b> 120V                  | <b>BL</b> Textured Black       | <b>SCP</b> <sup>1,2,3</sup> Sensor Control, Programmable   | <b>E</b> <sup>1,2</sup> Battery 0°C              |   |    |   |     |   |    |
| <b>SG2-50</b> Size 2, 50w | <b>5K7</b> 5000K, 70 CRI |                     | <b>277'</b> 277V                  | <b>WH</b> Textured White       | <b>SWP</b> <sup>1,2</sup> SiteSync, Precommission          | <b>EH</b> <sup>1,2</sup> Battery w/ heater -20°C |   |    |   |     |   |    |
| <b>SG2-80</b> Size 2, 80w |                          |                     | <b>UHV</b> <sup>1</sup> 347V-480V | <b>GYS</b> Smooth Gray         | <b>SWPM</b> <sup>1,2</sup> SiteSync, Precommission, Motion |                                                  |   |    |   |     |   |    |
|                           |                          |                     |                                   | <b>PS</b> Smooth Plat. Silver  | <b>Specify MTG HT for SCO/SCP &amp; SWPM</b>               |                                                  |   |    |   |     |   |    |
|                           |                          |                     |                                   | <b>CC</b> Custom Color         | <b>8F</b> Up to 8'                                         |                                                  |   |    |   |     |   |    |
|                           |                          |                     |                                   |                                | <b>20F</b> Up to 20'                                       |                                                  |   |    |   |     |   |    |

<sup>1</sup> Available in SG2 only, UHV available in SG2-50 only

<sup>2</sup> Sensor controls & battery backup can not be used with flood accessory or kit or for inverted/up mounting.

<sup>3</sup> 120-277V only for SCO/SCP, 120 or 277 only for SWP, SWPM, E & EH

<sup>4</sup> Must order minimum of one remote control to program dimming settings, 0-10V fully adjustable dimming or on/off with automatic daylight calibration and different time delay settings, 120-277V only, PCU option not applicable



**HUBBELL**  
Outdoor Lighting

Hubbell Outdoor Lighting • 701 Millennium Boulevard • Greenville, SC 29607 • Phone: 864-678-1000

Due to our continued efforts to improve our products, product specifications are subject to change without notice.

© 2018 HUBBELL OUTDOOR LIGHTING, All Rights Reserved • For more information visit our website: [www.hubbelloutdoor.com](http://www.hubbelloutdoor.com) • Printed in USA • SG-SPEC NOVEMBER 13, 2018 3:39 PM

## ORDERING INFORMATION - Stock Versions

| Catalog Number | CCT/CRI  | Wattage | Mounting Height | Voltage  | Color       | Lumens | LPW | Weight lbs. (kg) |
|----------------|----------|---------|-----------------|----------|-------------|--------|-----|------------------|
| SG1-20-PCU     | 5000K/70 | 21w     | 8-12ft          | 120-277V | Dark Bronze | 2263   | 108 | 4.3 (2)          |
| SG1-20-4K-PCU  | 4000K/70 |         |                 |          |             | 2310   | 110 |                  |
| SG1-30-PCU     | 5000K/70 | 29w     | 10-15ft         |          |             | 3270   | 113 |                  |
| SG1-30-4K-PCU  | 4000K/70 |         |                 |          |             | 3060   | 105 |                  |
| Catalog Number | CCT/CRI  | Wattage | Mounting Height | Voltage  | Color       | Lumens | LPW | Weight lbs. (kg) |
| SG2-50-PCU     | 5000K/70 | 51w     | 12-18ft         | 120-277V | Dark Bronze | 5548   | 110 | 11 (5)           |
| SG2-50-4K-PCU  | 4000K/70 |         |                 |          |             | 5526   | 109 |                  |
| SG2-80-PCU     | 5000K/70 | 80w     | 15-25ft         |          |             | 8061   | 101 |                  |
| SG2-80-4K-PCU  | 4000K/70 |         |                 |          |             | 8079   | 101 |                  |

## PERFORMANCE DATA

| Catalog number | # of LEDs | Drive Current | System Watts | 5K (5000K nominal, 70 CRI) |                  |   |   |   | 4K (4000K nominal, 70 CRI) |                  |   |   |   | 3K (3000K nominal, 80 CRI) |                  |   |   |   |
|----------------|-----------|---------------|--------------|----------------------------|------------------|---|---|---|----------------------------|------------------|---|---|---|----------------------------|------------------|---|---|---|
|                |           |               |              | Lumens                     | LPW <sup>1</sup> | B | U | G | Lumens                     | LPW <sup>1</sup> | B | U | G | Lumens                     | LPW <sup>1</sup> | B | U | G |
| SG1-20         | 2         | 250mA         | 21           | 2449                       | 115              | 1 | 0 | 0 | 2310                       | 110              | 1 | 0 | 0 | 2054                       | 95               | 1 | 0 | 0 |
| SG1-30         |           | 350mA         | 29           | 3332                       | 117              | 2 | 0 | 0 | 3060                       | 106              | 1 | 0 | 0 | 2913                       | 100              | 1 | 0 | 0 |
| SG2-50-UHV     | 3         | 350mA         | 44           | 4633                       | 106              | 2 | 0 | 0 | 4609                       | 105              | 2 | 0 | 0 | 3895                       | 90               | 2 | 0 | 0 |
| SG2-50         | 3         | 415mA         | 51           | 5548                       | 109              | 2 | 0 | 0 | 5526                       | 107              | 2 | 0 | 0 | 4700                       | 92               | 2 | 0 | 0 |
| SG2-80         |           | 650mA         | 80           | 7851                       | 98               | 2 | 0 | 1 | 8079                       | 103              | 2 | 0 | 1 | 6721                       | 86               | 2 | 0 | 1 |

1. Lumen values are from photometric tests performed in accordance with IESNA LM-79-08. Data is considered to be representative of the configurations shown. Actual performance may differ as a result of end-user environment and application.

## ELECTRICAL DATA

### Configurable Versions

| Catalog number | # of Drivers | Input Voltage | Current (Amps) | System Power |
|----------------|--------------|---------------|----------------|--------------|
| SG1-20         | 1            | 120           | 0.18           | 21.0         |
|                |              | 277           | 0.08           | 21.0         |
| SG1-30         | 1            | 120           | 0.24           | 28.9         |
|                |              | 277           | 0.10           | 28.9         |
| SG2-50-UHV     | 1            | 347           | 0.13           | 43.5         |
|                |              | 480           | 0.18           | 43.5         |
| SG2-50         | 1            | 120           | 0.42           | 50.6         |
|                |              | 277           | 0.18           | 50.6         |
| SG2-80         | 1            | 120           | 0.68           | 79.8         |
|                |              | 277           | 0.29           | 79.8         |

## PROJECTED LUMEN MAINTENANCE

| Ambient Temp. | OPERATING HOURS |        |        |                                     |         |             |
|---------------|-----------------|--------|--------|-------------------------------------|---------|-------------|
|               | 0               | 25,000 | 50,000 | TM-21-11 <sup>1</sup><br>L96 60,000 | 100,000 | L70 (hours) |
| 25°C / 77°F   | 1.00            | 0.98   | 0.97   | 0.96                                | 0.95    | >791,000    |
| 40°C / 104°F  | 0.99            | 0.98   | 0.96   | 0.96                                | 0.94    | >635,000    |

1. Projected per IESNA TM-21-11 \* (Nichia 219B, 700mA, 85°C Ts, 10,000hrs) Data references the extrapolated performance projections for the LNC-12LU-5K base model in a 40°C ambient, based on 10,000 hours of LED testing per IESNA LM-80-08.

## LUMINAIRE AMBIENT TEMPERATURE FACTOR (LATF)

| AMBIENT TEMPERATURE |        | LUMEN MULTIPLIER |
|---------------------|--------|------------------|
| 0° C                | 32° F  | 1.02             |
| 10° C               | 50° F  | 1.01             |
| 20° C               | 68° F  | 1.00             |
| 25° C               | 77° F  | 1.00             |
| 30° C               | 86° F  | 1.00             |
| 40° C               | 104° F | 0.99             |
| 50° C               | 122° F | 0.96             |

Use these factors to determine relative lumen output for average ambient temperatures from 0-40°C (32-104°F).

## Wireless and Occupancy Controls



SiteSync™ Lighting Control delivers flexible control strategies for reducing power consumption and minimizing maintenance costs while delivering the right light levels with a simple and affordable wireless solution.



**HUBBELL**  
Outdoor Lighting

Hubbell Outdoor Lighting • 701 Millennium Boulevard • Greenville, SC 29607 • Phone: 864-678-1000

Due to our continued efforts to improve our products, product specifications are subject to change without notice.

© 2018 HUBBELL OUTDOOR LIGHTING, All Rights Reserved • For more information visit our website: [www.hubbelloutdoor.com](http://www.hubbelloutdoor.com) • Printed in USA **SG-SPEC NOVEMBER 13, 2018 3:39 PM**

## OPTIONS AND ACCESSORIES

| Catalog Number      | Description                                                                                   | Weight lbs. (kg) |
|---------------------|-----------------------------------------------------------------------------------------------|------------------|
| <b>SG1-CS</b>       | Acrylic comfort lens for SG1                                                                  | 1 (.45)          |
| <b>SG2-CS</b>       | Acrylic comfort lens for SG2                                                                  | 1 (.45)          |
| <b>SG1-YOKE</b>     | SG1 Series Yoke/Floodlight mount kit, includes visor                                          | 2.0 (1.0)        |
| <b>SG1-KNUCKLE</b>  | SG1 Series Knuckle/Floodlight mount kit, includes visor                                       | 2.0 (1.0)        |
| <b>SG2-YOKE</b>     | SG2 Series Yoke/Floodlight mount kit, includes visor                                          | 2.0 (1.0)        |
| <b>SG2-KNUCKLE</b>  | SG2 Series Knuckle/Floodlight mount kit, includes visor                                       | 2.0 (1.0)        |
| <b>SCP-REMOTE*</b>  | Remote control for SCP option. Order at least one per project to program and control fixtures | 1 (.45)          |
| <b>SG2-PMA-3-XX</b> | 3" Pole Mount adapter for SG2, both square and round, XX= finish                              | 7 (3.5)          |
| <b>SG2-PMA-4-XX</b> | 4" Pole Mount adapter for SG2, both square and round, XX= finish                              | 7 (3.5)          |
| <b>SG2-PMA-5-XX</b> | 5" Pole Mount adapter for SG2, both square and round, XX= finish                              | 7 (3.5)          |
| <b>SG2-PMA-6-XX</b> | 6" Pole Mount adapter for SG2, both square and round, XX= finish                              | 7 (3.5)          |
| <b>SG1-SPC</b>      | Vandal Resistant Lens (shield polycarbonate), SG1                                             | 3 (1.5)          |
| <b>SG2-SPC</b>      | Vandal Resistant Lens (shield polycarbonate), SG2                                             | 3 (1.5)          |
| <b>SG1-WCP</b>      | Universal Wall Cover Plate, Dark Bronze, SG1                                                  | 10 (5)           |
| <b>SG2-WCP-H</b>    | Horizontal Mount Wall Cover Plate, Dark Bronze, SG2                                           | 10 (5)           |
| <b>SG2-WCP-V</b>    | Vertical Mount Wall Cover Plate, Dark Bronze, SG2                                             | 10 (5)           |
| <b>SG2XL-WCP-H</b>  | Horizontal Mount Wall Cover Plate, DB, SG2 with battery or sensor                             | 10 (5)           |
| <b>SG2XL-WCP-V</b>  | Vertical Mount Wall Cover Plate, DB, SG2 with battery or sensor                               | 10 (5)           |

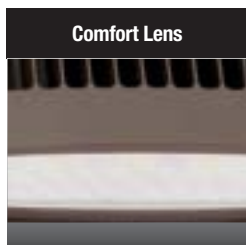
\*Must order minimum of one remote control to program dimming settings, 0-10V fully adjustable dimming with automatic daylight calibration and different time delay settings, 120V or 277V only

### Accessories and Services (Ordered Separately)

| Catalog Number | Description                                                                                                                                                               |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>SWUSB*</b>  | SiteSync interface software loaded on USB flash drive for use with owner supplied PC (Windows based only). Includes SiteSync license, software and USB radio bridge node. |
| <b>SWTAB*</b>  | Windows tablet and SiteSync interface software. Includes tablet with preloaded software, SiteSync license and USB radio bridge node.                                      |
| <b>SWBRG+</b>  | SiteSync USB radio bridge node only. Order if a replacement is required or if an extra bridge node is requested.                                                          |

\*When ordering SiteSync at least one of these two interface options must be ordered per project.

+ If needed, an additional Bridge Node can be ordered.



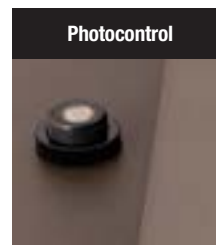
**Comfort Lens**



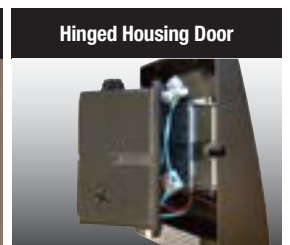
**Visor**



**Mounting Options**



**Photocontrol**



**Hinged Housing Door**

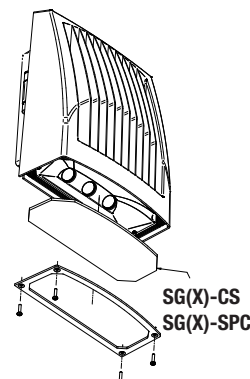
Acrylic comfort lens provides glare control, improved visual comfort and better uniformity

Visor accessory included with mounting accessory kits

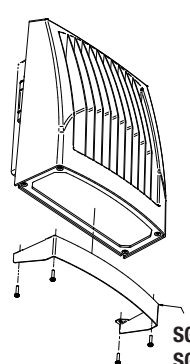
Flood mounting accessories - 1/2" threaded knuckle or yoke (includes grommet and 3' SO cord)

Photocontrol option available for energy-saving dusk-to-dawn operation

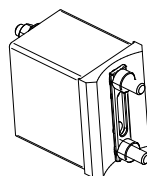
Side hinged for easy installation and wiring access, single screw secures housing closure



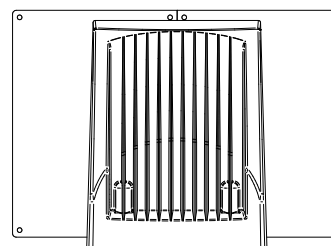
**SG(X)-CS  
SG(X)-SPC**



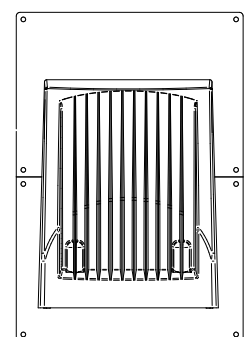
**SG(X)-Yoke  
SG(X)-KNUCKLE**



**SG(X)-PMA(X)-XX**

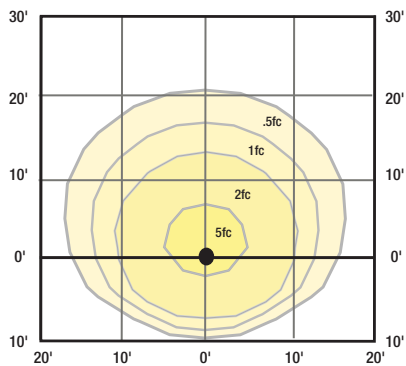


**SG(X)-WCP-H**



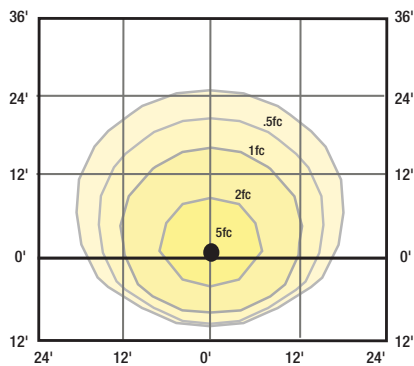
**SG(X)-WCP-V**

## PHOTOMETRICS



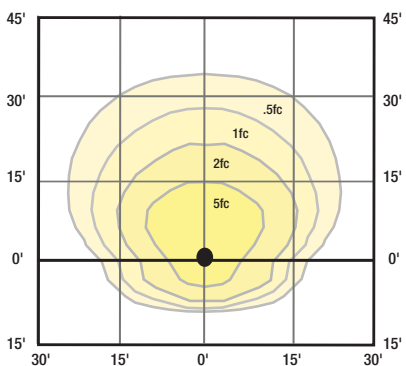
**SG1-20**

Mounting Height 10ft



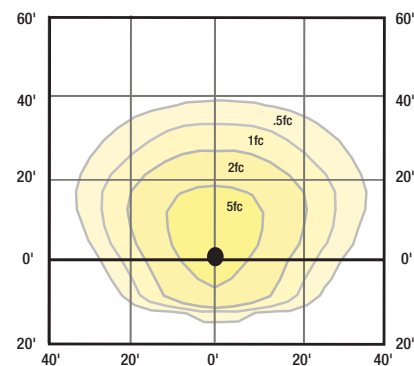
**SG1-30**

Mounting Height 12ft



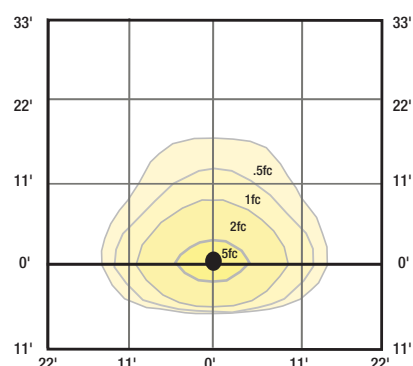
**SG2-50**

Mounting Height 15ft



**SG2-80**

Mounting Height 20ft



**SG2 in E or EH Emergency mode**

Mounting Height 11ft

### Emergency Mode (EH)



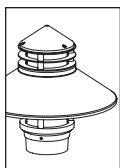
Battery back up feature with side indicator.

Exceeds Life Safety Code average illuminance of 1.0 fc. at 12ft mounting height. Assumes open space with no obstructions.

Diagrams for illustration purposes only, please consult factory for application layout.

Battery backup units consume 6 watts when charging a dead battery and 2 watts during maintenance charging. EH (units with a heater) consume up to an additional 8 watts when charging if the battery temp is lower than 10°C





**BEKSSL**  
SOLID STATE LIGHTING

THE POWER OF



# BEACON POLE MOUNT (BPM)

|                        |                                      |            |           |           |
|------------------------|--------------------------------------|------------|-----------|-----------|
| <b>PROJECT:</b>        |                                      |            |           |           |
| <b>TYPE:</b>           |                                      |            |           |           |
| <b>CATALOG NUMBER:</b> | <b>BPM</b>                           | <b>LED</b> | <b>BW</b> | <b>MT</b> |
| <b>SOURCE:</b>         | <b>LED - Power of 'X' Technology</b> |            |           |           |
| <b>NOTES:</b>          |                                      |            |           |           |

## CATALOG NUMBER LOGIC

**Example** BPM - SD12 - LED - x83 - BW - WHW - A - DT - PT - D23 - MT

### Material

**Blank** - Aluminum (Must specify Aluminum Rings.) **C** - Copper (Must specify Brass or Stainless Steel Rings.)

### Series

**BPM** - Beacon Pole Mount

### Style

**SD12** - 12-inch Shade **SD15** - 15-inch Shade **SD24** - 24-inch Shade

### Source

**LED** - Power of 'X' Technology with Chip on Board Construction

### LED Type

**x83** - 23WLED/2700K **x84** - 23WLED/3000K **x85** - 23WLED/4000K

### Optic

**BW** - Batwing

### Finish

**NAT** - Natural\*  
**BP** - Brown Patina\*  
**GP** - Green Patina\*  
**NIC** - Nickel Plate\*  
**BZW** - Bronze Wrinkle  
See Powder Coat Finish Chart to the right for additional choices.  
\*Not available with Aluminum.  
For Aluminum fixtures, specify Standard or Premium Powder Coat.

### Powder Coat Standard Finish

| Powder Coat Color | Satin | Wrinkle |
|-------------------|-------|---------|
| Bronze            | BZP   | BZW     |
| Black             | BLP   | BLW     |
| White (Gloss)     | WHP   | WHW     |
| Aluminum          | SAP   | —       |
| Verde             | —     | VER     |

### Powder Coat Premium Finish

|                                      |                                     |                                                             |
|--------------------------------------|-------------------------------------|-------------------------------------------------------------|
| <b>ABP</b> Antique Brass Powder      | <b>CMG</b> Cascade Mountain Granite | <b>RMG</b> Rocky Mountain Granite                           |
| <b>AMG</b> Aleutian Mountain Granite | <b>CRI</b> Cracked Ice              | <b>SDS</b> Sonoran Desert Sandstone                         |
| <b>AQW</b> Antique White             | <b>CRM</b> Cream                    | <b>SMG</b> Sierra Mountain Granite                          |
| <b>BCM</b> Black Chrome              | <b>HUG</b> Hunter Green             | <b>TXF</b> Textured Forest                                  |
| <b>BGE</b> Beige                     | <b>MDS</b> Mojave Desert Sandstone  | <b>WCP</b> Weathered Copper                                 |
| <b>BPP</b> Brown Patina Powder       | <b>NBP</b> Natural Brass Powder     | <b>WIR</b> Weathered Iron                                   |
| <b>CAP</b> Clear Anodized Powder     | <b>OCF</b> Old Copper               | Also available in RAL Finishes<br>See submittal SUB-1439-00 |

### Rings

**A** - Aluminum (Finish to match Fixture.) **B** - Brass (Finish to match Fixture.) **S** - Stainless Steel (Stainless Steel Rings are provided in Natural (NAT) regardless of Finish.)

### Accessories

**DT** - Dark Top (Eliminates glow in window above shade. Material and Finish to match Fixture.)  
**HS** - House Side Shield (Material and Finish to match Fixture.)  
**MSH** - Mesh Screen (Material and Finish to match Fixture.)

### Option

**CLR** - Clear Coat Protection (For use with Natural (NAT) finish only. For use with Copper Fixture only.)

### Driver Mounting

**PT** - Pole Top Mounting (For straight pole applications. For use with 3-1/2" OD Pole Tenon. Not available with x49-x51. Compatible with TEKA Illumination SR5.)  
**HB** - Hinge Base Driver Mounting (For hinge base pole applications. Compatible with TEKA Illumination TR5.)  
**HH** - Hand Hole Driver Mounting (For straight pole applications with 3"x5" Hand Hole. Compatible with TEKA Illumination SR5.)

### Driver

**D23** - 23W Dimming Driver (Standard Dimming 1-100%.)

### Input Voltage

**MT** - 120-277 VAC Input

## DRIVER DATA

| Type | AC Input Range | Frequency Hz | Power Factor At Full Load (Efficiency) | THD  | InRush Current           | Operating Current | Operation Ambient Temperature | Dimmer Type | Dimmer Range |
|------|----------------|--------------|----------------------------------------|------|--------------------------|-------------------|-------------------------------|-------------|--------------|
| D23  | 120-277Vac     | 50/60 Hz     | >.90                                   | ≤20% | 30mA <sup>2</sup> s@277V | 700mA             | (-30° C to 50° C)             | 0-10V       | 1-100%       |

## LM79 DATA

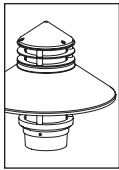
| TEKA LED # | LUMENS (Delivered) | CCT  | INPUT WATTS (Typ.) | CRI (Typ.) |
|------------|--------------------|------|--------------------|------------|
| x83        | 1725               | 2700 | 23                 | 80         |
| x84        | 1889               | 3000 | 23                 | 80         |
| x85        | 1913               | 4000 | 23                 | 80         |

## L70 DATA

| Minimum Rated Life (hrs.) - 70% of initial lumens (L70) |
|---------------------------------------------------------|
| 50,000                                                  |
| 50,000                                                  |
| 50,000                                                  |

|                          |                                                                                                                                         |                              |                               |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------------|
| <b>TEKA</b> ILLUMINATION | 40429 Brickyard Drive • Madera, CA 93636 • USA<br>559.438.5800 • FAX 559.438.5900<br>www.tekailumination.com • info@tekailumination.com | SUBMITTAL DATE<br>05-15-2018 | DRAWING NUMBER<br>SUB-2569-00 |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------------|

THIS DOCUMENT CONTAINS PROPRIETARY INFORMATION OF TEKA ILLUMINATION AND ITS RECEIPT OR POSSESSION DOES NOT CONVEY ANY RIGHTS TO REPRODUCE, DISCLOSE ITS CONTENTS, OR TO MANUFACTURE, USE OR SELL ANYTHING IT MAY DESCRIBE. REPRODUCTION, DISCLOSURE OR USE WITHOUT SPECIFIC WRITTEN AUTHORIZATION OF TEKA ILLUMINATION IS STRICTLY FORBIDDEN.



**BKSSL**  
SOLID STATE LIGHTING

THE POWER OF



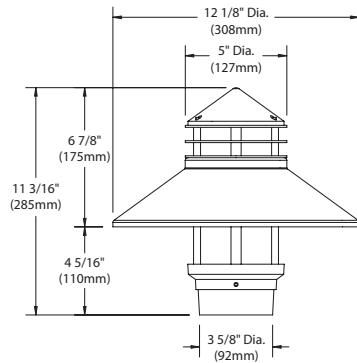
# BEACON POLE MOUNT (BPM)

PROJECT:

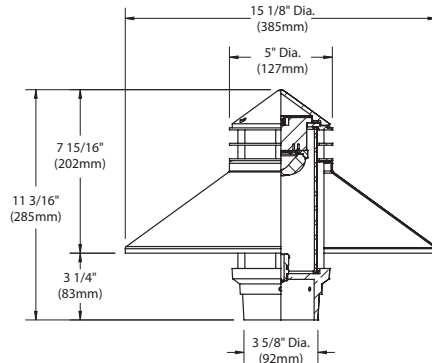
TYPE:

## SIDE VIEW

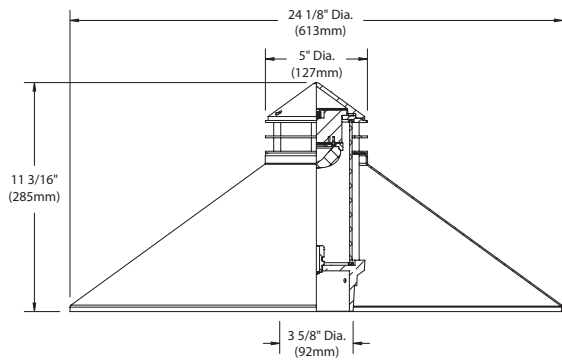
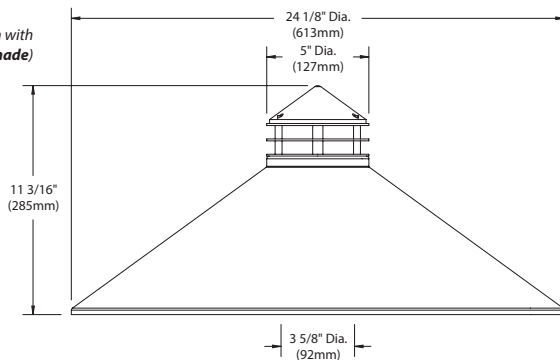
(Shown with  
12" Shade)



(Shown with  
15" Shade)



(Shown with  
24" Shade)



All dimensions indicated on this submittal are nominal.  
Contact Technical Sales if you require more stringent specifications.

## SPECIFICATIONS

### GreenSource Initiative™

Metal and packaging components are made from recycled materials. Manufactured using renewable solar energy, produced onsite. Returnable to manufacturer at end of life to ensure cradle-to-cradle handling. Packaging contains no chlorofluorocarbons (CFC's). Use of this product may qualify for GreenSource efficacy and recycling rebate(s). Consult [www.tekaillumination.com/greensource](http://www.tekaillumination.com/greensource) for program requirements.

### Materials

**Copper:** Constructed from copper and brass. These enduring metals are inherently corrosion resistant.

**Aluminum:** Constructed from Copper-free Aluminum (Type 6061-T6).

### Base

Cast from solid bronze or copper free aluminum. Slip fits 3 1/2" OD TEKA post top.

### Mesh Screen

Diffuses light in window. Not available with half shield. Finish to match fixture. Not available with Dark Top (DT).

### Dark Top

Eliminates glow in window above shade.

### House Side Shield

Eliminates light from half of the fixture. Hand spun aluminum- 3003 or copper- C101.

### Shade

Hand spun from 16GA aluminum 3003-H14 or copper C101. Specify 12", 15" or 24" diameter.

### Optic

Acrylic Batwing Optic.

### Lens

3.5" O.D. frosted acrylic lens.

### Color Management

Chip on board technology delivers natural white light. Exact color point conformity exceeds ANSI C78.377 standard. Module exceeds 80 CRI (RA>80, R9.16). Color point uniformity 2 SDCM color control for 2700K-4000K CCT.

### Driver (23W)

[1] 700mA (D23), Class A, constant current driver. 120-277VAC (nominal) primary input voltage. 50/60Hz. >0.90 Power Factor, 30mA<sup>2</sup>S in-rush current, ≤20%THD (nominal at 120VAC full load). Output over-voltage, over-current, and short circuit protection with auto recovery. EMC: FCC47CFR Part 15 Class B compliant. Dimming driver for use with standard 0-10V dimmers and switch controls. 1-100% range (Refer to driver electrical data). D34 - 1-100% dimming range.

### BKSSL®

Integrated solid state system with 'X' technology is scalable for field upgrade. Modular design with electrical quick disconnects permit field maintenance. Minimum 50,000 hour rated life at 70% of initial lumens (L70). BKSSL technology provides long life, significant energy reduction and exceptional thermal management.

### Ring Stack

Solid aluminum with aluminum spacers; brass or stainless steel accent rings with solid brass spacers.

### Wiring

Tefzel™ coated stranded wire, 18GA, 600V, 150°C rated and certified to UL16 and certified to UL 1659 standard.

### Hardware

Tamper-resistant, stainless steel hardware.

### Driver Installation Options

(Please specify)

**Pole Top:** Driver suspended from fixture. Fits 3 1/2" OD maximum.

**Hinge Base:** Located at base of pole. Stand alone driver tray. For use with PTR5.

**Hand Hole:** Located at base of pole. Stand alone driver tray attaches to standard hand hole pole brackets per NEC. Hand hole must be 3"x 5".

### Finish

**Copper and Brass:** Natural (NAT): Copper and brass components are sand blasted to expose the porous metal surface. Over time, and with exposure to the elements, the metals will naturally 'weather' resulting in a unique patina.

Also available with hand-crafted metal finishes including brown patina (BP), green patina (GP), polish (POL), and nickel plate (NIC).

Aluminum, Copper and brass components are also available in powder coat finishes.

Optional ceramic clear coat protection (copper and brass components only) seals and protects underlying metals and protects against discoloration, fading, and wear. Highly impervious to chemicals, solvents, and graffiti. For use with natural (NAT) and polish (POL) finishes.

**Aluminum:** StarGuard®, our exclusive RoHS compliant, 15 stage chromate-free process cleans and conversion coats aluminum components prior to application of Class 'A' TGIC polyester powder coating.

### Warranty

5 year limited warranty.

### Listings

UL tested to IESNA LM-79. UL Listed. Certified to CAN/CSA/ANSI Standards. RoHS compliant. Suitable for indoor or outdoor use. Suitable for use in wet locations. Additionally suitable for installation within 4' of the ground. IP66 Rated. Made in USA.



Tefzel™ is trademark of The Chemours Company FC, LLC.

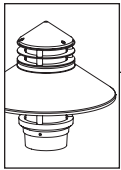
**TEKA** ILLUMINATION

40429 Brickyard Drive • Madera, CA 93636 • USA  
559.438.5800 • FAX 559.438.5900  
[www.tekaillumination.com](http://www.tekaillumination.com) • [info@tekaillumination.com](mailto:info@tekaillumination.com)

SUBMITTAL DATE  
05-15-2018

DRAWING NUMBER  
SUB-2569-00





**BKSSL**  
SOLID STATE LIGHTING

THE POWER OF



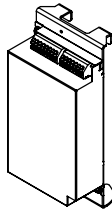
# BEACON POLE MOUNT (BPM)

PROJECT:

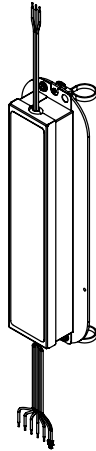
TYPE:

## DRIVER MOUNTING OPTIONS

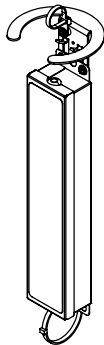
(Hand Hole Driver Mounting **HH-D23**)

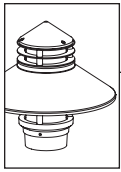


(Hinge Base Driver Mounting **HB-D23**)



(Pole Top Mounting **PT-D23**)





**BKSSL**  
SOLID STATE LIGHTING

THE POWER OF

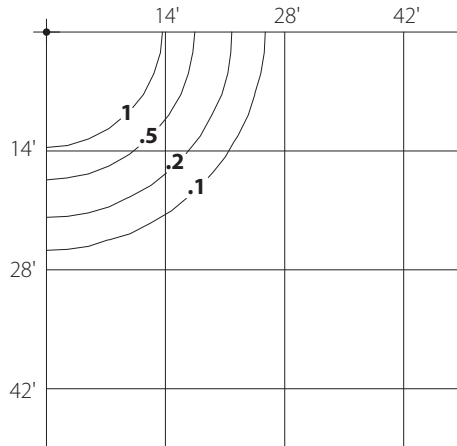


# BEACON POLE MOUNT (BPM)

## HORIZONTAL FOOTCANDLES

### BPM - LED - X85 (23W) - 4000K

Mounting Height = 12.00 Ft, Style = SD12

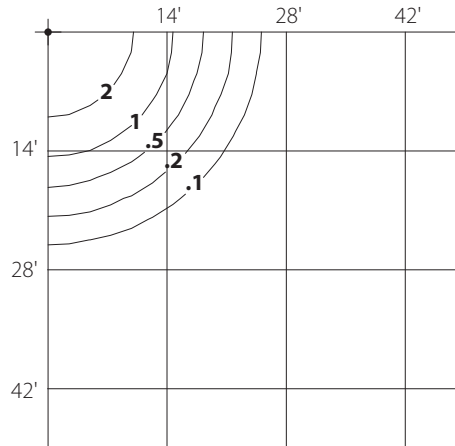


### HORIZONTAL FOOTCANDLES

Light Loss Factor = 1.00  
Luminaire Lumens = 1757  
Maximum Calculated Value = 2.03 Fc  
2.7K Multiplier = .9  
3K Multiplier = .99  
BUG Rating = B1 U2 G1

### BPM - LED - X85 (23W) - 4000K

Mounting Height = 12.00 Ft, Style = SD15

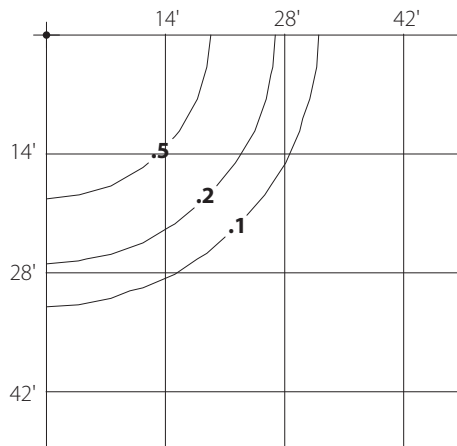


### HORIZONTAL FOOTCANDLES

Light Loss Factor = 1.00  
Luminaire Lumens = 1913  
Maximum Calculated Value = 2.34 Fc  
2.7K Multiplier = .9  
3K Multiplier = .99  
BUG Rating = B1 U2 G1

### BPM - LED - X85 (23W) - 4000K

Mounting Height = 18.00 Ft, Style = SD12

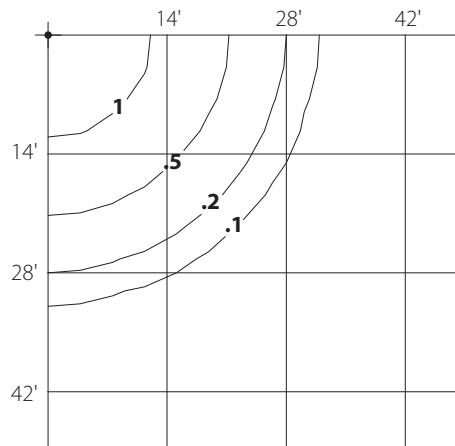


### HORIZONTAL FOOTCANDLES

Light Loss Factor = 1.00  
Luminaire Lumens = 1757  
Maximum Calculated Value = 0.90 Fc  
2.7K Multiplier = .9  
3K Multiplier = .99  
BUG Rating = B1 U2 G1

### BPM - LED - X85 (23W) - 4000K

Mounting Height = 18.00 Ft, Style = SD15

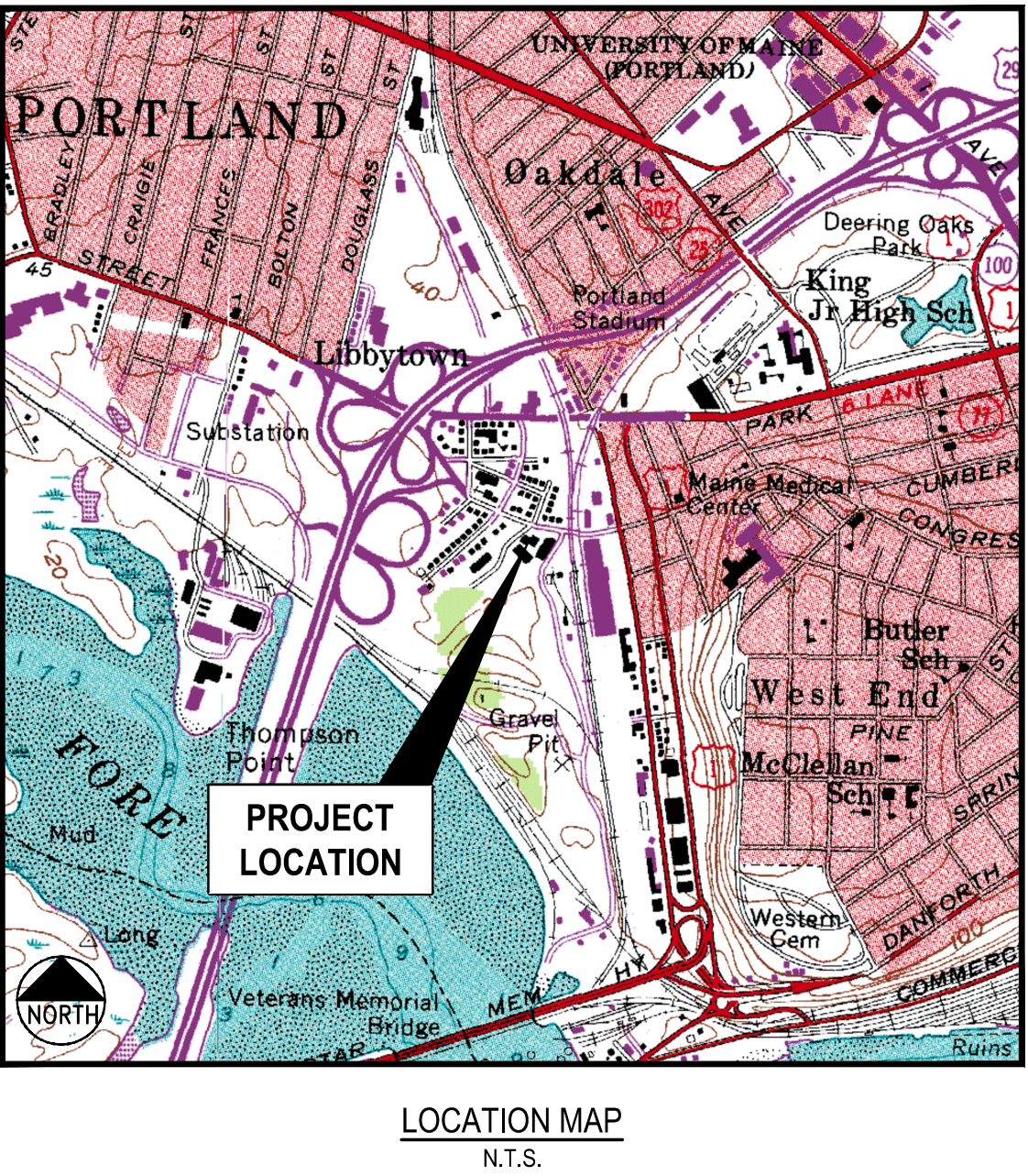


### HORIZONTAL FOOTCANDLES

Light Loss Factor = 1.00  
Luminaire Lumens = 1913  
Maximum Calculated Value = 1.04 Fc  
2.7K Multiplier = .9  
3K Multiplier = .99  
BUG Rating = B1 U2 G1



LEVEL III SITE PLAN AMENDMENT  
FOR RESIDENTIAL REDEVELOPMENT OF  
**1006 CONGRESS STREET**  
16 RESIDENTIAL UNITS (MIX OF ONE AND TWO BEDROOM)  
**PORTLAND, MAINE**  
MARCH 2020  
AMENDED PERMIT PLANS



City Approval

TAX MAP - BLOCK - LOT (ADDRESS)

MAP 76 / BLOCK A / LOT 022  
CCRD BOOK 34188, PAGE 103  
1006 CONGRESS STREET  
PORTLAND, MAINE

CURRENT APPLICANT/DEVELOPER

PK Realty Management Investments  
380 Riverside Street, Portland, Maine  
ATTN: DAVID PACKARD/JENNIFER PACKARD

CURRENT OWNER

1006 CONGRESS STREET LLC  
1550 SUNSET RIDGE DRIVE  
LAGUNA BEACH, CA 92651

INDEX

- C-1.0 COVER SHEET
- C-1.1 GENERAL NOTES & LEGEND
- C-2.0 BOUNDARY AND TOPOGRAPHIC SURVEY - BY OWEN HASKELL
- C-2.1 EXISTING CONDITIONS & REMOVALS PLAN
- C-3.0 SITE LAYOUT & UTILITY PLAN
- C-3.1 SITE RECORDING PLAT
- C-4.0 GRADING, DRAINAGE & EROSION CONTROL PLAN
- C-5.0 LANDSCAPE PLAN
- C-6.0 DETAILS
- C-6.1 DETAILS
- C-6.2 DETAILS

1 of 1 SITE LIGHTING LAYOUT (BY SWANEY LIGHTING ASSOCIATES, INC.)

UTILITIES

**WATER:**  
PORTLAND WATER DISTRICT  
225 DOUGLASS STREET  
P.O. BOX 3553  
PORTLAND, MAINE 04104  
207.774.5961  
CONTACT: ROBERT BARTELS

**SEWER / STREETS:**  
CITY OF PORTLAND  
DEPARTMENT OF PUBLIC WORKS -  
ENGINEERING DIVISION  
212 CANCO ROAD  
PORTLAND, MAINE 04103  
207.874.8846  
CONTACT: BRAD ROLAND, P.E. -  
SENIOR PROJECT ENGINEER

**ELECTRIC:**  
CENTRAL MAINE POWER  
162 CANCO ROAD  
PORTLAND, MAINE 04103  
207.842.2367  
CONTACT: JAMIE COUGH / PAUL DUPERRE

**TELEPHONE:**  
CONSOLIDATED COMMUNICATIONS  
5 DAVIS HILL FARM ROAD  
PORTLAND, MAINE 04103  
207.797.1866  
CONTACT: PATRICK MORRISON

**NATURAL GAS:**  
NORTHERN UTILITIES / UNITIL  
376 RIVERSIDE INDUSTRIAL PARKWAY  
PORTLAND, MAINE 04103  
207.541.2543  
CONTACT: CRAIG CAMPBELL /  
SCOTT CARPENTER  
cell 207.650.6716

**CABLE:**  
TIME WARNER CABLE / SPECTRUM  
COMMUNICATIONS  
115 JOHNSON ROAD  
PORTLAND, MAINE 04102  
207.253.2324  
CONTACT: MARK PELLETIER

PERMITS / APPROVALS

TYPE:

LOCAL

SITE PLAN/LEVEL III APPROVAL:

BUILDING  
PERMIT:

UTILITY / STREET OPENING PERMITS:

GOVERNING BODY:

CITY OF PORTLAND PLANNING AUTHORITY  
CITY HALL, CONGRESS STREET  
PORTLAND, MAINE 04103  
207.874.8722

CITY OF PORTLAND CODE ENFORCEMENT OFFICE  
CITY HALL, CONGRESS STREET  
PORTLAND, MAINE 04103  
207.874.8900

CITY OF PORTLAND DEPARTMENT OF PUBLIC WORKS -  
ENGINEERING DIVISION  
212 CANCO ROAD  
PORTLAND, ME 04103  
207.874.8846

STATUS/DATE ISSUED:

LEVEL III SITE PLAN AMENDMENT  
SUBMISSION 12.14.2018  
RESUBMITTED 02.19.2019  
PUBLIC HEARING SUBMISSION  
03.22.2019  
APPROVED 04.09.2019  
AMENDMENT SUBMITTED  
03.13.2020

TO BE FILED BY BUILDING CONTRACTOR

TO BE FILED PRIOR TO CONSTRUCTION  
BY BUILDING CONTRACTOR

CONSULTANT LIST

**CIVIL ENGINEER:**  
**Gorrill-Palmer Consulting  
Engineers, Inc.**  
707 SABLE OAKS DRIVE  
SOUTH PORTLAND, MAINE 04106  
207.772.2515  
ATTN: STEPHEN BUSHEY, PE  
sbushey@gorrillpalmer.com

**ARCHITECT:**  
**Archetype, PA**  
48 UNION WHARF  
PORTLAND, MAINE 04101  
207.772.6022  
ATTN: KATHERINE DETMER  
DETMER@ARCHETYPEPA.COM

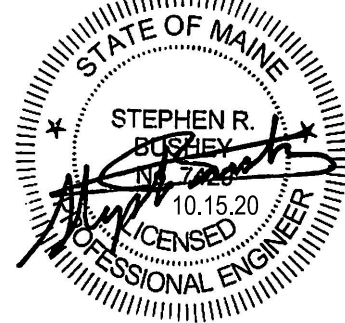
**SURVEYOR:**  
**Owen Haskell, Inc.**  
390 US ROUTE 1, UNIT 10  
FALMOUTH, MAINE 04105  
207.774.0424  
ATTN: ELLEN BREWER  
EBREWER@OWENHASKELL.COM

**STRUCTURAL ENGINEER:**  
**M2 Structural Engineering PC**  
23 THORNBURY WAY  
WINDHAM, MAINE 04062  
207.892.0983  
ATTN: MATTHEW MILLER, PE  
MATT@M2SE.COM

|          |                                                    |     |     |          |
|----------|----------------------------------------------------|-----|-----|----------|
| 8        | REVISED PER CITY REVIEW COMMENTS AND RESUBMITTED   | CDD | SRB | 28.10.15 |
| 7        | REVISED SITE RECORDING PLAN                        | CDD | SRB | 20.04.15 |
| 6        | REVISED PLANS - FILED SITE PLAN AMENDMENT          | CDD | SRB | 20.03.15 |
| 5        | FINAL PLANS REVISED PER CONDITIONS OF APPROVAL     | CDD | SRB | 19.05.31 |
| 4        | REVISED AND RESUBMITTED PER CITY STAFF COMMENTS    | CDD | SRB | 19.04.04 |
| 3        | PUBLIC HEARING SUBMISSION TO CITY                  | CDD | SRB | 19.03.22 |
| 2        | REVISED AND RESUBMITTED PER STAFF COMMENTS         | CDD | WRM | 19.02.26 |
| 1        | LEVEL III SITE PLAN APPLICATION SUBMISSION TO CITY | CDD | WRM | 18.12.14 |
| Revision |                                                    |     |     | YYMMDD   |
| By       |                                                    |     |     | Appr.    |

|                              |      |       |       |          |
|------------------------------|------|-------|-------|----------|
| File Name: 1006_congress_cov | CDD  | SRB   | SRB   | 18.11.27 |
|                              | DWN. | CHKD. | DSGN. | DATE     |

Permit-Seal



Client/Project

PK Realty Management Investments  
380 Riverside Street, Portland, Maine

1006 Congress Street  
Residential Redevelopment  
PORTLAND, MAINE

Title

COVER SHEET

|             |          |
|-------------|----------|
| Project No. | Scale    |
| GP-3552     | AS SHOWN |
| Sheet       |          |



GENERAL NOTES:

- THIS PROJECT IS SUBJECT TO THE TERMS AND CONDITIONS OF ALL REGULATIONS ADMINISTERED BY THE LOCAL UTILITY COMPANIES AND THE CITY OF PORTLAND.
- THE CONTRACTOR SHALL REFER TO THE ARCHITECTURAL PLANS FOR EXACT LOCATIONS AND DIMENSIONS OF THE ENTRANCES, EXITS, PRECISE BUILDING DIMENSIONS, AND EXACT BUILDING UTILITY ENTRANCE POINTS.
- ALL REQUIRED AND NECESSARY INSPECTIONS AND/OR CERTIFICATIONS REQUIRED BY CODES AND/OR UTILITY SERVICE COMPANIES SHALL BE PERFORMED PRIOR TO ANNOUNCED BUILDING POSSESSION AND THE FINAL SERVICE CONNECTIONS.
- THE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION AND/OR THE ELEVATION OF THE EXISTING UTILITIES AS SHOWN ON THESE PLANS IS BASED ON RECORDS OF THE VARIOUS UTILITY COMPANIES AND, WHERE POSSIBLE, MEASUREMENTS TAKEN IN THE FIELD. THIS INFORMATION IS NOT TO BE RELIED ON AS BEING EXACT OR COMPLETE. THE CONTRACTOR MUST CALL THE APPROPRIATE UTILITY COMPANY AND DIG SAFE (1-888-DIGSAFE). IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO RELOCATE ALL EXISTING UTILITIES WHICH CONFLICT WITH THE PROPOSED IMPROVEMENTS SHOWN ON THE PLANS, AT NO EXTRA EXPENSE TO THE OWNER.
- MAINTENANCE OF EROSION CONTROL MEASURES IS OF PARAMOUNT IMPORTANCE TO THE OWNER AND THE CONTRACTOR IS RESPONSIBLE FOR COMPLYING WITH ALL EROSION CONTROL MEASURES SHOWN ON THE PLANS. ADDITIONAL EROSION CONTROL MEASURES SHALL BE INSTALLED IF DEEMED NECESSARY BY ONSITE INSPECTIONS OF THE OWNER OR THEIR REPRESENTATIVES AT NO ADDITIONAL COST TO THE OWNER.
- ALL MATERIAL SCHEDULES SHOWN ON THE PLANS ARE FOR GENERAL INFORMATION ONLY. THE CONTRACTOR SHALL PREPARE HIS OWN MATERIAL SCHEDULES BASED UPON HIS PLAN REVIEW. ALL SCHEDULES SHALL BE VERIFIED IN THE FIELD BY THE CONTRACTOR PRIOR TO ORDERING MATERIALS OR PERFORMING WORK.
- ALL MATERIALS AND CONSTRUCTION METHODS SHALL CONFORM TO PROJECT CONTRACT SPECIFICATIONS, AND THE CITY OF PORTLAND TECHNICAL MANUAL STANDARDS, WHICHEVER IS MORE STRINGENT.
- TOPOGRAPHIC SURVEY INFORMATION WAS PROVIDED BY OWEN HASKELL, INC. CITY BENCHMARK 3' O/S MONUMENT AT ST. JOHN STREET AND "C" STREET, ELEVATION 37.56, NGVD 1929 DATUM.
- FEMA MAP COMMUNITY PANEL NUMBER 2300510013B. THE SITE IS LOCATED IN ZONE "X".
- THE PROPERTY SHOWN ON THIS PLAN MAY BE DEVELOPED AND USED ONLY AS DEPICTED IN THIS APPROVED PLAN. ALL ELEMENTS AND FEATURES OF THE PLAN AND ALL THE PROPERTY WHICH APPEARS IN THE RECORD OF THE PLANNING BOARD PROCEEDINGS ARE CONDITIONS OF THE APPROVAL. NO CHANGE FROM THE CONDITIONS OF APPROVALS IS PERMITTED UNLESS AN AMENDED PLAN IS FIRST SUBMITTED TO AND APPROVED BY THE PLANNING AUTHORITY.
- ALL SIGNAGE SHALL CONFORM TO THE STANDARDS FOR SIZE, HEIGHT, LOCATION AND REFLECTIVITY SET FORTH IN THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD).
- ALL CURB SHALL CONFORM TO THE FOLLOWING SPECIFICATIONS AS NOTED ON THE PLANS: GRANITE AND BITUMINOUS CONCRETE CURB SHALL MEET THE REQUIREMENTS OF MAINE DEPARTMENT OF TRANSPORTATION SPECIFICATIONS 609.03 AND 609.04 AND CITY OF PORTLAND TECHNICAL STANDARDS.
- ALL DIMENSIONING UNLESS OTHERWISE NOTED IS TO THE FACE OF CURB OR FACE OF BUILDING.
- THE FACILITY IS SERVICED BY PUBLIC WATER, SEWER, NATURAL GAS AND OVERHEAD POWER. THE PROJECT INCLUDES UPDATES TO THE POWER SERVICE INCLUDING THE INSTALLATION OF A NEW UNDERGROUND SYSTEM.

PERMITTING NOTES:

- THIS PROJECT IS SUBJECT TO THE TERMS AND CONDITIONS OF THE SITE PLAN REVIEW PERMIT FROM THE CITY OF PORTLAND WHICH WILL BE MADE A PART OF THE CONTRACT BID DOCUMENTS. THE CONSTRUCTION WILL BE GOVERNED BY THE ZONING ORDINANCES WHICH ARE AVAILABLE FOR VIEWING AT THE OFFICE OF THE ENGINEER OR THE MUNICIPAL OFFICE.

SITE PLAN REVIEW: (AMENDED SITE PLANS CONDITIONS OF APPROVAL)

The Planning Board unanimously voted 5-0 (Dundon absent, Smith recused) that the plan is in conformance with the site plan standards of the Land Use Code subject to the following conditions of approval:

TO BE MET PRIOR TO APPLYING FOR A BUILDING PERMIT:

- The applicant shall provide a revised plan that address the Department of Public Works' Senior Engineer comments, dated 04.04.2019 and the Transportation Manager comments dated 04.05.2019.
- The applicant shall provide a revised drainage plan that address the Civil Engineer comments dated 04.05.2019.

TO BE MET PRIOR TO THE ISSUANCE OF A BUILDING PERMIT:

- The developer/contractor/subcontractor must comply with conditions of the construction stormwater management plan and sediment and erosion control plan based on City standards and state guidelines. The owner/operator of the approved stormwater management system, and all assigns, shall comply with the conditions of Chapter 32 Stormwater including Article III, Post Construction Stormwater Management, which specifies the annual inspections and reporting requirements. A maintenance agreement for the stormwater drainage system, as attached, or in substantially the same form, shall be submitted for review by Corporation Counsel. Once approved, the document shall be signed and recorded at the Cumberland County Registry of Deeds prior to the issuance of a building permit. Please submit final copies to both the Development of Planning and Urban Development and the Department of Public Works.

GRADING AND DRAINAGE NOTES:

- ALL STORM DRAIN PIPE SHALL BE SMOOTH BORE INTERIOR PROVIDING A MANINGS ROUGHNESS COEFFICIENT OF n = 0.013 OR LESS, UNLESS A SPECIFIC PIPE MATERIAL IS CALLED FOR ON THE CONTRACT DRAWINGS. PVC PIPING SHALL NOT BE USED IN AREAS OF EXPOSED SUNLIGHT.
- SLOPE PROTECTION IS TO BE PROVIDED PER THE DESIGN PLANS AND MAY INCLUDE RIPRAP, SOD OR MULCH.
- THE CONTRACTOR SHALL EXERCISE EXTREME CAUTION DURING EARTHWORK OPERATIONS TO INSURE THAT DISTURBANCE TO ANY STEEP SLOPE AREAS ARE MINIMIZED TO THE EXTENT PRACTICABLE.
- THE CONTRACTOR IS HEREBY CAUTIONED THAT ALL SITE FEATURES SHOWN ARE BASED ON FIELD OBSERVATIONS BY THE SURVEYOR AND BY INFORMATION PROVIDED BY OTHERS. THE INFORMATION IS NOT TO BE RELIED ON AS BEING EXACT OR COMPLETE. THE CONTRACTOR SHALL CONTACT DIG SAFE (1-888-DIGSAFE) AT LEAST THREE (3) BUT NOT MORE THAN THIRTY (30) DAYS PRIOR TO COMMENCEMENT OF EXCAVATION OR DEMOLITION TO VERIFY HORIZONTAL AND VERTICAL LOCATION OF ALL UTILITIES.
- ALL PAVING AND SIDEWALK WORK WITHIN THE PUBLIC R.O.W. SHALL BE PERFORMED IN ACCORDANCE WITH THE CITY OF PORTLAND RULES AND REGULATIONS FOR EXCAVATION ACTIVITIES IN THE PUBLIC R.O.W.
- NO HOLES, TRENCHES OR STRUCTURES SHALL BE LEFT OPEN OVERNIGHT IN ANY EXCAVATION ACCESSIBLE TO THE PUBLIC OR IN PUBLIC RIGHTS-OF-WAY.
- THE CONTRACTOR SHALL TAKE FULL RESPONSIBILITY FOR ANY CHANGES AND DEVIATION OF APPROVED PLANS NOT AUTHORIZED BY THE ARCHITECT/ENGINEER AND/OR CLIENT/OWNER.
- CONTRACTOR SHALL INCORPORATE PROVISIONS AS NECESSARY IN CONSTRUCTION TO PROTECT EXISTING STRUCTURES AND PHYSICAL FEATURES THAT ARE OUTSIDE THE SCOPE OF WORK. THE CONTRACTOR SHALL MAINTAIN SITE STABILITY DURING CONSTRUCTION TO AVOID EROSION AND SEDIMENT TRANSPORT. CONTRACTOR SHALL RESTORE ALL AREAS TO A FINAL STABILIZED CONDITION AS DIRECTED BY DESIGN DRAWINGS.
- CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND CONDITIONS IN THE FIELD PRIOR TO FABRICATION AND ERECTION OF ANY MATERIAL. ANY UNUSUAL CONDITIONS SHALL BE REPORTED TO THE ATTENTION OF THE ENGINEER.
- EXTERIOR GRADES AROUND PROPOSED STRUCTURE SHALL BE COORDINATED WITH FINAL BUILDING PLANS AND PROVIDE FOR ALL ACCESS OPENINGS.
- SUBGRADE FILL PLACED BENEATH ALL PERMANENT PAVEMENT, SIDEWALK OR CONCRETE SURFACES EXCLUDING ANY BUILDING AREAS, SHALL BE STRUCTURAL FILL OR GRAVEL BORROW. SUBGRADE FILL PLACED BENEATH ALL LANDSCAPE AREAS EXCEPT THOSE ADJACENT THE FOUNDATION SYSTEMS MAY BE A COMMON BORROW MATERIAL SUITABLE FOR EMBANKMENT CONSTRUCTION, FREE FROM FROZEN MATERIAL, PERISHABLE RUBBLE, PEAT, ORGANICS, ROCKS LARGER THAN 12" IN DIAMETER, VEGETATION AND OTHER MATERIAL UNSUITABLE FOR ROADWAY AND SUBGRADE CONSTRUCTION. EXCAVATED ON-SITE MATERIALS MAY BE USED FOR FILL PROVIDED THE MATERIAL IS FREE FROM UNSUITABLE MATERIAL DESCRIBED IN THIS NOTE AND UPON APPROVAL OF THE ENGINEER. STRUCTURAL FILL, GRANULAR BORROW AND COMMON BORROW SHALL COMPLY WITH THE MDOT SPECIFICATIONS.
- ALL FILLS SHALL BE PLACED IN LAYERS NOT MORE THAN 12" LOOSE DEPTH AND COMPACTED BY HEAVY COMPACTION EQUIPMENT. MINIMUM COMPACTION SHALL BE 95% OF MAXIMUM DENSITY ASTM 1557, MODIFIED FIELD DENSITY ASTM D2922 (NUCLEAR METHODS).
- THE CONTRACTOR SHALL ANTICIPATE THAT GROUNDWATER WILL BE ENCOUNTERED DURING CONSTRUCTION AND SHALL INCLUDE SUFFICIENT COSTS WITHIN THEIR BID TO PROVIDE DEWATERING AS NECESSARY. NO SEPARATE PAYMENT SHALL BE MADE TO THE CONTRACTOR FOR DEWATERING.

UTILITY NOTES:

- ALL REQUIRED UTILITIES SERVING THE PROJECT SHALL BE COORDINATED BETWEEN THE SITE WORK CONTRACTOR AND MEP CONTRACTOR(S).
- THE CONTRACTOR SHALL COORDINATE THE INSTALLATION OF AND/OR RELOCATION OF OVERHEAD AND UNDERGROUND TELEPHONE WITH CONSOLIDATED COMMUNICATIONS. CONTRACTOR SHALL BE RESPONSIBLE FOR CONDUITS, PULL WIRES, TRENCHING AND BACKFILLING NECESSARY TO COMPLETE THE WORK.
- THE CONTRACTOR SHALL COORDINATE THE INSTALLATION OF ELECTRIC SERVICE WITH CENTRAL MAINE POWER; THE TELECOMMUNICATIONS SERVICE WITH CONSOLIDATED COMMUNICATIONS AND CABLE SERVICE WITH SPECTRUM CABLE. ALL WORK SHALL CONFORM TO THE PROJECT SPECIFICATIONS OR UTILITY COMPANY STANDARDS, WHICHEVER IS MORE STRINGENT.
- ADJUST ALL MANHOLES, CATCH BASINS, CURB BOXES, ETC. WITHIN LIMITS OF WORK TO FINISH GRADE AT NO ADDITIONAL EXPENSE TO THE OWNER.
- ALL UNDERGROUND CONDUITS SHALL HAVE NYLON PULL ROPES TO FACILITATE PULLING CABLES.
- THE CONTRACTOR SHALL OBTAIN, PAY FOR, AND COMPLY WITH ALL REQUIRED PERMITS, ARRANGE FOR ALL INSPECTIONS, AND SUBMIT COPIES OF ACCEPTANCE CERTIFICATES TO THE OWNER PRIOR TO COMPLETION OF THE PROJECT.
- THE CONTRACTOR SHALL PROVIDE AND INSTALL ALL BOXES, FITTINGS, CONNECTORS, COVER PLATES AND OTHER MISCELLANEOUS ITEMS NOT NECESSARILY DETAILED ON THE DRAWINGS TO RENDER INSTALLATION OF UTILITIES COMPLETE AND OPERATIONAL, AT NO EXTRA EXPENSE TO THE OWNER.
- THE CONTRACTOR SHALL PROVIDE TEMPORARY SERVICES AS REQUIRED TO PROVIDE CONTINUOUS SERVICE TO THE JOBSITE. TEMPORARY SERVICES SHALL COMPLY WITH ALL FEDERAL, STATE, LOCAL AND UTILITY COMPANY STANDARDS. COORDINATE ALL TEMPORARY SERVICES WITH UTILITY COMPANY, OWNER AND AFFECTED BUSINESSES.
- CONTRACTOR SHALL PROVIDE AND INSTALL ALL NECESSARY ELECTRICAL SERVICES IN CONDUIT TO SITE LIGHTING, COMPLYING WITH APPLICABLE CODES, COORDINATE WITH OWNER, SITE ELECTRICAL, ARCHITECTURAL AND CMP PLANS.

EROSION CONTROL NOTES:

THE PROJECT SITE IS RELATIVELY SMALL AND WILL PRIMARILY FEATURE BELOW GROUND EXCAVATION THAT WILL RESULT IN AN INTERNALLY DRAINING RUNOFF PATTERN. NEARLY THE ENTIRE PROJECT SITE WILL BE STABILIZED BY ROOFTOP, PAVEMENT, OR BITUMINOUS / CONCRETE SIDEWALKS.

THE PRIMARY EMPHASIS OF THE EROSION AND SEDIMENTATION CONTROL PLAN TO BE IMPLEMENTED FOR THIS PROJECT IS AS FOLLOWS:

- PLANNING THE PROJECT TO PROVIDE THE ABILITY TO CAPTURE ANY ERODED MATERIALS FROM THE WORK AREA ON THE SITE.
- DEVELOPMENT OF A CAREFUL CONSTRUCTION SEQUENCE.
- RAPID STABILIZATION OF DENUED AREAS TO MINIMIZE THE PERIOD OF SOIL EXPOSURE.
- PREVENTING SEDIMENT LADEN RUNOFF FROM ENTERING THE EXISTING STORM DRAIN NETWORK ON AND AROUND THE SITE.
- KEEPING SURROUNDING STREETS FREE OF MUD AND DUST BY REGULARLY SWEEPING.

EROSION/SEDIMENTATION CONTROL DEVICES

AS PART OF THE SITE DEVELOPMENT THE CONTRACTOR WILL IMPLEMENT THE FOLLOWING EROSION AND SEDIMENT CONTROL DEVICES. THESE DEVICES SHALL BE INSTALLED AS INDICATED ON THE PLANS OR AS DESCRIBED HEREIN. FOR FURTHER REFERENCE, SEE THE "MAINE EROSION AND SEDIMENT CONTROL BMPs" HANDBOOK PUBLISHED BY THE MAINE DEPARTMENT OF ENVIRONMENTAL PROTECTION.

- SILTATION FENCE SHALL BE INSTALLED DOWN SLOPE OF ANY DISTURBED AREAS TO TRAP RUNOFF-BORNE SEDIMENTS UNTIL THE SITE IS REVEGETATED. THE SILT FENCE SHALL BE INSTALLED PER THE DETAIL PROVIDED IN THE PLAN SET AND INSPECTED IMMEDIATELY AFTER EACH RAINFALL AND AT LEAST DAILY DURING PROLONGED RAINFALL. THE CONTRACTOR SHALL MAKE REPAIRS IMMEDIATELY IF THERE ARE ANY SIGNS OF EROSION OR SEDIMENTATION BELOW THE FENCE LINE. PROPER PLACEMENT OF STAKES AND KEYING THE BOTTOM OF THE FABRIC INTO THE GROUND ARE CRITICAL TO THE FENCE'S EFFECTIVENESS. IF THERE ARE SIGNS OF UNDERCUTTING AT THE CENTER OR THE EDGES, OR RUMPOUNDING OF LARGE VOLUMES OF WATER BEHIND THE FENCE, THE BARRIER SHALL BE REPLACED WITH A STONE CHECK DAM. THE SILTATION FENCE SHALL REMAIN IN PLACE AND PROPERLY MAINTAINED UNTIL THE SITE IS PERMANENTLY STABILIZED.
- CATCH BASIN INLET PROTECTION: STONE SEDIMENT TRAPS OR A PREMANUFACTURED SILTSACK™ WILL BE INSTALLED AT CATCH BASIN INLETS TO PREVENT SILT FROM ENTERING THE STORM DRAIN SYSTEM. INSTALLATION DETAILS ARE PROVIDED IN THE PLAN SET. INLET PROTECTION SHALL REMAIN IN PLACE AND PROPERLY MAINTAINED UNTIL TRIBUTARY AREAS ARE PERMANENTLY STABILIZED.
- A TEMPORARY STABILIZED CONSTRUCTION ENTRANCE WILL BE USED TO AVOID TRACKING OF MUD / SEDIMENT ONTO ADJACENT STREETS.

TEMPORARY EROSION & SEDIMENTATION CONTROL MEASURES

ACTIONS MUST BE TAKEN TO ENSURE THAT ACTIVITIES DO NOT RESULT IN EROSION OF SOILS OR FUGITIVE DUST EMISSIONS DURING OR AFTER CONSTRUCTION. THE FOLLOWING ARE PLANNED AS TEMPORARY EROSION/SEDIMENTATION CONTROL MEASURES DURING CONSTRUCTION:

- SILTATION FENCE AND CATCH BASIN INLET PROTECTION AS DESCRIBED ABOVE.
- WESTFIELD STREET SHALL BE SWEEPED AT LEAST ONCE A WEEK AND PRIOR TO SIGNIFICANT STORM EVENTS. A STABILIZED CONSTRUCTION ENTRANCE SHALL BE PROVIDED.
- IF OPERATIONS DURING DRY MONTHS RESULT IN FUGITIVE DUST EMISSION, ADJACENT ROADS SHALL BE SPRAYED WITH WATER ONCE A WEEK OR MORE FREQUENTLY, AS NEEDED.
- STABILIZE WITH MULCH OR OTHER NON-ERODIBLE COVER ANY SOILS THAT WILL NOT BE WORKED FOR MORE THAN 7 DAYS.
- LITTER, CONSTRUCTION DEBRIS, AND CHEMICALS MUST NOT BE STORED IN A MANNER THAT WILL CREATE A POLLUTANT SOURCE IF EXPOSED TO STORMWATER RUNOFF.

TIMING AND SEQUENCE OF EROSION/SEDIMENTATION CONTROL MEASURES

THE FOLLOWING BASIC CONSTRUCTION SEQUENCE SHALL BE REQUIRED TO ENSURE THE EFFECTIVENESS OF THE EROSION AND SEDIMENTATION CONTROL MEASURES IS OPTIMIZED. PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL SUBMIT TO THE OWNER A SPECIFIC CONSTRUCTION SCHEDULE, WHICH SHALL BE SUBJECT TO THE APPROVAL OF THE OWNER.

NOTE: FOR ALL GRADING ACTIVITIES, THE CONTRACTOR SHALL EXERCISE EXTREME CAUTION NOT TO OVEREXPOSE THE SITE BY LIMITING THE DISTURBED AREA.

- INSTALL PERIMETER SILTATION FENCE & CATCH BASIN INLET PROTECTION. THE CONTRACTOR MUST INSTALL ANY ADDED MEASURES WHICH MAY BE NECESSARY TO CONTROL EROSION/SEDIMENTATION FROM THE SITE AND FUGITIVE DUST EMISSIONS DEPENDENT UPON THE ACTUAL SITE AND WEATHER CONDITIONS.
- CLEAR AND GRUB THE WORK AREA FOR THE PARKING & SITE IMPROVEMENTS, HAUL OFF THE LOAM, AND EXCAVATE FOR SITE IMPROVEMENTS.
- CONSTRUCT THE DRAINAGE SYSTEM.
- INSTALL STONE AND HAY BALE CHECK DAMS AT ANY CONCENTRATED FLOW DISCHARGE POINTS.
- INSTALL SIDEWALKS AND PAVEMENT AS DETAILED ON THE SITE PLANS.
- REMOVE ALL TEMPORARY EROSION CONTROL DEVICES ONCE THE SITE IS STABILIZED.

PROVISIONS FOR MAINTENANCE OF THE EROSION/SEDIMENTATION CONTROL FEATURES

DURING CONSTRUCTION OF THE BUILDING AND ASSOCIATED SITE DEVELOPMENT THE CONTRACTOR SHALL BE REQUIRED TO PERFORM THE FOLLOWING:

- INSPECTION OF THE PROJECT WORK SITE ON A WEEKLY BASIS AND AFTER EACH SIGNIFICANT RAINFALL EVENT (0.5 INCH OR MORE WITHIN ANY CONSECUTIVE 24-HOUR PERIOD) DURING CONSTRUCTION UNTIL THE SITE HAS BEEN PERMANENTLY STABILIZED. INSPECTION OF THE PROJECT WORK SITE SHALL INCLUDE:
  - IDENTIFICATION OF PROPER EROSION CONTROL MEASURE INSTALLATION IN ACCORDANCE WITH THE EROSION CONTROL DETAILS OR AS SPECIFIED HEREIN.
  - DETERMINE WHETHER EACH EROSION CONTROL MEASURE IS OPERATING PROPERLY. IF NOT, IDENTIFY DAMAGE TO THE CONTROL DEVICE AND DETERMINE REMEDIAL MEASURES.
  - IDENTIFY AREAS THAT APPEAR VULNERABLE TO EROSION AND DETERMINE ADDITIONAL EROSION CONTROL MEASURES THAT SHOULD BE USED TO IMPROVE CONDITIONS.
  - DETERMINE THE NEED TO SWEEP ADJACENT STREETS OR APPLY WATER FOR DUST CONTROL.

ACCUMULATED SILT/SEDIMENT SHOULD BE REMOVED WHEN THE DEPTH OF SEDIMENT REACHES 50 PERCENT OF THE BARRIER HEIGHT. ACCUMULATED SILT/SEDIMENT SHOULD BE REMOVED FROM BEHIND SILT FENCING WHEN THE DEPTH OF THE SEDIMENT REACHES 6 INCHES.

- IF INSPECTION OF THE SITE INDICATES A CHANGE SHOULD BE MADE TO THE EROSION CONTROL PLAN, EITHER TO IMPROVE EFFECTIVENESS OR CORRECT A SITE-SPECIFIC DEFICIENCY, THE INSPECTOR SHALL IMMEDIATELY IMPLEMENT THE CORRECTIVE MEASURE AND NOTIFY THE OWNER OF THE CHANGE.

- THE CONTRACTOR SHALL KEEP A LOG (REPORT) SUMMARIZING THE INSPECTIONS AND ANY CORRECTIVE ACTION TAKEN. THE LOG MUST INCLUDE THE NAME(S) AND QUALIFICATIONS OF THE PERSON MAKING THE INSPECTIONS, THE DATE(S) OF THE INSPECTIONS, AND MAJOR OBSERVATIONS ABOUT THE OPERATION AND MAINTENANCE OF EROSION AND SEDIMENTATION CONTROLS, MATERIALS STORAGE AREAS, AND VEHICLES ACCESS POINTS TO THE PARCEL. MAJOR OBSERVATIONS MUST INCLUDE BMPs THAT NEED MAINTENANCE, BMPs THAT FAILED TO OPERATE AS DESIGNED OR PROVED INADEQUATE FOR A PARTICULAR LOCATION, AND LOCATION(S) WHERE ADDITIONAL BMPs ARE NEEDED. FOR EACH BMP REQUIRING MAINTENANCE, BMP NEEDING REPLACEMENT, AND LOCATION NEEDING ADDITIONAL BMPs, NOTE IN THE LOG THE CORRECTIVE ACTION TAKEN AND WHEN IT WAS TAKEN.

THE LOG MUST BE MADE ACCESSIBLE TO THE OWNER AND REGULATORY STAFF, AND A COPY MUST BE PROVIDED UPON REQUEST.

- ONCE THE SITE HAS BEEN PERMANENTLY STABILIZED, THE TEMPORARY EROSION CONTROL MEASURES SHOULD BE REMOVED.

EROSION CONTROL DURING WINTER CONDITIONS

- "WINTER CONSTRUCTION" IS CONSTRUCTION ACTIVITY PERFORMED DURING THE PERIOD FROM NOVEMBER 1ST THROUGH APRIL 15TH. IF AREAS WITHIN THE CONSTRUCTION ACTIVITY ARE NOT STABILIZED WITH TEMPORARY OR PERMANENT MEASURES OUTLINED ABOVE BY NOVEMBER 15TH, THEN THE SITE MUST BE PROTECTED WITH ADDITIONAL STABILIZATION MEASURES THAT ARE SPECIFIC TO WINTER CONDITIONS. NO MORE THAN ONE ACRE OF THE SITE MAY BE WITHOUT STABILIZATION AT ONE TIME.
- SILT FENCE: IN LIEU OF PROVIDING THE 4" X 4" TRENCH, FOR FROZEN GROUND, STONY SOIL, THE PRESENCE OF LARGE ROOTS, OR OTHER PROHIBITIVE CONDITIONS, THE BOTTOM 8" TO 12" OF THE FABRIC MAY BE LAID ON EXISTING GRADE AND BACK FILLED WITH STONE ANCHORING MATERIAL, AS SHOWN ON THE DRAWINGS.
- HAY MULCH SHALL BE APPLIED AT TWICE THE STANDARD TEMPORARY STABILIZATION RATE. AT THE END OF EACH CONSTRUCTION DAY, AREAS THAT HAVE BEEN BROUGHT TO FINAL GRADE MUST BE STABILIZED. MULCH MAY NOT BE SPREAD ON TOP OF SNOW.
- AFTER NOVEMBER 1ST OR THE FIRST KILLING FROST FOR THE REGION AND BEFORE SNOW FALL, ALL EXPOSED AND DISTURBED AREAS NOT TO UNDERGO FURTHER DISTURBANCE ARE TO HAVE DORMANT SEEDING. THE DORMANT SEEDING METHOD: PREPARE THE SEEDBED, LIME AND FERTILIZE, APPLY THE SELECTED PERMANENT SEED MIXTURE AT DOUBLE THE REGULAR SEEDING RATE, AND MULCH AND ANCHOR. DORMANT SEEDINGS NEED TO BE ANCHORED EXTREMELY WELL ON SLOPES, DITCH BASES AND AREAS OF CONCENTRATED FLOWS. DORMANT SEEDING REQUIRES INSPECTION AND RESEEDING AS NEEDED IN THE SPRING. ALL AREAS WHERE COVER IS INADEQUATE MUST BE IMMEDIATELY RESEEDED AND MULCHED AS SOON AS POSSIBLE.
- ALL VEGETATED DITCH LINES THAT HAVE NOT BEEN STABILIZED BY NOVEMBER 1ST, OR WILL BE WORKED DURING THE WINTER CONSTRUCTION PERIOD, MUST BE STABILIZED WITH AN APPROPRIATE STONE LINING BACKED BY AN APPROPRIATE GRAVEL BED OR GEOTEXTILE UNLESS SPECIFICALLY RELEASED FROM THIS STANDARD BY THE MAINE DEPARTMENT OF ENVIRONMENTAL PROTECTION.
- MULCH NETTING MUST BE USED TO ANCHOR MULCH ON ALL SLOPES GREATER THAN 8% UNLESS EROSION CONTROL BLANKETS OR EROSION CONTROL MIX IS BEING USED ON THESE SLOPES.

CONSTRUCTION MANAGEMENT NOTES:

- ALL CONSTRUCTION SHALL COMPLY WITH 2009 NFPA 1 CHAPTER 16 SAFE GUARDS DURING BUILDING CONSTRUCTION, ALTERATION AND DEMOLITION OPERATIONS.
- ANY CUTTING AND WELDING WORK PERFORMED ONSITE SHALL REQUIRE A "HOT WORK" PERMIT FROM THE PORTLAND FIRE DEPARTMENT.
- THE GENERAL CONTRACTOR SHALL POST EMERGENCY CONTACT INFORMATION ON THE PROJECT SITE PROPERTY DURING CONSTRUCTION IN THE EVENT OF AN AFTER HOURS EMERGENCY. THIS CONTACT INFORMATION SHALL ALSO BE PROVIDED TO THE PORTLAND FIRE DEPARTMENT.
- IF THE SITE IS SECURED BY TEMPORARY OR PERMANENT FENCING WITH LOCKED GATES, THEN THE APPLICANT OR ASSIGNED REPRESENTATIVE SHALL PURCHASE A KNOX PADLOCK FROM THE PORTLAND FIRE DEPARTMENT TO ALLOW ACCESS BY THE PORTLAND FIRE DEPARTMENT.
- STREETS SHALL MAINTAIN A 20' WIDTH FOR FIRE DEPARTMENT ACCESS AT ALL TIMES.
- FIRE HYDRANTS SHALL NOT BE BLOCKED OR ENCLOSED BY FENCING. A 3' CLEARANCE SHALL BE MAINTAINED AT ALL TIMES AROUND FIRE HYDRANTS.

LEGEND:

| PROPOSED |                                    | EXISTING |                                                     |
|----------|------------------------------------|----------|-----------------------------------------------------|
|          | EDGE OF PAVEMENT                   |          | BUILDING                                            |
|          | VERTICAL GRANITE CURB              |          | IRON PIN FOUND (IPF) OR CAPPED IRON ROD FOUND (CIR) |
|          | BITUMINOUS CURB                    |          | ELECTRIC MANHOLE                                    |
|          | CONCRETE SIDEWALK / DRIVEWAY APRON |          | CATCH BASIN                                         |
|          | BITUMINOUS DRIVEWAY / PARKING AREA |          | SEWER MANHOLE                                       |
|          | BITUMINOUS SIDEWALK                |          | DRAIN MANHOLE                                       |
|          | SEWER MANHOLE                      |          | DOWN SPOUT                                          |
|          | DRAIN MANHOLE                      |          | WATER VALVE                                         |
|          | CATCH BASIN                        |          | WATER SHUTOFF                                       |
|          | STORM DRAIN                        |          | UTILITY POLE                                        |
|          | GAS LINE                           |          | SIGN                                                |
|          | SEWER LINE                         |          | LIGHT POLE                                          |
|          | WATER LINE                         |          | ELECTRIC METER                                      |
|          | OVERHEAD ELEC - TEL - CABLE        |          | GAS METER                                           |
|          | UNDERGROUND ELEC - TEL - CABLE     |          | EDGE OF PAVEMENT                                    |
|          | UTILITY POLE                       |          | CURB (GRANITE, UNLESS NOTED)                        |
|          | GRADING CONTOUR LINE               |          | EDGE OF GRAVEL                                      |
|          | GRADING SPOT GRADE                 |          | TREE                                                |
|          | DECIDUOUS TREE / LARGE SHRUB       |          | EXISTING CONTOUR                                    |
|          | SMALL SHRUB / PERENNIAL            |          | SPOT GRADE                                          |
|          | ORNAMENTAL GRASSES                 |          | PROPERTY LINE                                       |
|          | BIKE RACKS                         |          | RIGHT OF WAY                                        |
|          | TRAFFIC FLOW DIRECTION             |          | STORM DRAIN                                         |
|          | PAVEMENT SAWCUT LINE               |          | SEWER                                               |
|          | NEW PAVEMENT LIMITS                |          | UNDERGROUND WATER                                   |
|          |                                    |          | OVERHEAD UTILITY WIRES                              |
|          |                                    |          | WOOD STOCKADE FENCE                                 |
|          |                                    |          | CHAIN LINK FENCE                                    |
|          |                                    |          | GUARD RAIL                                          |
|          |                                    |          | BRICK SIDEWALK                                      |
|          |                                    |          | CITY ZONING BOUNDARY & ZONE DESIGNATION             |



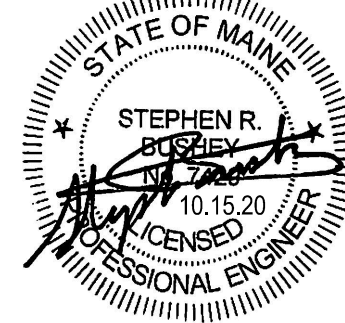
Relationships. Responsiveness. Results.  
www.gorillpalmer.com  
207.772.2515

City Approval

| Revision |                                                    | By    |          |
|----------|----------------------------------------------------|-------|----------|
| 8        | REVISED PER CITY REVIEW COMMENTS AND RESUBMITTED   | SRB   | 26.10.15 |
| 7        | REVISED SITE RECORDING PLAN                        | SRB   | 20.04.15 |
| 6        | REVISED PLANS - FILED SITE PLAN MEASUREMENT        | SRB   | 20.03.15 |
| 5        | FINAL PLANS - REVISED PER CONDITIONS OF APPROVAL   | SRB   | 19.05.15 |
| 4        | FINAL PLANS - REVISED PER CITY STAFF COMMENTS      | SRB   | 18.04.04 |
| 3        | PUBLIC HEARING SUBMISSION TO CITY                  | SRB   | 18.03.22 |
| 2        | REVISED AND RESUBMITTED PER STAFF COMMENTS         | SRB   | 18.02.26 |
| 1        | LEVEL III SITE PLAN APPLICATION SUBMISSION TO CITY | SRB   | 18.12.14 |
|          |                                                    | Appt. | YY/MM/DD |

|                              |      |       |       |          |
|------------------------------|------|-------|-------|----------|
| File Name: 1006_congress_gen | CDD  | SRB   | SRB   | 18.11.27 |
|                              | DWN. | CHKD. | DSGN. | DATE     |

Permit-Seal



Client/Project

PK Realty Management Investments  
380 Riverside Street, Portland, Maine

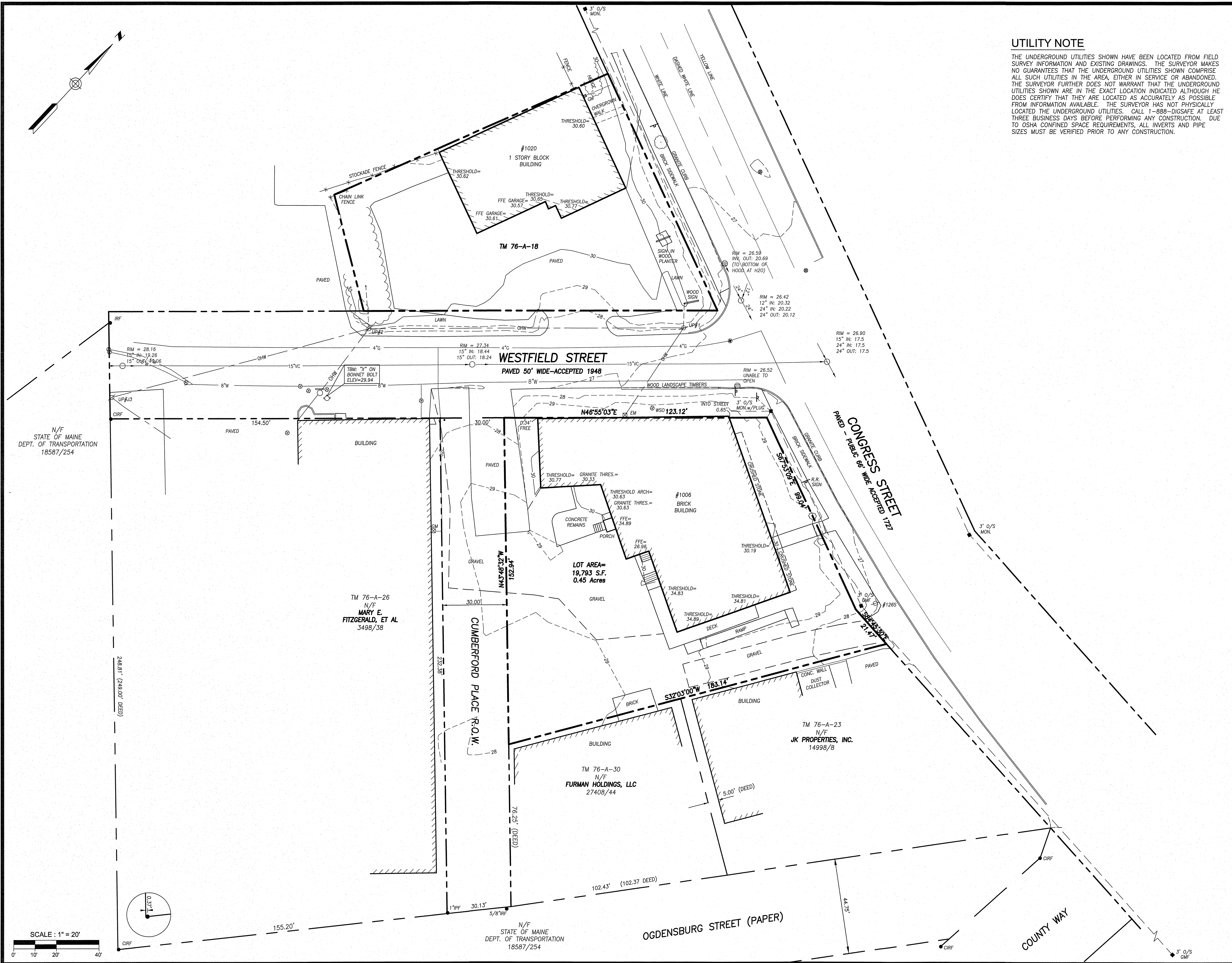
1006 Congress Street  
Residential Redevelopment  
PORTLAND, MAINE

Title

GENERAL NOTES & LEGEND

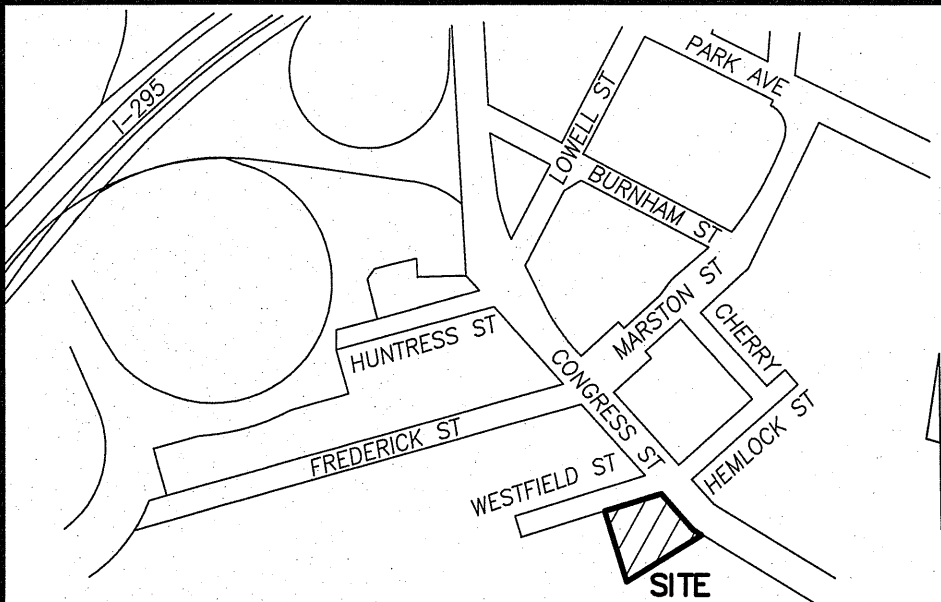
|             |        |
|-------------|--------|
| Project No. | Scale  |
| GP-3552     | N.T.S. |
| Sheet       |        |





UTILITY NOTE

THE UNDERGROUND UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY INFORMATION AND EXISTING DRAWINGS. THE SURVEYOR MAKES NO GUARANTEES THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED ALTHOUGH HE DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM INFORMATION AVAILABLE. THE SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES. CALL 1-888-DIGSAFE AT LEAST THREE BUSINESS DAYS BEFORE PERFORMING ANY CONSTRUCTION. DUE TO OSHA CONFINED SPACE REQUIREMENTS, ALL INVERTS AND PIPE SIZES MUST BE VERIFIED PRIOR TO ANY CONSTRUCTION.



LOCATION MAP

N.T.S.

LEGEND

|   |                        |         |                        |                |
|---|------------------------|---------|------------------------|----------------|
| ● | IRON PIPE OR ROD FOUND | =====   | CURB                   |                |
| ■ | MONUMENT FOUND         | -----   | OHW                    | OVERHEAD WIRES |
| ⊙ | UTILITY POLE           | -----   | W                      | WATER LINE     |
| ○ | MANHOLE                | -----   | G                      | GAS LINE       |
| ⊗ | ELECTRIC/GAS METER     | -----   | SS                     | SANITARY SEWER |
| ⊕ | SIGN                   | IPF/IRF | IRON PIPE OR ROD FOUND |                |
| ⊖ | CATCH BASIN            | CONC.   | CONCRETE               |                |
| ⊗ | WATER VALVE OR SHUTOFF | GMF     | GRANITE MONUMENT FOUND |                |
|   |                        | N/F     | NOW OR FORMERLY        |                |
|   |                        | 000/000 | DEED BOOK / PAGE       |                |

PLAN REFERENCES

- "BOUNDARY SURVEY ON 12-24 WESTFIELD STREET, PORTLAND, MAINE MADE FOR FITZGERALD TITLE" DATED 12/28/2015 BY OWEN HASKELL, INC.
- "ALTA/ACSM LAND TITLE SURVEY, 17 WESTFIELD STREET, PORTLAND, CUMBERLAND COUNTY, MAINE MADE FOR WESTFIELD STREET REALTY LLC" JANUARY 8, 2014 BY OWEN HASKELL, INC.
- "PLAN OF PROPERTY IN PORTLAND MADE FOR GENERAL BAKING COMPANY" BY E.C. JORDAN DATED MARCH 1948 FILED WITH THE CITY ENGINEERS OFFICE PLAN 462/25.
- "PLAN OF PROPERTY IN PORTLAND, MAINE MADE FOR ROBERT R. JANKES CONSTRUCTION CO. BY H.I. & E.C. JORDAN DATED 12-27-63 REVISED JAN. 11, 1964.

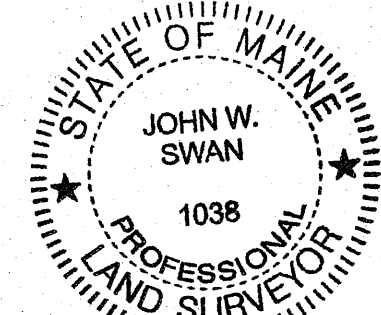
GENERAL NOTES

- OWNER OF RECORD: 1006 CONGRESS STREET LLC  
1550 SUNSET RIDGE DRIVE  
LAGUNA BEACH, CA 92651  
TAX MAP 76 BLOCK A LOT 22  
C.C.R.D. BOOK 34188 PAGE 103
- BEARINGS ARE BASED ON MAINE STATE PLANE COORDINATE SYSTEM MAINE WEST NAD83. CITY MONUMENTS AT "D" STREET AND "A" STREET PROVIDED BY THE CITY OF PORTLAND ENGINEERING DEPARTMENT.
- ELEVATIONS ARE BASED ON NGVD 1929. CITY BENCHMARK 3' O/S MONUMENT AT ST. JOHN STREET AND "C" STREET ELEVATION 37.56.
- BOUNDARY LINES SHOWN FOR TM 76-A-18 TAKEN FROM PLAN REFERENCE 4, NOT VERIFIED BY OWEN HASKELL, INC.

CERTIFICATE

OWEN HASKELL, INC. HEREBY CERTIFIES THAT THIS PLAN IS BASED ON, AND THE RESULT OF, AN ON THE GROUND FIELD SURVEY AND THAT TO THE BEST OF OUR KNOWLEDGE, INFORMATION AND BELIEF, IT CONFORMS TO THE BOARD OF LICENSURE FOR PROFESSIONAL LAND SURVEYORS CURRENT STANDARDS OF PRACTICE.

JOHN W. SWAN, PLS NO. 1038  
DATE 3/21/19



REV. 1 | 01-24-18 | TAX MAP LOT 76-A-18 & TOPOGRAPHY ADDED

Boundary Survey  
At  
1006 & 1020 Congress St., Portland, Maine  
Made for  
PK Realty Management Investments  
380 Riverside Street, Portland, Maine

OWEN HASKELL, INC.  
PROFESSIONAL LAND SURVEYORS  
390 U.S. ROUTE ONE, UNIT 10, FALMOUTH, MAINE 04105  
DRAWN BY: RS / JLW DATE: NOV. 16, 2017 JOB NO. 2017-315 P  
CHECKED BY: EBC / JWS SCALE: 1" = 20' DRWG. NO. 1



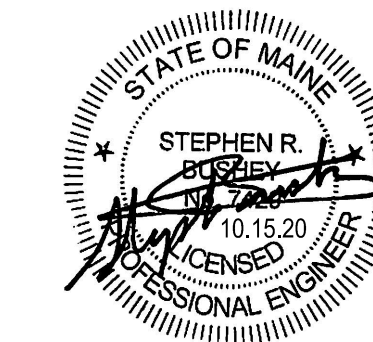


City Approval \_\_\_\_\_

|          |                                                   |     |      |          |
|----------|---------------------------------------------------|-----|------|----------|
| 6        | REINSED PER CITY ENQUIRY COMMENTS AND RESUBMITTED | CDD | SBB  | 20.10.15 |
| 7        | REINSED SITE PLANNING                             | CDD | SBB  | 20.04.15 |
| 8        | REINSED PLANS - 4/LED SITE PLANNING               | CDD | SBB  | 20.03.15 |
| 9        | FINAL P.A.S. REINSED PER CONDITIONS OF APPROVAL   | CDD | SBB  | 19.05.11 |
| 4        | REINSED AND RESUBMITTED PER CITY STAFF COMMENTS   | CDD | SBB  | 19.04.14 |
| 3        | PUBLIC HEARING SUBMISSION TO CITY                 | CDD | SBB  | 19.02.22 |
| 2        | REINSED AND RESUBMITTED PER STAFF COMMENTS        | CDD | WVM  | 19.02.26 |
| 1        | LEVEL III SITE APPLICATION SUBMISSION TO CITY     | CDD | SBB  | 18.12.14 |
| Division | By                                                |     | Agos | 17.11.00 |

|                                   |     |     |     |          |
|-----------------------------------|-----|-----|-----|----------|
| File Name: 1006_congress_existing | CDD | SRB | SRB | 18.11.27 |
|-----------------------------------|-----|-----|-----|----------|

Permit-Seal



---

Client/Project

PK Realty Management Investments  
380 Riverside Street, Portland, Maine

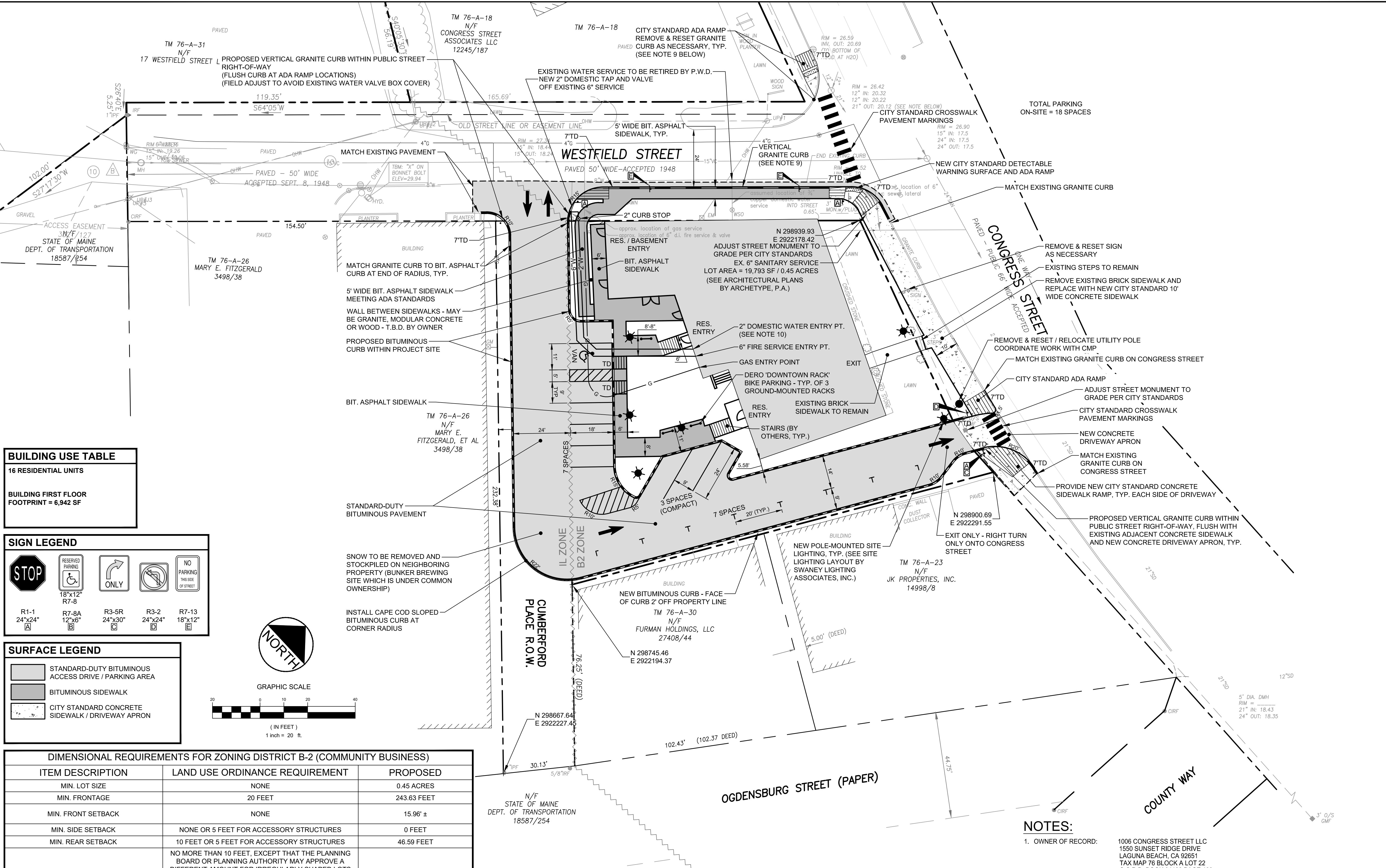
1006 Congress Street  
Residential Redevelopment  
PORTLAND, MAINE

Title  
EXISTING CONDITIONS &  
REMOVALS PLAN

|             |          |
|-------------|----------|
| Project No. | Scale    |
| GP-3552     | 1" = 20' |

Sheet





| BUILDING USE TABLE                        |  |
|-------------------------------------------|--|
| 16 RESIDENTIAL UNITS                      |  |
| BUILDING FIRST FLOOR FOOTPRINT = 6,942 SF |  |

| SIGN LEGEND |                       |
|-------------|-----------------------|
|             | R1-1<br>24"x24"<br>A  |
|             | R7-8A<br>12"x6"<br>B  |
|             | R3-5R<br>24"x30"<br>C |
|             | R3-2<br>24"x24"<br>D  |
|             | R7-13<br>18"x12"<br>E |

| SURFACE LEGEND |                                                      |
|----------------|------------------------------------------------------|
|                | STANDARD-DUTY BITUMINOUS ACCESS DRIVE / PARKING AREA |
|                | BITUMINOUS SIDEWALK                                  |
|                | CITY STANDARD CONCRETE SIDEWALK / DRIVEWAY APRON     |

| DIMENSIONAL REQUIREMENTS FOR ZONING DISTRICT B-2 (COMMUNITY BUSINESS) |                                                                                                                                                                                                                                                                                                                                   |                                                 |
|-----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| ITEM DESCRIPTION                                                      | LAND USE ORDINANCE REQUIREMENT                                                                                                                                                                                                                                                                                                    | PROPOSED                                        |
| MIN. LOT SIZE                                                         | NONE                                                                                                                                                                                                                                                                                                                              | 0.45 ACRES                                      |
| MIN. FRONTAGE                                                         | 20 FEET                                                                                                                                                                                                                                                                                                                           | 243.63 FEET                                     |
| MIN. FRONT SETBACK                                                    | NONE                                                                                                                                                                                                                                                                                                                              | 15.96' ±                                        |
| MIN. SIDE SETBACK                                                     | NONE OR 5 FEET FOR ACCESSORY STRUCTURES                                                                                                                                                                                                                                                                                           | 0 FEET                                          |
| MIN. REAR SETBACK                                                     | 10 FEET OR 5 FEET FOR ACCESSORY STRUCTURES                                                                                                                                                                                                                                                                                        | 46.59 FEET                                      |
| MAX. BUILDING SETBACK FROM STREET LINE                                | NO MORE THAN 10 FEET, EXCEPT THAT THE PLANNING BOARD OR PLANNING AUTHORITY MAY APPROVE A DIFFERENT AMOUNT FOR IRREGULARLY SHAPED LOTS OR LOTS WITH FRONTAGE LESS THAN 40 FEET PROVIDED THIS STANDARD IS MET TO THE MAXIMUM EXTENT PRACTICABLE.                                                                                    | EXISTING - NO CHANGE                            |
| MAXIMUM IMPERVIOUS AREA SURFACE RATIO                                 | FOR RESIDENTIAL USES: NONE FOR ALL OTHER PERMITTED USES: 80%                                                                                                                                                                                                                                                                      | 74%                                             |
| MAX. LOT COVERAGE                                                     | 100%                                                                                                                                                                                                                                                                                                                              | 36% ±                                           |
| MAX. BLDG. HEIGHT                                                     | 45 FEET EXCEPT AS PROVIDED FOR BELOW: A. 50 FEET IF FIRST FLOOR IS PARTIALLY OR WHOLLY OCCUPIED BY A COMMERCIAL USE. B. 65 FEET IN B-2 AND B-2C ZONES ON LOTS >5 ACRES PROVIDED THAT ALL SETBACKS, EXCEPT FOR FRONT YARD SETBACKS AND SIDE YARD ON SIDE STREET SETBACKS, INCREASE BY 1 FOOT FOR EACH FOOT OF HEIGHT OVER 45 FEET. | EXISTING, NO CHANGE - 35' ±                     |
| MIN. LOT AREA PER DWELLING UNIT                                       | 435 SQ. FEET                                                                                                                                                                                                                                                                                                                      | 19,793 SF / 16 UNITS = 1,237 SF / DWELLING UNIT |
| TOTAL ONSITE PARKING SPACES                                           | RESIDENTIAL IN B-2 ZONE - 1 SPACE PER DWELLING UNIT: 16 UNITS = 16 SPACES                                                                                                                                                                                                                                                         | 17 SPACES                                       |

| LEGEND   |                                             |
|----------|---------------------------------------------|
| EXISTING | PROPOSED                                    |
|          | PROPERTY CORNER MONUMENTATION               |
|          | ELECTRIC MANHOLE                            |
|          | TELEPHONE MANHOLE                           |
|          | CATCH BASIN                                 |
|          | SEWER MANHOLE                               |
|          | PARKING METER                               |
|          | FIRE HYDRANT                                |
|          | WATER VALVE                                 |
|          | GAS VALVE                                   |
|          | UTILITY POLE                                |
|          | SIGN                                        |
|          | LIGHT POLE                                  |
|          | FENCE                                       |
|          | PROPERTY LINE                               |
|          | BUILDING LIMIT                              |
|          | GAS MAIN                                    |
|          | SEWER MAIN                                  |
|          | WATER MAIN                                  |
|          | UNDERGROUND ELECTRIC                        |
|          | UNDERGROUND TELEPHONE                       |
|          | CROSSWALK                                   |
|          | GAS METER WITH BOLLARDS                     |
|          | GRADING CONTOUR ELEVATION                   |
|          | CURB (GRANITE, UNLESS NOTED)                |
|          | CITY ZONING BOUNDARY & ZONE DESIGNATION     |
|          | SEWER SERVICE                               |
|          | WATER SERVICE                               |
|          | WATER CURB STOP                             |
|          | PAVEMENT SAWCUT LINE                        |
|          | LIMITS OF PAVEMENT WORK                     |
|          | CITY STANDARD CROSSWALK                     |
|          | CITY STANDARD ADA RAMP & DETECTIBLE WARNING |
|          | SIGN                                        |
|          | UTILITY POLE / GUY POLE                     |
|          | LIGHT POLE / FIXTURE                        |
|          | TRAFFIC DIRECTIONAL ARROW                   |

- NOTES:**
- OWNER OF RECORD: 1006 CONGRESS STREET LLC 1550 SUNSET RIDGE DRIVE LAGUNA BEACH, CA 92651 TAX MAP 76 BLOCK A LOT 22 C.C.R.D. BOOK 34188 PAGE 103
  - BEARINGS ARE BASED ON MAINE STATE PLANE COORDINATE SYSTEM MAINE WEST NAD83. CITY MONUMENTS AT "D" STREET AND "A" STREET PROVIDED BY THE CITY OF PORTLAND ENGINEERING DEPARTMENT.
  - ELEVATIONS ARE BASED ON NGVD 1929. CITY BENCHMARK 3' O/S MONUMENT AT ST. JOHN STREET & "C" STREET ELEVATION 37.56.
  - BOUNDARY LINES SHOWN FOR TM 76-A-18 TAKEN FROM PLAN REFERENCE 4, NOT VERIFIED BY OWEN HASKELL, INC.
  - PROPERTY IS LOCATED IN THE CITY OF PORTLAND B2 (COMMUNITY BUSINESS) ZONE.
  - SNOW REMOVAL AND PROPERTY MAINTENANCE SHALL BE BY THE OWNER.
  - WASTE DISPOSAL SHALL BE BY PRIVATE WASTE HAULER. WASTE SHALL BE COLLECTED IN TOTES IN THE BUILDING AND SERVED ON A WEEKLY BASIS.
  - IF REQUIRED, A GREASE TRAP WILL BE INSTALLED IN THE CAFE AS PART OF THE KITCHEN PLUMBING.
  - ALL GRANITE TIPDOWNS SHALL BE 7" LENGTH. NO GRANITE CURB PIECES SHALL BE LESS THAN 4' LONG MINIMUM. ANY EXISTING PIECES FOUND TO BE LESS THAN 4' IN THE WORK AREA SHALL BE REPLACED.
  - THE 2" DOMESTIC WATER ENTRY SHALL INCLUDE SPACE FOR THE 1.5" METER ASSEMBLY AND BACKFLOW PREVENTER IN ACCORDANCE WITH P.W.D. REQUIREMENTS (SEE STANDARD METER SET DETAILS 1.5" TO 2").
- PLAN REFERENCES:**
- "Boundary Survey At 1006 & 1020 Congress St., Portland, Maine, Made for PK Realty Management Investments, 380 Riverside Street, Portland, Maine", by Owen Haskell, Inc., dated NOV. 16, 2017, with latest revision date of 01-24-18.
  - "ALTA/ACSM Land Title Survey, 17 Westfield Street, Portland, Cumberland County, Maine, made for, Westfield Street Realty LLC, owner of record, Erving H. Bickford & Marilyn P. Bickford Living Trust", by Owen Haskell, Inc., dated January 8, 2014.

| Revision | By  | Date     |
|----------|-----|----------|
| 1        | CD  | 26.10.15 |
| 2        | SRB | 20.04.15 |
| 3        | SRB | 20.03.15 |
| 4        | SRB | 10.05.15 |
| 5        | SRB | 10.04.15 |
| 6        | SRB | 10.02.15 |
| 7        | SRB | 10.12.14 |
| 8        | SRB | 10.12.14 |
| 9        | SRB | 10.12.14 |
| 10       | SRB | 10.12.14 |
| 11       | SRB | 10.12.14 |
| 12       | SRB | 10.12.14 |
| 13       | SRB | 10.12.14 |
| 14       | SRB | 10.12.14 |
| 15       | SRB | 10.12.14 |
| 16       | SRB | 10.12.14 |
| 17       | SRB | 10.12.14 |
| 18       | SRB | 10.12.14 |
| 19       | SRB | 10.12.14 |
| 20       | SRB | 10.12.14 |
| 21       | SRB | 10.12.14 |
| 22       | SRB | 10.12.14 |
| 23       | SRB | 10.12.14 |
| 24       | SRB | 10.12.14 |
| 25       | SRB | 10.12.14 |
| 26       | SRB | 10.12.14 |
| 27       | SRB | 10.12.14 |
| 28       | SRB | 10.12.14 |
| 29       | SRB | 10.12.14 |
| 30       | SRB | 10.12.14 |
| 31       | SRB | 10.12.14 |
| 32       | SRB | 10.12.14 |
| 33       | SRB | 10.12.14 |
| 34       | SRB | 10.12.14 |
| 35       | SRB | 10.12.14 |
| 36       | SRB | 10.12.14 |
| 37       | SRB | 10.12.14 |
| 38       | SRB | 10.12.14 |
| 39       | SRB | 10.12.14 |
| 40       | SRB | 10.12.14 |
| 41       | SRB | 10.12.14 |
| 42       | SRB | 10.12.14 |
| 43       | SRB | 10.12.14 |
| 44       | SRB | 10.12.14 |
| 45       | SRB | 10.12.14 |
| 46       | SRB | 10.12.14 |
| 47       | SRB | 10.12.14 |
| 48       | SRB | 10.12.14 |
| 49       | SRB | 10.12.14 |
| 50       | SRB | 10.12.14 |
| 51       | SRB | 10.12.14 |
| 52       | SRB | 10.12.14 |
| 53       | SRB | 10.12.14 |
| 54       | SRB | 10.12.14 |
| 55       | SRB | 10.12.14 |
| 56       | SRB | 10.12.14 |
| 57       | SRB | 10.12.14 |
| 58       | SRB | 10.12.14 |
| 59       | SRB | 10.12.14 |
| 60       | SRB | 10.12.14 |
| 61       | SRB | 10.12.14 |
| 62       | SRB | 10.12.14 |
| 63       | SRB | 10.12.14 |
| 64       | SRB | 10.12.14 |
| 65       | SRB | 10.12.14 |
| 66       | SRB | 10.12.14 |
| 67       | SRB | 10.12.14 |
| 68       | SRB | 10.12.14 |
| 69       | SRB | 10.12.14 |
| 70       | SRB | 10.12.14 |
| 71       | SRB | 10.12.14 |
| 72       | SRB | 10.12.14 |
| 73       | SRB | 10.12.14 |
| 74       | SRB | 10.12.14 |
| 75       | SRB | 10.12.14 |
| 76       | SRB | 10.12.14 |
| 77       | SRB | 10.12.14 |
| 78       | SRB | 10.12.14 |
| 79       | SRB | 10.12.14 |
| 80       | SRB | 10.12.14 |
| 81       | SRB | 10.12.14 |
| 82       | SRB | 10.12.14 |
| 83       | SRB | 10.12.14 |
| 84       | SRB | 10.12.14 |
| 85       | SRB | 10.12.14 |
| 86       | SRB | 10.12.14 |
| 87       | SRB | 10.12.14 |
| 88       | SRB | 10.12.14 |
| 89       | SRB | 10.12.14 |
| 90       | SRB | 10.12.14 |
| 91       | SRB | 10.12.14 |
| 92       | SRB | 10.12.14 |
| 93       | SRB | 10.12.14 |
| 94       | SRB | 10.12.14 |
| 95       | SRB | 10.12.14 |
| 96       | SRB | 10.12.14 |
| 97       | SRB | 10.12.14 |
| 98       | SRB | 10.12.14 |
| 99       | SRB | 10.12.14 |
| 100      | SRB | 10.12.14 |

|            |                    |      |       |       |          |
|------------|--------------------|------|-------|-------|----------|
| File Name: | 1006_congress_site | CD   | SRB   | SRB   | 18.11.27 |
|            |                    | DWN. | CHKD. | DSGN. | DATE     |

Permit-Seal

Client/Project

PK Realty Management Investments  
380 Riverside Street, Portland, Maine

1006 Congress Street  
Residential Redevelopment  
PORTLAND, MAINE

Title

**SITE LAYOUT & UTILITY PLAN**

|             |          |
|-------------|----------|
| Project No. | Scale    |
| GP-3552     | 1" = 20' |
| Sheet       |          |







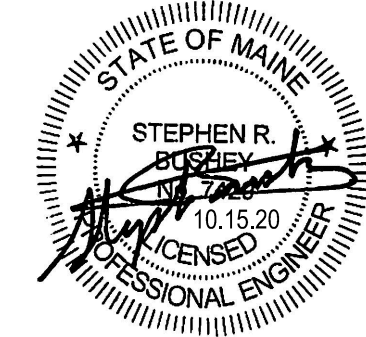


City Approval

|          |                                                    |       |          |          |
|----------|----------------------------------------------------|-------|----------|----------|
| 8        | REVISED PER CITY REVIEW COMMENTS AND RESUBMITTED   | CDD   | SRB      | 20.10.15 |
| 7        | REVISED RECORDING PLAN                             | CDD   | SRB      | 20.04.16 |
| 6        | REVISED SITES - FIELD SITE PLAN AMENDMENT          | CDD   | SRB      | 20.03.13 |
| 5        | FINAL PLANS REVISED PER CONDITIONS OF APPROVAL     | CDD   | SRB      | 19.05.31 |
| 4        | REVISED AND RESUBMITTED PER CITY STAFF COMMENTS    | CDD   | SRB      | 19.04.04 |
| 3        | PUBLIC HEARING SUBMISSION TO CITY                  | CDD   | SRB      | 19.03.22 |
| 2        | REVISED AND RESUBMITTED PER STAFF COMMENTS         | CDD   | WRM      | 19.02.26 |
| 1        | LEVEL III SITE PLAN APPLICATION SUBMISSION TO CITY | CDD   | SRB      | 18.12.14 |
| Revision | By                                                 | Aspt. | YY.MM.DD |          |

|            |                    |     |     |     |          |
|------------|--------------------|-----|-----|-----|----------|
| File Name: | 1006_congress_site | CDD | SRB | SRB | 18.11.27 |
|------------|--------------------|-----|-----|-----|----------|

Permit-Seal



Client/Project

PK Realty Management Investments  
380 Riverside Street, Portland, Maine

1006 Congress Street  
Residential Redevelopment  
PORTLAND, MAINE

Title

## GRADING, DRAINAGE & EROSION CONTROL PLAN

Project No.

GP-3552

Scale

AS NOTED

Sheet

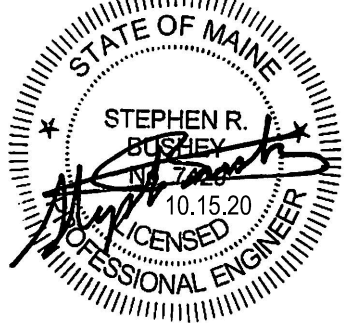


City Approval

| Revision | By | Appd. | Date     |
|----------|----|-------|----------|
| 1        | YJ | MM    | 18.12.14 |
| 2        | YJ | MM    | 18.02.26 |
| 3        | YJ | MM    | 18.04.04 |
| 4        | YJ | MM    | 18.05.31 |
| 5        | YJ | MM    | 20.03.15 |
| 6        | YJ | MM    | 20.04.15 |
| 7        | YJ | MM    | 20.04.15 |
| 8        | YJ | MM    | 20.04.15 |

|                                    |      |       |       |          |
|------------------------------------|------|-------|-------|----------|
| File Name: 1006_congress_landscape | CDD  | SRB   | SRB   | 18.11.27 |
|                                    | DWN. | CHKD. | DSGN. | DATE     |

Permit-Seal



Client/Project

PK Realty Management Investments  
380 Riverside Street, Portland, Maine

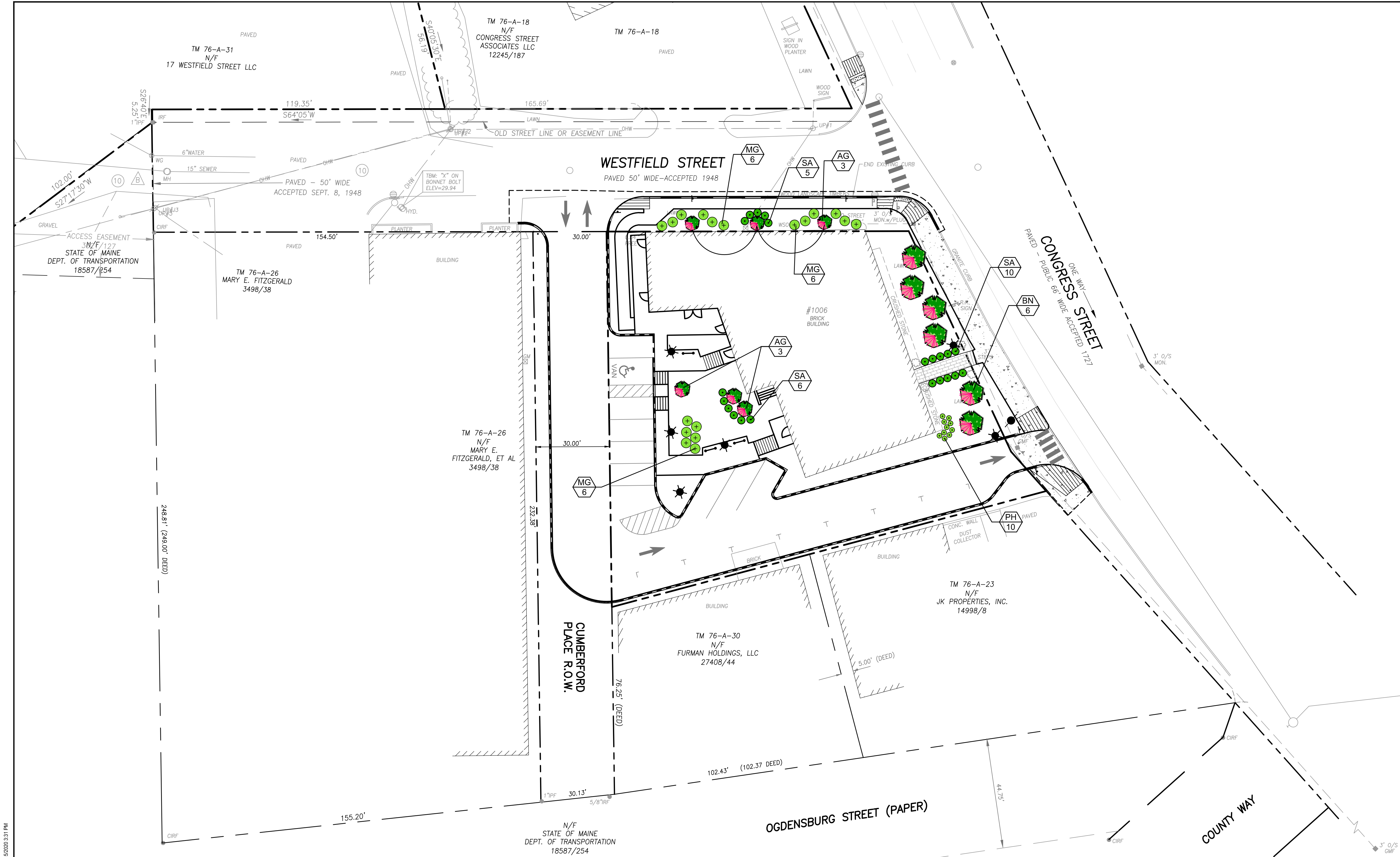
1006 Congress Street  
Residential Redevelopment  
PORTLAND, MAINE

Title  
LANDSCAPE PLAN

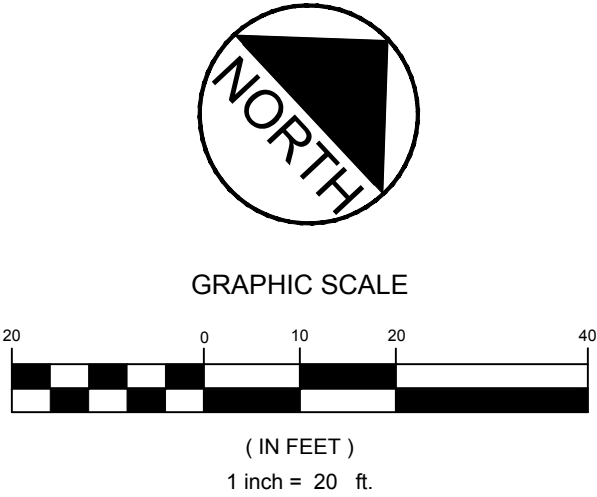
Project No. GP-3552  
Scale 1" = 20'

Sheet

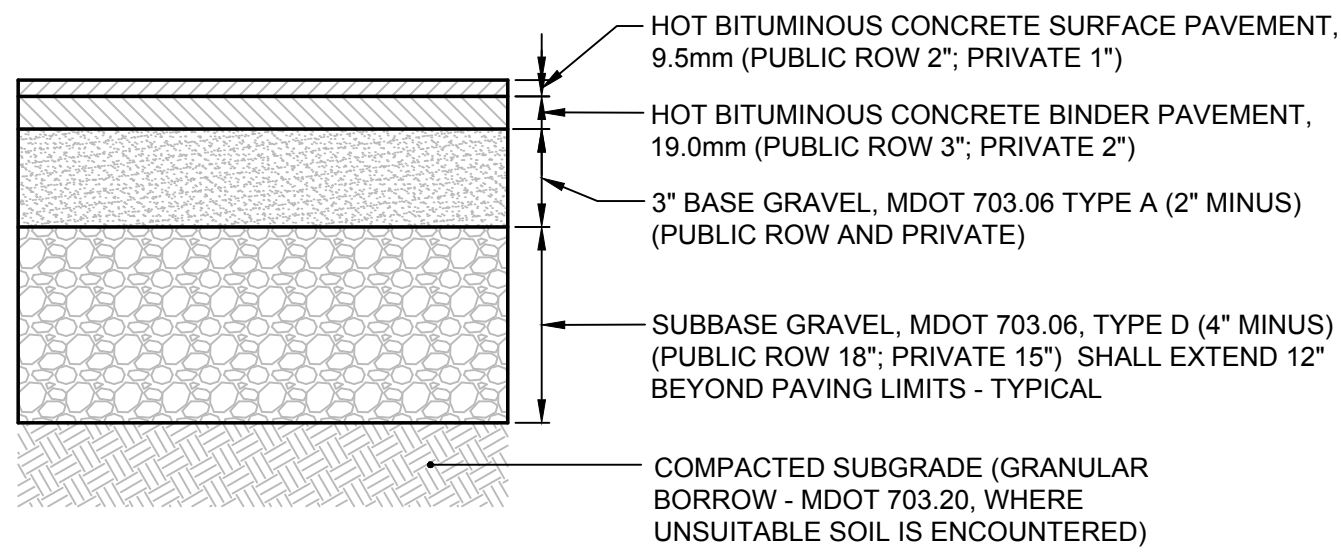
C-5.0



| PLANT LIST |        |                                |                                               |          |          |        |
|------------|--------|--------------------------------|-----------------------------------------------|----------|----------|--------|
| QUANTITY   | SYMBOL | COMMON NAME                    | BOTANICAL NAME                                | SIZE     | SPACING  | REMARK |
| 6          | BN     | River Birch                    | Betula nigra 'Heritage'                       | 1½" Cal. | AS SHOWN | B & B  |
| 6          | AG     | Autumn Brilliance Serviceberry | Amelanchier x grandiflora 'Autumn Brilliance' | 5 Gal.   | AS SHOWN |        |
| 21         | SA     | Autumn Joy Stonecrop           | Sedum Spectabile 'Autumn Joy'                 | 2 Gal.   | 3' o.c.  |        |
| 18         | MG     | Maiden Grass                   | Miscanthus sinensis 'Gracillimus'             | 2 Gal.   | 4' o.c.  |        |
| 10         | PH     | Dwarf Fountain Grass           | Pennisetum alopecuroides 'Hameln'             | 2 Gal.   | 3' o.c.  |        |



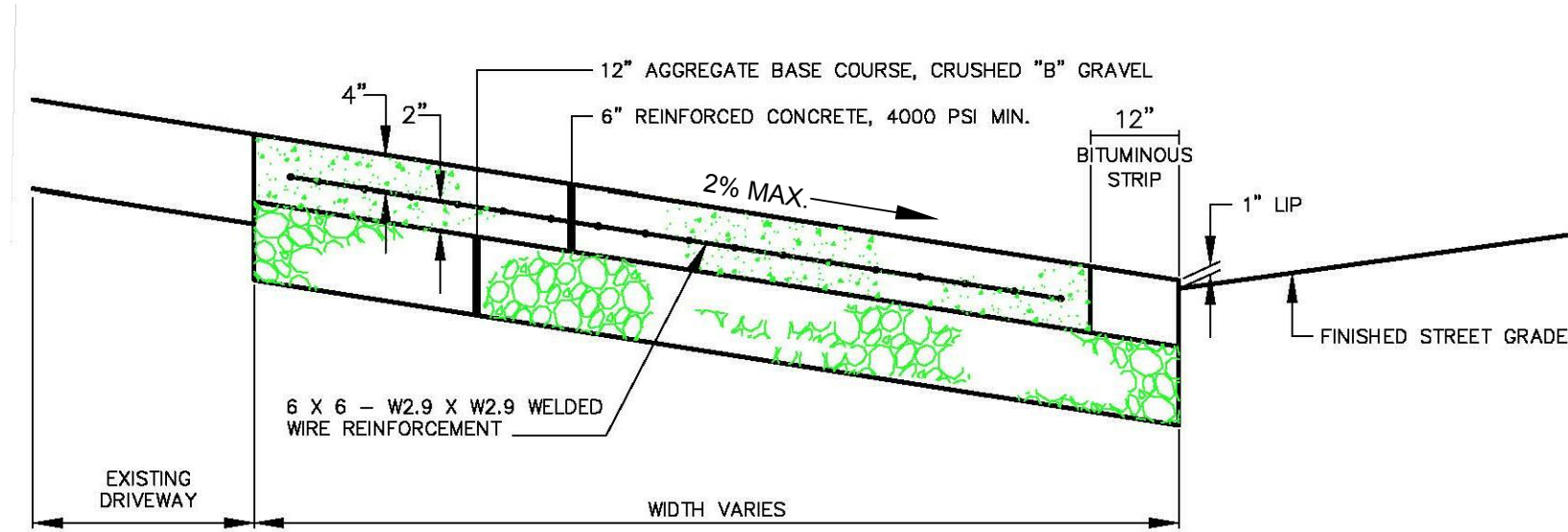




**NOTES:**

1. APPLY TACK COAT BETWEEN BINDER AND SURFACE COURSES.
2. ALL MATERIALS SHALL CONFORM TO MDOT SPECIFICATIONS, LATEST REVISION AND/OR CITY OF PORTLAND TECHNICAL STANDARD, WHICHEVER IS MORE STRINGENT. COMPACTION OF ALL MATERIALS TO BE IN ACCORDANCE WITH THE MDOT STANDARD SPECIFICATIONS.

**BITUMINOUS CONCRETE PAVEMENT SECTION**  
N.T.S.



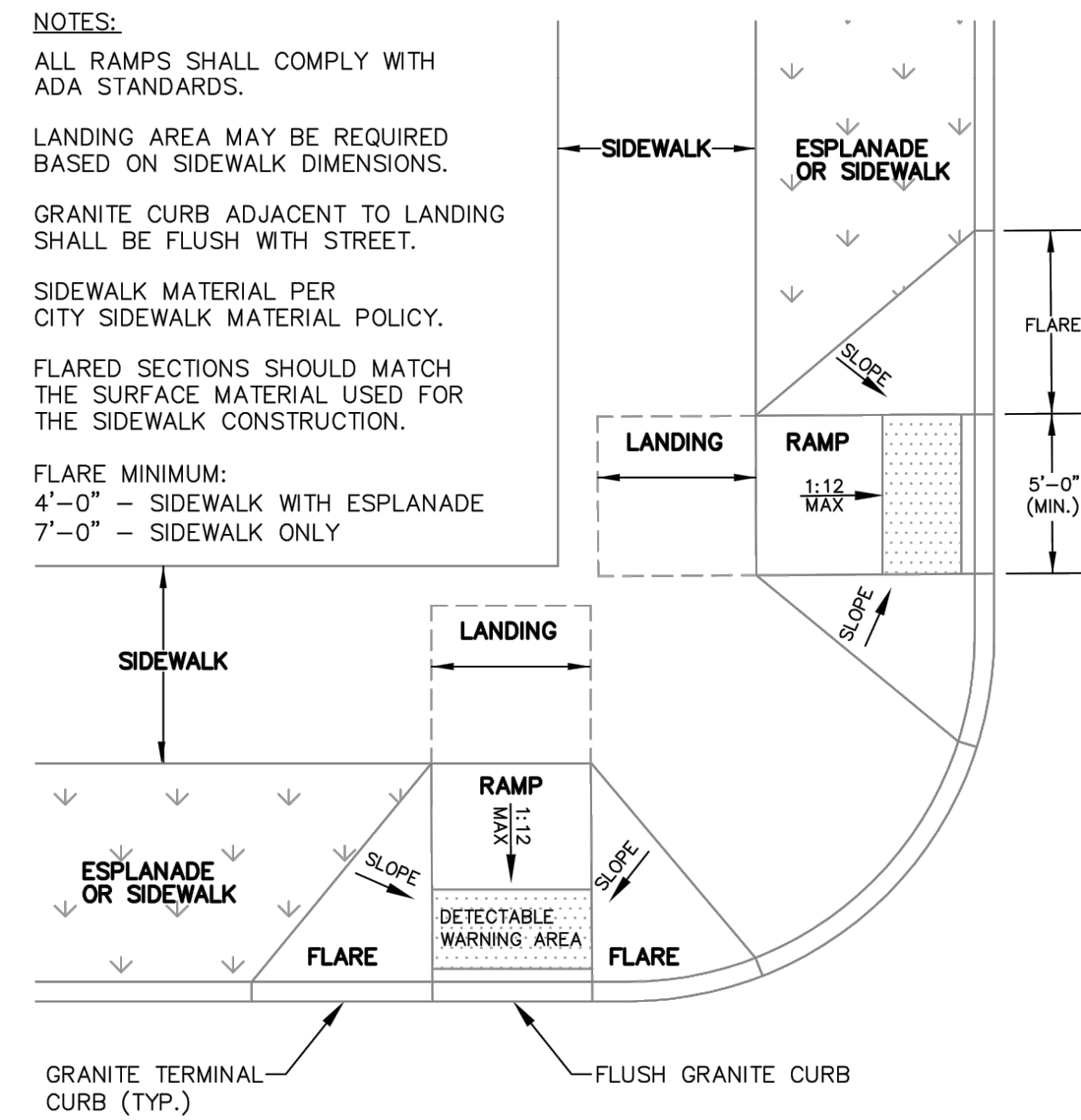
**REINFORCED CONCRETE DRIVEWAY APRON**

NOT TO SCALE

**CITY STANDARD CONCRETE DRIVEWAY APRON DETAIL**  
N.T.S.

AS OBTAINED FROM THE CITY OF PORTLAND "TECHNICAL MANUAL"

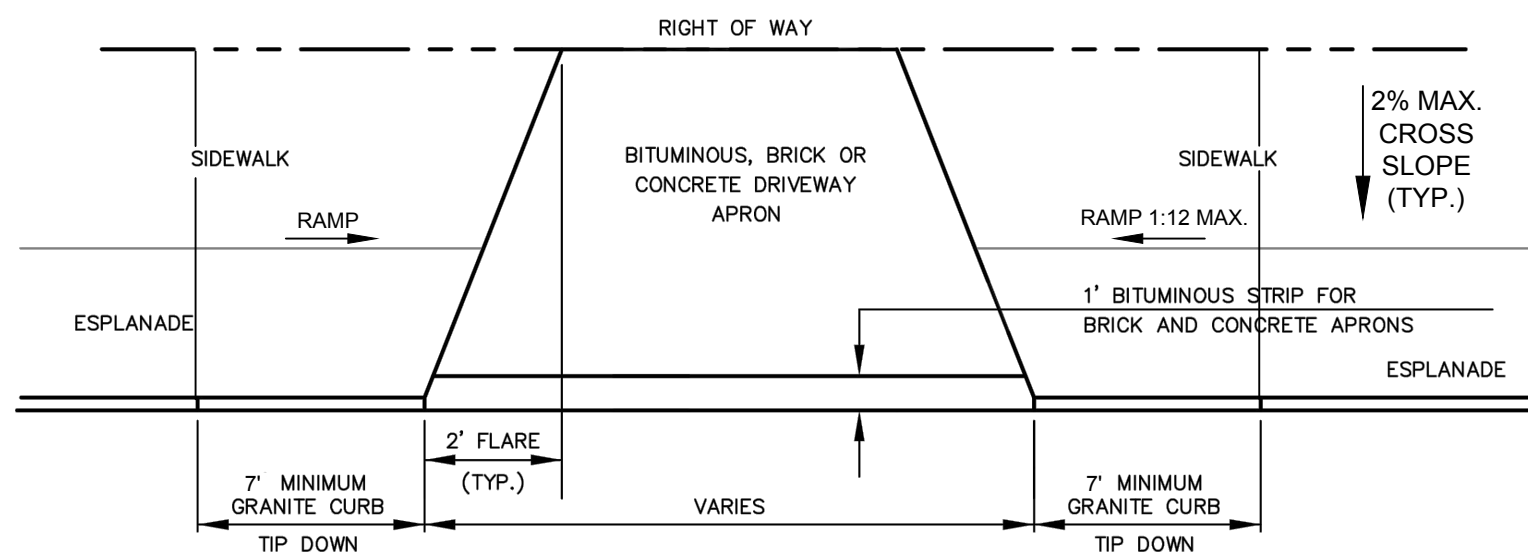
- NOTES:**
- ALL RAMP SHALL COMPLY WITH ADA STANDARDS.
  - LANDING AREA MAY BE REQUIRED BASED ON SIDEWALK DIMENSIONS.
  - GRANITE CURB ADJACENT TO LANDING SHALL BE FLUSH WITH STREET.
  - SIDEWALK MATERIAL PER CITY SIDEWALK MATERIAL POLICY.
  - FLARED SECTIONS SHOULD MATCH THE SURFACE MATERIAL USED FOR THE SIDEWALK CONSTRUCTION.
  - FLARE MINIMUM:  
4'-0" - SIDEWALK WITH ESPLANADE  
7'-0" - SIDEWALK ONLY



**PREFERRED SIDEWALK RAMP AT INTERSECTION**  
N.T.S.

AS OBTAINED FROM THE CITY OF PORTLAND "TECHNICAL MANUAL"

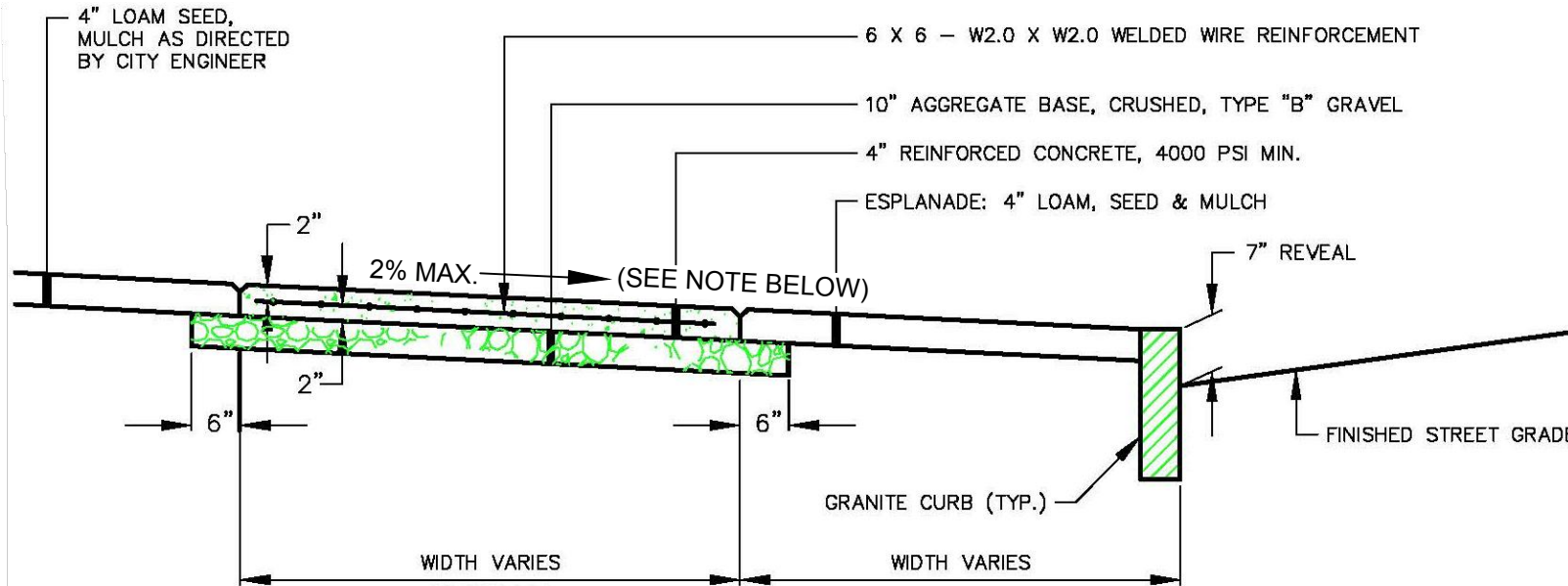
NOTE:  
MATCH GRADE OF EXISTING DRIVEWAY AT R. O. W. LINE, EXCEPT WHEN DIRECTED OTHERWISE BY CITY ENGINEER.



**DRIVEWAY APRON LAYOUT**

NOT TO SCALE

**DRIVEWAY APRON LAYOUT**  
N.T.S.



**REINFORCED CONCRETE SIDEWALK**

NOT TO SCALE

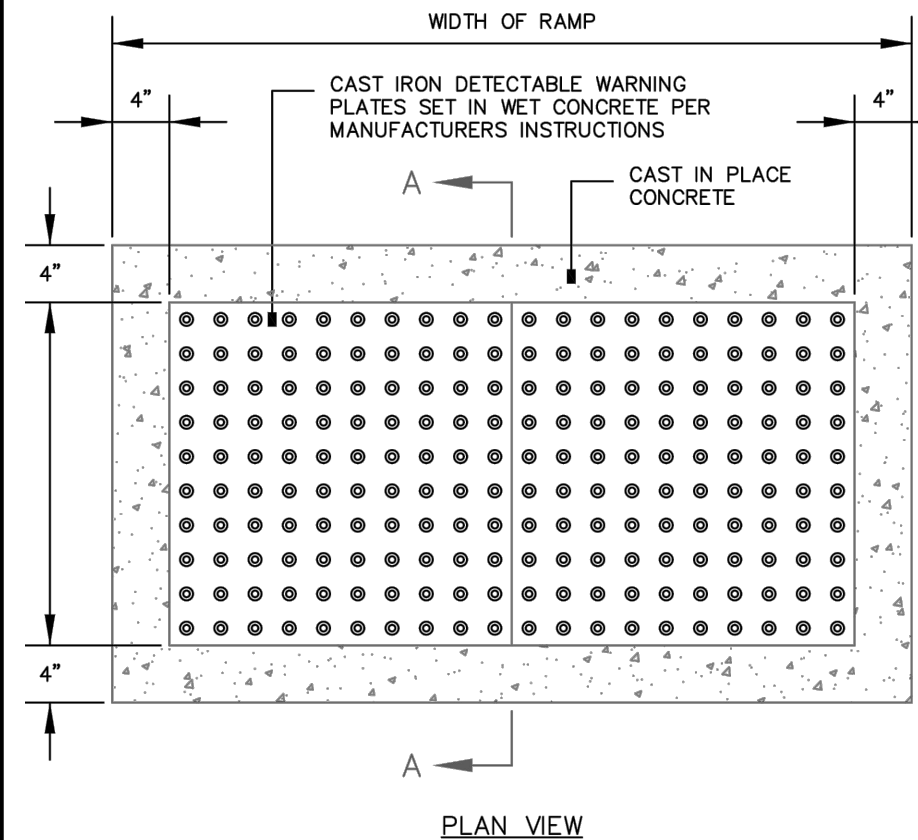
**NOTE:** MAX. ALLOWABLE CROSS SLOPE IS 2% (DESIGN PREFERENCE IS 1.5% WITH A CONSTRUCTION TOLERANCE OF  $\pm 0.5\%$  CROSS SLOPE)

**CITY STANDARD CONCRETE SIDEWALK DETAIL**  
N.T.S.

AS OBTAINED FROM THE CITY OF PORTLAND "TECHNICAL MANUAL"

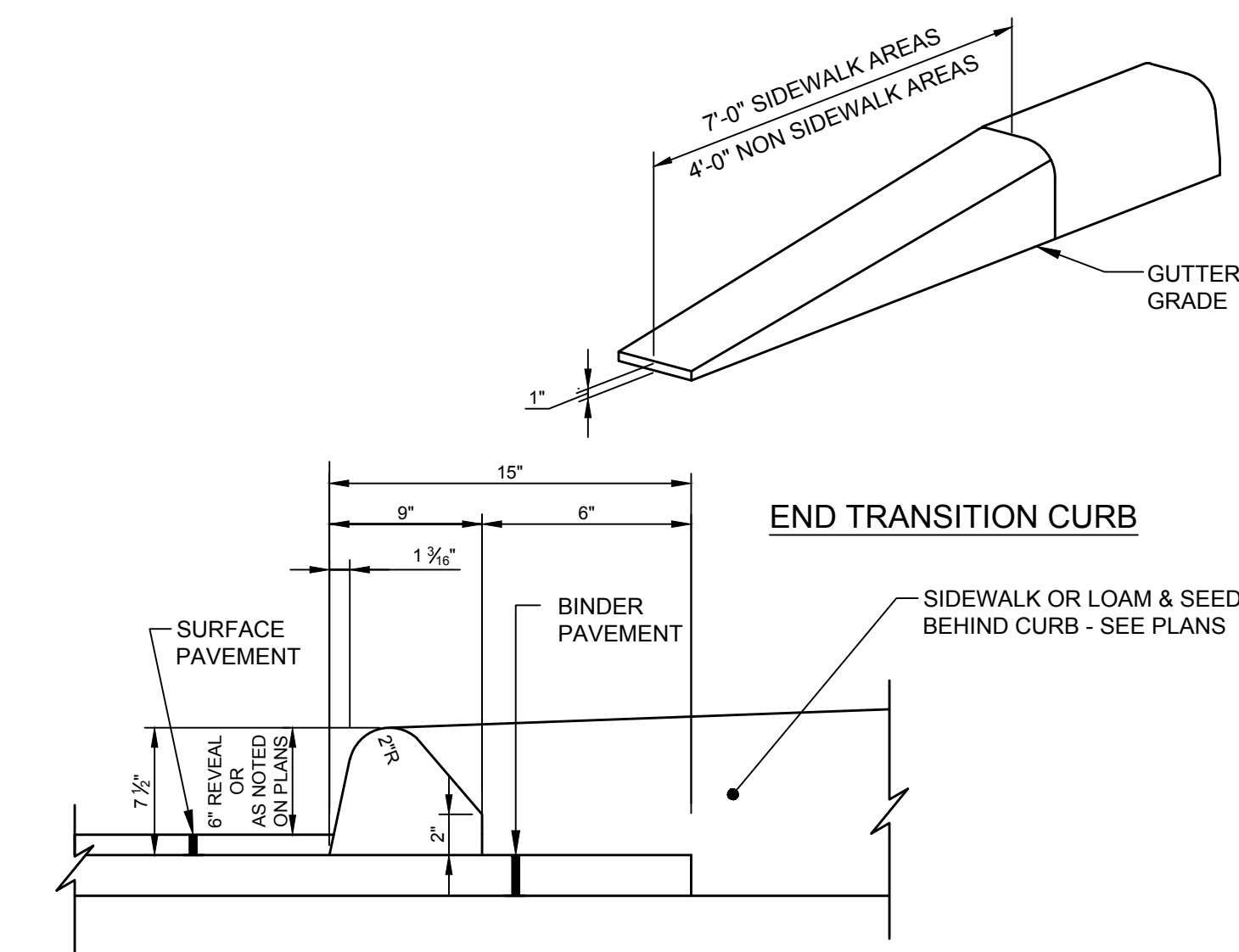
**NOTES:**

- ALL DETECTABLE WARNING PLATES SHALL BE UNCOATED CAST IRON. FOLLOW MANUFACTURER'S INSTRUCTIONS FOR INSTALLATION.
- CAST IN PLACE CONCRETE SHALL MEET SPECIFICATIONS FOR MDOT CLASS A STRUCTURAL CONCRETE. MINIMUM COMPRESSIVE STRENGTH 4,000 PSI. THE EXPOSED CONCRETE BORDER SHALL RECEIVE A UNIFORM BROOM FINISH PERPENDICULAR TO THE FLOW OF PEDESTRIAN TRAFFIC.
- TRUNCATED DOMES SHALL BE ALIGNED IN ROWS, PARALLEL AND PERPENDICULAR TO THE PREDOMINANT DIRECTION OF TRAVEL. TRUNCATED DOME BRICKS AND GRANITE PAVERS ARE NOT ALLOWED.
- SIZE: THE DETECTABLE WARNING PLATES SHALL EXTEND 24 INCHES MINIMUM IN THE DIRECTION OF TRAVEL AND THE FULL WIDTH OF THE CURB RAMP, LANDING, OR BLENDED TRANSITION TO THE STREET.
- ORIENTATION: THE DETECTABLE WARNING PANEL SHALL BE LOCATED SO THAT THE EDGE NEAREST THE CURB LINE IS 6 INCHES MINIMUM AND 8 INCHES MAXIMUM FROM THE CURB LINE. THE PANEL SHALL BE ORIENTED TO THE DIRECTION OF TRAVEL AS IDENTIFIED BY THE POINT OF EGRESS.

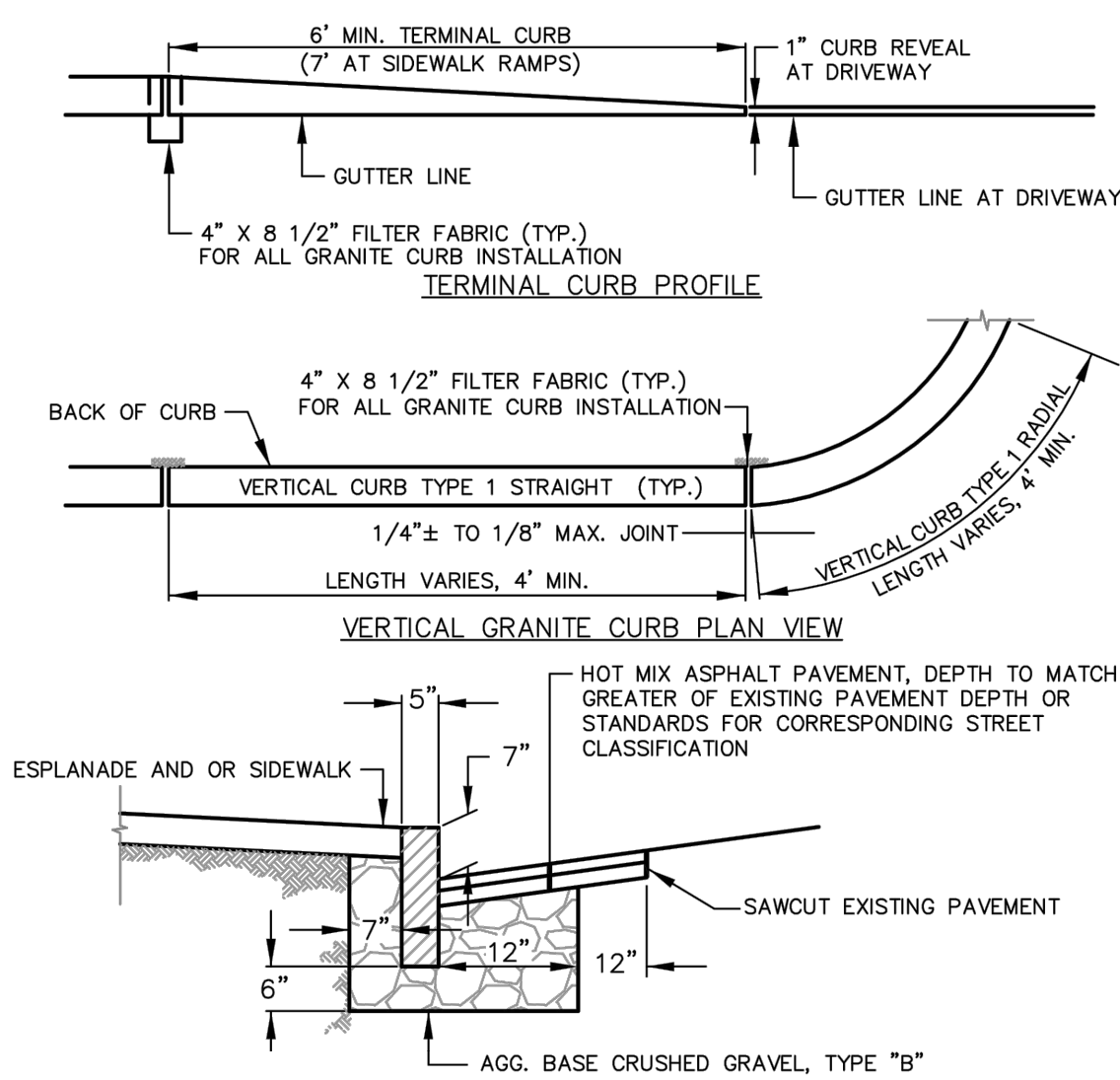


**SIDEWALK RAMP DETECTABLE WARNING PANEL**  
N.T.S.

AS OBTAINED FROM THE CITY OF PORTLAND "TECHNICAL MANUAL"

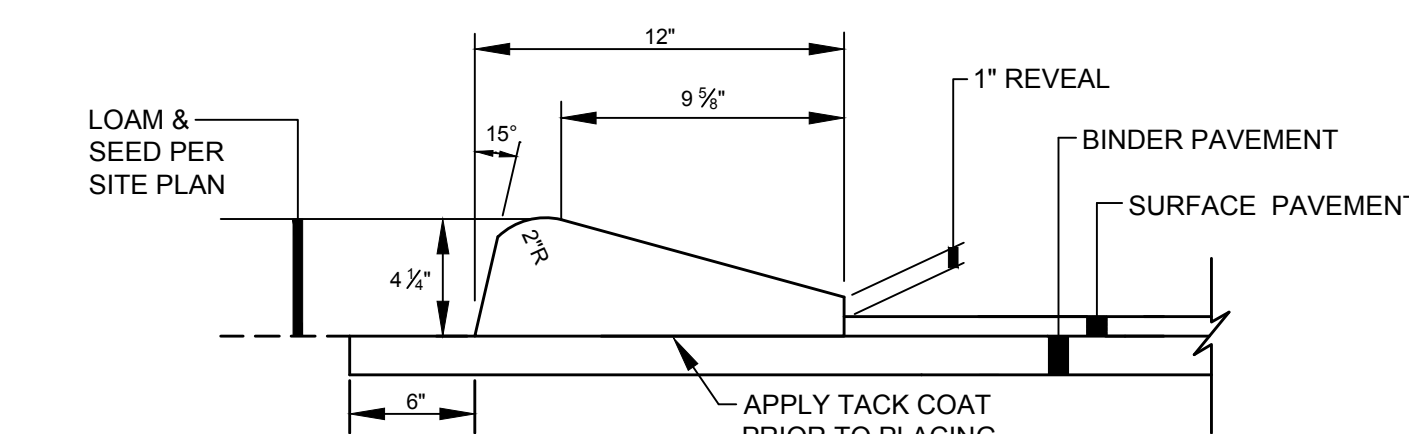


**TYPE 3 BITUMINOUS CURB DETAIL - MDOT MOLD 2**  
N.T.S.



**VERTICAL GRANITE CURB INSTALLATION IN EXIST. STREETS**  
N.T.S.

AS OBTAINED FROM THE CITY OF PORTLAND "TECHNICAL MANUAL"



**TYPE 3B CAPE COD (SLOPED) BITUMINOUS CURB DETAIL**  
N.T.S.



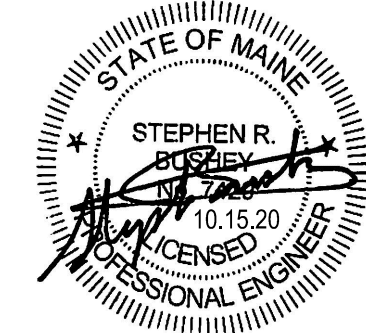
Relationships. Responsiveness. Results.  
www.gorrillpalmer.com  
207.772.2515

City Approval

| Revision | By  | App'd | YY/MM/DD |
|----------|-----|-------|----------|
| 1        | SRB | SRB   | 26.10.15 |
| 2        | SRB | SRB   | 20.04.15 |
| 3        | SRB | SRB   | 20.03.15 |
| 4        | SRB | SRB   | 19.05.31 |
| 5        | SRB | SRB   | 19.04.04 |
| 6        | SRB | SRB   | 19.03.22 |
| 7        | SRB | SRB   | 19.02.26 |
| 8        | SRB | SRB   | 18.12.14 |
| 9        | SRB | SRB   | 18.12.14 |
| 10       | SRB | SRB   | 18.12.14 |
| 11       | SRB | SRB   | 18.12.14 |
| 12       | SRB | SRB   | 18.12.14 |
| 13       | SRB | SRB   | 18.12.14 |
| 14       | SRB | SRB   | 18.12.14 |
| 15       | SRB | SRB   | 18.12.14 |
| 16       | SRB | SRB   | 18.12.14 |
| 17       | SRB | SRB   | 18.12.14 |
| 18       | SRB | SRB   | 18.12.14 |
| 19       | SRB | SRB   | 18.12.14 |
| 20       | SRB | SRB   | 18.12.14 |
| 21       | SRB | SRB   | 18.12.14 |
| 22       | SRB | SRB   | 18.12.14 |
| 23       | SRB | SRB   | 18.12.14 |
| 24       | SRB | SRB   | 18.12.14 |
| 25       | SRB | SRB   | 18.12.14 |
| 26       | SRB | SRB   | 18.12.14 |
| 27       | SRB | SRB   | 18.12.14 |
| 28       | SRB | SRB   | 18.12.14 |
| 29       | SRB | SRB   | 18.12.14 |
| 30       | SRB | SRB   | 18.12.14 |
| 31       | SRB | SRB   | 18.12.14 |
| 32       | SRB | SRB   | 18.12.14 |
| 33       | SRB | SRB   | 18.12.14 |
| 34       | SRB | SRB   | 18.12.14 |
| 35       | SRB | SRB   | 18.12.14 |
| 36       | SRB | SRB   | 18.12.14 |
| 37       | SRB | SRB   | 18.12.14 |
| 38       | SRB | SRB   | 18.12.14 |
| 39       | SRB | SRB   | 18.12.14 |
| 40       | SRB | SRB   | 18.12.14 |
| 41       | SRB | SRB   | 18.12.14 |
| 42       | SRB | SRB   | 18.12.14 |
| 43       | SRB | SRB   | 18.12.14 |
| 44       | SRB | SRB   | 18.12.14 |
| 45       | SRB | SRB   | 18.12.14 |
| 46       | SRB | SRB   | 18.12.14 |
| 47       | SRB | SRB   | 18.12.14 |
| 48       | SRB | SRB   | 18.12.14 |
| 49       | SRB | SRB   | 18.12.14 |
| 50       | SRB | SRB   | 18.12.14 |

File Name: 1006\_congress\_det CDD SRB SRB 18.11.27  
DWN. CHKD. DSGN. DATE

Permit-Seal



Client/Project  
PK Realty Management Investments  
380 Riverside Street, Portland, Maine  
  
1006 Congress Street  
Residential Redevelopment  
PORTLAND, MAINE

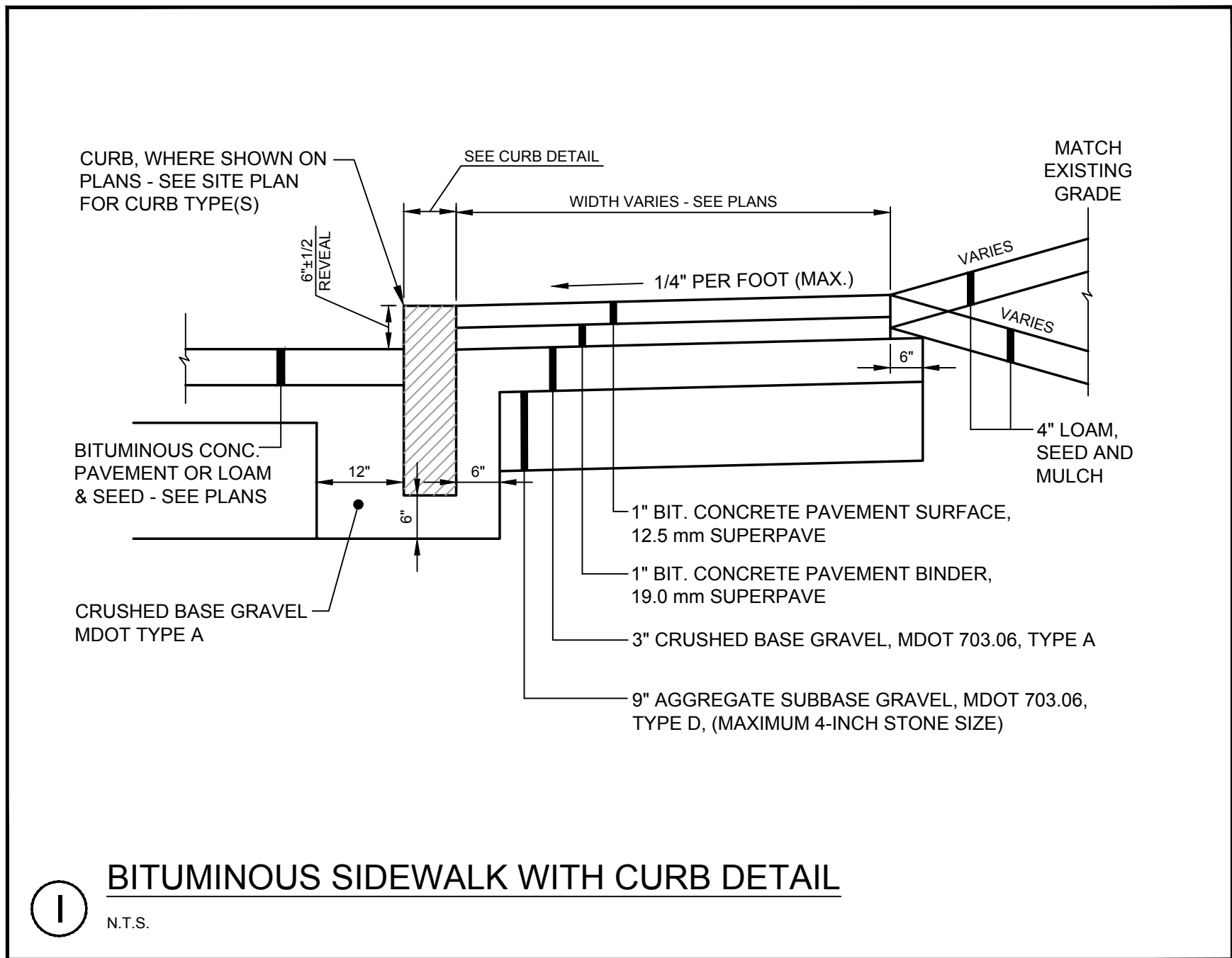
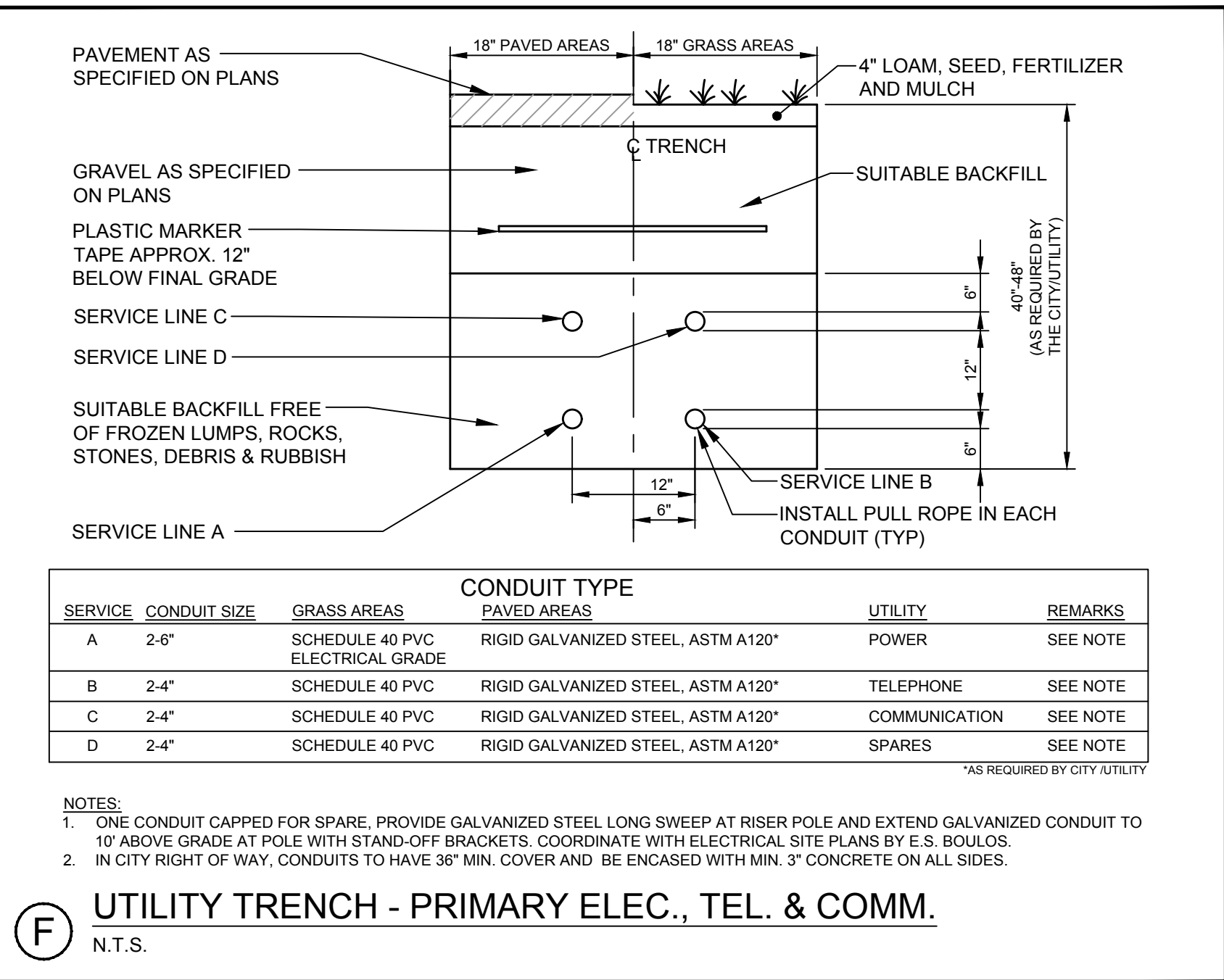
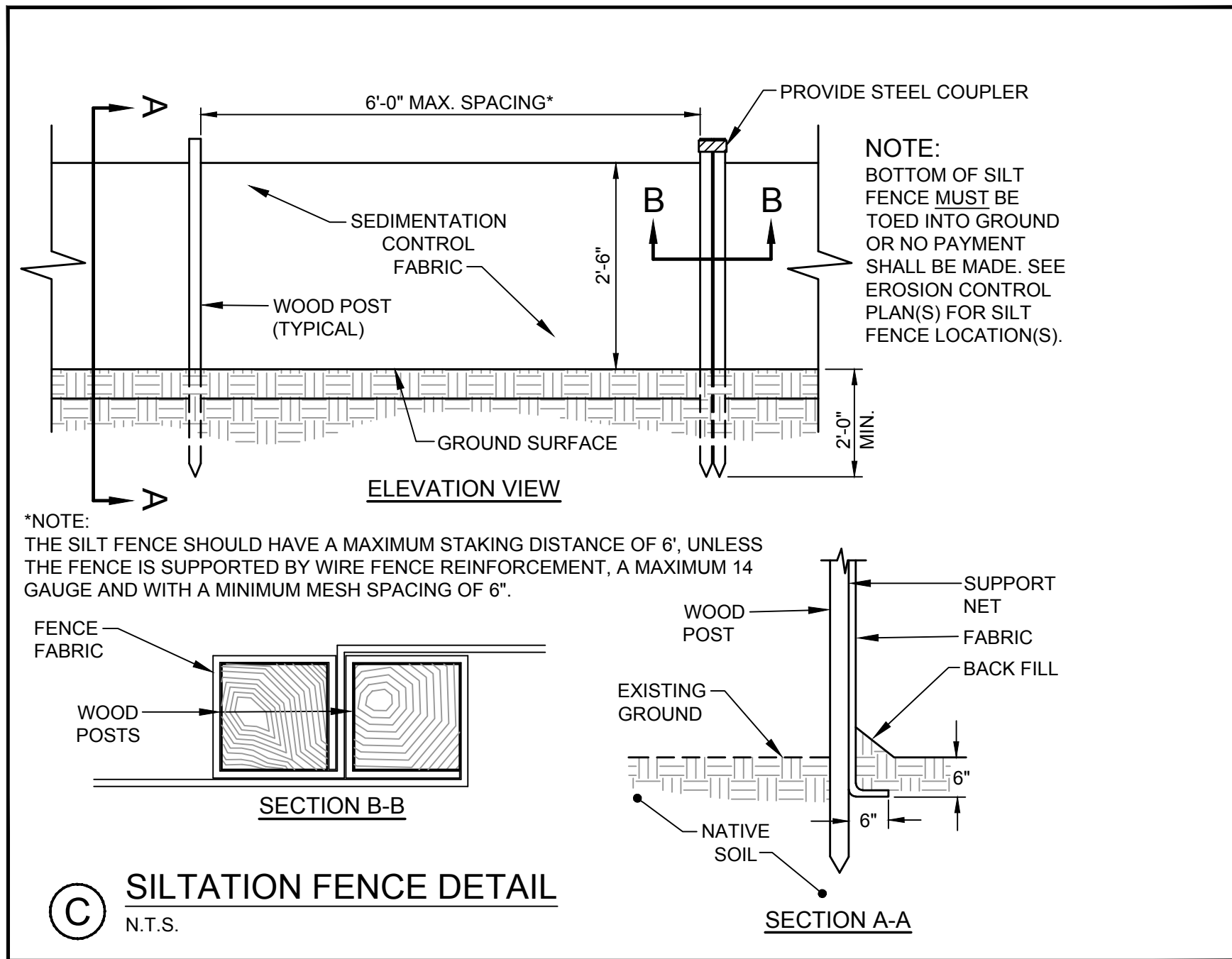
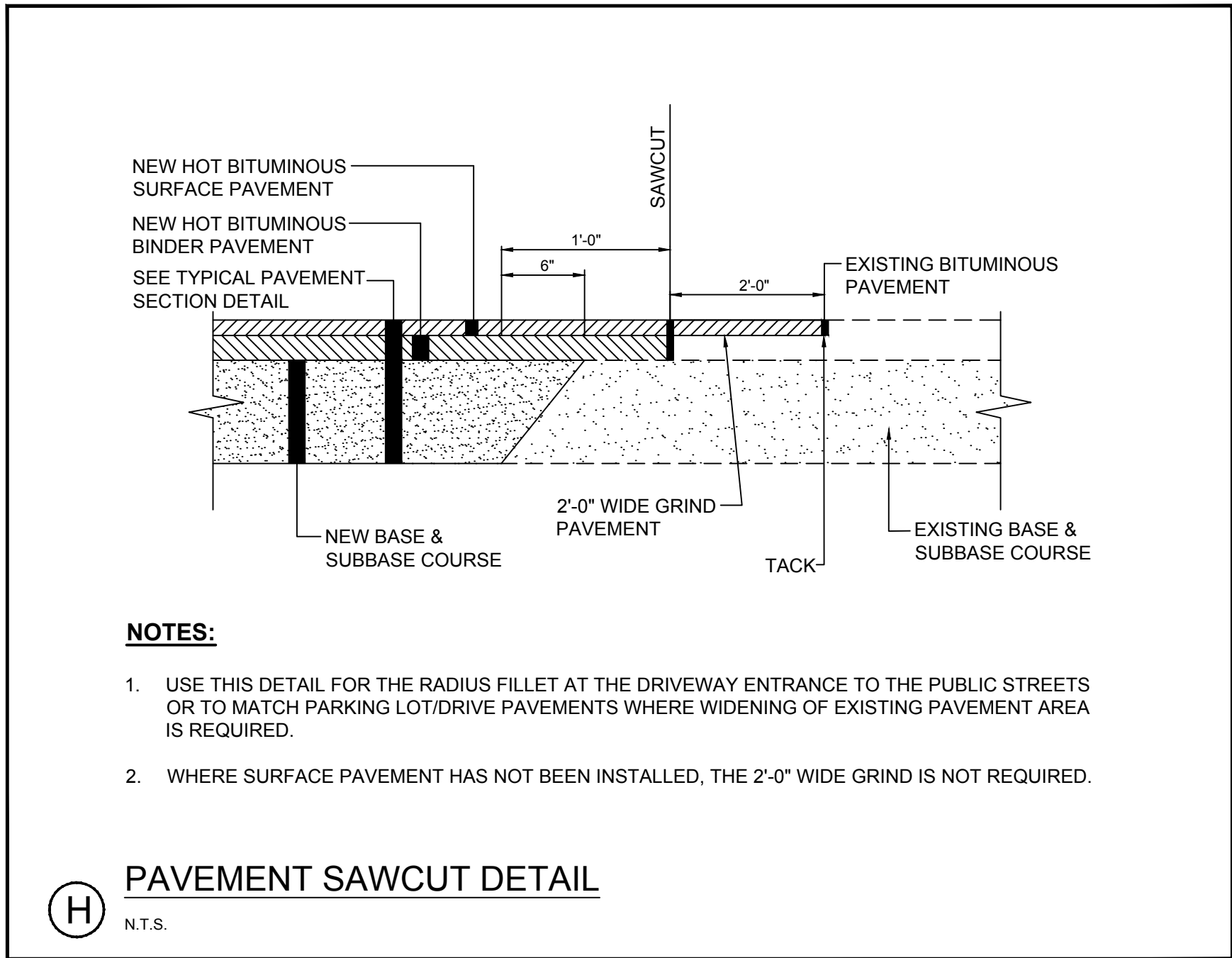
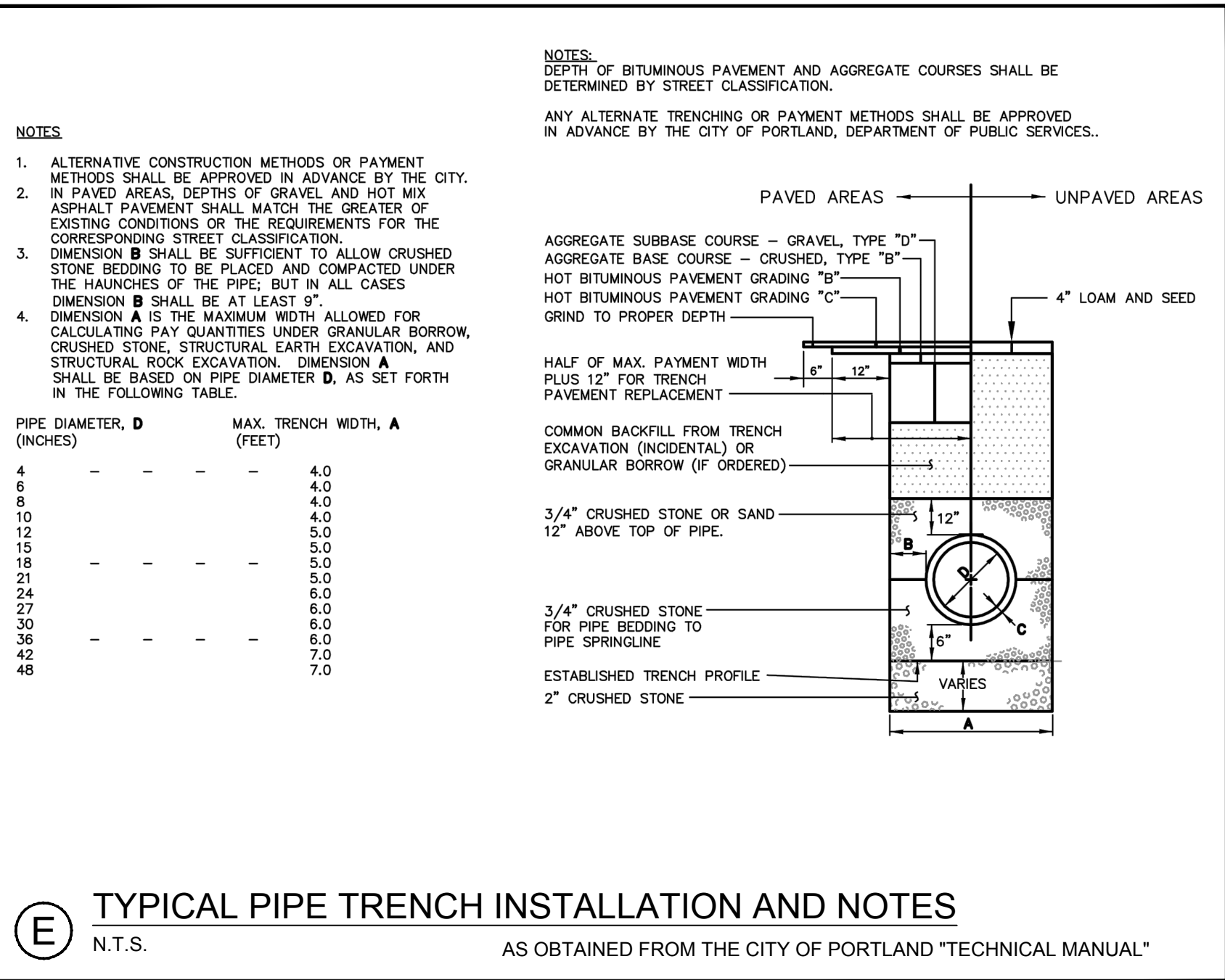
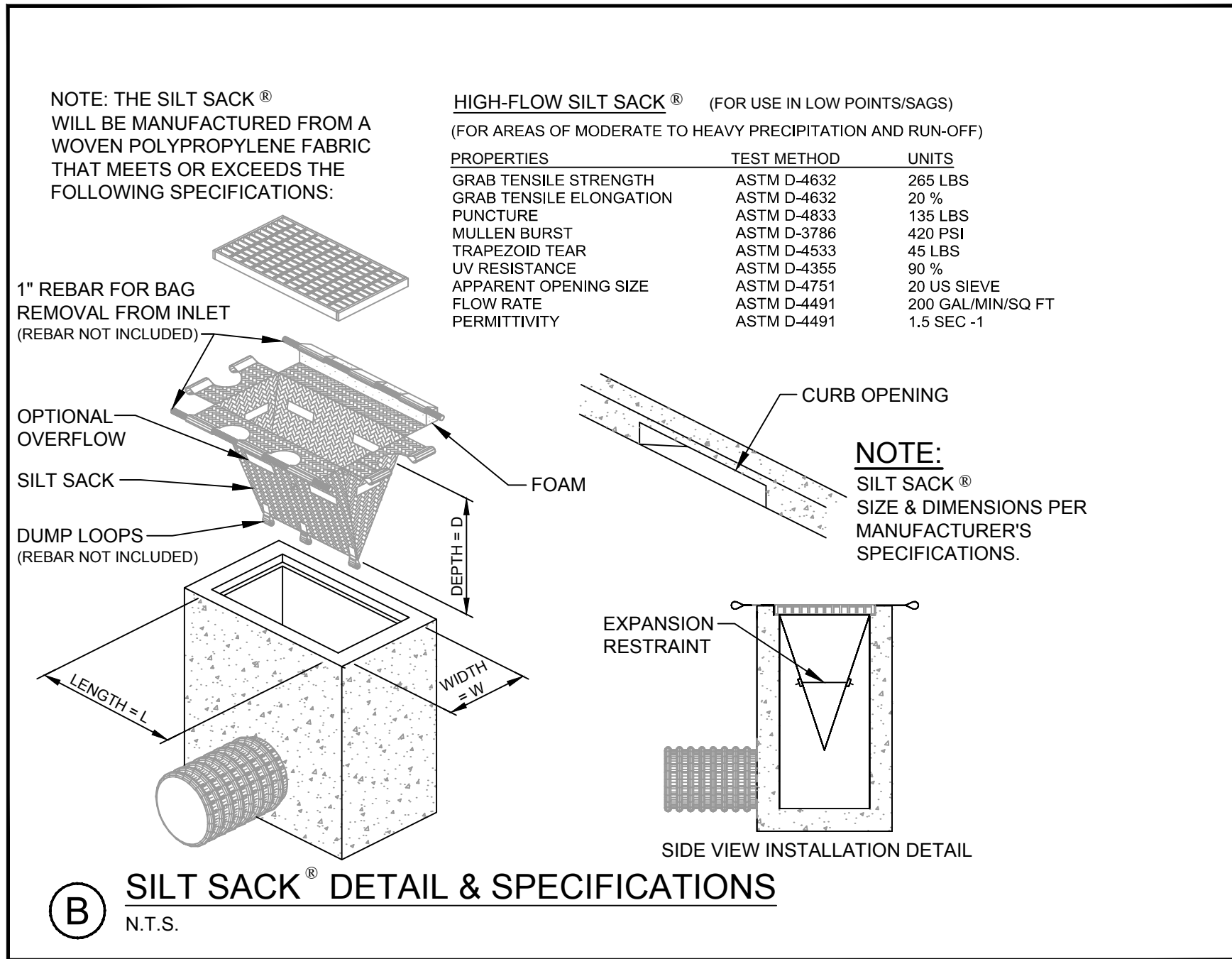
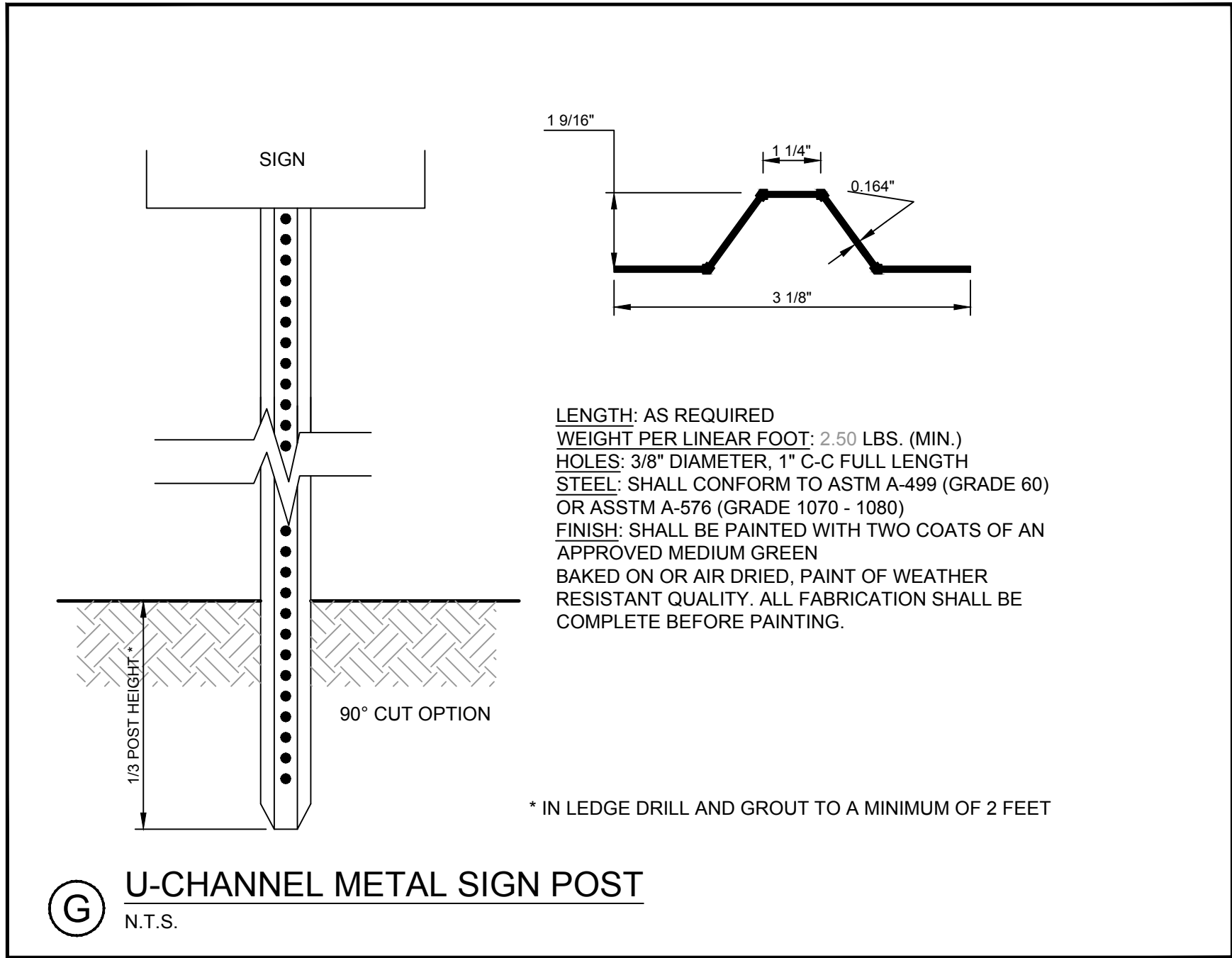
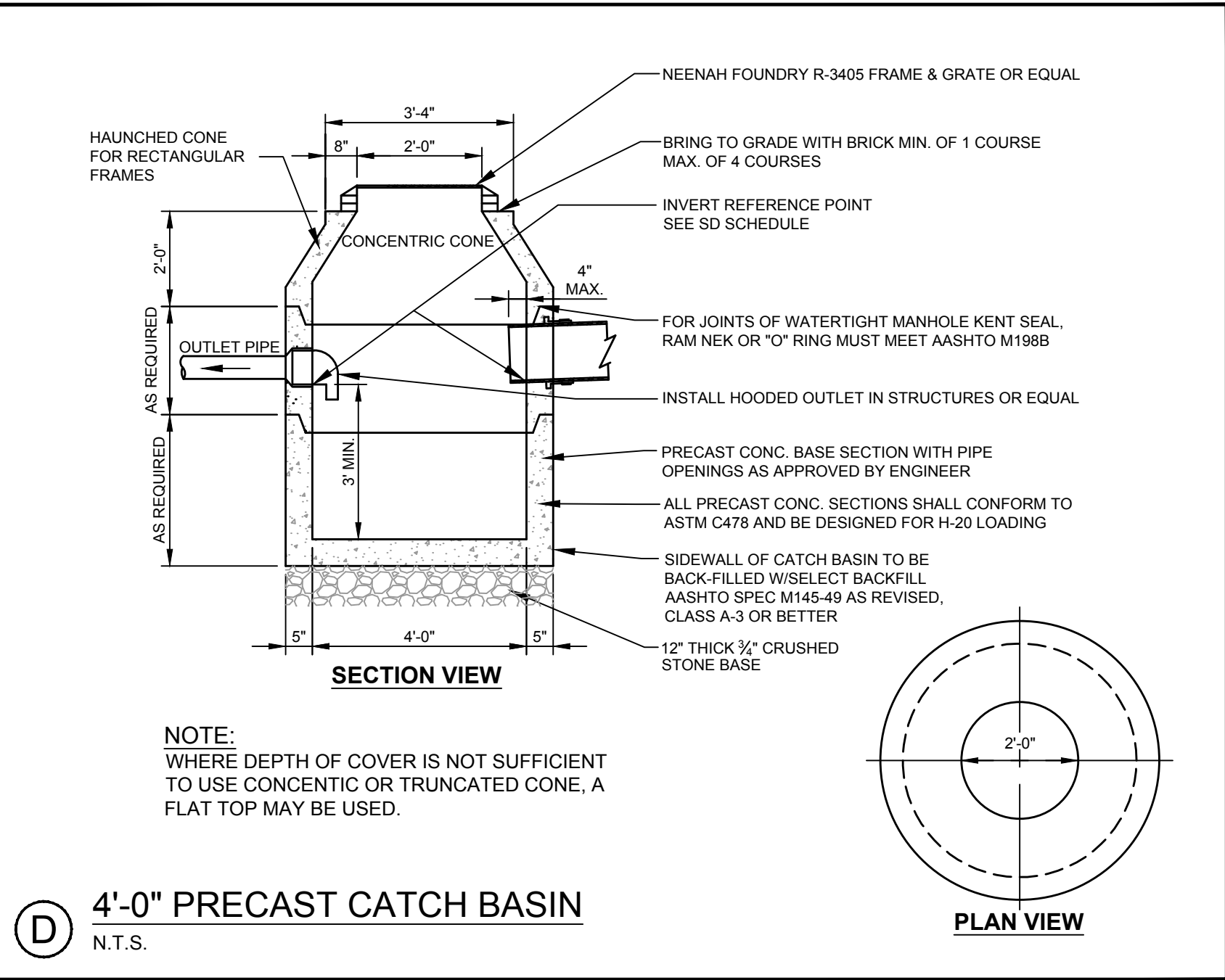
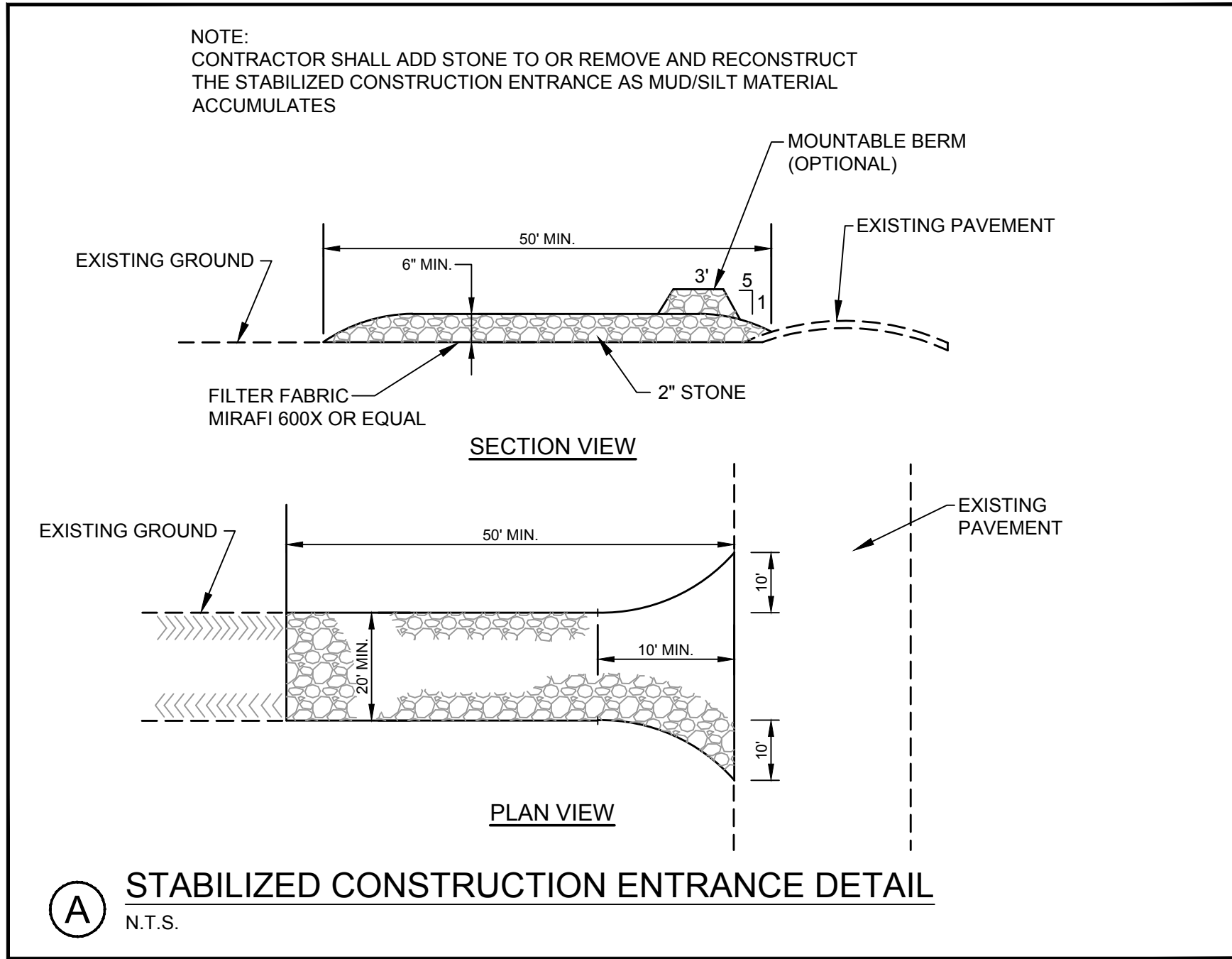
Title  
DETAILS

Project No. GP-3552 Scale N.T.S.

Sheet



U:\3542\_1006 Congress Street Portland\EST\AN\TEC\LEGACY\civil\dwg\perm\dwg\1006\_congress\_detailing.ctb 10/15/2020 3:22 PM

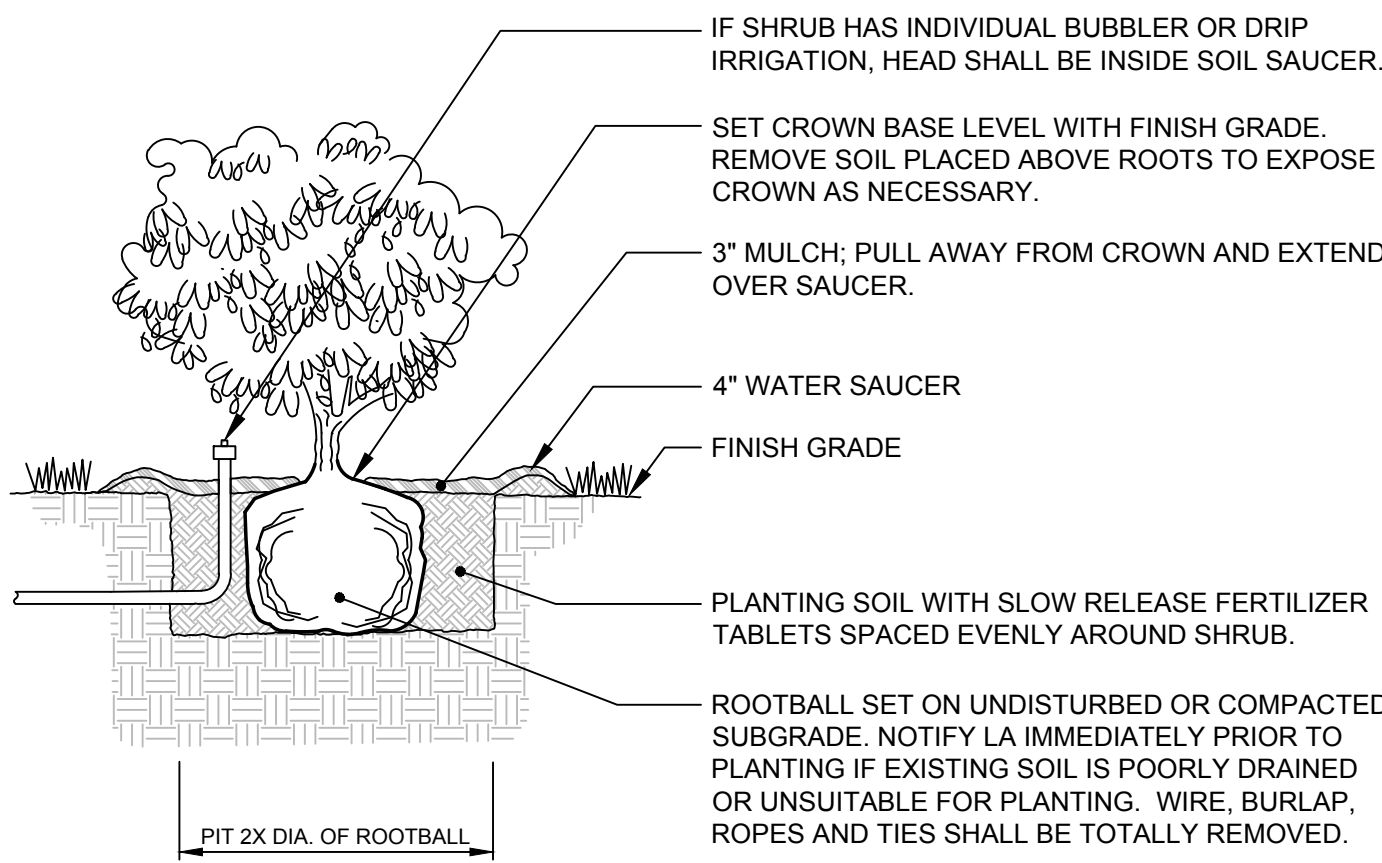


City Approval

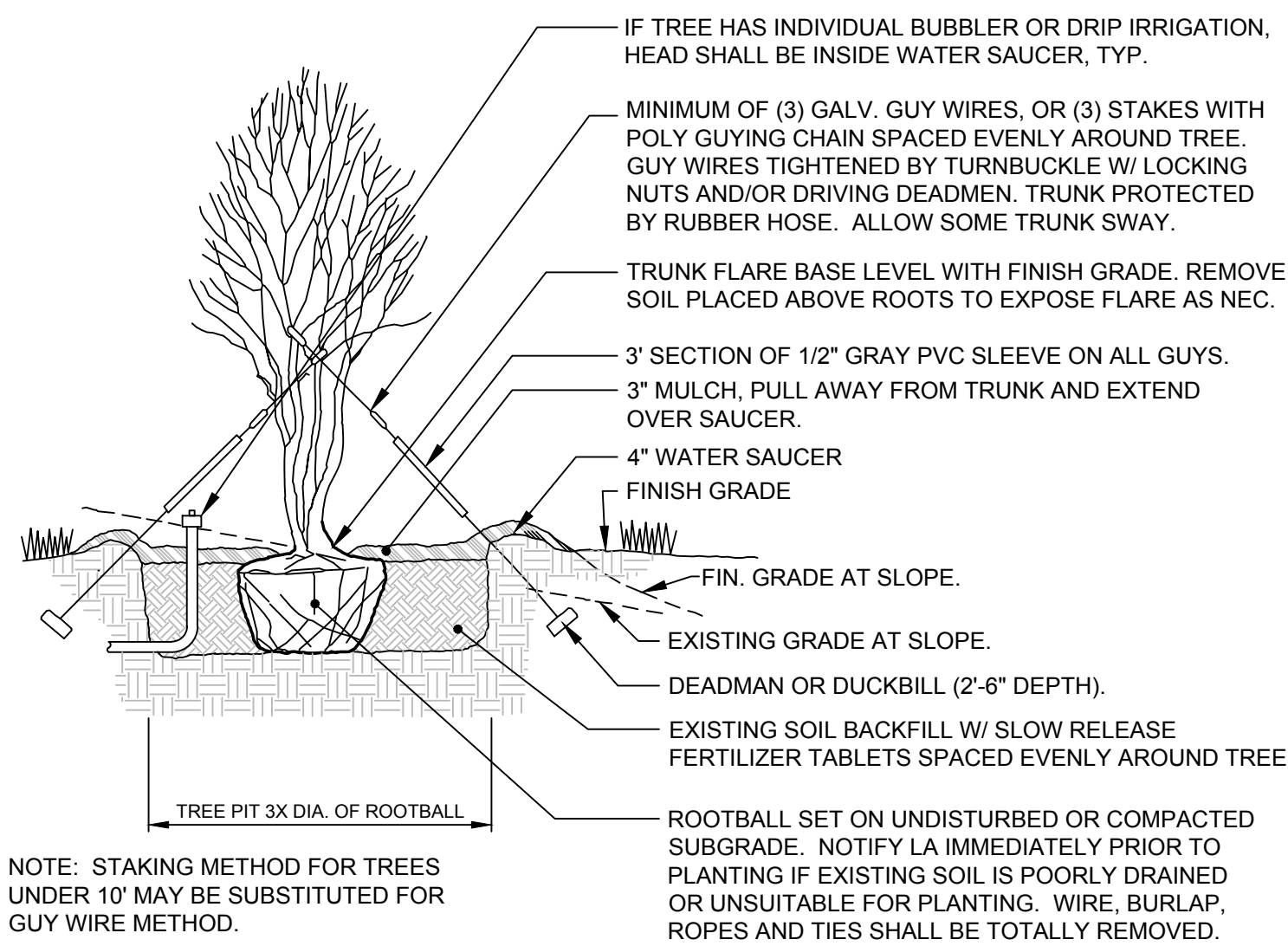
|    |                                                    |        |          |
|----|----------------------------------------------------|--------|----------|
| 8  | REUSED PER CITY REVIEW COMMENTS AND RESUBMITTED    | SRB    | 26.10.15 |
| 9  | REUSED SITE RECORDING PLAN                         | SRB    | 20.04.15 |
| 10 | REUSED PLANS - FILED SITE PLAN AMENDMENT           | SRB    | 20.03.15 |
| 11 | FINAL PLANS - REVISED PER CONDITIONS OF APPROVAL   | SRB    | 10.05.21 |
| 12 | REVISED AND RESUBMITTED PER CITY STAFF COMMENTS    | SRB    | 10.04.04 |
| 13 | PUBLIC HEARING SUBMISSION TO CITY                  | SRB    | 10.02.22 |
| 14 | REVISED AND RESUBMITTED PER STAFF COMMENTS         | SRB    | 10.02.26 |
| 15 | LEVEL III SITE PLAN APPLICATION SUBMISSION TO CITY | SRB    | 10.12.14 |
| 16 | By                                                 | YYMMDD |          |



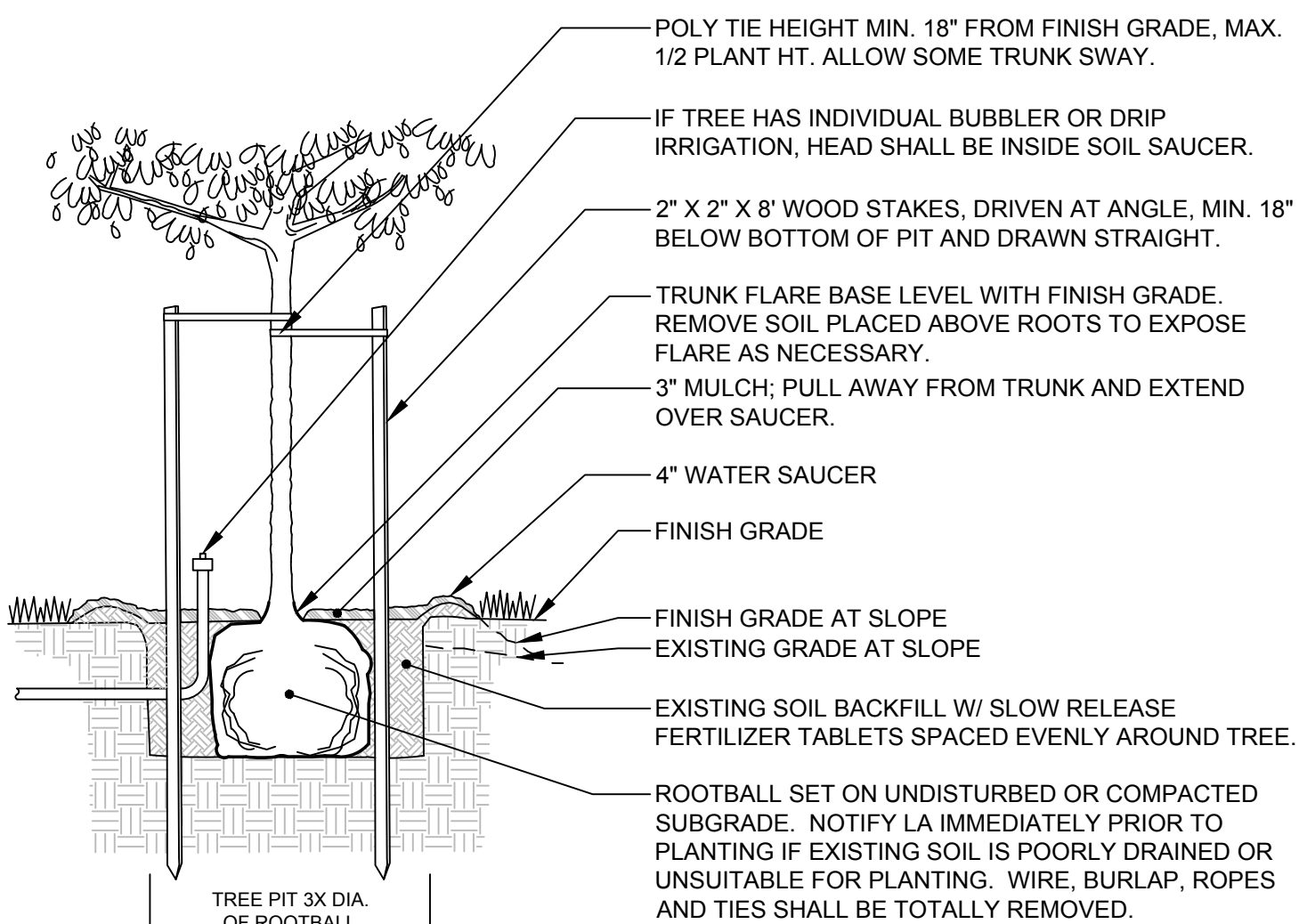
U:\3562\_1006 Congress Street Portland\EST\AN\TEC\LEGACY\dwg\shrub.dwg 10/12/2020 3:22 PM



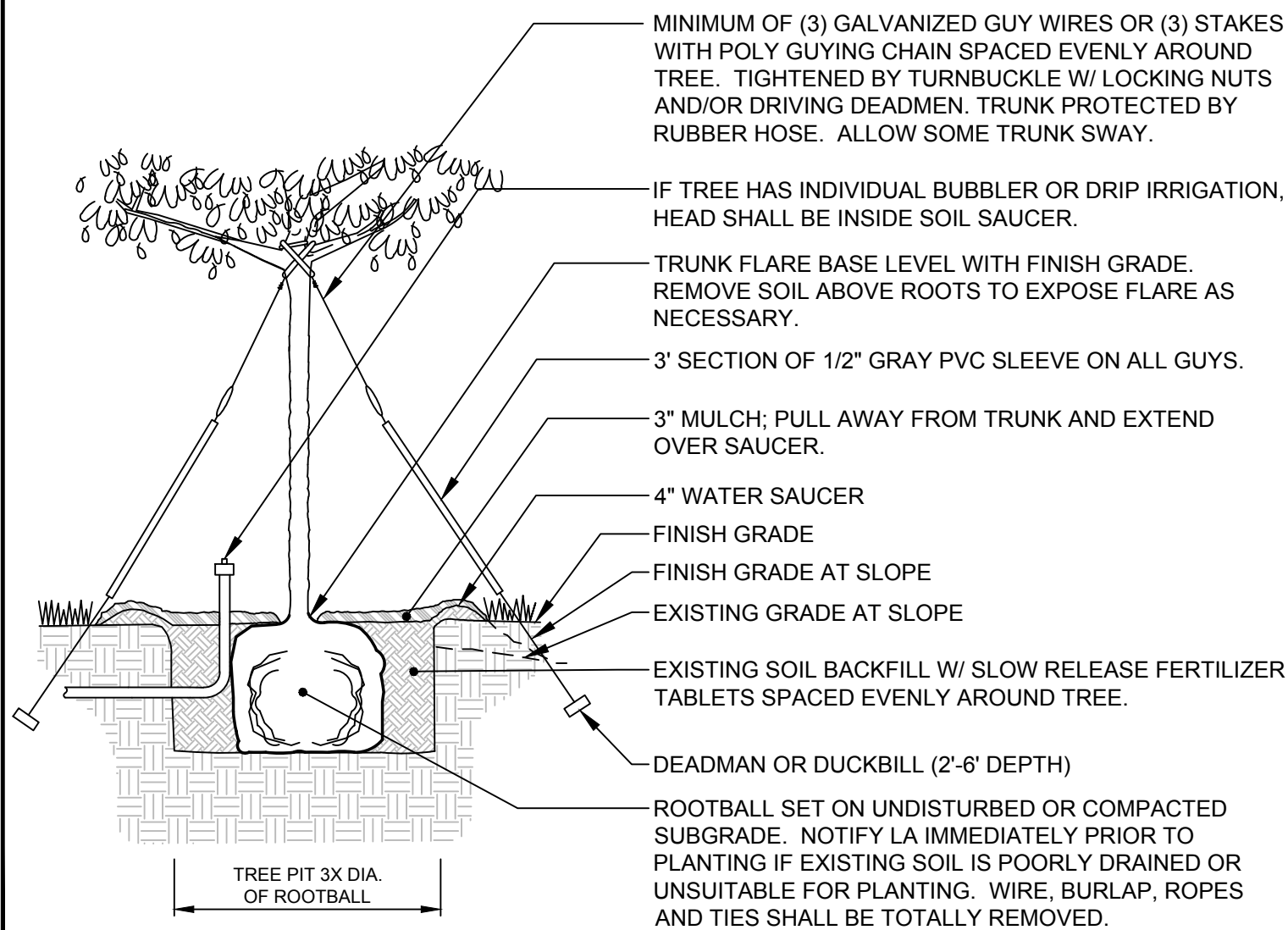
**A** SHRUB INSTALLATION DETAIL  
N.T.S.



**B** MULTI-TRUNKED TREE INSTALLATION DETAIL  
N.T.S.

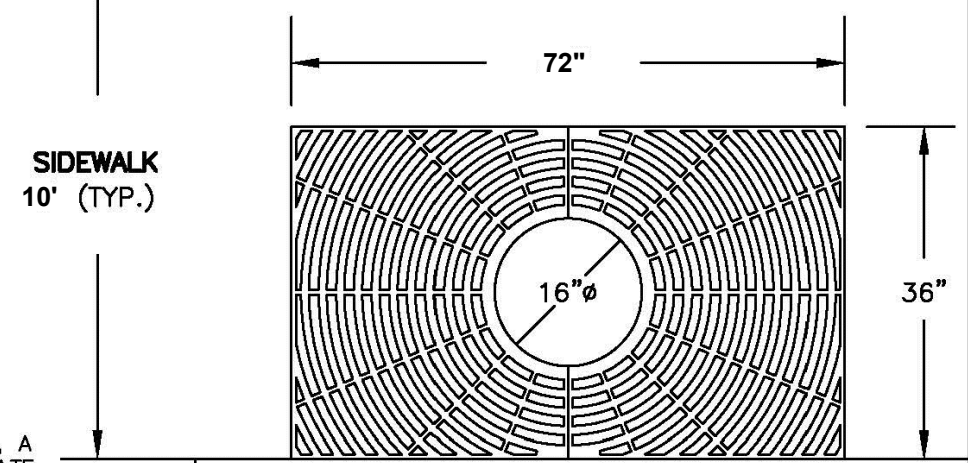


**C** TREE INSTALLATION DETAIL: <10' HT.  
N.T.S.

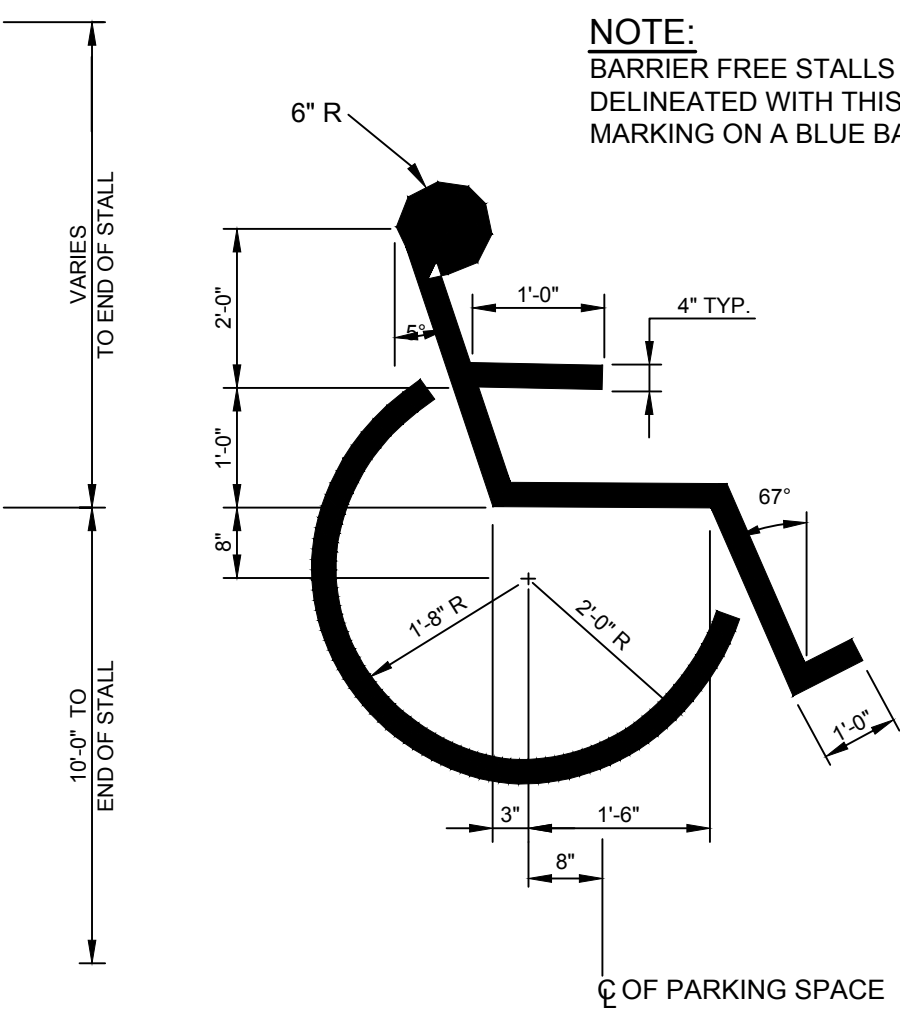


**D** TREE INSTALLATION DETAIL: >10' HT.  
N.T.S.

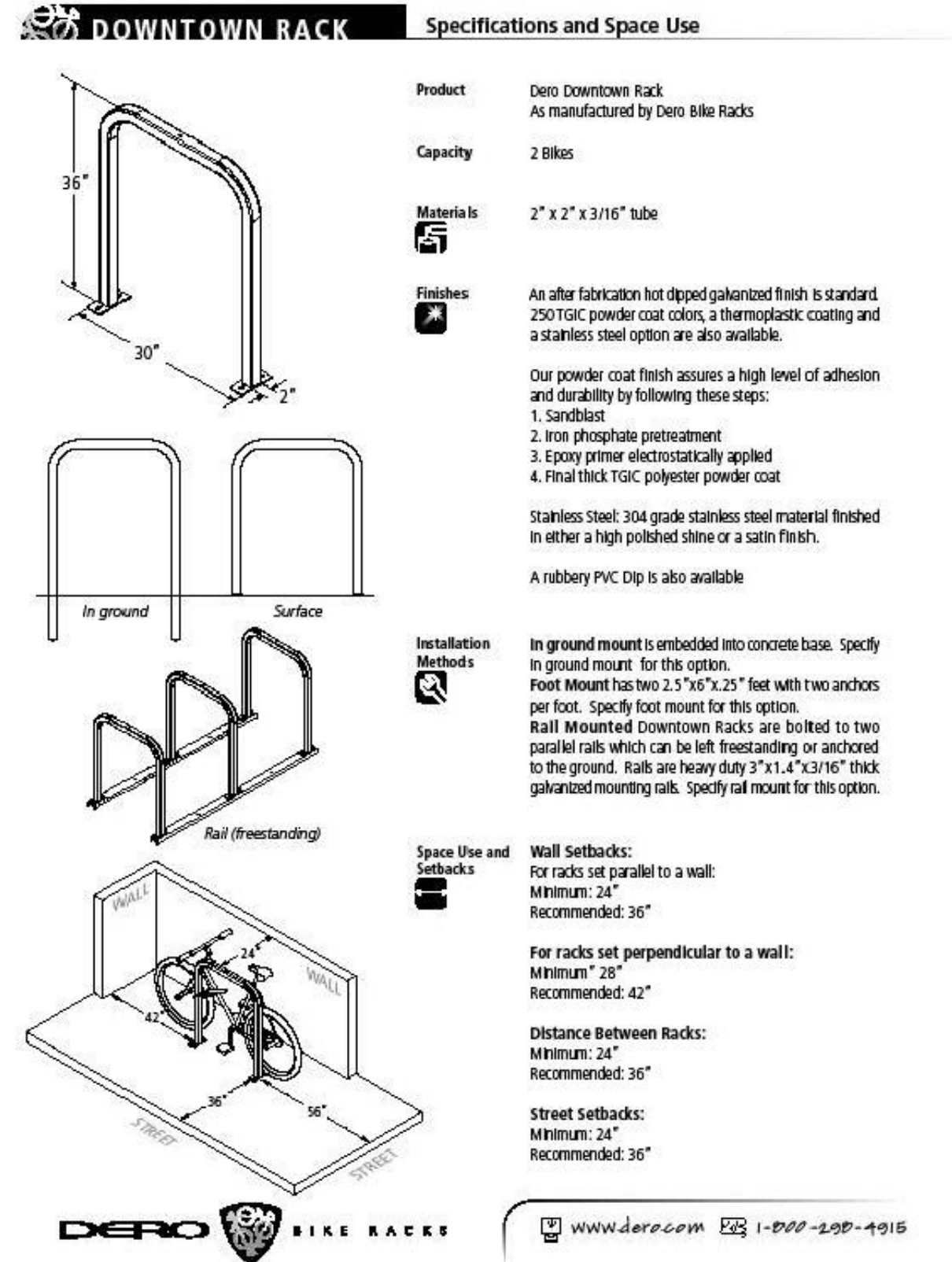
NOTES:  
16"Ø EXPANDABLE TREE OPENING. 0.25" SLOT OPENINGS.  
SIDEWALK MATERIAL PER CITY SIDEWALK MATERIAL POLICY.  
WHEN THE TREE GRATE IS INSTALLED IN A CONCRETE SIDEWALK, A NOTCH MUST BE INSTALLED ALONG THE EDGE TO HOLD THE GRATE.  
WHEN INSTALLED IN A BRICK SIDEWALK IT REQUIRES A FRAME TO BE INSTALLED TO HOLD THE GRATE IN PLACE.



**E** CITY STANDARD TREE GRATE DETAIL  
N.T.S.

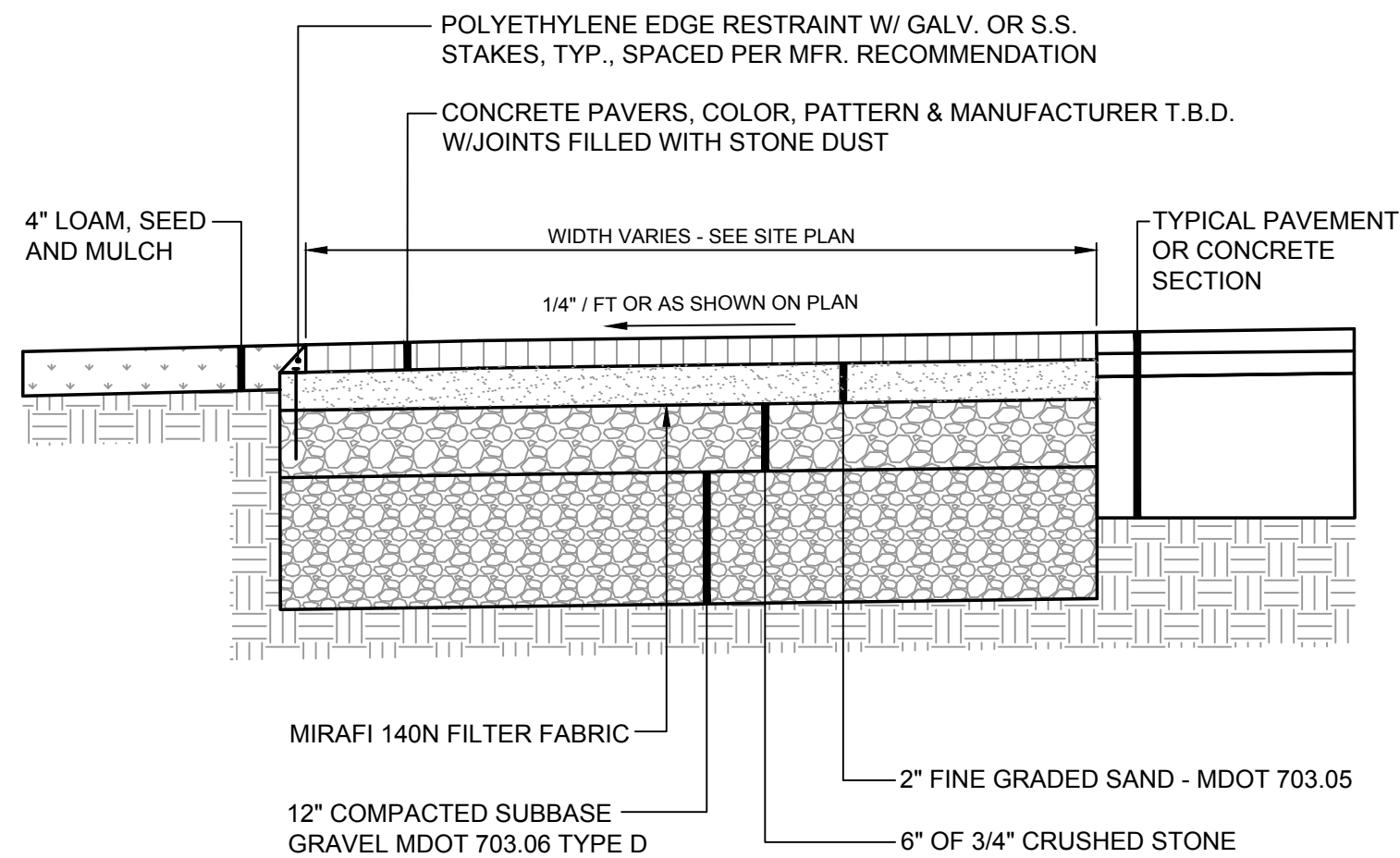


**F** INTERNATIONAL BARRIER FREE SYMBOL  
N.T.S.



|                                                                                                                  |                                                       |                                                          |                               |
|------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|----------------------------------------------------------|-------------------------------|
| DATE: AUGUST 2009<br>REVISED:                                                                                    | CITY OF PORTLAND, MAINE<br>TECHNICAL STANDARDS MANUAL | TRANSPORTATION SYSTEMS<br>AND STREET DESIGN<br>SECTION I | FIGURE:<br><b>I-34a</b><br>69 |
| BICYCLE RACK SPECIFICATION - DOWNTOWN RACK                                                                       |                                                       |                                                          |                               |
| MFR: DERO BIKE RACKS<br>IN-GROUND MOUNT.<br>POWDER COAT FINISH<br>COLOR: BLACK<br>www.dero.com<br>1-800-298-4915 |                                                       |                                                          |                               |

**G** BICYCLE RACK SPECIFICATION - DOWNTOWN RACK  
N.T.S.



**H** TYPICAL CONCRETE PAVER DETAIL  
N.T.S.

City Approval

|          |     |     |
|----------|-----|-----|
| 28.10.15 | SRB | CDD |
| 20.04.15 | SRB | CDD |
| 20.03.15 | SRB | CDD |
| 10.05.11 | SRB | CDD |
| 10.04.04 | SRB | CDD |
| 10.03.22 | SRB | CDD |
| 10.02.26 | SRB | CDD |
| 10.12.14 | SRB | CDD |
| YY.MM.DD | By  |     |

|                                                        |  |
|--------------------------------------------------------|--|
| 8. REVISED PER CITY REVIEW COMMENTS AND RESUBMITTED    |  |
| 9. REVISED SITE RECORDING PLAN                         |  |
| 10. REVISED PLANS - FILED SITE PLAN AMENDMENT          |  |
| 11. FINAL PLANS - REVISED PER CONDITIONS OF APPROVAL   |  |
| 12. REVISED AND RESUBMITTED PER CITY STAFF COMMENTS    |  |
| 13. PUBLIC HEARING SUBMISSION TO CITY                  |  |
| 14. REVISED AND RESUBMITTED PER STAFF COMMENTS         |  |
| 15. LEVEL III SITE PLAN APPLICATION SUBMISSION TO CITY |  |

|                              |      |       |       |          |
|------------------------------|------|-------|-------|----------|
| File Name: 1006_congress_det | CDD  | SRB   | SRB   | 18.11.27 |
|                              | DWN. | CHKD. | DSGN. | DATE     |

Permit-Seal

STEPHEN R. PALMER  
10.15.20  
LICENSED PROFESSIONAL ENGINEER

Client/Project

PK Realty Management Investments  
380 Riverside Street, Portland, Maine

1006 Congress Street  
Residential Redevelopment  
PORTLAND, MAINE

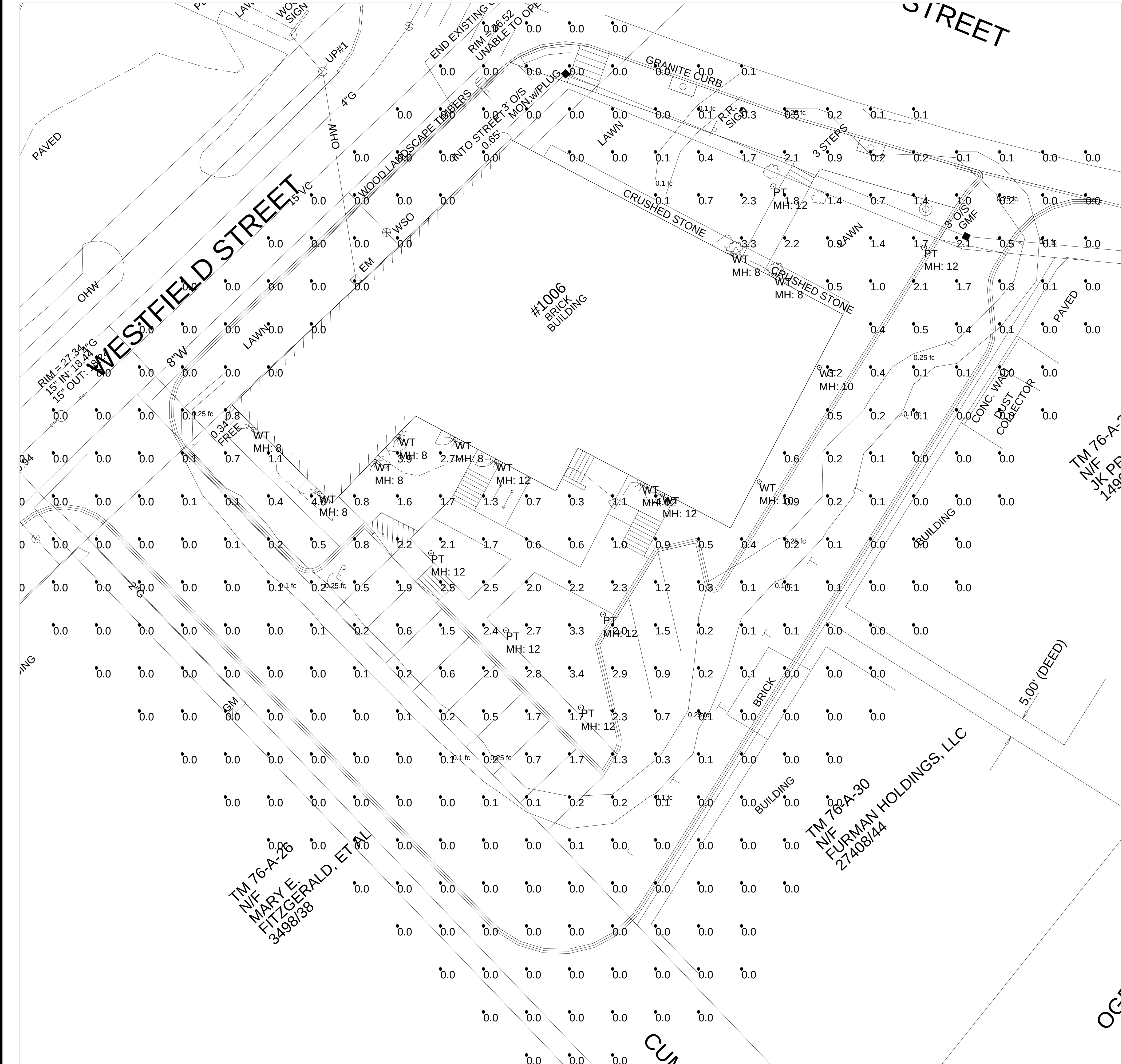
Title

**DETAILS**

|             |        |
|-------------|--------|
| Project No. | Scale  |
| GP-3552     | N.T.S. |

Sheet





- NOTES:
- 1) EXACT MOUNTING DETAILS TO BE DETERMINED AT JOBSITE BY OTHERS.
  - 2) CALCULATIONS MAY or MAY NOT SHOW THE EFFECT OF SHADOWING CAUSED BY BUILDINGS AND OBJECTS WITHIN THE CALCULATED SPACE OR IN THE SITE AREA.
  - 3) READINGS SHOWN ARE INITIAL HORIZONTAL FOOTCANDLES ON A FLAT SITE WITHOUT REFLECTIONS OR OBSTRUCTIONS UNLESS OTHERWISE INDICATED.
  - 4) THIS CALCULATION IS BASED ON LIMITED INFORMATION SUPPLIED BY OTHERS TO SWANEY LIGHTING ASSOCIATES AND STANDARD ASSUMPTIONS OF THE SPACE AND/OR SITE.
  - 5) CONFORMANCE TO CODES AND OTHER LOCAL REQUIREMENTS AS DETERMINED BY THE AHJ ARE THE RESPONSIBILITY OF THE OWNER AND/OR THE OWNER'S REPRESENTATIVE.
  - 6) THIS LAYOUT DRAWING MUST BE COORDINATED WITH THE SITE LOCATION FOR CORRECT FIXTURE ORIENTATION.
  - 7) DOCUMENTS PRINTED OR PLOTTED FROM ELECTRONIC FILES MAY APPEAR AT OTHER THAN THE DESIRED OR ASSUMED GRAPHIC SCALES. IT IS THE RESPONSIBILITY OF THE RECIPIENT TO VERIFY THAT THE PRINTED OR PLOTTED-TO-SCALE DRAWING IS PRINTED TO SCALE.

| Calculation Summary |      |     |     |         |         |
|---------------------|------|-----|-----|---------|---------|
| Label               | Avg  | Max | Min | Avg/Min | Max/Min |
| site                | 0.40 | 4.6 | 0.0 | N.A.    | N.A.    |

| Luminaire Schedule (note fixture catalogue numbers are not complete) |     |             |       |            |                    |
|----------------------------------------------------------------------|-----|-------------|-------|------------|--------------------|
| Type                                                                 | Qty | Lum. Lumens | LLF   | Lum. Watts | Description        |
| WT                                                                   | 12  | 954         | 0.900 | 20.2131    | BWM-LED-L17-SD12   |
| PT                                                                   | 6   | 1913        | 0.900 | 22.2959    | BPM-SD15-LED-x45-A |

1006 CONGRESS ST  
PORTLAND, ME  
SITE LIGHTING LAYOUT

STANTEC  
ARCHETYPE  
SCALE NOT TO SCALE

SWANEY LIGHTING ASSOCIATES, INC.

NOTICE: THIS DRAWING IS THE EXCLUSIVE PROPERTY OF SWANEY LIGHTING ASSOCIATES. IT IS NOT TO BE REPRODUCED, COPIED, OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM. THIS DRAWING IS TO BE USED FOR NO PURPOSE OTHER THAN AS DETAILED HEREIN. ANY REUSE OR MODIFICATION OF THIS DRAWING WITHOUT THE WRITTEN PERMISSION OF SWANEY LIGHTING ASSOCIATES IS EXPRESSLY PROHIBITED. SWANEY LIGHTING ASSOCIATES, INC. 1006 CONGRESS ST, PORTLAND, ME 04102-4400. TEL: 207-883-7100. FAX: 207-883-7101. WWW.SWANEYLIGHTING.COM

TITLE

1006 CONGRESS ST  
PORTLAND, ME  
SITE LIGHTING LAYOUT

GENERATED FOR:  
STANTEC  
ARCHETYPE  
SCALE NOT TO SCALE

SWANEY LIGHTING ASSOCIATES, INC.

NOTICE: THIS DRAWING IS THE EXCLUSIVE PROPERTY OF SWANEY LIGHTING ASSOCIATES. IT IS NOT TO BE REPRODUCED, COPIED, OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM. THIS DRAWING IS TO BE USED FOR NO PURPOSE OTHER THAN AS DETAILED HEREIN. ANY REUSE OR MODIFICATION OF THIS DRAWING WITHOUT THE WRITTEN PERMISSION OF SWANEY LIGHTING ASSOCIATES IS EXPRESSLY PROHIBITED. SWANEY LIGHTING ASSOCIATES, INC. 1006 CONGRESS ST, PORTLAND, ME 04102-4400. TEL: 207-883-7100. FAX: 207-883-7101. WWW.SWANEYLIGHTING.COM

Page 1 of 1

Page 1 of 1

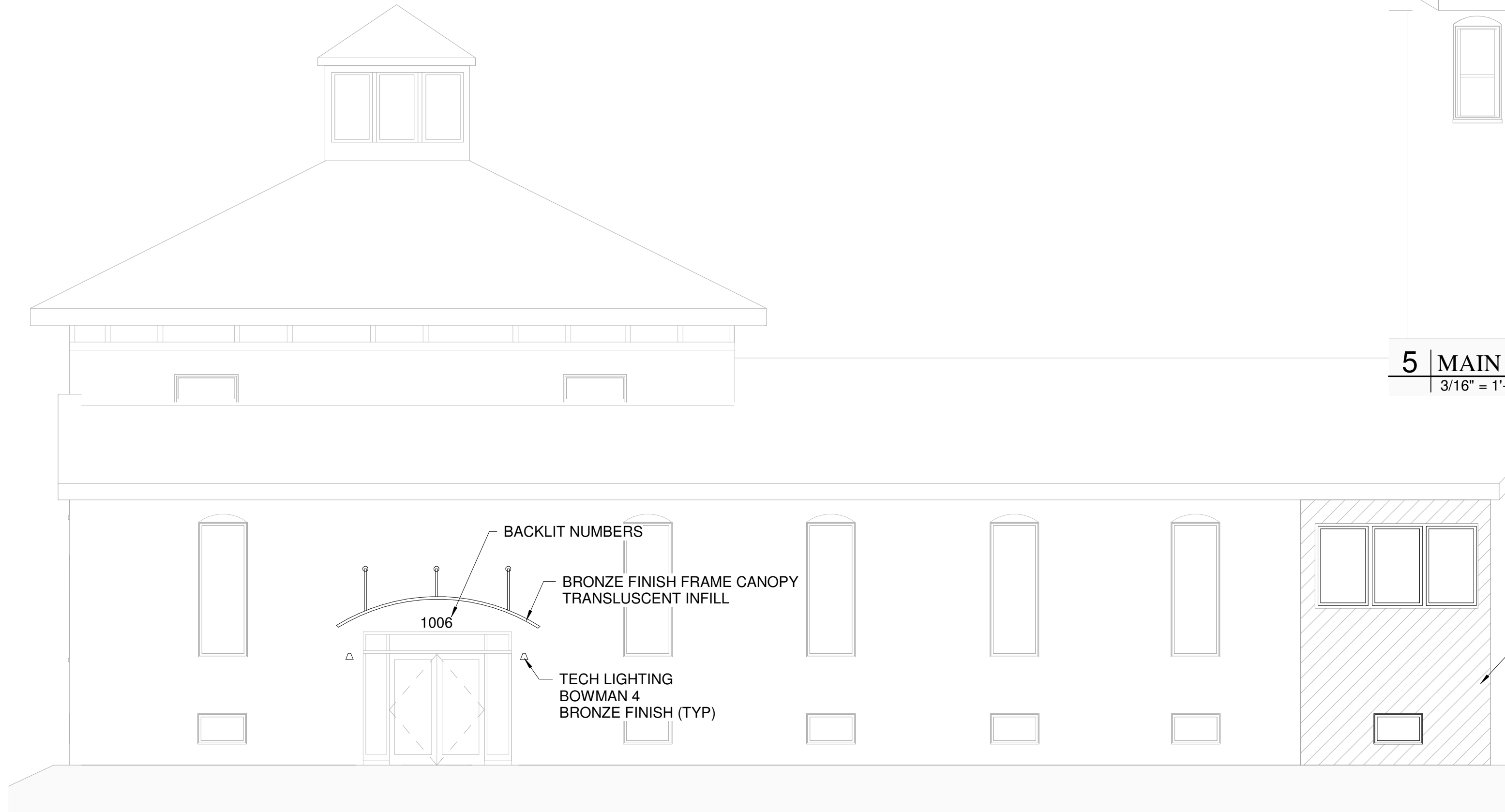
DATE: 2/26/2019

DATE: 2/26/2019

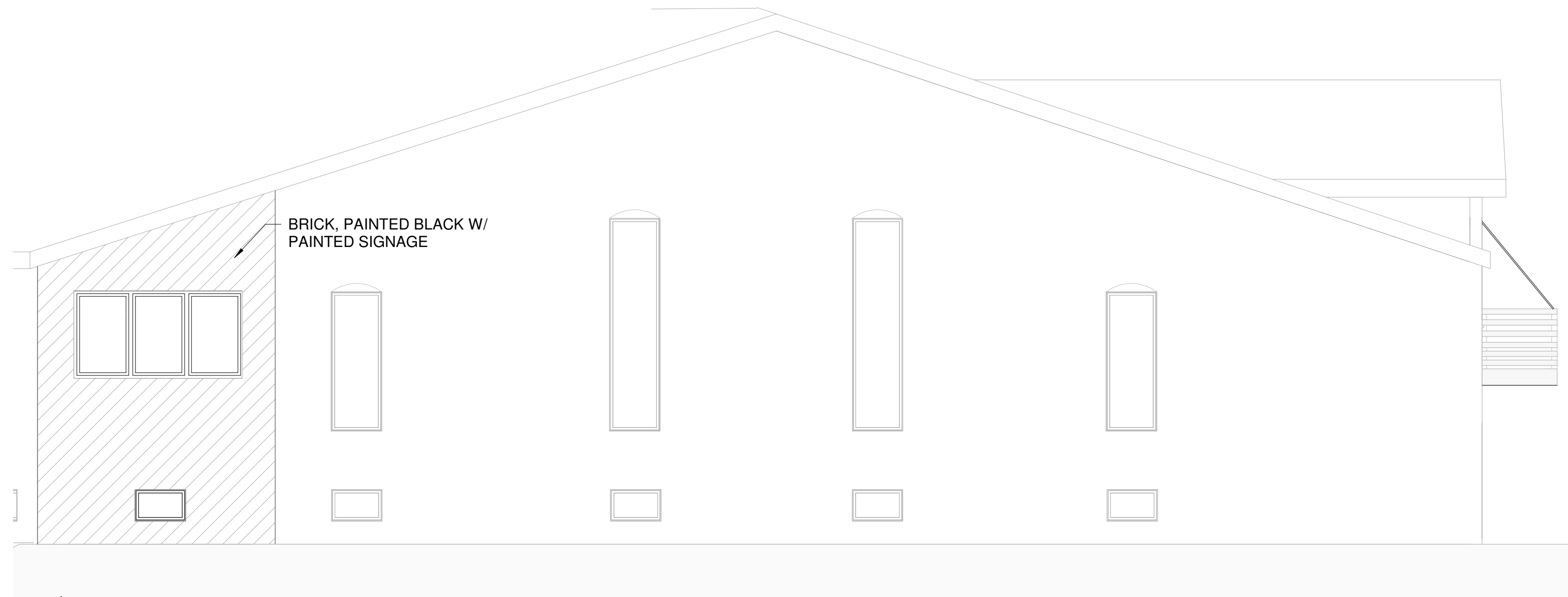
GENERATED BY SWANEY LIGHTING, SCARBOROUGH ME - 207-883-7100 - swaneylighting.com

GENERATED BY SWANEY LIGHTING, SCARBOROUGH ME - 207-883-7100 - swaneylighting.com





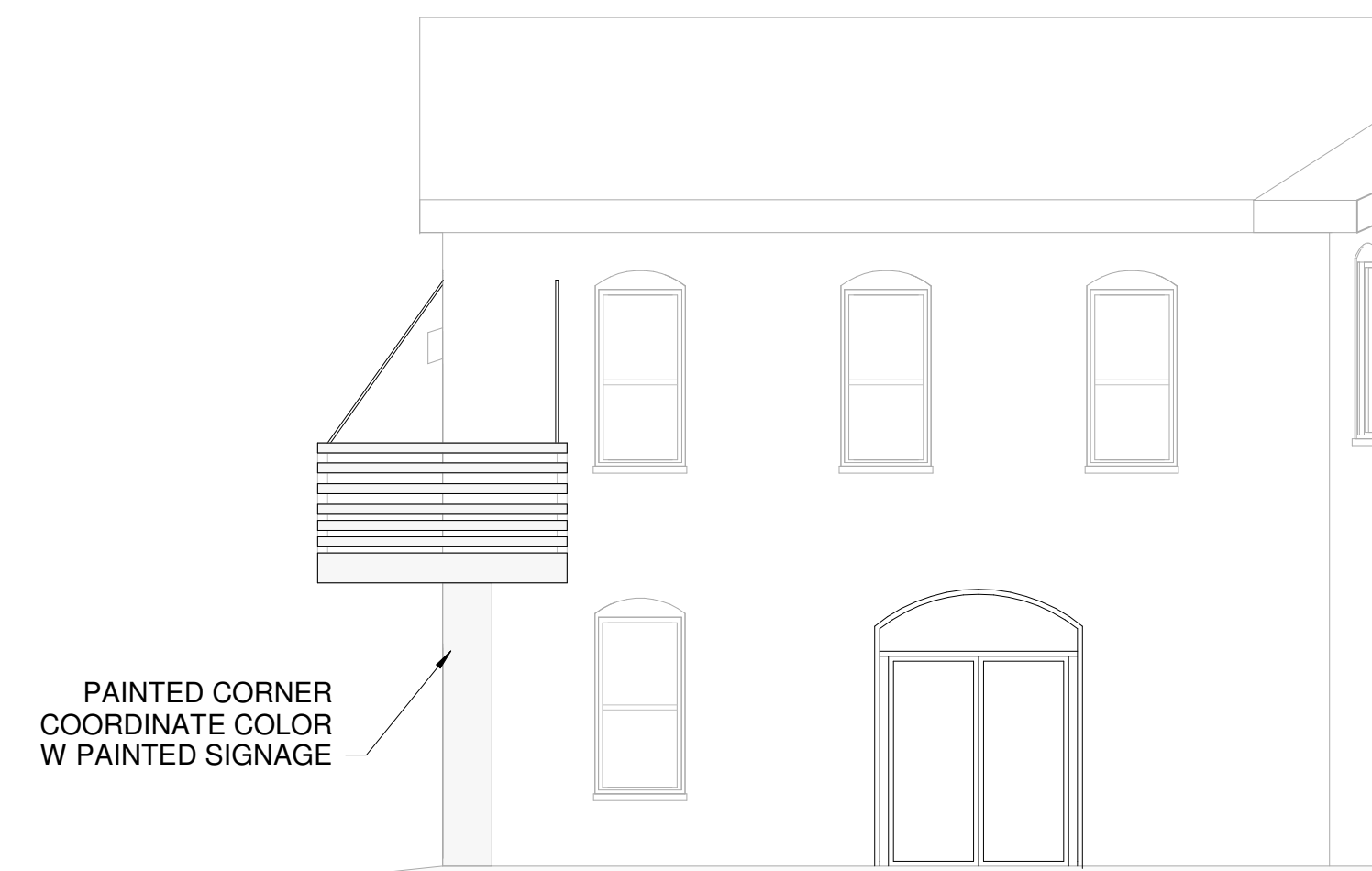
3 | CONGRESS STREET ELEVATION  
3/16" = 1'-0"



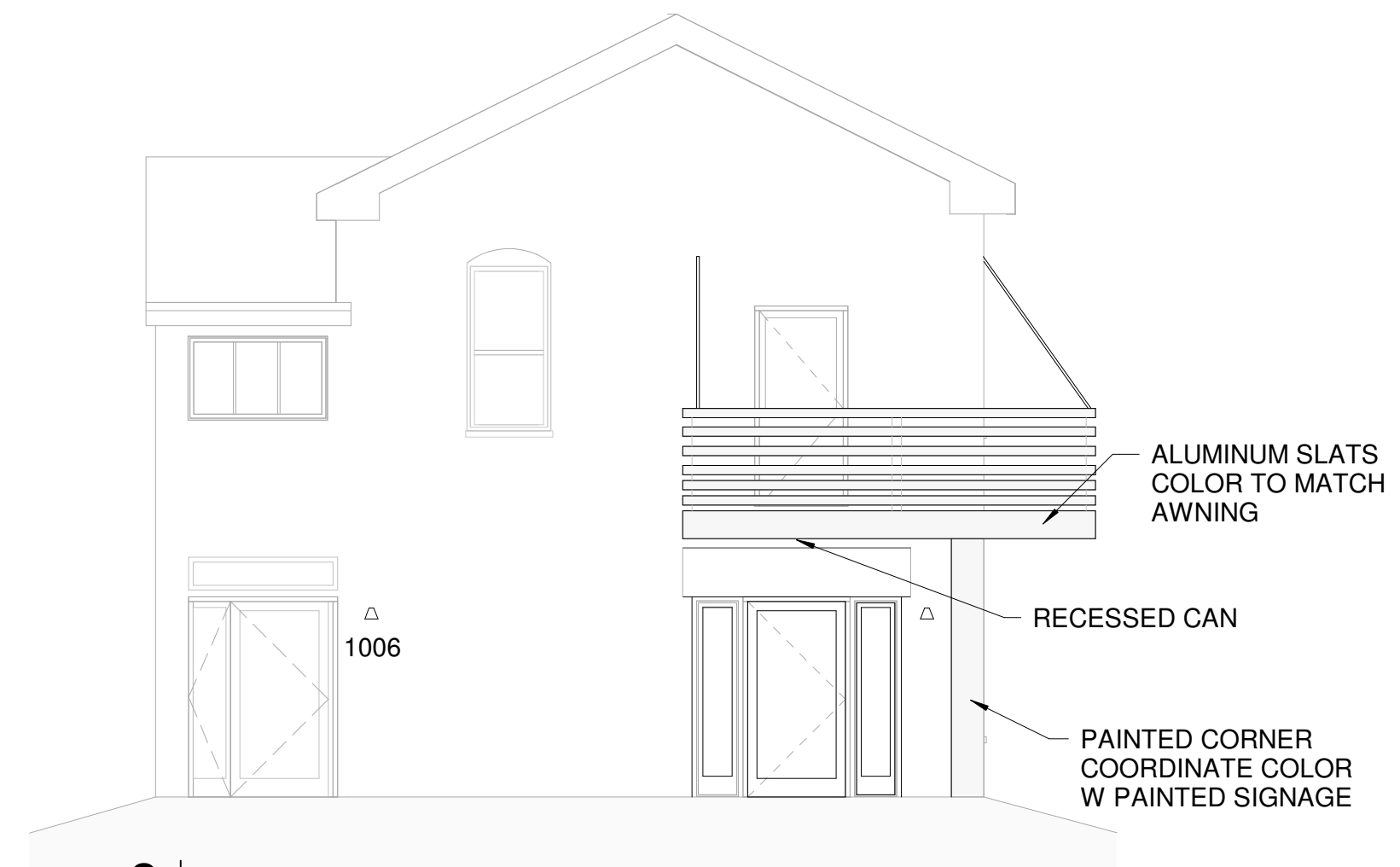
4 | WESTFIELD ELEVATION  
3/16" = 1'-0"



5 | MAIN HOUSE SOUTH  
3/16" = 1'-0"



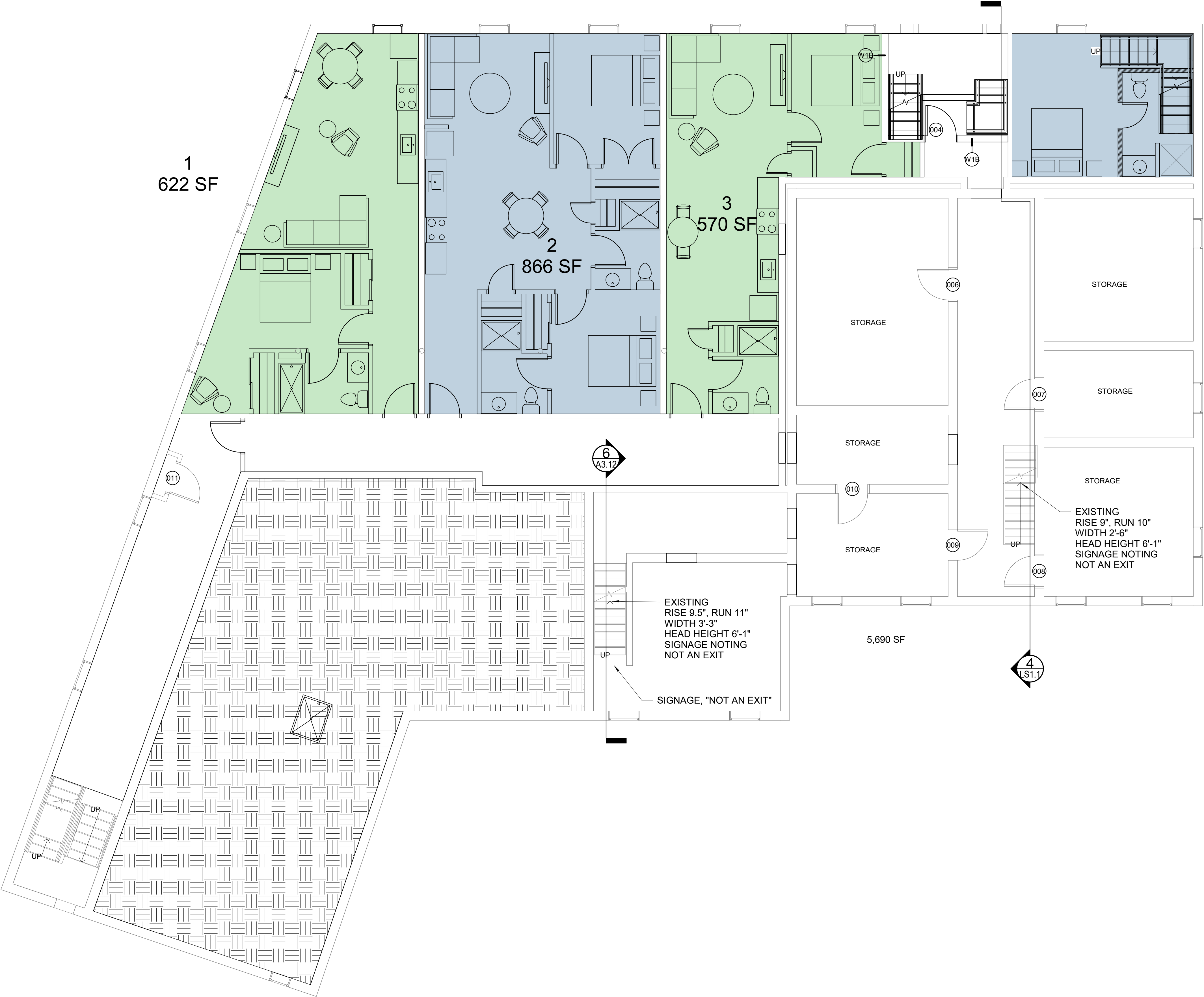
1 | CARRIAGE HOUSE EAST  
3/16" = 1'-0"



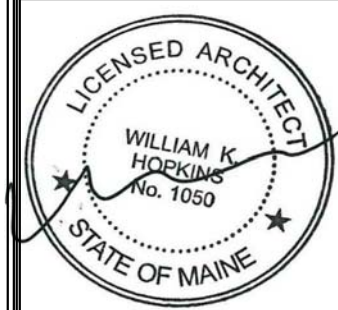
2 | CARRIAGE HOUSE SOUTH  
3/16" = 1'-0"

|                     |  |                                                                                                          |  |
|---------------------|--|----------------------------------------------------------------------------------------------------------|--|
| Prepared For:       |  | 1006 Congress LLC                                                                                        |  |
| Consultant:         |  | Address<br>City, State                                                                                   |  |
| Architect:          |  | ARCHETYPE architects<br>48 Union Wharf Portland, Maine 04101<br>(207) 772-6022 ARCHETYPE@ARCHETYPEPA.COM |  |
| Project:            |  | 1006 CONGRESS STREET                                                                                     |  |
| Revisions:          |  | 2   6/29/20 Resp to Planning                                                                             |  |
| Date:               |  | 2-4-2020                                                                                                 |  |
| Scale:              |  | 3/16" = 1'-0"                                                                                            |  |
| BUILDING ELEVATIONS |  |                                                                                                          |  |
| A2.01               |  |                                                                                                          |  |





1 | BASEMENT - NEW  
3/16" = 1'-0"



Prepared For:  
1006 Congress  
LLC

Consultant:

Architect:  
**ARCHETYPE**  
architects  
48 Union Wharf Portland, Maine 04101  
(207) 772-6022 ARCHETYPE@ARCHETYPEPA.COM

Project:  
1006 CONGRESS  
STREET

Revisions:

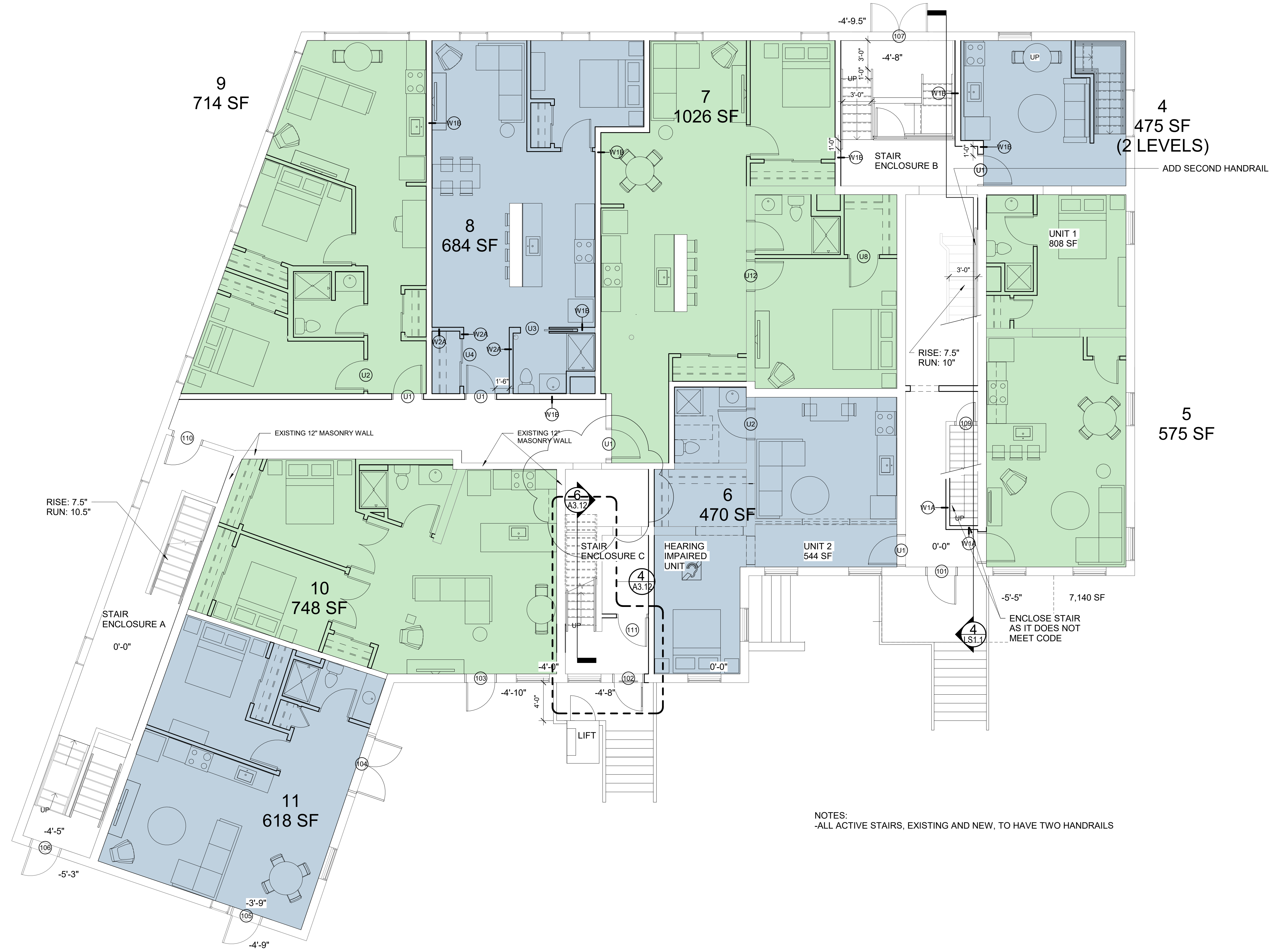
Date:  
7-24-2020

Scale:  
3/16" = 1'-0"

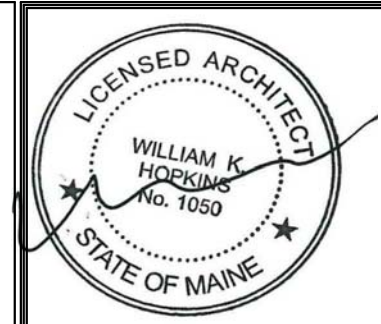
BASEMENT PLAN

A1.00





1 | FIRST FLOOR  
3/16" = 1'-0"



Prepared For:  
**1006 Congress LLC**

Consultant:  
**ARCHETYPE architects**  
48 Union Wharf Portland, Maine 04101  
(207) 772-6022 ARCHETYPE@ARCHETYPEPA.COM

Project:  
**1006 CONGRESS STREET**

| Revisions: | 1 | 10-31-19 | Resp. to Inspections |
|------------|---|----------|----------------------|
|            | 2 | 11-8-19  | Resp. to Inspections |

Date:  
7-24-2020

Scale:  
3/16" = 1'-0"

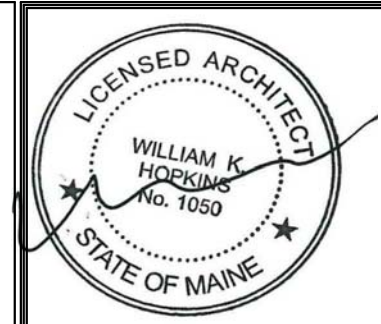
**FIRST FLOOR PLAN**

**A1.01**





1 SECOND FLOOR  
3/16" = 1'-0"



Prepared For:  
**1006 Congress LLC**

Consultant:  
**ARCHETYPE architects**  
48 Union Wharf Portland, Maine 04101  
(207) 772-6022 ARCHETYPE@ARCHETYPEPA.COM

Project:  
**1006 CONGRESS STREET**

Revisions:  
1 | 10-31-19 | Resp. to Inspections

Date:  
7-24-2020  
Scale:  
3/16" = 1'-0"  
**SECOND FLOOR PLAN**

**A1.02**



