

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 July 27, 2021, 4:30 p.m. This meeting will take place using Zoom.

Please note that the placement of items on this agenda are subject to change – please check the Agenda & Minutes Center prior to the meeting for the item approximate start time.

When participating via Zoom, 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 unmuted by the moderator when it is time for public comment.

ZOOM MEETING INSTRUCTIONS

You are invited to a Zoom webinar.

When: Jul 27, 2021 04:30 PM Eastern Time (US and Canada)

Topic: Planning Board Workshop 07/27/2021

Please click the link below to join the webinar: <https://us02web.zoom.us/j/87985209000>

Or One tap mobile : US: +13017158592,,87985209000# or +13126266799,,87985209000#

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Webinar ID: 879 8520 9000

International numbers available: <https://us02web.zoom.us/u/kbhVIYMYP>

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

1. WORKSHOP - 4:30 PM

- i. Major Site Plan and Conditional Use; 654 (638) Riverside Street; DC Predevelopment, LLC. and City of Portland, Applicant. (estimated time 4:30 - 6:30 p.m.) The Planning Board will hold a workshop to consider a proposal for the development of a 51,690 square foot, 200-person capacity emergency shelter at 654 (638) Riverside Street. The subject property is seven acres in size and is zoned I-M and I-H Industrial.

- ii. Zoning Map Amendment; 57 Douglass Street; Douglass Commons, LLC., Applicant. (estimated time 6:30 - 7:00 p.m.) The Planning Board will hold a workshop to consider an application for a zoning map amendment from R-5 to R-5a at 91 and 41 (57) Douglass Street in order to facilitate a future 108-unit affordable housing project under Planned Residential Unit Development (PRUD) standards. The subject property, the former West School site, is 3.35 acres in size.

2. PUBLIC HEARING - 7:00 PM

3. ROLL CALL AND DECLARATION OF QUORUM

4. COMMUNICATION AND REPORTS

5. REPORT OF ATTENDANCE AT THE MEETING HELD ON JULY 13, 2021

Afternoon Workshop

0 Dalton Street: Chann, Dundon, Dunfey, Mazer, Silk, and Smith present; Silk and Stanley absent.

Evening Hearing

144 State Street: Chann, Dundon, Dunfey, Mazer, and Smith present; Silk and Stanley recused.

33 Montreal Street: Chann, Dundon, Dunfey, Mazer, and Smith present; Silk and Stanley absent.

6. REPORTS OF DECISIONS AT THE MEETING HELD ON JULY 13, 2021

- i. Level III Site Plan and Subdivision; 144 State Street; Community Housing of Maine, Applicant. Dundon moved and Dunfey seconded a motion to waive Technical Manual Section 4.3 to allow for removal of existing trees in excess of 70%. Vote 5-0, Silk and Stanley recused. Dundon moved and Dunfey seconded a motion to waive Technical Manual Section 12.3.4 to allow illumination levels to exceed 0.1 foot-candles at the property line between 91 and 73 Winter Street. Vote 5-0, Silk and Stanley recused. Dundon moved and Dunfey seconded a motion to waive Technical Manual Section 12.3.2. Vote 5-0, Silk and Stanley recused. Dundon moved and Dunfey seconded a motion to waive Technical Manual Section 12.3.2 to allow illumination levels to exceed 0.5 foot-candles at the rear of the property in limited locations. Vote 5-0, Silk and Stanley recused. Dundon moved and Dunfey seconded a motion to find the proposed conditional use for workforce housing exempt from the standards of Land Use Code Section 18.2.3 with one condition of approval. Vote 5-0, Silk and Stanley recused. Dundon moved and Dunfey seconded a motion to approve the subdivision with three conditions of approval. Vote 5-0, Silk and Stanley recused. Dundon moved and Dunfey seconded a motion to approve the site plan with three conditions of approval. Vote 5-0, Silk and Stanley recused. Dundon moved and Dunfey seconded a motion to approve the creation of two on-street parking spaces to be located on Spring Street as shown on the approved site plan. Vote 5-0, Silk and Stanley recused.
- ii. Level III Site Plan and Subdivision; 33-37 Montreal Street; 37 Montreal Street, LLC., Applicant. Chann moved and Dunfey seconded a motion to table the application to the September 28, 2021 Planning Board meeting. Vote 5-0, Silk and Stanley absent.

7. NEW BUSINESS

- i. Executive Session (estimated time 7:00 – 7:30 p.m.) The Board will go into executive session pursuant to 1 M.R.S. 405(6)(E) to consult with its attorney concerning its legal rights and duties relating to the conduct of remote meetings under 1 M.R.S. § 403-B and adoption of a remote meeting policy.
- ii. Remote Participation Policy (estimated time 7:30 p.m.) The Planning Board will hold a remote public hearing to discuss and vote upon the Remote Participation Policy for City of Portland Planning Board meetings, taking effect on August 1, 2021.



Memorandum

Planning and Urban Development Department

To: Brandon Mazer, Chair and Members of the Portland Planning Board
From: Matthew Grooms, Senior Planner
Date: July 23, 2021
Re: 638 Riverside Street (Homeless Services Center); Major Site Plan, and Conditional Use Application
Project #: PL-001682-2021
CBL: 323 A003001
Meeting Date: July 27, 2021

I. INTRODUCTION

DC Predevelopment LLC and the City of Portland have submitted a Major Site Plan, Conditional Use, application for a new Homeless Services Center with on-site kitchen, dining area, staff offices, health clinic, outdoor recreational spaces and capacity for up to 200 overnight guests. The development would be located at 654 Riverside Street within both the Industrial Moderate (I-M) and Industrial High-Impact (I-H) zones, and is located adjacent to the Presumpscot River.

The workshop for this application was noticed to 62 neighbors within 1,000 feet of the project site, and interested parties. The public notice appeared in the *Portland Press-Herald* on July 16th and 17th, 2021. As of the writing of this report, the Planning Department has received no public comments. The applicant has scheduled their required neighborhood meeting for Monday, July 26th, and meeting materials will be made available prior to the public hearing.

Applicant: DC Predevelopment LLC and City of Portland

Agent and Civil Engineer: Steve Bushey, Gorrill Palmer

Architect: Winton Scott Architects



Figure 1: Project Site off of Riverside Street

II. PROJECT REVIEWS

Applicant's Proposal	Applicable Standards
New construction over 20,000 sf in Industrial Zone	Article 14.6 Site Plan Review Standards
Conditional Use Review for Emergency Shelters	Article 6.5.2 and 6.5.6.B
Site Location of Development Review	Section 14.3 Technical Manual
Waivers	Discussion of Waiver Request
Tech Manual Section 5.III – Ch. 500 Flooding Standard	<u>Applicant Request:</u> The site discharges to the low end of the Presumpscot River which is considered a major river segment, therefore quantity control is not required. <u>Staff Recommendation:</u> While waivers of this type have been granted previously, staff has concerns given the grades of the areas in which the stormwater would be discharged, and is requesting additional information before making a recommendation.
Article 14.6.1.E – Transportation Standard Requiring a Transportation Demand Management (TDM) Plan.	<u>Applicant Request:</u> The development is specifically designed for the Homeless Community who are not expected to be using private vehicles as a primary means of access to the site. The site will contain fewer than 100 employees at any given time. <u>Staff Recommendation:</u> The City is requesting additional information in support of a waiver, specifically parking demand information if any that would demonstrate that the provided number of parking spaces is reasonable to support staff, guests, and service providers, prior to providing support for this waiver. The applicant should also consider demand management techniques to reduce parking demand among employees and service providers.

III. PROJECT DATA

SUBJECT	DATA
Total area of the site	305,505 sq ft
Total Disturbed Area	226,512 sq ft

Existing Zoning	I-M (Industrial Moderate), I-H (Industrial High-Impact)
Existing Use	Mostly undeveloped with communications tower
Proposed Use	Emergency Shelter with associated kitchen, dining hall, staff office, recreational facilities and health clinic
Impervious Surface Area --Existing --Proposed --Net Change	17,021 sq ft 150,041 sq ft +133,020 sq ft
Building Footprint --Existing --Proposed --Net Change	0 sq ft 51,690 sq ft + 51,690 sq ft
Building Floor Area --Existing --Proposed -Net Change	0 sq ft 51,690 sq ft + 51,690 sq ft
Number of Beds	208
Parking Spaces	43
Bicycle parking Spaces	Clarification from Applicant Requested on Exact Number

IV. BACKGROUND AND EXISTING CONDITIONS

A. Site Selection Process

As described by the City of Portland's Health and Human Services Department, the current adult shelter at Oxford Street, which is located in the Bayside neighborhood, is poorly configured, does not have sufficient day space to accommodate residents, and is unable to offer meals or sufficient services on site. The building has three floors which require almost double the number of staff who could oversee guests in a single-story building designed specifically to shelter guests. This facility also has cramped sleeping space which necessitates the use of floor mats rather than cots and utilizes a large area for sleeping in the eaves of the building.

Recognizing the need for additional shelter capacity, as well as new, modern shelter facilities, the Portland City Council, in a multi-year process, undertook the effort of identifying a new municipal shelter location in 2017. In support of this effort to site and develop a new municipal shelter facility, and expand opportunities for emergency shelters outside of downtown, the City also amended the Land Use Code in 2017 (Order 252-16/17) to allow emergency shelters in six additional commercial and industrial zones (the B-4, B-5, I-L, I-Lb, I-M, and I-H zones, in addition to the B-3 zone). At the time, new operational controls, such as requirements for a management plan, basic design guidelines related to facility and site layout, and access requirements for public transportation, were also introduced.

In 2019, the Portland City Council, in looking at City-owned property well-suited for new shelter development, selected a site off of Riverside Street for the future development of a 200 guest-capacity

emergency shelter with complementary on-site services. In early 2021, the City released an RFP soliciting proposals for the private development of a new facility implementing emergency shelter best practices, and on May 18, 2021, selected Developers Collaborative to enter into a public-private agreement to support construction of a the proposed Homeless Services Center.

B. Site Conditions

The development site totals approximately 7.01 acres and is located at 638 Riverside Street, with the proposed parcel bifurcated by both the I-H and I-M Industrial zones. The surrounding context is predominantly industrial and commercial in nature, characterized by large warehouses and expansive yard spaces utilized for vehicle and equipment storage. In addition, there are several non-conforming residential properties proximate to the site along Riverside Street, and the Terrace Pond Apartment

Complex just to north at the intersection of Riverside Street and Forest Avenue. The project site backs up to a forested area that borders the Presumpscot River, which is located to the north and west of this site. This forested area is publicly accessible via a trail that is maintained by Portland Trails, with trailhead located immediately to the north of the subject parcel.

The site itself is largely undeveloped, aside from a City-owned communications tower at the interior corner of the site, which supports municipal emergency operations. The remaining land area is characterized by previously filled land that is mostly covered with grass and emergent tree vegetation.

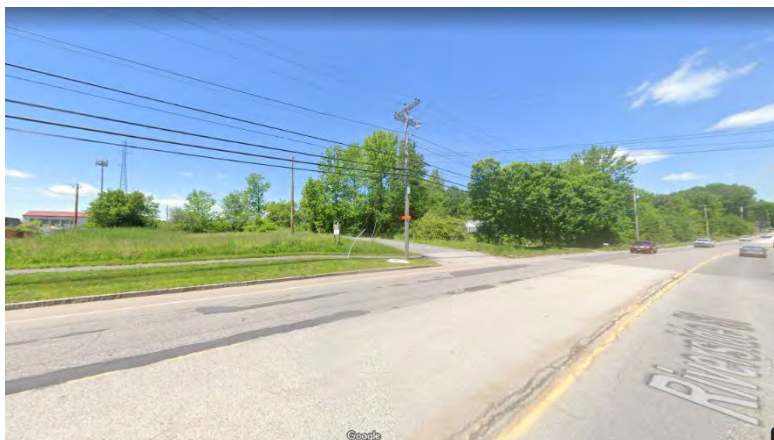


Figure 2: View of the project site from Riverside Street. Note, public sidewalk along west side of Riverside St. does not continue north of the driveway seen here.

V. PROPOSED DEVELOPMENT

The new Homeless Services Center is a 51,690 square foot, single-story building with capacity for 208 overnight guests, a kitchen equipped to provide all guests with three meals per day, associated dining hall, health clinic, a dedicated area for staff offices and meeting spaces, and both guest and staff locker areas. Sleeping areas would be divided between a women's dormitory and a men's dormitory. The entrance to the facility features a secure check point, where guests would be screened, and may deposit belongings within the designated locker area before entering. Within the facility, dedicated observation areas are set up so that staff may efficiently observe activity in all common areas with minimal personnel. Other features of the facility include a bicycle storage room, bathroom and shower facilities, multi-purpose meeting rooms for guest use, and laundry facilities as well as a day room/cafeteria with 212 seats.

The building's design reflects both its residential and institutional nature, and makes use of a combination of small, scaled windows and larger glass walls to bring in natural light and connect the building to outdoor

areas. The building's front entrance is articulated by a large covered porch area that emphasizes the principal entry point and makes the building human scaled.

Looking outside of the building, the development also includes several programmed outdoor areas, including two plazas at the front and south end of the building, that may be utilized by guests for congregation, participation in various activities, and gardening. At the front of the building is a parking lot for use by staff with space for 43 vehicles, with 8 electric vehicle charging posts. Pedestrian access to the site is provided via a 12 foot wide bituminous sidewalk that extends out to Riverside Street, and which runs parallel to a 24 foot wide two-way driveway. Emergency access to the building is provided via a 20 foot wide fire lane that provides access to all four sides. The site plan also shows that existing parking for the Portland Trails trailhead will remain at the entrance to the site.

With regards to site landscaping, the project features substantial buffer plantings along its southerly and easterly property boundaries, where the project site directly abuts existing development. The proposed planting schedule features a mixture of evergreen and deciduous trees, shrubs, and ornamental grasses and

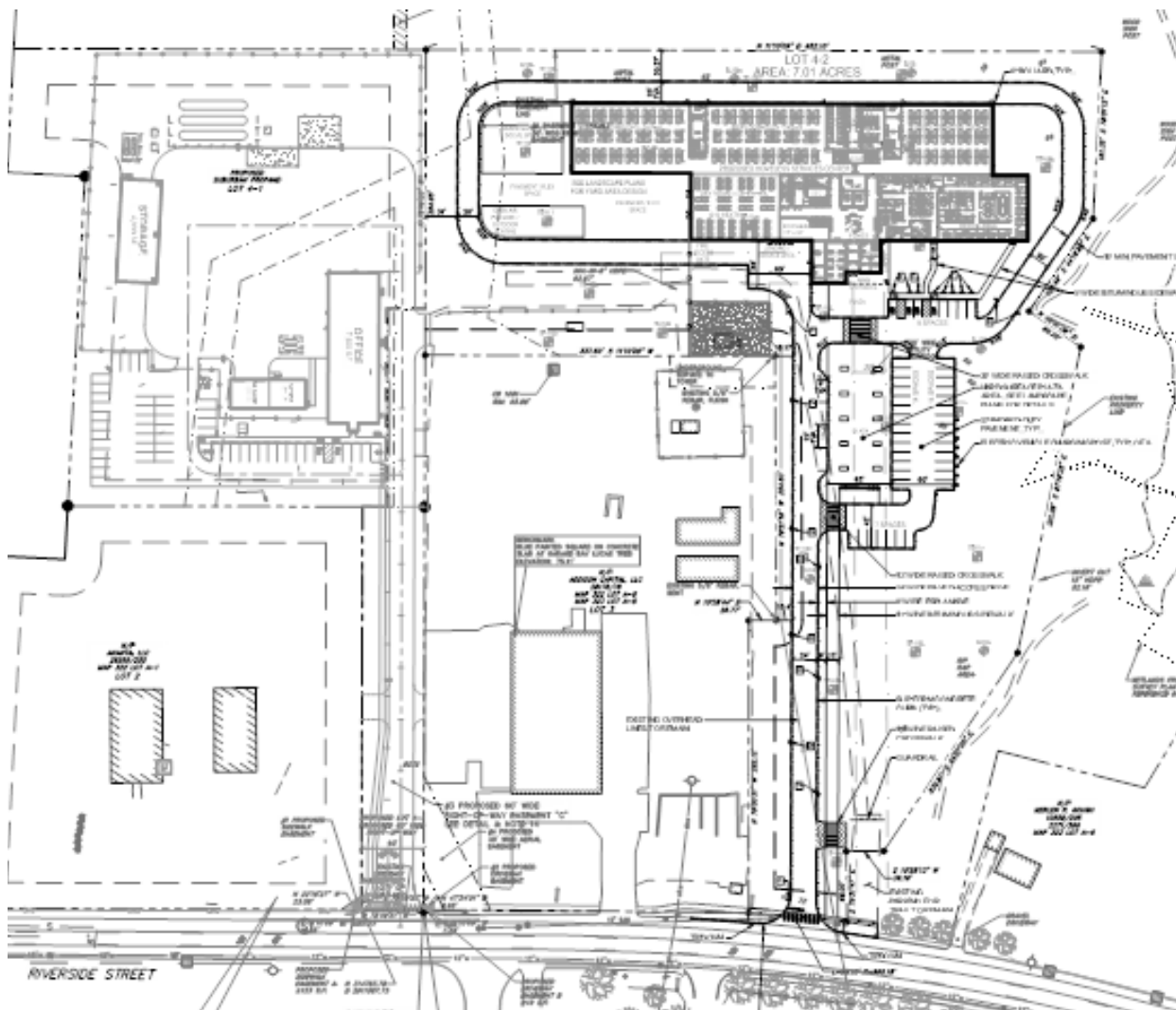


Figure 3: Site Plan for new Homeless Services Center

perennials. Away from property boundaries, landscaping is largely clustered in and around the two plaza areas and then within the front yard space.

This project will result in an increase in newly disturbed area, totaling 5.2 acres, and impervious surface, totaling approximately 3.44 acres. Together, this triggers Site Location of Development (SLODA) review under State statute, in addition to required compliance with Maine DEP Ch. 500 erosion control, flooding and water quality standards. The applicant is requesting a waiver of the Flooding standard, given the project's close proximity to the Presumpscot River and that water body's available receiving capacity. To ensure water quality, the plan depicts stormwater being dispersed over a wide area using level spreader outlets, and then sheet flowing over the adjacent conservation area. The application also makes mention of other stormwater BMPs, such as rain gardens and other filtration methods, which are not shown on the available plan.

VI. STAFF REVIEW

A. Right, Title and Interest

The subject property is City-owned, and will remain under City ownership once the development is complete. As evidence of right, title, and interest, the applicant has provided the City Council order authorizing DC Predevelopment LLC to pursue conceptual site, building design, and the handling of a public engagement process related to the Homeless Services Center. The City has also provided a quitclaim deed with covenant demonstrating ownership of the property.

B. Zoning Assessment

1. **Consistency with I-H and I-M Zoning Standards** - The development site is split between both the Industrial Moderate (I-M) and Industrial High-Impact zone (I-H), both of which permit emergency shelters as a conditional use. With regards to dimensional requirements, the project fully meets all dimensional restrictions for both zones as shown below.

	Required		Proposed
	IH	IM	
Lot Size			7.01 acres
Minimum Street Frontage	60 feet	60 feet	95.1 feet
Front Yard Minimum	25 feet	* 22 feet	608 feet
Rear Yard	35 feet	** 22 feet	50 feet
Side Street Setback	35 feet	** 22 feet	38 feet
Maximum Height	75 feet	75 feet	22 feet
Maximum Impervious Area	85%	75%	49.6%
Pavement Setback	10 feet	10 feet	91 feet
Off Street Parking Spaces	15	15	43

* 1 foot for each foot of building height

** 1 foot for each foot of building height up to 25 feet except 35 feet when abutting a residential zone.

C. Conditional Use Review

1. General Conditional Use Standards (6.5.2)

- a. **Traffic and Parking** - The development is expected to result in fewer than 100 peak hour trips, less than the threshold for a Traffic Movement Permit (TMP), and will feature just 43 parking spaces, primarily for use by staff. This amount of parking is comparable to two nearby uses, Lucas Tree Experts and Schnitzer, both of which involve regular traffic by larger service vehicles and heavy trucks. Given that these characteristics extend to other nearby industrial uses as well, this standard is considered to be met.
- b. **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 development is not anticipated to result in adverse impacts related to noise, glare, dust, sewage disposal, emissions to the air, odor, lighting or litter.
- c. **Design and Operation** - As the development is to be located in the I-M and I-H zones, which already allow for high intensity industrial land uses with significant impact to surrounding property, this standard is considered to be met. The development is anticipated to have less impact on surrounding property than nearby uses and other uses permitted in the zone, and those impacts are further mitigated through extensive vegetative buffering.
- d. **The proposed use will meet any additional zone or use-specific standards identified in Tables 6-A to 6-F and Subsections 6.5.6 and 6.5.7m** - See conditional use standards below.

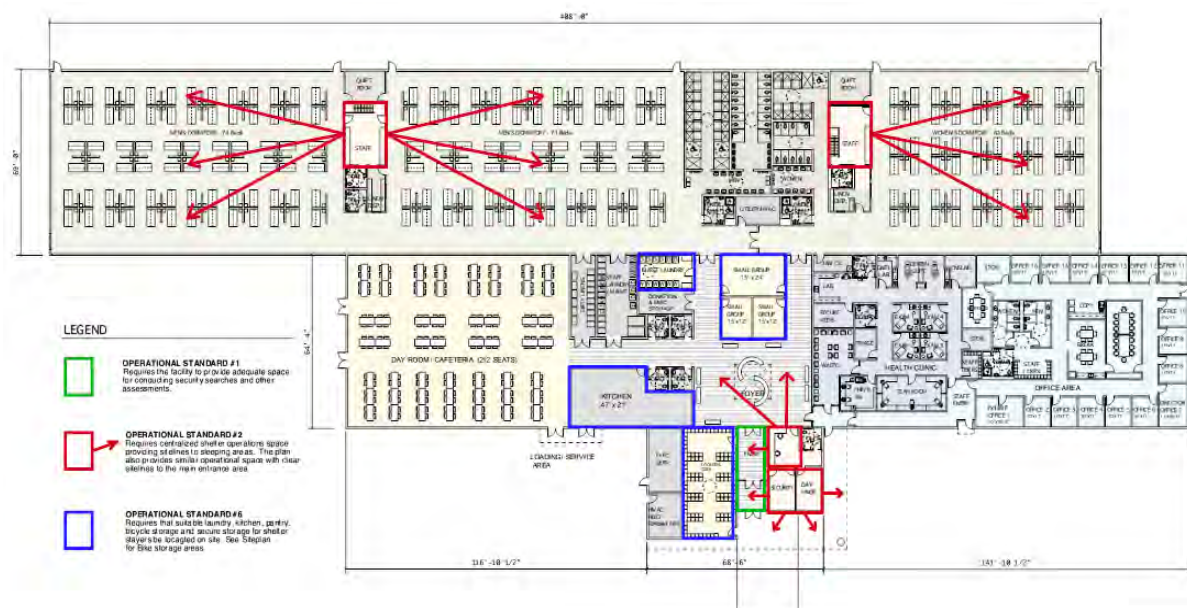


Figure 4: Operational Plan highlighting compliance with conditional use standards

2. **Emergency Shelter Conditional Use Standards (6.5.6.B)**

- a. ***The facility shall provide adequate space for conducting security searches and other assessments*** - A dedicated security space is provided within the building's main vestibule, where guests may be screened and may deposit belongings in a secure locker area also accessible via the main vestibule before entering the facility. This standard is considered met.
- b. ***The facility shall be designed with a centralized shelter operations office on each level providing sight lines to sleeping areas*** - Two separate observation areas are to be developed, where staff will have clear lines of sight to the building's sleeping and common areas. This standard is considered met.
- c. ***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.*** - A management plan has been provided which outlines the Homeless Services Center's commitments and protocols for all of these listed elements. The City of Portland's Police Department is reviewing this document and will provide formal feedback on this plan.

A synopsis of the Management Plan's key elements can be found below.

Staffing and Management Responsibilities:

A summary of the facility's proposed staffing schedule is provided as part of the management plan, which states that a member of the management team, comprised of the Shelter Director, Assistant Director of Shelter Operations and Assistant Director of Housing Services, will be present at the facility between 6 am and 11 pm, and thereafter one of these members will be on call during overnight hours. The shelter itself will have staff present 24 hours a day.

The City has adopted a housing-first approach where placement of individuals into permanent housing is the top priority, and will have a dedicated team of staff on-site focused on helping guests retain existing housing, navigate landlord relationships, access household needs such as food and furniture, connect with qualified healthcare professionals, and locate new housing.

The Homeless Services Center will employ a dedicated facilities team, who will be on-site between 6 am and 2 am each day, who will be responsible for ensuring that the facility is safe, clean and inviting for guests, staff and visitors. This team will be available to respond to all maintenance emergencies and coordinate with third party vendors and contractors to ensure that the facility is operating well.

Security staff will be available 24 hours a day, who will regularly perform well-being checks of the facility, patrolling both inside and outside of the shelter every 30 minutes.

In terms of training and development, the City commits that all staff, regardless of role, will undertake job specific training, which includes new employee orientation, CPR and first aid, Narcan and Overdose Reversal/Response, mental health training, housing training, language access training, diversity and inclusion training, and conflict resolution, among still other training types.

Client Access, Assessments and Access Restrictions

Prior to entering the Homeless Services Center, individuals will be directed to meet with City staff at the City's Health and Human Services Office at 39 Forest Avenue. Here, staff will be focused on assisting individuals in mitigating any emergencies that may necessitate entrance into the shelter facility. If no reasonable alternative option is available, individuals will be referred to the HSC and will be provided with transportation to the facility. Due to the confidential nature of the shelter's services, access to the facility is limited to service providers, staff, and guests of the facility.

Transportation

The Homeless Services Center will operate a shuttle that will be accessible to facility guests for accessing appointments, or for guests being referred to the facility. The City also commits to using taxi vouchers, METRO services, and other current vehicles to assist with transportation.

On-Site Surveillance

Security staff will be present on-site 24 hours a day, and the facility is designed with clear lines of sight to all sleeping and common areas to help maintain safety within the facility. Security personnel will also complete regular wellbeing checks of the facility, both inside and outside. The facility will also be fully monitored using surveillance, which will be monitored at all times from the building's security office.

Safety Measures

All guests entering the facility are required to sign a resident contract, which outlines rules and behavioral expectations. All staff working at the facility are to be trained in verbal de-escalation tactics, are partnered with the Opportunity Alliance Crisis Response Services, and will coordinate and contact emergency first responders as necessary.

Controls for Client Behavior and Noise Levels

The Homeless Services Center will continue the shelter's model of being a low barrier shelter, meaning that no identification is required at time of entry, nor income verification, or sobriety. A series of 'reasonable rules' are provided, which will be shared with shelter guests upon entry. These rules list requirements around the use of alcohol or illegal substances, smoking, weapons, violence, harassment and vandalism. If guests violate any of these rules, the shelter will reserve the right to remove that guest.

Neighborhood Concerns

The Management Plan provides a copy of its neighborhood engagement strategy, which outlines steps to be taken to ensure site security, and maintain a good relationship with the surrounding neighborhood. This strategy outlines commitments for engagement within the community by shelter staff, regular attendance at neighborhood association meetings, and processes for addressing off-site incidents involving shelter guests.

Monitoring

The Homeless Shelter Services management team will provide the City of Portland's Health and Human Services Department with reports on a regular basis, detailing information such as the number of unique individuals at the shelter on a given day/night, length of stay, and incident reports.

- d. ***Adequate access to and from METRO service shall be provided. The facility shall be within a ¼ mile of a METRO line, or shall be within ½ 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 shelter would be located approximately 0.3 miles from the nearest METRO bus stop, located on Forest Ave. While the shelter is located within the required distance, it is worth noting that there is no accessible route to the bus stop, as the sidewalk along the west side of Riverside Street, does not continue north of the project site, resulting in an approximately 875-foot gap. There is a continuous sidewalk along the east side of Riverside Street, though no accessible crossing point to access this sidewalk. The City recommends that a sidewalk either be installed within this gap area to allow for pedestrian travel along the west side of Riverside Street, or less preferably, that a crosswalk be installed at the project location along Riverside Street. This, according to DPW, is not recommended, given the speed of traffic along Riverside Street and required crossing distances, which together would require enhanced safety measures.

The shelter would include an indoor day room/cafeteria with 212 seats therefore meeting the requirement to provide adequate indoor space to permit all shelter guests day shelter.

- e. ***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*** - On-site support services are discussed in the Management Plan and include employment services, housing assistance, regular access to a number of community partners (listed within plan), peer support services, and on-site health care clinic. This standard is considered met.
- f. **Suitable laundry, kitchen, pantry, bicycle storage, and secure storage facilities for shelter stayers shall be provided on-site** - All such facilities are provided within the proposed building. An approximately 980 square foot kitchen would be included as

well as a guest laundry area with washers and dryers, both accessible via the main foyer. A Locker area for guests is proposed and accessed via the main vestibule. The application mentions a bicycle storage room; however, this does not show up on the plans and should be clarified. This standard is considered met.

- g. ***An outdoor area for guest use shall be provided on-site with adequate screening to protect privacy of guests*** - The development features two multi-purpose plaza areas set aside for guest usage that include flex space, an outdoor pavilion with seating, and both raised garden and healing garden. These areas are well screened using vegetative buffers. This standard is considered met.

D. Site Plan Review Standards – Section 14.6

- 1. ***Traffic - Access, Circulation, Loading and Servicing*** – The project site features a single point of ingress/egress from a two-way, 24 foot wide driveway that extends approximately 600 linear feet into the development site, with circulation provided through the available parking area. The development features a loading/servicing area at the front of the building to the west of the main entrance. Staff are requesting additional information on how this loading/servicing area will function.

There is also an access road around the entire building, which appears to be provided for fire access. Given that this road will likely be used infrequently, staff are recommending that it be constructed using gravel or another pervious material.

Per the City of Portland Technical Manual, Section 1.1, a traffic scoping meeting with City staff will be required, as the development generates greater than 25 peak hour trips and is located within 0.5 miles of a high crash location. City staff will facilitate this meeting prior to a public hearing on this item.

- 2. ***Sidewalks and Public Transit Access*** – The development provides direct pedestrian access between Riverside Street and the building's entrance via a 12-foot-wide bituminous sidewalk with 12 foot wide raised crosswalks across driveway areas. No improvements are depicted to the public sidewalk along the west side of Riverside Street, along the property frontage.

An important component of the emergency shelter conditional use standards is that new emergency shelters are sited within 0.5 miles of fixed public transit, and that such transit is adequately accessible. The nearest public transit route is located approximately 0.3 miles from the project site, near the intersection of Riverside Street and Forest Avenue. At present, there is no accessible pedestrian route from the project site to this transit stop, as the sidewalk along the west side of Riverside Street is discontinued for approximately 875 feet to the north of the project site. Similarly, there are no defined crossing points along Riverside Street in the vicinity of the project that would enable users to access the sidewalk along the east side of Riverside Street. Staff recommend that new sidewalk be constructed along the west side of Riverside Street, and that the existing crosswalk at the intersection of Riverside Street and Forest Avenue



Figure 5: Depiction of Access to Available Public Transit

be evaluated for ADA compliance. An alternative approach would be to install a mid-block crosswalk in the vicinity of the project site. However, DPW has noted that such crossings are uncommon, and would be required to feature enhanced safety measures such as a rectangular rapid flashing beacon (RRFB) or signalization given the required crossing distance and vehicle speeds in this location.

3. ***Parking and EV Charging*** – The development features parking for 43 vehicles, with 8 EV charging posts being provided to satisfy the City’s requirement that 20% of new off-street surface parking be equipped with Level 2 EV chargers. Staff are requesting additional information on the remaining spaces, and whether or not they will be served by sufficient conduit, wiring and electrical service to allow for future installation of electric vehicle supply equipment. Staff are also recommending that vehicle parking be made clearly available to shelter guests in addition to staff and visitors.

The RFP issued by the City called for approximately 28-30 vehicle parking spaces, which is well beneath the 43 spaces being provided. Per Article 18 of the Land Use Code, parking requirements for an emergency shelter are 1 space/2 employees. The application notes that no more than 50 employees would be on-site at any given time, which would signify a requirement of 25 parking spaces. The application states that on-site programming and visitation may result in greater parking demand, however additional information should be supplied to justify the additional parking being provided as required under Article 14.6.1.D.

4. ***Snow Storage*** – The site contains sufficient space to store snow on-site, though staff are requesting additional information on the location of snow storage areas.
5. ***Transportation Demand Management*** – Per Article 14.6.1.E, all commercial, institutional, or mixed-use development totaling 50,000 square feet or greater are required to provide a Transportation Demand Management (TDM) plan. This standard would apply to this project as the building's square footage totals 51,690 square feet. The applicant has requested a waiver of this standard, noting that guests of the Homeless Services Center will largely arrive at the site either on foot or through a shuttle service. The Emergency Shelter conditional use standards (Article 6.5.6.B) require that when an emergency shelter is located further than 0.25 miles from fixed public transit, that the service provider implement strategies to help residents utilize transit. In light of this, staff are requesting that additional parking demand information be provided before recommending for or against this waiver request.
6. ***Landscape Preservation / Site Landscaping and Screening*** – The project site is bordered by forested conservation area to both the north and west, which is not anticipated to be impacted as a result of this development. Staff are requesting additional information from the applicant as to how trees in the conservation area to the north of the site will be protected during construction. Staff have also noted that the level spreader, proposed to manage stormwater runoff from the site, will need to be carefully evaluated to ensure that runoff does not compromise the down-site slope and riverbank within the conservation area.

With regards to site landscaping, substantial buffer plantings, comprised of trees, shrubs, ornamental grasses and perennials are proposed along the southerly and easterly property boundary, with additional landscaping proposed within the two plaza areas, a health garden to the north of the building, at the building's rear, and within the front yard area. Staff have provided comment (Attachment 5) on the transition from landscaped area to conservation area to the north, as well as on the proposed buffer plantings along the driveway, and will coordinate with the applicant on these comments prior to a public hearing.

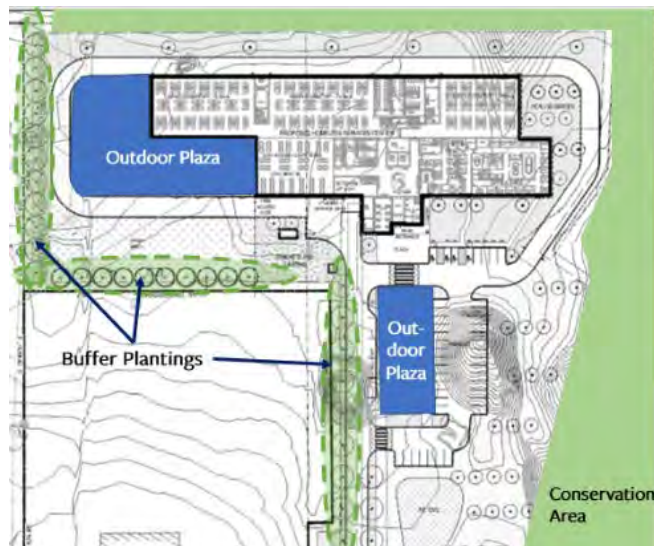


Figure 6: Proposed Site Conditions

7. ***Water Quality, Stormwater Management and Erosion Control*** – This development will result in approximately 3.44 acres of new impervious surface, triggering Site Location of Development Act (SLODA) Review, for which the City will likely have delegated review. The City is waiting for confirmation of this from Maine DEP. Additionally, the project is subject to Maine DEP Ch. 500 stormwater standards, related to flooding, water quality and erosion control.

The application requests a waiver of the flooding standard, citing the receiving capacity of the Presumpscot River. Waivers of this type have previously been granted for other projects proximate to major waterways, including the Presumpscot River. The applicant notes that a combination of level spreaders and vegetated buffers will provide adequate stormwater treatment, and that runoff may then be broadly distributed to the area down slope to avoid erosion. The application notes that such level spreaders will be carefully constructed to avoid areas of more significant slope or known water courses.

The stormwater management plan has been reviewed by Lauren Swett, P.E. with Woodard and Curran, who has provided the following comments (Attachment 4):

- Additional information on stormwater design will be required to confirm and approve the intent for both the General and Flooding Standards. The Applicant has noted that further design information will be provided, we will complete a detailed review of the site at that time.
 - The Applicant is proposing to use buffers for stormwater treatment. The plans should show the locations of the buffers as protected space, and should show how these areas meet the Maine DEP's BMP standards for buffers. The plans do identify other stormwater management areas, but no further details or information is provided.
 - The Applicant has requested a waiver of the flooding standard. Generally, flow to the Presumpscot River would warrant a waiver of the flooding standard, but additional information on the overall stormwater management approach is necessary to ensure that a waiver wouldn't result in localized issues. The bank between the site and the river is steep, and with the intent to use this area as buffer, even without a Flooding Standard, stormwater management will be required to prevent slope erosion.

8. ***Public Safety*** – A copy of the Homeless Services Center management plan has been shared with the Police Department, and a representative from the Police Department will provide written comments prior to a public hearing.

9. ***Fire Prevention and Public Utilities*** – The project site will be serviced by new underground electrical service, a 4" main water line with additional 6" fire line, 12" sanitary sewer and natural gas. The City is requesting that utility 'ability to serve' letters be supplied from utility providers once they are available.

The utility plan has been reviewed by Benjamin Pearson, P.E. with the Water Resources Division at DPW, who has provided the following comments (Attachment 3):

- The applicant will likely need an easement to discharge wastewater to a private sewer for 624 Riverside Street as this is not a City-owned sewer.
 - The details include a grease interceptor but the plan does not indicate where it will be installed. A grease interceptor cannot have any sanitary sewer and must have a junction manhole per City standards.
10. ***Massing, Ventilation and Wind Impact and Shadows*** – The proposed building is one-story with significant separation between the proposed building and adjacent property or public spaces. Therefore, no adverse impacts related to massing, ventilation, wind or shadows are anticipated.
11. ***Historic Resources*** – The development site is not located within or proximate to any identified historic resources.
12. ***Exterior Lighting*** – The development features 14 pole mounted fixtures largely clustered within the parking area, two plazas and along the driveway. The building's exterior is lit by 22 wall pack fixtures, which are evenly spread around the building's exterior for security. All lighting elements comply with site lighting standards, with lumen counts of no more than 6,696 for pole mounted fixtures (maximum permitted is 15,000 lumens), and a maximum light trespass of approximately 1.8 footcandles at the driveway entrance. Section 12.3.4 of the City Technical Manual identifies an exception for light trespass within industrial zones. All fixtures proposed are full cut-off, and installed at less than 30 feet which is the maximum permitted within an industrial zone.
13. ***Noise and Vibration*** – All new HVAC equipment will be located greater than 100 feet from any nearby residential uses, and no equipment will be located within 25 feet of a property line. This development is not expected to result in adverse conditions related to noise or vibration.
14. ***Construction Management Plan*** – The application provides a draft construction management plan. Staff are requesting that the applicant utilize the City's template for construction management, and as well provide additional information on whether dewatering is required and if so, where it would occur.
15. ***Signage and Wayfinding*** – The application includes the location of and details for a number of street and wayfinding signs to be installed. City staff are currently reviewing this proposal and will provide final feedback prior to the public hearing.
16. ***Design Standards*** – The new Homeless Services Center is a 51,590 square foot single-story building custom designed based upon the program requirements outlined in the City RFP for emergency shelter operational best practices. Given the unique mixed institutional and

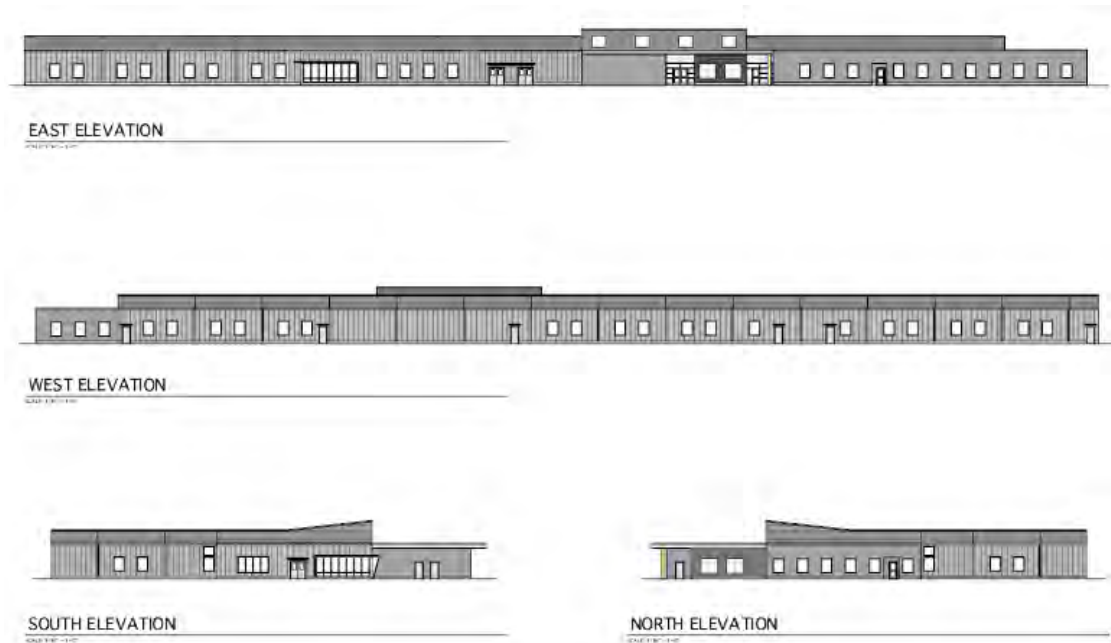


Figure 7: Building Elevations

residential nature of the shelter, it is unlike any existing development within the vicinity. The building is articulated by a large canopy that highlights the building entrance, and makes use of small, scaled windows and larger glass walls to bring in natural light and connect the building to the outdoor areas.

This proposal underwent design review by Caitlin Cameron, Urban Designer, Matthew Grooms, Senior Planner, and Kevin Kraft, Deputy Director, against the Two-Family, Special Needs Independent Living Units, Multiple Family, Lodging Houses, Bed and Breakfasts, and Emergency Shelters Standards (Section (d) of the Design Manual). For complete review comments, please see Attachment 1.

Staff are requesting clarification on the material palette for the building and consideration of more deliberate accommodation of resident circulation to outdoor spaces, such as the healing garden.

E. Site Location of Development Act (SLODA) Review

The new Homeless Services Center development will result in more than 3 acres of ‘structure’, which by the Maine DEP Site Law definition is buildings, parking lots, roads and other paved areas. Given this fact, this application is required to undergo SLODA review, for which the City of Portland will likely have delegated review authority. The applicant is in the process of preparing an application for Maine DEP, and following intake, it is assumed the DEP will refer the application back to the City for delegated review.

As the City will likely assume delegated review authority, a summary of the project’s consistency with applicable review standards has been included as part of this memorandum, which can be

found below. Site Location review standards are listed under Section 14.3 of the Technical Manual, and are as follows:

1. ***Financial and Technical Capacity*** – The applicant has provided evidence of both the financial and technical capacity to complete this project. Gorham Savings Bank has provided a letter indicating their commitment to finance this project. With regards to technical capacity, the applicant has provided details on the full consultant team, composed of a qualified civil engineer, architect, surveyor, geotechnical engineer, landscape architect, and construction firm.
2. ***Traffic Movement*** – This standard specifically refers to the state’s traffic movement permit process, which is triggered when there are more than 100 peak hour trips. This development will result in significantly fewer peak hour trips, and as such, this standard is not applicable.
3. ***No Adverse Effect on the Natural Environment*** – As stated in the application, the development will almost entirely be confined to previously developed, cleared land. The applicant has indicated that nearby conservation areas will not be impacted, and staff are working with the applicant to manage transitions between the development site and conservation areas.
4. ***Soil Types*** – The site’s soil layers are generally characterized as uncontrolled fill from three to 25 feet deep, with stable native deposits of glaciomarine clay, glacial outwash sands and glacial till, and ledge generally 30 feet or more below grade. According to the application, the site’s conditions may warrant ground improvements for foundation support and the placement of onsite soils in berms or otherwise within cover conditions so as to comply with the Maine DEP Voluntary Response Action Program (VRAP).
5. ***Ground water*** – Based upon test pit data, the groundwater table throughout the site is approximately six to nine feet below the existing grade, which is considered ample separation from any underlying groundwater resources.
6. ***Infrastructure*** – Proposed utility connections are expected to adequately serve the facility. As mentioned previously, staff have requested that utility providers have sufficient capacity to serve this development.
7. ***Flooding*** – Given the site’s topography and proximity to the Presumpscot River, flood risks are not anticipated to be exacerbated by this development.
8. ***Storm Water Management and Erosion and Sedimentation Control*** – As mentioned under site plan review, staff are requesting additional information on the proposed stormwater system, particularly the use and placement of buffer vegetation and level spreaders. The adjacent slope along the bank of the Presumpscot River is steep in a number of locations, and

so further evaluation is required to ensure that that slope is sufficiently stabilized and able to support the additional runoff.

VII. PUBLIC COMMENT AND NEIGHBORHOOD MEETING

As of the writing of this memorandum, no written public comment has been submitted pertaining to this application. Any public comment received between the posting of this memorandum and the July 27th workshop will be posted directly to the City's website as an attachment to the memorandum, and will be accessible to the Planning Board.

The applicant will hold a virtual neighborhood meeting for the new homeless services center on Monday, July 26th at 5:30 p.m. The meeting can be accessed using the link below:

<https://uso2web.zoom.us/j/89802409766>;

Meeting notes and materials will be made available to the public and members of the Planning Board as part of future packets.

VIII. NEXT STEPS

City staff have shared preliminary review comments with the applicant regarding this application and are requesting that the plans be revised accordingly. Following the Planning Board workshop, the applicant shall provide revised plans and written responses that address staff comments and any comments that the Planning Board may have.

In summary, the City is requesting that the applicant provide the following:

A. Site Access, Transportation and Parking

1. Provide additional information on anticipated parking demand in support of the TDM waiver request. The applicant should also consider strategies for reducing parking demand among both employees and service providers.
2. Hold traffic scoping meeting with City staff.
3. Provide clarification on how loading bays will function.
4. Provide ADA accessible route to established fixed-transit stops.
5. Provide evidence in support of the number of parking spaces being provided and consider allocating certain spaces to shelter guests.
6. Clarify that all parking spaces shall be made EV-ready.
7. Provide additional details on site access, specifically with respect to the emergency vehicle access lane.

B. Site Design and Landscaping

1. Provide additional information on building material palette.
2. Identify accessible areas of the site for guests, and consider more deliberate accommodation of resident circulation to outdoor spaces, such as the healing garden.
3. Coordinate with the City Arborist on tree protection in conservation areas, and establishment of a transitional planting zone between site and conservation area.

4. Consider the use of pervious surface materials within recreational plazas and emergency access lane.
5. Coordinate with City on placement and design of street and wayfinding signage.
6. Highlight on the site plan where snow will be stored on site.
7. Coordinate with City on finalization of Riverside Subdivision amendment.

C. *SLOD, Stormwater, Grading, and Utilities*

1. Continue to coordinate with Maine DEP on the SLOD application.
2. Provide details and additional information on stormwater systems, notably the location of vegetative buffers and level spreaders and how such features meet Maine DEP's BMP standards.
3. Clarify whether the applicant has rights to discharge wastewater to the private sewer at 624 Riverside Street.
4. Identify the location of the proposed grease trap.
5. Provide updated grading and drainage plan showing the overall site drainage scheme, with greater detail such as spot grades or 0.5-foot contours.
6. Provide utility 'ability to serve' letters once available.
7. Consider additional plantings along steep embankments to provide greater site stabilization.
8. Prepare a stormwater maintenance agreement.

IX. ATTACHMENTS

Planning Board Report Attachments

1. Design Review Memo
2. DPW Review Comments
3. DPW Water Resources Comments
4. Woodard and Curran Stormwater Comments
5. Landscape Comments

Applicant's Submittals

- A. Cover Letter
- B. HSC Management Plan
- C. Application Checklist
- D. Right, Title & Interest
- E. Zoning Analysis
- F. Waiver Requests
- G. Financial Capacity
- H. Technical Capability
- I. Transportation Narrative
- J. Environmental Narrative
- K. Public Infrastructure & Community Safety Narrative
- L. Site Design Narrative
- M. Conditional Use Standards Narrative

N. Construction Management Plan

Plans

- P1. Cover
- P2. General Notes
- P3. Riverside Subdivision Plan
- P4. Site Layout Plan
- P5. Grading & Drainage Plan
- P6. Scale Grading Enlargement
- P7. Erosion & Sediment Control Plan
- P8. Utility Plan
- P9. Site Details 1
- P10. Site Details 2
- P11. Stormdrain and Utility Details
- P12. Water Details
- P13. Electrical Details
- P14. Erosion Control Details
- P15. Erosion Notes
- P16. Site Lighting
- P17. Landscape Plan
- P18. First Floor Plan
- P19. Building Elevations



Planning and Urban Development Department Planning Division

Subject: Design Review – 638 Riverside Street
Written by: Caitlin Cameron, Urban Designer
Date of Review: Wednesday, July 7 2021

The shelter proposal at 638 Riverside Street was reviewed according to the *City of Portland Design Manual* standards by Caitlin Cameron, Urban Designer, Matt Grooms, Senior Planner, and Kevin Kraft, Deputy Director, against the *Two-family, Special Needs Independent Living Units, Multiple Family, Lodging Houses, Bed and Breakfasts, and Emergency Shelters Standards* (Section (d) of the Design Manual).

Design Review Comments: *(questions and unmet standards in red)*

- **More information** is requested regarding material selection, scale, and placement.
- **Label elevations** with materials

(i) Two-family, Special Needs Independent Living Units, Multiple Family, Lodging Houses, Bed and Breakfasts, and Emergency Shelters

Standard (1) Exterior Design – The nearest residential neighborhood is a recent apartment complex with brick, clapboard, porches, pitched roofs. However, there are no residential areas directly abutting this building and as an institutional use, should not be expected to use the same architectural features as smaller, residential buildings.

- The one-story building includes variation in the roofline and a mix of fenestration, materials, and awnings/canopies to provide variation and visual interest
- Can windows be added to the front façade (locker rooms) adjacent to the entrance to avoid a blank wall?
- **What are the proposed materials? The material palette can help make the building feel residential rather than industrial.**

Standard (2) Relationship to the Street – The building placement is varied in this location. Most buildings are industrial uses without consistent relationship to the street, parcel shapes/sizes, or consistent fabric. The proposed building is consistent with the lots around it – the building is placed away from the street and provides privacy with landscape buffer.

Standard (3) Open Space – Several types of open space – passive and active – are provided for the residents.

- Consider more deliberate accommodation of resident **circulation to outdoor spaces** such as the healing garden.
- Landscape plans do not show what is fenced vs. open or specific designs of each landscape amenity

Standard (4) d. Windows and Storage – Windows provided throughout the living spaces.

- How is storage being provided to residents? Is it secure?

Standard (5) Screening of Parking – The parking areas are adequately placed, scaled, and screened to minimize the impacts on the abutters and street.

- No residential abutters, the abutting property is lined with screening landscape
- Parking is placed away from the street with wide landscape areas between the street and property line and the surface parking areas

Standard (6) Lodging House Conversion – Not applicable



Matthew Grooms <mgrooms@portlandmaine.gov>

Homeless Services Center Application (PL-001682-2021)

Mike Tremblay <mtremblay@portlandmaine.gov>

Fri, Jul 9, 2021 at 8:55 AM

To: Lauren Swett <lszett@woodardcurran.com>, Matthew Grooms <mgrooms@portlandmaine.gov>

Cc: "jrather@portlandmaine.gov" <jrather@portlandmaine.gov>, Bradley Roland <brad@portlandmaine.gov>, Jodie Keene <JKEENE@portlandmaine.gov>, Tom Errico <thomas.errico@tylin.com>, Jeremiah Bartlett <jbartlett@portlandmaine.gov>

Matt/all --

I reviewed this yesterday and have the following initial comments:

- There is no accessible route from the site to transit. The siting requirements for the homeless shelter require that it be within 0.5 miles of public transportation; while this is technically met using Riverside and Forest, there is no sidewalk on the north west side of Riverside for a distance of about 875 feet, beginning at the project site and extending northward toward Forest. There is also no suitable crossing to the sidewalk that exists on the east side of Riverside, which is continuous to Forest. A continuous sidewalk connection along the west side should be required; alternatively, if a safe crossing of Riverside Street can be provided and approved by DPW, this may also be acceptable. However, midblock crosswalks of roadways like Riverside are uncommon, and need enhanced safety measures (RRFBs or signalization) to be provided safely. As such, a sidewalk connection along the west side of Riverside is the preferred outcome.
- The site is set back about 600 feet from Riverside Street. This distance should be considered in the travel distance to transit for the purposes of the aforementioned siting requirements.
- The drainage plan appears to lack detail as to how the overall site will drain. A stormwater management area is shown, but no drainage outlets appear to discharge here. The building itself appears to be proposed on a high point, creating steeper slopes leading to adjacent properties without mitigation. Other areas of the site appear to not have considered drainage at all.
- The grading and drainage plan, and the 20-scale insets, lack detailed information such as spot grades. In some locations, 0.5-foot contours may be appropriate.
- The access road around the full building does not appear to be necessary for loading, which takes place in the front of the building. The purpose of this driveway should be discussed. Depending on the frequency of use, this roadway may be constructed using gravel or another pervious material.
- The Applicant claims that no TDM will be required for this site; however, the shelter siting requirements state that if the site is over 0.25 miles (but under the maximum 0.5 miles) from fixed-route transit, that measures must be taken to boost transit use. As such, proposed measures should be discussed under a separate cover, similar to a TDM plan. Measures to be considered should include, but are not limited to: provision of Dirigo passes (and assistance in loading passes with low-income discounts), bus schedule information posted prominently, real-time arrival information, enhancements to the bus stops near the corner of Riverside/Forest, shuttle service between the shelter and transit stop, etc.
- While it would appear the site doesn't require a TMP, the site would appear to generate at least 25 peak hour trips, which warrants a scoping meeting per the Technical Manual because the site is located along an arterial and within 0.5 miles of a high crash location (Riverside/Forest), with 41 crashes from 2018-2020 including 13 resulting in personal injury. Additionally, the site driveway should be studied for traffic safety purposes, as it is located along a slight horizontal and vertical curve which may make it difficult to make left turns out of the site safely.
- (general comment, not necessarily DPW-related): There appears to be several passive open spaces onsite, but no provision for active recreation.

Mike Tremblay, P.E.
Senior Engineer
Engineering Division
Department of Public Works
City of Portland, ME
mtremblay@portlandmaine.gov

P. 207.874.8881 F. 207.874.8852



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Matthew Grooms <mgrooms@portlandmaine.gov>

Homeless Services Center Application (PL-001682-2021)

Benjamin Pearson <bnp@portlandmaine.gov>

Tue, Jul 13, 2021 at 3:39 PM

To: Matthew Grooms <mgrooms@portlandmaine.gov>

Cc: Bradley Roland <brad@portlandmaine.gov>, Lauren Swett <lszett@woodardcurran.com>

Matt,

Here are some initial comments and there may be more with a more thorough review and additional information.

Stormwater

- Gorril-Palmer have provided some conceptual level "pretreatment" stormwater management systems. We need to get specific designs for these systems. It is not certain that wooded buffers alone will provide sufficient treatment, particularly if they forego the "pretreatment" systems.
- They plan to discharge site runoff to the "wooded buffers" using level spreaders, but can this be done effectively on those steep slopes? The requested volume waiver raises further concern as to whether they can successfully use level spreaders to de-concentrate stormwater discharges and prevent slope erosion and destabilization. Discharge to the drainage channel east of the building is preferred to limit any potential issues similar along the river bank such as a landslide which can occur when new construction and poor site management practices increase and concentrate runoff, downcutting through the trees, vegetation and stable soils over time until it reaches the clay layer causing a much bigger issue.
- A site specific stormwater system maintenance & inspection plan and a maintenance agreement is needed. The City will not assume responsibility of maintenance on this site as it is privately owned.
- The developer should aggressively revegetate the slopes behind the new development with shrubs, trees and grasses that will help to further stabilize them. These cleared areas appear to be mowed periodically, but more substantial vegetation would improve stability and help manage precipitation and runoff.

Wastewater

- The applicant will likely need an easement to discharge wastewater to a private sewer for 624 Riverside Street. This is not a City owned sewer.
- The details include a grease interceptor but the plan does not indicate where it will be installed. A grease interceptor cannot have any sanitary sewer and must have a junction manhole per City standards.
- A wastewater capacity has not been included.

General

- The Construction Management Plan makes no mention of where site dewatering will occur, if needed. The plan itself is developed yet but it should follow the most recent template: <https://www.portlandmaine.gov/DocumentCenter/View/18030/General-Construction-Management-Template>

Again, there may be additional comments based upon further review as we did not have time to hold our typical Development Review meeting to go over all aspects as a group and did not get input from our third-party reviewer at Woodard and Curran.

Ben

On Fri, Jul 2, 2021 at 1:41 PM Matthew Grooms <mgrooms@portlandmaine.gov> wrote:

[Quoted text hidden]

--

Benjamin Pearson, PE
Compliance Coordinator
Water Resources, Public Works
bnp@portlandmaine.gov
207-874-8843



Matthew Grooms <mgrooms@portlandmaine.gov>

Homeless Services Center Application (PL-001682-2021)

Lauren Swett <lswett@woodardcurran.com>

Tue, Jul 20, 2021 at 9:22 AM

To: Matthew Grooms <mgrooms@portlandmaine.gov>

Sounds good. I reformatted my comments, to hopefully be more helpful for your submission today:

- The project includes 3 acres of "structure" which by the DEP Site Law definition is buildings, parking lots, roads, and paved areas. The project will require a SLOD that will likely be delegated review by the City of Portland, upon confirmation from Maine DEP.
- Additional information on stormwater design will be required to confirm and approve the intent for both the General and Flooding Standards. The Applicant has noted that further design information will be provided, we will complete a detailed review of the site at that time.
 - The Applicant is proposing to use buffers for stormwater treatment. The plans should show the locations of the buffers as protected space, and should show how these areas meet the Maine DEP's BMP standards for buffers. The plans do identify other stormwater management areas, but no further details or information is provided.
 - The Applicant has requested a waiver of the flooding standard. Generally, flow to the Presumpscot River would warrant a waiver of the flooding standard, but additional information on the overall stormwater management approach is necessary to ensure that a waiver wouldn't result in localized issues. The bank between the site and the river is steep, and with the intent to use this area as buffer, even without a Flooding Standard, stormwater management will be required to prevent slope erosion.
- Confirmation of utility ability to serve, as well as confirmation from the utilities on the acceptability of connection locations will be required.

[Quoted text hidden]



Matthew Grooms <mgrooms@portlandmaine.gov>

638 Riverside - Dev Rev 7/14 Peer Reviewer Comments

jrather@portlandmaine.gov <jrather@portlandmaine.gov>
To: Matthew Grooms <mgrooms@portlandmaine.gov>

Thu, Jul 15, 2021 at 10:57 AM

Stormwater/Water Resources

- Stormwater management plans need to be fleshed out; no details have been provided
- SW buffers need to be located on the plan; buffers and level spreaders may not be enough, and a designed SW system may be needed. Buffers alone will not provide enough treatment to meet Ch 500 standards
- Site does not appear graded to direct stormwater into their stormwater system; flows into embankment could undermine the soils there and present stability issues
- Embankment should be stabilized with plantings – not just grass
- SW Maint agreement will be needed, however – City of Portland will not be responsible for the SW system here, the applicant will be. Water Resources sees this as a private applicant
- Grease interceptor cannot have any sanitary sewer flow going through it
- Wastewater capacity will-serve letter is needed

Transportation/Site Access

- Project needs to better facilitate transit access than current proposed
- Where are bus stops located?
- Applicant needs to provide concrete ideas as to how transit access is to be facilitated
- Traffic study scoping meeting will be needed (NOT a TMP scoping meeting); project will likely need just a site distance review
- Ped crossing of Riverside St is of concern – Tom is uncomfortable with what is shown on the plans
- Ped crossing without a crosswalk is likely (via walking on east side of the street)
- A sidewalk in this location would be difficult given the slope
- 20 foot driveway around building perimeter is not ideal from a site design standpoint – is another configuration possible?
 - One option could be to make the rear portion of the driveway gravel instead of paved
- Need to better understand operation of the fire access gate

Parking + Loading

- Need to better understand loading area at the front of the building
- Parking for resident cars should be provided, not just visitors/staff (John P)

Landscaping

- Tree protection at conservation area to the east needs to be better understood
- Landscaping of site on the east side & interface with the conservation area needs fleshing out; how will the edge condition work here?
- A vegetative screening transition between site landscaping and conservation area would be good
- Landscaping between site driveway and conservation area needs better definition

James J. Rather, AICP
Development Review Manager

Planning & Urban Development Department

[389 Congress Street](#)

[Portland, Maine 04101](#)

jrather@portlandmaine.gov

Ph: (207) 874-8699



707 Sable Oaks Drive, Suite 30
 South Portland, Maine 04106
 207.772.2515

June 18, 2021

Ms. Christine Grimando

Planning and Development Department
 City of Portland, Maine
 389 Congress Street
 Portland, Maine 04101-3509

**Subject: Homeless Service Center
 654 Riverside Street
 Major Site Plan Application
 Applicants: DC Predevelopment LLC and City of Portland**

Dear Christine:

On behalf of **DC Predevelopment LLC (Applicant) and the City of Portland (Co-applicant)**, we are pleased to provide the accompanying Major Site Plan Application package related to the proposed Homeless Service Center located at 654 Riverside Street in Portland, ME. This submission package is intended to meet the City's Submission Requirements as outlined in the Major Site Plan Application procedures. This submittal provides information in support of the Portland Land Use Code Article 14 – Major Site Plan Standards. We understand that the City of Portland will be responsible for completing the Third Amended Subdivision Plan¹ for the project area.

The City has engaged DC Predevelopment LLC in response to RFP #21041². The development will include a 51,690± SF Homeless Service Center to include temporary residential use with a kitchen, dining area, staff offices, and a health clinic as well as parking area, outdoor recreational space and courtyard areas. The facility will have the capacity for up to 200 guests.

The development effort will include a team consisting of the following:

- ▲ Property Owner – City of Portland
- ▲ Applicant –DC Predevelopment LLC and City of Portland
- ▲ Architect – Winton Scott Architects
- ▲ Design Build Contractor – Cianbro
- ▲ Homeless Services Consultant – Amistad
- ▲ Civil Engineering and Permitting – Gorrill Palmer
- ▲ Landscape Design and planning – ALA Architects
- ▲ Sustainability Consultants – Thornton Tomasetti
- ▲ Geotechnical Engineer – SW Cole Engineering

¹ See Second Amended Riverside Subdivision CCRD Plan Book 218, page 199, specifically for Lot 4-2

² See Council Order 281-20/21 approving and authorizing the first letter agreement with DC Collaborative



EXISTING CONDITIONS

The existing 7.01±-acre site is identified by the City of Portland Assessor's Office on Tax Map 322/Lot A-10 and Map 323/Lot A-3, A-5 and is located in the Industrial Moderate (IM) and Industrial High (IH) Zoning Districts with the zoning boundary generally bisecting the lot from east to west.



Excerpt of Zoning Map

The lot is identified as proposed Lot 4-2 of the Second Amended Subdivision and is owned by the City per the deed recorded at the CCRD in Book 27825; Page 68.

The lot is mostly undeveloped with the exception of a City owned communications tower that supports service for the City's Emergency Services departments. The remaining land area is characterized by previously filled land that has mostly covered with grass and emergent tree vegetation. The site has 95.10 feet of street frontage along Riverside Street. Land uses in the vicinity of the site include the following:

- Lucas Tree Experts located at 636 Riverside Street on Lot 3 of the Riverside Subdivision. The owner is Addison Capital LLC.
- Seacoast Scaffold and Equipment is located at 600 Riverside Street on Lot 2 of the Subdivision.
- Schnitzer Recycling is located at 568 Riverside Street on Lot 1 of the Subdivision. The lot owner is H Finkelman Inc.
- Suburban Propane LP is located at 624 Riverside Street on Lot 4-1 of the subdivision.



- Lot 4 is retained land owned by the City and held under conservation easement by Portland Trails³. Lot 4 extends to the Presumpscot River, basically located just west of the proposed development site.
- Further north of the site is a single-family residence at 660 Riverside Street.
- A mixed-use building and facility is located at 655 Riverside Street opposite the proposed site entrance.



Riverside Street in the vicinity of the proposed site entrance includes single lane travel ways in each direction in addition to a center two-way left turn lane that benefits the many property driveways located along the street. There are variable width paved shoulders and curbing on each side of the street. Paved sidewalks exist on each side of the street except for a length of approximately 880 LF just north of the proposed site entrance, towards outer Forest Avenue.

³ See CCRD Book 27677, page 125



Riverside Street Entrance Location

PROPOSED PROJECT

As taken from the RFP requirements the project is intended to support the following elements:

- Covered entryway
- Security office adjacent to main entrance with space for CCTV monitors
- Double entry access (enough space to do searches before shelter guests may enter shelter)
- 200-space locker room attached to the building with internal and external entry –unheated
- Multi-purpose room/dining area with 200 seating capacity. Area for buffet style serving and access to kitchen
- Kitchen with room/equipment to serve 200, food prep area for breakfast, lunch, and dinner items, salads, soups, sandwiches, materials. Walk-ins, storage, freezers to hold enough prepared meals to serve 200 one hot meal per day - for up to one week
- Staff office area – 16 offices, conference room, copy/office equipment and storage areas, male/women bathrooms, gender neutral bathroom with shower, break room, reception area, waiting area, server room and electrical room – direct access to parking area.
- 15-20 staff lockers
- Large dormitory for male guests – 144 raised beds – 6 feet between, Female – 60 beds.
- All beds to have electrical outlets next to beds.
- Observation area where staff has a direct line of vision into all sleeping space and multipurpose space – containing a small meeting room and office large enough to accommodate wheel-chairs. Areas for computers and printers.
- Laundry/utility room sufficient to provide on-site laundry for residents and general facility needs
- Bicycle storage



- Men/Women/ Gender Neutral bathrooms/showers
- Three to four multi-purpose meeting rooms for service center guests having meetings, classes, activities, etc.
- Storage areas and a mechanical room
- Maintenance room
- Exterior trash compactor and appropriate space for recyclables and compostable waste
- An enclosed court-yard sufficient to accommodate residents and accessible from inside the service center only (emergency exit directly outside but alarmed). Partial cover.
- Parking for 28-30 vehicles
- Attached Health Clinic with direct access from inside the service center and also a separate entrance from outside the service center including:
 - o 4 exam rooms
 - o Reception and waiting area
 - o Patient/staff bathrooms
 - o Lab
 - o Storage
 - o 2 offices
 - o Isolation room

These activities will involve site work construction including building and foundation work, utilities construction including water, sewer, drainage, gas, power, and/or communications extensions into the buildings and landscaping. We understand that the site can be served by public infrastructure for water, sewer, electrical and communications, subject to confirmation as well as confirm the availability of natural gas to the site.

For purposes of establishing the use, the Homeless Services Center is considered an Emergency Shelter which is a Conditional Use within the IM/IH zones. Based upon the information provided by the City of Portland the following will be required as part of this development:

- An Easement is required to access and maintain the nearby City Communication Tower;
- An Easement at the site entrance is required to access Portland Trails network to the Presumpscot River;
- The City is responsible for amending the Riverside Street Industrial Subdivision Plan to include the subject parcel (7.01 acre Lot 4-2.); and
- Property to remain in City ownership.

The Major Site Plan and Conditional Use Applications are made part of this current submission.



In accordance with Section 6.5.6 Supplemental use-specific conditional use standards part B pertaining to Emergency shelters we offer the following information:

B. Emergency Shelters

1. *The facility shall provide adequate space for conducting security searches and other assessments.*

Supporting Evidence: See accompanying Operational Standards Key Plan by Winton Scott Architects for further information.

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

Supporting Evidence: See accompanying Operational Standards Key Plan by Winton Scott Architects for further information.

3. *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.*

Supporting Evidence: See the accompanying Operations Management Plan from City Staff.

4. *Adequate access to and from METRO service shall be provided. The facility shall be within a ¼ mile of a METRO line, or shall be within ½ 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.*

Supporting Evidence: The site is located approximately 0.3 mile from the transit stops of the METRO Route 2 along Forest Avenue. The building will provide for indoor space to permit shelter guests day shelter.

5. *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.*

Supporting Evidence: See the accompanying Operations Management Plan from City Staff.

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

Supporting evidence: See accompanying Operational Standards Key Plan by Winton Scott Architects for further information.



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

Supporting Evidence: The Site plan contains a plaza at the front of the building where guests may congregate. A second plaza area is also located to the south side of the building and that will contain space for guest to congregate, socialize and participate in activities.

CLOSURE

As outlined in the Major Site Plan submission requirements and checklists, we will upload the following materials upon authorization by City staff:

- General Application Documents
 - Cover Letter/Project Description/Operational Key Plan/Operations Management Plan
 - Major Site Plan Application Checklist/Conditional Use Application
 - Right, Title and Interest
 - Zoning Assessment
 - Existing and/or Proposed Easements (please see Survey Plan)
 - Waiver Request and Waiver Table
 - Financial Capacity
 - Technical Capability
- Transportation
 - Transportation Narrative
- Environmental and Landscape Features & Stormwater
 - Narrative to Address Standards
- Public Infrastructure and Safety
 - Narrative to Address Standards
- Site Design
 - Narrative to Address Standards
- Construction Management Plan
- Site and Architectural Plans

On behalf of **DC Predevelopment LLC and the City of Portland**, we look forward to your continued assistance on the project and we look forward to the next available workshop meeting with the Planning Board. As is required, once we complete the Planning Board workshop, the applicant will be conducting a Neighborhood Meeting(s) 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,

GORRILL-PALMER

Stephen Bushey, PE

Senior Associate
sbushey@gorrillpalmer.com

Attachments

c: Kevin Bunker, DC Predevelopment, LLC
Drew Sigridson, Boulos Co.
Kristen Dow, City of Portland

U:\3824.01_Portland Homeless Center_Developer Collaborative_Portland, MEIP Applications\Local\major site plan\app_docs\1_ltr_grimando_major site plan_06.18.2021.docx



City of Portland Homeless Services Center Management Plan

I. Overview:

The City of Portland Homeless Services Center (HSC) at 654 Riverside Street will be a state-of-the-art, one-story emergency shelter that will provide low barrier, temporary emergency shelter to individuals experiencing homelessness over the age of 18. The HSC will be open 24 hours per day, 7 days a week with on-site meals and a wide range of services including: health and mental health care, substance use treatment, housing assistance, peer support, case management, employment assistance and more. Please see **Exhibit 1** for a comprehensive list of services.

The HSC will further the City's mission by providing quality programming to low-income Portland residents that encourages dignity, self-respect, and self-reliance in the transition from public assistance to self-sufficiency. The HSC offers a space where our clients stay and staff can work in a respectful and safe environment. In collaboration with community partners, we will provide wide-ranging services to our consumers with compassion, dignity, and respect.

As with our current shelter, the HSC will serve a diverse population. Women, men, youth, veterans, LGBTQ+ individuals, individuals of color, refugee, immigrant & asylees, individuals fleeing domestic violence, and those struggling with substance use and mental health who are unhoused. The services at the HSC will optimize the services of the smaller specialized shelters through a robust referral process that maximizes resources across our system. This system offers the highest level of service by those most equipped to help.

The HSC is a one story building easily accessible to all. Our clients will be able to access the facility throughout the day and will not need to leave with their belongings, something they have been subject to in the past. Our large day space will have an area for meal services including a fully equipped kitchen where staff can prepare and serve meals. Indoor storage lockers, bathrooms with showers and laundry services that are all available to clients. Sleeping areas will have beds where each individual has a headboard charging station, allowing them a space to keep their phones fully charged to receive calls from potential landlords, employers or outside providers. The quad-bed pod layout provides increased ability to social distance when necessary and additional privacy.

The HSC will have a full service federally qualified health clinic (FQHC) operated by Greater Portland Health. The clinic will offer medical, mental health, substance use treatment and dental services on site. Also provided are small group rooms and offices which are utilized for peer support, specialized services and community providers to create wrap-around services for our clients. Please see **Exhibit 2** for a list of community partners.



II. Staffing and Management Responsibilities

The Homeless Services Center will be operated by a Management team consisting of a Shelter Director, Assistant Director of Shelter Operations and an Assistant Director of Housing Services. Amongst the three Managers there is on site coverage 6am-11pm, as well as 24/7 on-call rotation. In addition to the management team, the HSC will have a robust supervisory team with 24/7 coverage.

The HSC will be staffed 24/7 by our shelter attendants who are trained to provide a confidential safe space to those seeking temporary emergency shelter. Our shelter attendants are integral to everyday operations. They will assist new clients with orientation to the facility and assist in connecting clients to our housing team, as well as referring to other community partners on site to include the FQHC.

The HSC will have a team of dedicated housing counselors to work diligently with individuals experiencing homelessness to ensure their time in temporary emergency shelter is as brief as possible in the transition to self-sufficiency. The Homeless Service Center offers housing services to all clients accessing the service center and will have housing staff onsite 7 days a week from 6am-8:30pm. Housing-focused conversations occur with individuals from their very first night at intake and will be a collaborative effort to include staff from the Prevention and Diversion team. Clients attend a housing orientation to connect them to the most appropriate resources for their housing needs and each individual is assigned a housing counselor. We understand that each situation is unique and self-sufficiency looks different for each client. As such, we work with our clients to create individualized housing plans. At the City, we believe in the housing-first approach, “prioritizing permanent housing placement for an individual so that they can pursue their personal goals and improve their quality of life.”¹

A key part of our housing team are the housing retention specialists. They connect with clients as they transition from the shelter. In support of the housing first model the specialist wrap services around clients to ensure success. This can include helping them navigate landlord relations, accessing furniture, assisting them with food, including connecting to community meals, medical care and case management services. Our housing retention specialists increase the housing stability of clients and reduce the risk of returns to homelessness.

Our Administrative Assistant enters and tracks individualized client data into Homeless Management Information Systems HMIS (ServicePoint) for reporting, filing, and scheduling. They also work with management on specialized tasks, giving great attention to detail and a high level of accuracy.

¹ “Housing First” *National Alliance to End Homelessness* April 20, 2016
<https://endhomelessness.org/resource/housing-first/>



Our facilities team is an integral part of ensuring that the space is a safe, clean and inviting place for clients to access and staff to work. We have facilities staff onsite from 6am-2am. Our facilities team respond to all maintenance emergencies and work with all maintenance vendors to ensure our building and grounds are operating at peak condition. The team coordinates with the Barron Center staff to ensure that we have clean linens for our clients daily.

The HSC will have 24/7 security coverage that is provided by full-time non-uniformed City staff members. Security staff will be located at the entryway to the new facility to ensure safety for all clients seeking shelter. Security staff will conduct half hour perimeter well-being checks of both the interior and exterior of the facility. In addition to job specific training, our security staff also receive all training available to our full-time team detailed below.

The management team will continue to meet on a weekly basis to discuss pertinent HSC issues (policies, professional development of staff, client and neighborhood issues). The supervisor team meets on a monthly basis to discuss similar topics. The full staff attends mandatory monthly meetings for formal and informal training and full staff discussion around relevant topics.

At the City of Portland we value professional development; service center staff are required to take job specific training and are also afforded opportunities for growth through Citywide training. Training includes: new employee orientations, CPR and first aid, Narcan and Overdose Reversal/Response, mental health training, housing training, etc. For an exhaustive list please see **Exhibit 3.**

III. Client Access, Assessments and Access Restrictions:

The City's Health and Human Services Offices at 39 Forest Avenue will house the Prevention and Diversion Program. This will operate 7 days a week and will be the centralized assessment location for those seeking shelter. Staff will have the ability to connect with individuals before they enter an emergency shelter and enter homelessness to assist them in mitigating their emergency. Staff will work to seek alternate resources, connect with landlords to mediate evictions, and enroll individuals in preventative case management services. When other options are not available, individuals are referred to the shelter for intake and provided transportation to the HSC.

The HSC will have an entryway off of Riverside Street down a well-lit and inviting walking path. There is a dual door system, as well as an external entrance to locker facilities. The dual door system will be monitored by security staff, who will also have access to view both external and internal security cameras on site. Once buzzed through the secured double door entry system, 24-hour staff will greet new shelter clients and familiarize them with shelter services. Due to the confidential nature of our services, guests will not be permitted on-site with the exception of service providers. Adequate space for service providers will be provided and will allow for confidential meetings on site.



There will be an enclosed side courtyard for clients who want to access a private outdoor space. The area contains space for outdoor eating and exercise as well as raised garden beds for clients to participate in growing vegetables and flowers. As an extension of our fenced-in courtyard, there will be fencing along the back of the property running parallel to the river to provide increased safety for our clients.

IV. Transportation

Homeless Services Center will include a City operated van as a shuttle service to clients. The shuttle will operate throughout the day to stop at service centers for appointments as well as get back to the facility. A regular stop will include the on-peninsula Prevention and Diversion Center for those clients who have been referred to emergency shelter services. This transportation service will allow clients continued uninterrupted access to services they currently utilize. In addition to the shuttle van the Homeless Services Center will continue the long standing practices of Oxford Street by using taxi vouchers, metro, and our current vehicles for transportation and follow-up services.

V. On-Site Surveillance

Staff at the HSC will assist people in need of temporary emergency shelter services and will provide a clean, safe, and secure environment at all times. The HSC premises are staffed 24 hours a day by awake and alert staff members, including City security staff. Clear sight lines will allow staff easy visibility across dormitories and day space to maintain safety.

Both staff and security do perimeter checks to ensure the safety and wellbeing of clients every half hour. These perimeter checks include the inside of our facility and bathrooms, as well as the outside of our facility including the courtyard, property lines and neighboring area. All staff members carry portable two-way radios and are trained in how to communicate their location and situation in an emergency.

Cameras will be mounted externally for easy surveillance of the perimeter. External lighting will be placed around the perimeter of the building to ensure it is well lit for arriving clients, as well as staff conducting safety checks. Camera monitors will be visible from the security office, which will be staffed. Cameras are also mounted in internal common spaces. Camera placement, lighting and staff monitoring recommendations came from a 2018 client survey.

VI. Safety Measures.

The City of Portland takes the safety of the clients we serve, our staff and our neighbors seriously.

Upon intake, each client will sign a resident contract (please see **Exhibit 4 *current contract**) which clearly outlines the shelter rules and behavior expectations. This is reviewed carefully with each client to ensure that it is understood. Larger copies are also posted in common spaces for client review as needed.



The mission of maintaining safety for all clients may involve making crucial decisions about clients who are displaying behavioral difficulties and who are impacting their own safety, staff safety, the safety of others and/or the safety of the entire shelter population. Staff will use verbal de-escalation tactics in an attempt to calm conflicts and to intervene in negative behavioral situations. Staff receive training in Verbal Judo and Crisis de-escalation techniques. Staff also partner with The Opportunity Alliance Crisis Response Services as needed. Staff receive training on effective communication over two way radios to emergency responders including 911 and non-emergency dispatch. Staff work with all first responders including Portland Police Department, Portland Fire Department and Medcu to facilitate good communication between departments and stay abreast of and address emerging issues. After any critical incident staff debrief the incident together and provide check-ins with any affected clients while maintaining confidentiality and utilizing a trauma-informed approach.

VII. Controls for Client Behavior and Noise Levels:

The HSC presents a unique opportunity to incorporate security considerations and neighborhood impact into the building design and facility operations on the front end. Trauma-informed structural design impacts client success as well as the neighboring community. This HSC was designed to be open and inviting for clients and to empower them to become fully self-reliant; it was also designed to maximize the safety, security and privacy for those seeking shelter- a historical problem for those unhoused in Greater Portland.

The Homeless Services Center will continue the shelter's model of being a low barrier shelter. Low barrier means we do not require identification at time of entry, income verification, sobriety, etc. Low barrier does not mean there are no rules or behavior expectations. Making these expectations clear and utilizing progressive discipline with consequences helps us meet our responsibility to provide a safe place for our clients, staff and neighbors. These expectations are distilled in the Reasonable Rules policy (see **Exhibit 5** *current policy). We hold regular house meetings to elicit feedback from clients regarding a variety of topics including operational issues and policies. Frequent discussion topics at house meetings also include housing services, community resources available, operational changes, reinforcement of important shelter rules and guidelines, including our good neighbor policy. The Reasonable Rules policy will be revisited annually.

VIII. Neighborhood Concerns:

City of Portland's Oxford Street Shelter Staff recognize that we are part of a neighborhood and are committed to being a good neighbor. Conversations begin with clients regarding being a good neighbor at intake. Additionally, we currently have a Neighborhood Engagement Strategy (please see **Exhibit 6** *current policy) recognizing that our neighbors are an important community partner. The Neighborhood Engagement Strategy will be revisited and updated at least twice per year to reflect HSC surroundings, the neighborhood and any neighborhood needs or concerns.

Neighborhood safety concerns are our safety concerns and we work to mitigate those as quickly as possible, recognizing that we want to have a positive impact on our community. As mentioned above, staff conduct perimeter checks every half-hour around our facility, grounds and surrounding areas. The HSC staff will also have a 24 hour hotline (phone number) that connects neighbors



directly to the Homeless Service Center staff. Concerned neighbors are invited to call and discuss any issue, concern or compliment. Staff would also welcome the opportunity to attend any Neighborhood Association meetings.

IX. Monitoring:

The HSC management team will provide the City of Portland's HHS Department with reports on a regular basis as required. These reports may include:

- (i) Number of unique individuals served at the shelter
- (ii) Total number of bednights accessed at the shelter
- (iii) Number of intakes during a reporting period
- (iv) Total number of individuals who had previously been unsheltered and staying outside in Portland
- (v) Total number of individuals who are defined as having long time stayer status
- (vi) The average length of stay
- (vii) Number of housing placements
- (viii) Record of neighborhood concerns and resolutions
- (ix) Summary of meetings with individual neighbors, neighborhood associations and businesses
- (x) Number of Criminal Trespass Orders (CTO) issued, the reasons for those CTOs, the length of those CTOs, and whether the person issued the CTO has been issued a CTO previously
- (xi) Record of police calls for service related to mental health, substance use, crime or other reasons and outcomes
- (xii) Any additional information requested by the Department of Health and Human Services and/or the HHS Public Safety Committee.

In addition to reporting requirements at the City level, the Homeless Services Center will submit reports to funding sources as required; those sources currently include Maine State Housing Authority, State of Maine DHHS and HUD. The Homeless Services Center will continue to report statistics to ESAC (Emergency Shelter Assessment Committee) monthly.



Exhibit 1: Increased services

- A more comfortable 24-hour facility
- Community partner outreach on-site
- Employment services
- General Assistance staff
- Increased access to public transportation
 - Husky line
 - City of Portland shuttle
- Increased bathrooms for day use
- Inside lockers
- Laundry services
- Meals
- On-site health care clinic
 - Mental health care
 - Substance use treatment
 - Dentist services
- Peer services



Exhibit 2: Service Providers Planning to Offer Services or Outreach On-Site²

- Amistad
- Catholic Charities Maine
 - Refugee and Immigration Services (RIS)
- City of Portland
 - Social Services
 - General Assistance
 - Helping Individuals Regain Employment (HIRE)
 - Public Health
 - Mobile Medical Project
 - Needle Exchange Program (NEP)
- Cultivating Community
- Frannie Peabody Center
- Goodwill Northern New England
- Greater Portland Health
- Homeless Voices for Justice
- Maine Department of Health & Human Services
 - Adult Protective Services
- Milestone Recovery
- Pine Tree Legal Assistance Inc.
- Portland Adult Education
- Portland Public Library
- Preble Street
- Sexual Assault Response Services of Southern Maine (SARSSM)
- Spurwink
- The Opportunity Alliance
 - Project for Assistance in Transition from Homelessness (PATH)
- Through These Doors

² This list appears in alphanumeric order.



Exhibit 3: Staff Training and Professional Development³

- Anti-Trafficking Training
- Bloodborne Pathogens training
- Cardiac Science: AED All Staff Training
- Customer Service Training
- Diversity and Inclusion Workshop
- Emergency Action Plan training
- Equal Access to Housing training by GLAD
- First Aid and CPR
- General Assistance Training
- HMIS training
- Housing Training for Supervisors
- In their Shoes Refugee Training
- Introduction to Cultural Competency
- Kepro Training
- Language Access Training
- Mental Health First Aid Training
- Military Culture 101
- Munis Training
- Narcan/Overdose Reversal/Response Training
- National Alliance to End Homelessness Conference
- New Employee Orientation
- New Per Diem Training
- Public Charge Training by ILAP
- Rapid Resolution Housing Training
- Reasonable Suspicion for Supervisors
- Serious accident reporting
- Trauma Informed Care and Compassion Fatigue by Maine Behavioral Health
- Tyler Training
- Understanding and Supporting LGBTQ Individuals
- Verbal Judo Training
- Violence Against Women Act training by Through These Doors
- Workers Compensation for supervisors

³ This list appears in alphanumeric order.



Exhibit 4: Resident Contract

GUEST CONTRACT

The Oxford Street Shelter is operated by the CITY OF PORTLAND to offer safe, temporary shelter to homeless individuals at least 18 years of age. Support services staff are available to work with guests to secure transitional to permanent housing and to help form linkages with other community resources. The following rules are intended to provide a safe and comfortable environment for all guests accessing our Shelter. Any violations of our Shelter safety protocols will not be tolerated.

Rules & Responsibility

- Illegal drugs and drug paraphernalia are not allowed in the shelter building or anywhere on the premises.
- Alcohol and marijuana are not allowed in the shelter building or anywhere on the premises.
- There is no smoking of any kind in the building at any time, or within 25 feet of any window or entrance/exit.
- Using, selling, purchasing, or distributing any form of illegal drugs, alcohol, or marijuana in the shelter building or on the premises is strictly prohibited and could be grounds for restriction from access to shelter.
- **Weapons of any kind are not allowed in the shelter building or on the premises. Including but not limited to: Guns, Pellet/BB Guns, Paint Guns, Stun Guns/Tasers, Knives of any kind, Multi-tools, Screwdrivers, Walking sticks or canes not otherwise prescribed, etc. This list is not exhaustive.**
- **All guests and their belongings are subject to immediate search or random searches upon entry and/or re-entry into any of the shelter buildings, waiting areas or overflow sites. Any illegal drugs, alcohol, weapons or other contraband will be confiscated and discarded by staff or Portland Police for safe discard.**
- **No fighting, intimidation, provocation, threatening, or verbal abuse at any time. Any acts of violence will result in immediate revocation of access to shelter.**
- No use of profanity/swearing. No loud music on property. No horseplay or aggressive behavior/language on property.
- **Use of inappropriate speech can result in restriction from shelter access. The shelter has a zero tolerance policy for racial slurs/derogatory language and hate speech.**
- **The shelter has a zero tolerance policy for sexual harassment. Engaging in harassing behaviors can result in restriction from shelter access.**
- Sexual activity of any kind is not permitted in the shelter or on shelter grounds.
- You must be appropriately dressed (*i.e. fully clothed*) while in the shelter and on the grounds. This includes wearing shoes while moving around the shelter.
- Cell phones must be silenced or turned off while in the building. Guest phones are available for use during daytime hours. **For reasons of client confidentiality, there is no filming allowed inside the shelter.**



- Good personal hygiene is a priority. Showers are available after check in. Personal hygiene items are available upon request from staff at the front desk. The available personal hygiene items include: soap (in the showers), towels, toilet paper, shaving cream, toothbrushes, toothpaste, and combs.
- Outdoor restrooms are available between 8am & 8pm daily.
- Blankets, towels and linen must be returned and placed in the bins at the front desk on the 1st floor and may not be removed from the shelter.
- Personal linens such as: blankets, sheets and pillows, are not permitted in the building and are not to be used in the dorms.
- All guests are expected to keep the building and grounds clean by disposing of all trash in appropriate containers that are located throughout the facility.
- The shelter curfew (lights out) is at 8:30pm.
- Electronic devices that emit light and/or noise are not permitted to be used in the Shelter after lights out (8:30pm). Devices that do not emit light and are used with headphones and do not disturb other shelter guests may be permitted at the discretion of shelter management or the supervisor on duty.
- Once you have checked in and have been assigned a bed, you may leave the building but stay on property for up to 30 minutes. If you leave the building for more than 30 minutes, you will be considered to have left for the night. If others are waiting for bed space, the bed you were assigned may be reassigned to the next person waiting. If at any time you leave property you are at risk of having your bed stripped and reassigned. If you leave before 11pm and return you may be checked back in once. If you leave after 11pm you will not be checked back in.
- The shelter does not allow check-ins past 2am.
- All guests must be out of bed no later than 7:30am (earlier in some areas).
- The City is not responsible for lost and stolen belongings. Any items left behind or unattended will be discarded immediately. You may bring into the facility the amount of personal possessions that you can reasonably carry by yourself in one trip. You are not permitted to bring shopping carts, carriages, and similar carrying devices into the building.
- Shelter staff is not permitted to hold, monitor or administer medications for you. If you have medication that must be refrigerated, you will be able to store your medication in a refrigerator designated for medication storage only. You store your medications in this refrigerator at your own risk.
- All individuals who access the shelter must be able to safely exit the building in the event of an emergency, guests also must be able to ambulate to meals on their own and toilet themselves. Staff are not able to provide medical assistance. If you feel you need medical assistance at any time please notify staff and we will assist you in contacting the appropriate resource.
- Lockers are available onsite. Please see a staff member to sign up. Lockers are only accessible from 5am-6am, 9am-10am, 1pm-2pm and from 8pm-9pm daily. You must have a picture ID to access your locker. Only you are able to access your locker and you may not access the locker of any other guest. There is a limit of one locker per guest.



- Day services are available from 8:30am-3:30pm. You must check in on the ramp side of the property.
- The shelter dayroom is open Monday-Friday from 3:30pm-7:30pm. Hours may vary on weekends and holidays, or in case of inclement weather.
- Shelter ID's are available daily at housing orientation from 1:00pm-2:00pm. All guests must attend housing orientation the day following their intake to the shelter for important referrals to services. If you have questions or concerns please ask a supervisor.
- Please stay out of the street if outside of the courtyard area & respect our neighbors and neighborhood at all times.

Agreements

- I hereby accept shelter at the City of Portland Social Services Division Oxford Street Shelter and consent to abide by all of the rules and regulations and procedures listed above. I understand that the City of Portland is not responsible for any lost, stolen or discarded items.
- I understand that I am applying for General Assistance through the City of Portland Social Services Division to pay for my Shelter bed night stay and that at any time in the future I am found to be eligible to receive Supplemental Security Income (SSI) benefits, an amount equal to the amount of public assistance given to me may be deducted by the Maine Department of Human Services from my first retroactive payments of SSI benefits.
- I authorize the Social Services Division Oxford Street Shelter to release any information necessary to determine General Assistance eligibility and understand that this information may also be used in the formulation of case management plans and hereby give my consent. As provided by the General Assistance statute, this information will not be given to the general public.
- I understand that Shelter management may restrict my access to Shelter if I turn down an option for housing.
- I understand that Shelter Staff and/or management may restrict my access to the Shelter, dayroom and/or grounds if I violate any of the rules listed above and that I have the right to grieve decisions made by staff relating to staff at the Shelter.

Guest Signature
Guest Name Printed

Date

Staff Signature

Date

In accordance with title VI of the Civil Rights Act of 1964 (42 U.S.C. s 2000 et.seq.), Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. s794), the Maine Human Rights Act (5 MRSA 4551, et.seq.) and the Age Discrimination Act 1975, as amended (42 U.S.C. s6101 et. Seq.), the City of Portland Social Services Division does not discriminate on the basis of race, sexual orientation, national origin, handicap or age in admission or access to treatment or employment in its program or activities.



Exhibit 5: Reasonable Rules

OXFORD STREET SHELTER

SHELTER POLICY – REASONABLE RULES

The **Oxford Street Shelter** is a City run shelter for homeless individuals, intended to provide temporary shelter for adults who do not have any other housing available to them. The City does not discriminate against any person based upon race, color, gender, sexual orientation, age, national origin, disability or religion.

The City does, however, reserve the right to make reasonable rules governing the behavior of individuals while residing at or in City run shelters. In addition, the City reserves the right to refuse admission to the shelter to any individual whose presence in the shelter is determined by the City to pose a danger to other individuals residing in the shelter or the neighborhood. Such a determination will be made only upon verified information obtained from a reliable source, and will be applied only in the most serious circumstances.

The following individuals are prohibited from residing in City operated shelters:

- Individuals who have been restricted from shelters due to violation of shelter rules including but not limited to criminal acts, physical damage, violence or verbal abuse towards other consumers, staff, or neighborhood.

To ensure the safety of residents, staff and neighborhood - the City has established the following rules:

- No alcohol or illegal substances
- No pets of any kind are allowed
- No weapons are permitted in any shelter facility
- No violence, harassment or threats to other consumers, staff or neighbors or emergency responders (police, fire, medcu, etc.)
- No damage or vandalism to shelter facilities or property or neighborhood
- Smoking is not permitted in shelter facilities at any time
- No one will be allowed to enter the premises unless directly involved in the program

In addition to the above, each of the City operated shelters may have additional rules and procedures. It is expected that individuals will adhere to all shelter policies at all times.



Exhibit 6: Neighborhood Engagement Strategy

OXFORD STREET SHELTER

Neighborhood Engagement Strategy

Staff of the **Oxford Street Shelter** are committed to maintaining a positive relationship with our surrounding neighbors.

Staff engagement to ensure that our program is maintaining a positive influence in the community:

Staff maintain perimeter checks throughout the neighborhood on all of our 24 hour shifts. Staff have built and maintained good relationships with both clients and our neighbors and can assist in neighborhood issues as they arise.

The shelter runs a 24 hour hotline for neighbors to call in any issues they may see. This would be for issues that do not rise to the level of police calls, such as moving shelter guests along from neighbor's front steps, etc. and can decrease police calls for service.

The shelter operates an outdoor storage facility to allow guests to have a place to leave their belongings while going on housing showings, job interviews, etc. This also has decreased the amount of guest belongings that were stored amongst the neighborhood.

The shelter operates an outdoor bathroom facility, increasing the amount of facilities accessible to those we serve.

A representative of the shelter regularly attends the neighborhood association meetings.



707 Sable Oaks Dr. #30
South Portland, ME 04106
T. 207.772.2515

565 Congress Street
Portland, ME 04101
T. 207.221.3390

46 Forest Avenue
Portland, ME 04101
T. 207.774.4614

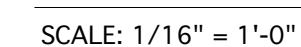
14 York Street, Suite 201
Portland, ME 04101
T. 207.245.6061

654 Riverside Street,
Portland

Scale: 1/16" = 1'-0"

A1.2

JUNE 14, 2021



CITY OF PORTLAND
Planning & Urban Development Department

MAJOR SITE PLAN GENERAL DOCUMENT AND DRAWINGS CHECKLIST Please submit each document as a separate PDF file. Please confirm by electronically checking the boxes in the left-hand column. ** PLEASE FILL OUT AND UPLOAD THE ZONING ASSESSMENT TABLE AND WAIVER TABLE SEPARATELY AS NOTED BELOW ** At the time of application submission, please contact the Department of Public Works regarding E-911 addressing for your project.		
GENERAL APPLICATION DOCUMENTS		
☒	NA	Project Description Cover letter with detailed project description
☒	NA	Completed Checklist (this document)
☒	NA	Evidence of Right, Title, and Interest Deeds, leases, or purchase and sales agreements
☒	NA	Evidence of State or Federal Approvals Permits or letters of non-jurisdiction, if applicable
☒	NA	Zoning Assessment (see Zoning Assessment Table) Summary of compliance with use and dimensional standards of the land use code
☒	NA	Site Plan Standards Assessment (see Section 14.6 of the land use code) Summary of project compliance with site plan standards of the land use code
☒	NA	Summary of Existing and/or Proposed Easements or Covenants, applicable. Evidence of existing easements and any proposed easements, covenants, public or private rights-of-way
Yes	NA	Waiver Requests (see Waiver Table) Written request for waiver describing request and compliance with applicable waiver standards
☒	NA	Financial Capability Letter or evidence from a financial institution or third party verifying financial capacity to undertake project
☒	NA	Technical Capability Evidence of technical capability of applicant and consultants – resumes and/or examples of past projects

MAJOR 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		
☒ Yes	☐ NA	Impact on Surrounding Street Systems (14-14.6.1(A)) Describe incremental volume of traffic impacts and mitigation measures. If needed
☒ Yes	☐ NA	Access and Circulation (14-14.6.1(B)) Identify and describe the following: - Site access and internal circulation, including ADA access - Drive-up features, if applicable - Loading and servicing needs, routes, and geometry, providing turning templates for delivery vehicles, if applicable - Sidewalks and condition along street frontages and internal walkways - Engineered details for ADA ramps and public sidewalks, meeting sidewalk material policy and construction requirements (Technical Manual, Section 1)
☒ Yes	☐ NA	Public Transit (14-14.6.1(C)), if applicable Identify and describe the following: Existing available transit service and proposed transit improvements, including design details, such as easement, pad base, and shelter
☒ Yes	☐ NA	Off-Street Parking (14-14.6.1(D)), if applicable Identify and describe the following: - Proposed vehicular and bicycle parking supply (including ADA-compliant parking) in relation to applicable parking requirements in Article 19 of the land use code - Curb cut separation and parking layout (Technical Manual, Section 1) - Construction details for bicycle racks - Management plan for snow storage and removal
Yes	☒ NA	Transportation Demand Management (TDM) (14-14.6.1(E)), if applicable Provide TDM plan drafted in accordance with Technical Manual Section 1 requirements

ENVIRONMENTAL		
Yes	NA	Preservation of Significant Natural Features (14-14.6.2(A)), if applicable Identify and describe the following: • High and moderate value waterfowl and wading habitat • Aquifers (for Casco Bay Islands) • Waterbodies (including wetlands, watercourses, significant vernal pools and floodplains) • Proposed preservation areas and protection measures • Documentation from environmental compliance consultants and determinations from applicable state and federal agencies
Yes	NA	Landscape Preservation (14-14.6.2(B)) Identify and describe the following: • Measures to preserve trees, including within required zoning setbacks (Technical Manual, Section 4) • Measures to protect existing vegetation during construction
Yes	NA	Site Landscaping and Buffers (14-14.6.2(C)) Identify and describe the following: • Overall landscaping approach and consistency with standards • The use of screening and buffering of service areas and between non-residential and residential uses • Existing Heritage or Feature Trees on site and measures to preserve • Compliance with street tree requirements
Yes	NA	Water Quality, Stormwater Management, and Erosion Control (14-14.6.2(D)) Identify and describe the following: • Erosion and sedimentation control plan and measures • Evidence of compliance with Urban Impaired Stream Standards pursuant to DEP Chapter 500 stormwater law, as applicable • Subsurface sanitary sewage disposal and groundwater protection measures

PUBLIC INFRASTRUCTURE AND COMMUNITY SAFETY		
Yes	NA	Consistency with City Master Plans (14-14.6.3(A)) Describe proposed easements, rights and improvements to connect or continue off-premises public infrastructure, as applicable
Yes	NA	Public Safety and Fire Prevention (14-14.6.3(B)) Identify and describe the following: - Compliance with Crime Prevention through Environmental Design (CPTED) requirements (Technical Manual, Section 3) - Emergency vehicle access - Consistency with public safety standards (Technical Manual, Section 3)
Yes	NA	Availability and Adequacy of Public Utilities (14-14.6.3(C)) (Technical Manual, Sections 2 & 9) Identify and describe the following: - Electrical services, including providing underground services - Existing and proposed connections for public utilities and required public utility upgrades - Sewer line connections
SITE DESIGN		
Yes	NA	Massing, Ventilations and Wind Impact (14-14.6.4(A)) Identify and describe the following: - Wind and ventilation impacts on adjoining structures and/or adjacent public spaces, including wind study, if applicable - Bulk, location, or height impacts on adjoining structures
Yes	NA	Shadows (14-14.6.4(B)), if applicable Provide shadow analysis of impacts on publicly accessible open space (Technical Manual, Section 11)
Yes	NA	Snow and Ice Loading (14-14.6.4(C)) Describe building design measures to prevent snow and ice from loading or falling onto adjacent properties or public ways
Yes	NA	View Corridors (14-14.6.4(D)), if applicable Describe any protection of designated view corridors (Portland Design Manual, Appendix. 1)
Yes	NA	Historic Resources (14-14.6.4(E)), if applicable Identify and describe the following: - The site's status as a designated landmark, within a historic district or historic landscape district, or within 100 feet of any designated landmark, historic district, or historic landscape district - Compliance with standards for preservation and documentation of archaeological resources

Yes	NA	Exterior Lighting (14-14.6.4(F)) Describe how the proposed site lighting will adhere to photometrics requirements as it relates to light trespass and full cutoff fixture design, pursuant to Technical Manual Section 12
Yes	NA	Noise and Vibration (14-14.6.4(G)) Provide data on noise levels for HVAC and other mechanical equipment, such as design specifications, to demonstrate consistency with state and federal noise emissions requirements as well as City code
Yes	NA	Signage and Wayfinding (14-14.6.4(H)), if applicable - Provide signage plan showing the location, dimensions, height and setback of all existing and proposed signs - Provide drawings of all commercial and directional signage on site
Yes	NA	Zone-Related Design Standards (14-14.6.4(I)) Address any applicable design review standards by zone, including compliance with Design Manual

CITY OF PORTLAND
Planning & Urban Development Department

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

Please submit each document as a separate PDF file.
Please confirm by electronically checking the boxes in the left-hand column.

Conditional uses are listed in the land use code for each zone. The applicant must address the general standards as well as any use- or zone-based conditional use standards contained in Article 6.5 of the land use code in the written application.

GENERAL APPLICATION DOCUMENTS

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

CONDITIONAL USE STANDARDS AND CRITERIA

☒	N/A	Traffic Demonstrate that the 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.
☒	N/A	Environmental Impacts Demonstrate that the proposed use will not create any unsanitary or harmful conditions by reason of noise, glare, dust, sewage disposal, emissions to the air, odor, lighting, or litter.
☒	N/A	Design and Operation Demonstrate that 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.
☒	N/A	Use- and Zone-Specific Criteria Address any use- or zone-specific standards in Sections 6.5.6 and 6.5.7 of the land use code.

RIGHT, TITLE & INTEREST

As outlined in City Council Order 281 – 20/21 the Portland City Council has authorized DC Predevelopment LLC to pursue conceptual site, building design, and the handling of a public engagement process. The following is an excerpt of the June 21, 2021, Council packet confirming the vote taken at the June 7, 2021 Council meeting.

“

Order 281-20/21 Approving and Authorizing First Letter Agreement with Developers Collaborative for the Homeless Service Center Project on Riverside Street - Sponsored by Councilor Spencer Thibodeau, Chair, Housing & Economic Development Committee

Motion was made by Councilor Thibodeau and seconded by Councilor Ray for passage.
Passage 8-0 (Dion out).

”

The Record Owner of the property is the City of Portland by deed dated May 18, 2010 and recorded at the Cumberland County Registry of Deeds in Book 27825, page 68. A copy of the deed accompanies this section.

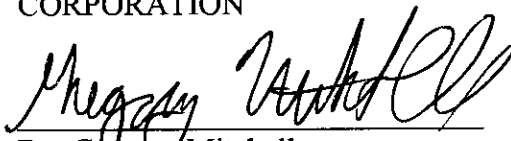
QUITCLAIM DEED WITH COVENANT

KNOW ALL MEN BY THESE PRESENTS, that **DOWNTOWN PORTLAND CORPORATION**, a Maine non-profit corporation with an address at Portland City Hall, 389 Congress Street, Portland, Maine 04101 (together with its successors and assigns, "Grantor"), for consideration paid, grants to **THE CITY OF PORTLAND**, a municipal corporation with an address of 389 Congress Street, Portland, Maine 04101 ("Grantee"), with QUITCLAIM COVENANT, a certain parcel of land, together with any improvements thereon, containing 40.9 acres, more or less, located on Riverside Street, Portland, Cumberland County, State of Maine, subject to all matters of record, including, but not limited to, that certain conservation easement granted to Portland Trails contemporaneously herewith, and being more particularly described in a Conservation Easement Plan recorded in the Cumberland County Registry of Deeds in Plan Book 210, Page 129, incorporated herein by reference.

IN WITNESS WHEREOF, Downtown Portland Corporation has caused this instrument to be executed in its name by Gregory Mitchell, its Assistant Secretary, thereunto duly authorized, this 18 day of May, 2010

WITNESS:

DOWNTOWN PORTLAND
CORPORATION


By: Gregory Mitchell
Its: Assistant Secretary

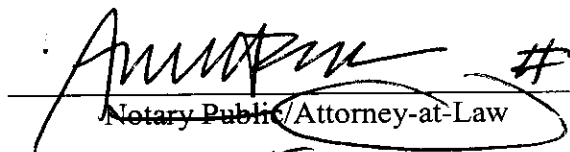
State of Maine
Cumberland, ss.

May 18, 2010

Personally appeared the above named Gregory Mitchell, Assistant Secretary of the Downtown Portland Corporation and acknowledged the foregoing to be his free act and deed, in said capacity and the free act and deed of the Downtown Portland Corporation.

Before me,

Received
Recorded Register of Deeds
Jun 08, 2010 08:59:38A
Cumberland County
Pamela E. Lovley


Notary Public/Attorney-at-Law
Ann M. Freeman
Print or Type Name

O:\OFFICE\ANN\DPC\636 riverside xfer from dpc to city.doc

ZONING ANALYSIS

See attached Zoning Analysis Table and project site plans for additional information.



ZONING ANALYSIS Relevant Zone(s) IH/IM
Please see attached Table.

All Projects:

	Required		Proposed
Lot Size	-	-	7.01 Acres
Area Per Dwelling Unit	-	-	
Minimum Street Frontage	60'	60'	95.10'
Front Yard Minimum	25'	*	600'+
Front Yard Maximum			
Rear Yard	35'	**	50'
Yard Right			
Yard Left			
Side Street Setback	35'	**	38'
Step Back			
Maximum Lot Coverage			
Minimum Lot Coverage			
Maximum Height	75'	75'	22'
Open Space			
Maximum Impervious Area	85%	75%	49.6%
Pavement Setback	10'	10'	10'
Floor Area Ratio			
Off Street Parking Spaces	15	15	43
Loading Bays			
Other 1			
Other 2			
Other 3			

*1' for each foot of building height.

**1' for each foot of building height up to 25' except 35' when abutting residential zone.

NOT APPLICABLE

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):			

WAIVER REQUESTS

The Applicant is seeking the following waivers.

Standard to be Waived: Cite Ordinance or Technical Manual Standard	Cite Standard Language: Cite specific language of applicable Ordinance or Technical Manual Standard	Waiver Being Sought: Describe waiver being sought. Ex. – We are requesting a two-way parking lot drive aisle width of 20’.	Justification for Waiver: Address specific waiver criteria, if applicable, and document reasons for the waiver request.
<i>Technical Manual Section 5.III – Chapter 500 Flooding standard</i>	<i>MeDEP Chapter 500 provisions related to Stormwater management</i>	The applicant is seeking a waiver of the flooding standard, whereby stormwater water quantity control is not required.	The site discharges stormwater runoff to the low end of the Presumpscot River which is considered a major river segment therefore quantity control is not required. Water quality treatment will continue to be provided by means of various BMP's including undisturbed buffers within the adjacent City owned Conservation Land.
<i>Section 14.6.1.E Transportation Standards requiring a Transportation Demand Management Plan (TDM)</i>	<i>All Commercial, Institutional, or mixed use development of 50,000 SF or more total floor area shall design and implement a TDM plan</i>	The applicant seeks a waiver of the TDM as the development is specifically designed for the Homeless Community who are not expected to be using private vehicles as a primary means of access to the site. The site will contain fewer than 100 employees at any one time	The development is specifically designed for the Homeless Community who are not expected to be using private vehicles as a primary means of access to the site. The site will contain fewer than 100 employees at any one time.

FINANCIAL CAPACITY

The Applicant has the means at its disposal for financing the proposed Homeless Services Center project. A letter from Gorham Savings Bank is attached to this section as evidence of the applicant's financial capacity to undertake the development.

A breakdown of the preliminary project cost includes the following:

Construction and Site Work:	\$17,380,000
Additional Furnishings:	\$200,000
Soft Costs:	\$1,646,335
Total	\$19,226,335

These values are considered preliminary and approximate and are subject to change as building design and project layout is refined.



June 18, 2021

City of Portland
389 Congress Street
Portland, ME 04101

RE: Homeless Service Center at 654 Riverside St, Portland, Maine

To Whom It May Concern:

We have been working with Developers Collaborative as well as Drew Sigfridson and Kevin Bunker on their proposal to construct a homeless service center at 654 Riverside St, Portland, Maine. Developers Collaborative is an established and valued customer of the Bank and has the financial capacity to complete this project. We are excited about their plans for 654 Riverside Street, Portland, Maine, and look forward to working with them in further support of the project.

Please feel free to contact me with any questions.

Sincerely,

Matthew W. Early
Senior Vice President

MWE/JRS

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>	Stephen Bushey, P.E. Gorrill-Palmer Consulting Engineers 707 Sable Oaks Drive South Portland, Maine 04106 (207) 772-2515 sbushey@gorrillpalmer.com
<i>Architect</i>	Steve Weatherhead, RA Winton Scott Architects 5 Milk Street, Suite #4 Portland, ME 04101 sweatherhead@wintonscott.com
<i>Surveyor</i>	Sebago Technics Charlie Marchese 75 John Roberts Road, Suite 4A South Portland, ME 04106 cmarchese@sebagotechnics.com
<i>Geotechnical</i>	SW Cole Engineering Tim Boyce PE 286 Portland Road Gray, ME 04039 tboyce@swcole.com
<i>Landscape Architecture</i>	Nick Aceto, PLA ASLA Aceto Landscape Architects PO Box 3787 Portland, ME 04104 (207) 221-3390 na@acetola.com
<i>Construction Management</i>	Cianbro Bruce Cummings and Tom Figura bcumming@cianbro.com/tfigura@cianbro.com

The team of consultants retained by developer has expertise and experience in the design of similar commercial projects. Resumes of key personnel for development team can be provided upon request.

The Applicant also has significant experience in the design, permitting, development and management of large institutional projects as evidenced in the team's proposal to the City.¹

¹ See Response to Request for Proposal RFP #21041 dated April 27, 2021

TRANSPORTATION

The following statements are provided in accordance with the Section 14.6 Site Plan Review Standards of the ordinance.

TRANSPORTATION

14.6.1 Transportation Standards

Impact on Surrounding Street Systems 14.6.1(A)

- *Describe incremental volume of traffic impacts and mitigation measures. If needed*

The development will fit in with the existing street system as it will use a new driveway off Riverside Street. Riverside Street currently has a travel lane in each direction and a center two-way left turn lane for turning traffic into the site. The posted speed on Riverside Street is 35 mph. There are 8' wide paved shoulders on each side of the road. The available sight distance in each direction exceeds 500 LF which complies with the Technical Standards value of 305 feet for the 35 mph posted speed.

The proposed shelter will be operated 24/7 with staffing at all times. Staff on the site at any one time will be less than 50 persons thus the trip generation attributable to the development will be less than 100 trips in the peak hour, thus remaining below the threshold requiring a MaineDOT Traffic Movement Permit.

The next closest intersections to the development include the signalized intersection of Forest Avenue (Route 302) and Riverside Street to the north and the signalized intersection of Riverside Street and Warren Avenue to the south. The proposed shelter is not expected to impact the operations of either of these signalized intersections.

Access and Circulation 14.6.1(B)

- *Site access and internal circulation, including ADA access*
 - *Drive-up features, if applicable*
 - *Loading and servicing needs, routes, and geometry, providing turning templates for delivery vehicles, if applicable*
 - *Sidewalks and condition along street frontages and internal walkways*
 - *Engineered details for ADA ramps and public sidewalks, meeting sidewalk material policy and construction requirements (Technical Manual, Section 1)*
- (i) The development provides primary two-way access via Riverside Street. Internal circulation has been reviewed and designed to accommodate the typical use of passenger and emergency vehicles by means of the 24' wide main site driveway and a minimum 20' wide perimeter loop drive around the building. The applicant is proposing ADA parking at the front of the building for access.
- (ii) There are no drive-up features proposed.

- (iii) Access and egress have been designed to avoid conflict with existing turning movements and traffic flows. Please see AutoTURN diagrams included in Section 10.
- (iv) Public sidewalks exist along the east and west sides of Riverside Street except for a short length on the west side of Riverside Street north of the proposed driveway entrance. The sidewalk on the east side of Riverside Street extends to Forest Avenue and ultimately to the existing transit stops located approximately 1600 LF from the site. The development will include a 12' wide paved pedestrian route extending from the Street into the site and to the building's main entrance. A Plaza space will be provided along this route for the use and benefit of the Shelter guests.

Public Transit Access 14.6.1(C), if applicable

- *Existing available transit service and proposed transit improvements, including design details, such as easement, pad base, and shelter*

The site is served by nearby transit service on Forest Avenue. The METRO Route 2 includes outbound and inbound transit from the Portland Downtown to Prides Corner. There are several stops located in the vicinity of the Hannaford Store and Riverton. Similarly, the METRO Route 3 services connects Hannaford-Riverton-Westbrook- South Portland along East Bridge Street, Spring Street and the Maine Mall. The METRO Route 4 includes service along Brighton Avenue, south of the proposed shelter site. Exact details as to any shelter improvements at any of the existing transit stops along Forest Avenue have yet to be formulated with METRO but are anticipated to be discussed during upcoming meetings.

Parking 14.6.1(D)

- *Proposed vehicular and bicycle parking supply (including ADA-compliant parking) in relation to applicable parking requirements in Article 19 of the land use code*
- *Curb cut separation and parking layout (Technical Manual, Section 1)*
- *Construction details for bicycle racks*
- *Management plan for snow storage and removal*

1. Vehicular Parking

The proposed project will include 43 parking spaces. This exceeds the value of 28-30 spaces required under the terms of the RFP #21041 that the City had issued. This parking capacity is expected to provide for both the anticipated staff load as well as guests/visitors to the site.

2. Bicycle Parking

The site plan currently identifies 10 bike spaces to satisfy the 8 bikes required (2 spaces/10 vehicles). Please see the Landscape plans by ALA for further information on the outside bike parking locations.

3. Snow Storage.

- a. Snow storage management will employ two strategies:

1. On-site snow storage around the perimeter of the site as shown on the site plans; and
2. Snow removal and off-site storage.

4. Electric Vehicle (EV) Charging

The Applicant will be providing conduit for EV Charging stations for 20% of the parking spaces or 8 spaces.

Traffic Demand Management (TDM) 14.6.1(E), if applicable

- *Provide TDM plan drafted in accordance with Technical Manual Section 1 requirements*

A TDM plan is not required for this project based on the use as an emergency/homeless shelter where the predominate means of access by guests will be foot traffic. .

ENVIRONMENTAL

The following statements are provided in accordance with the Section 14 of the Ordinance.

14.6.2 Environmental Quality Standards

A. Preservation of Significant Natural Features 14-14.6.2(A), if applicable

- *Populations of trees and plants that are endangered or threatened*
- *Habitat for species*
- *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 compliance consultants and determinations from applicable state and federal agencies*

1. *Preservation of Significant Natural Features:*

- a. The development site does not contain any significant natural features including wetlands of special significance, vernal pools or other protected resources. A forested wetland was identified within the conservation area located outside of the site boundaries. The site is nearly all covered with previously filled land that has reverted to grass and shrub vegetation naturally. No further evidence will be provided for the current application, unless requested.

B. Landscape Preservation 14-14.6.2(B)

- *Measures to preserve trees, including within required zoning setbacks (Technical Manual, Section 4)*
 - *Measures to protect existing vegetation during construction*
1. The site's existing tree coverage is sparse due to the nature of the historical placement of fill across the site. There are no specific trees earmarked for preservation as a result of these site conditions.
 2. The majority of the development footprint lies within previously filled land.

C. Site Landscaping and Buffers 14-14.6.2(C)

- *Overall landscape approach and consistency with standards*
- *The use of screening and buffering of service areas and between non-residential and residential uses*
- *Existing heritage or Feature Trees on site and measures to preserve*
- *Compliance with Street Tree requirements*

1. *Landscaping*

The proposed landscape plan meets (and exceeds) the Site Plan review standards in Section C of the Technical Manual. The applicant is proposing a mix of shade and flowering trees—as well as shrubs, ornamental grasses, and perennials—along development frontage and at the site's interior

that will add aesthetic interest, ecological value, and scale to the proposed development. All proposed trees are listed in the City of Portland Recommended Tree List. Due to the site's current use as filled land, there are no existing trees or vegetation that need preservation.

2. *Buffers:*

There are no service or loading areas observable from nearby sidewalks or residential properties and trash and recycling will be contained within a solid screened enclosure. Various new tree plantings consisting of both evergreen and deciduous will be planted along the shared boundaries with the Lucas Tree Experts site and the Suburban Propane site, both located along the southerly sideline shared with those uses.

(a) The City is the owner of the conservation land along the north and west sides of the property. The existing woods within these areas will remain as a permanent buffer to at least ½ the property perimeter.

(b) Not applicable

(c) Evergreen tree plantings will be placed along the shared boundary with the Lucas Tree experts.

3. *Parking and Vehicle Display Lot Landscaping*

The applicant is proposing a mix of shade trees, ornamental trees, and shrubs in the plaza spaces and around the site perimeter. The parking lot will be screened from view from Riverside Street and surrounding property primarily due to distance and grade change from the street.

4. *Street Trees*

The proposed development has less than 100 feet of street frontage. Trees are proposed along the entrance drive with several located just off the Riverside Street right of way.

D. Water Quality, Stormwater Management and Erosion Control 14-14.6.2(D)

1. The proposed development results in 150,041± SF (3.44 ac) of proposed impervious area. This includes 51,690 SF of building roof and 98,351 SF of hard surfaces associated with pavement, plaza, and sidewalks. The stormwater management design will include measures to comply with the water quality treatment standards. A waiver is requested of the stormwater flooding standards since the site is directly tributary to the Presumpscot River, which is considered a major river segment. The development site is located at the lower end of the overall river watershed and thus the need for flood controls are not necessary as the hydrologic peak flow condition for the site are substantially sooner than the overall watershed peak. The approach to not control the site's increased runoff discharge is commonly referred to as "beat the peak" approach. Since the site's runoff will only cross over City retained land before entering the river, there are no issues for downstream flooding. Similar waivers of the flooding standards have been granted for other properties along Riverside Street, including the Second Tee Business Park for example and the Suburban Propane site.

For water quality treatment one primary measure for treatment will be the use of level spreader outlets to disperse runoff over a wide area to allow sheet flow over the adjacent conservation areas. These measures are outlined in Chapter 5 of the MaineDEP Stormwater Management BMP Manual. In addition to the use of the vegetated buffers, the site design may employ additional BMPs including rain gardens and other filtration BMP's into the overall management approach.

2. The proposed project will comply with the City's stormwater management standards of the Technical Manual. The project will employ various Best Management Practices including undisturbed vegetated buffers, rain gardens and/or filtration BMP's.
3. The development will include some amount of runoff infiltration into the underlying ground as water passes over the undisturbed vegetated buffers. This is due to the absorption capacity of the onsite soils and the depth to groundwater. This is a benefit/advantage of the site and the ability to provide some amount of infiltration practices as part of the Stormwater Management regime.

**STORMWATER MANAGEMENT REPORT
(GENERAL STANDARDS)**

**HOMELESS SERVICES CENTER
654 RIVERSIDE STREET
PORTLAND, ME**

**PREPARED FOR
DC PREDEVELOPMENT LLC/CITY OF PORTLAND**

**PREPARED BY
GORRILL PALMER CONSULTING ENGINEERS
707 SABLE OAKS DRIVE
SOUTH PORTLAND, MAINE 04106
(207) 772-2515**

JUNE 2021



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STORMWATER MANAGEMENT REPORT

1.0 INTRODUCTION

The City of Portland has selected DC Predevelopment LLC to assist with the preliminary design and permitting of a proposed City Homeless service center on an undeveloped 7.01-acre parcel off Riverside Street.

The project includes the following breakdown of activities and areas:

Total Area of Site: Lot 4-2 = 7.01 acres (305,505 sf)

Total Site Area to be Disturbed: Approx. 5.2 acres

Total Existing Impervious Area: 17,021 SF (includes concrete pad and gravel road)

Total Impervious Area After Construction: 150,041 SF (3.44 acres)

Prop Building: 51,690 SF

Prop Pavement: 61,734 Sf

Prop Sidewalk: 8,538 Sf

Prop. Plaza Area: 9,119 SF

Prop. Pavement Flex Area: 11,067 SF

Prop. Raised Gardens/Social Spaces: 5,033 SF

Prop. Pavilion/Outdoor Seating: 2,860 SF

This section of the Major Site Plan Application presents the Stormwater Management Plan designed for the project activities. The stormwater management design presented herein will show that the site will meet the criterion of the City of Portland stormwater requirements and the adopted MeDEP Chapter 500 Regulations.

The site discharges to the Presumpscot River which is a major river segment that ultimately flows into Casco Bay approximately 5 miles downstream. Due to these lower watershed conditions, **the applicant is requesting a waiver of the flooding standards as has been previously granted for projects in this area of Portland.** As discussed below the site's current conditions are characterized by filled land that has been substantially naturally revegetated and the area is generally surrounded on the downhill side by permanent conservation land. The proposed development will be greater than 300' from any nearby tributary or the river and the downhill areas from the site are heavily forested with mature vegetation including trees and significant ground cover. The forest floor consists of thick ground coverage including many fallen trees, limbs and duff cover. Slopes associated with the manmade fill limits vary from 6 to 15% down to a flatter zone along the river.

The proposed stormwater quality treatment approach primarily utilizes the 'Vegetated Buffers' approach listed in the Maine Best Management Practices (BMPs) to meet the stormwater quality standards required under the general standards as outlined in the adopted MeDEP Chapter 500 Stormwater Management Technical Manual. The site's surrounding vegetated buffers are intended to provide water quality treatment for close to 100 percent of the proposed development area. We believe the site's conditions including the existing conservation land that lies between the site and the river is an ideal opportunity to utilize level spreaders and

dispersed runoff flow along the site's perimeters so that these waters will sheet thru the heavily forested buffers where soil and vegetative absorption can occur prior to entry into the river.

2.0 **EXISTING SITE CONDITIONS**

The existing 7.01±-acre site is identified by the City of Portland Assessor's Office on Tax Map 322/Lot A-10 and Map 323/Lot A-3, A-5 and is located in the Industrial Moderate (IM) and Industrial High (IH) Zoning Districts with the zoning boundary generally bisecting the lot from east to west.



Excerpt of Zoning Map

The lot is identified as proposed Lot 4-2 of the Second Amended Subdivision and is owned by the City per the deed recorded at the CCRD in Book 27825; Page 68.

The lot is mostly undeveloped with the exception of a City owned communications tower that supports service for the City's Emergency Services departments. The remaining land area is characterized by previously filled land that has mostly covered with grass and emergent tree vegetation. The site has 95.10 feet of street frontage along Riverside Street. Land uses in the vicinity of the site include the following:

- Lucas Tree Experts located at 636 Riverside Street on Lot 3 of the Riverside Subdivision. The owner is Addison Capital LLC.
- Seacoast Scaffold and Equipment is located at 600 Riverside Street on Lot 2 of the Subdivision.
- Schnitzer Recycling is located at 568 Riverside Street on Lot 1 of the Subdivision. The lot owner is H Finkelman Inc.

- Suburban Propane LP is located at 624 Riverside Street on Lot 4-1 of the subdivision.
- Lot 4 is retained land owned by the City and held under conservation easement by Portland Trails¹. Lot 4 extends to the Presumpscot River, basically located just west of the proposed development site.
- Further north of the site is a single-family residence at 660 Riverside Street.
- A mixed-use building and facility is located at 655 Riverside Street opposite the proposed site entrance.



Sebago Technics has previously completed a topographic survey of the property. The site is relatively flat with the highest points along the Riverside Street frontage, sloping to the west. Site elevations along Riverside Street trend down from east to west from elevation 72' (NGVD 1929) to elevation 60' at the westerly end of the property.

The site's runoff either infiltrates into the ground or drains downslope directly to the Presumpscot River via overland flow. There are no apparent drainage systems on site, although there is a closed storm drainage system within Riverside Street.

¹ See CCRD Book 27677, page 125

Due to the site's relatively deep manmade fill condition nearly all the predevelopment surface consists of uncontrolled fill, that has become primarily a meadow over time.

The site's soil layers are generally characterized as follows:

- Uncontrolled fill from 3' to 25' deep.
- Stable native deposits of glaciomarine clay, glacial outwash sands and glacial till.
- Ledge is greater than 30' below grade.

3.0 PROPOSED PROJECT

The Proposed Homeless Shelter site will be developed in accordance with the City's IM/IH zoning requirements and Site plan standards. This will include measures to collect, convey and provide water quality treatment of the site generated stormwater runoff. The development program includes the following components:

ONSITE

A 51,000 SF single story shelter facility will be constructed and site improvements will include 43 parking spaces, a primary entrance drive off Riverside Street, plaza/commons spaces for shelter guests and visitors, a connecting sidewalk from the street to the shelter entry and a perimeter drive around the building for emergency and maintenance access. The site will benefit from available public utilities in Riverside Street including water, sewer, gas, power and communications.

The site's conditions may warrant ground improvements for foundation support and the placement of onsite soils in berms or otherwise within cover conditions that will comply with the MeDEP VRAP program.

4.0 REFERENCES

- Erosion and Sediment – Maine Erosion and Sediment Control BMPs”, published by the MeDEP in 2003 <http://www.maine.gov/dep/blwg/docstand/escbmps/index.htm>
- City of Portland –Code of ordinances, Section 32 Rev. 9-17-09
- Portland Stormwater Management –Section 5 Adopted 7-19-10.
- Stormwater Management for Maine Volume III – BMP Technical Design Manual
- Chapter 500 DEP Rules, revision October 2010.

5.0 MODELING SOFTWARE

Microsoft Excel 2007, Microsoft Corporation – used for spreadsheet computations when applicable. Since a waiver of the flooding standards is requested, no formal hydrologic analysis using HydroCAD has been performed.

6.0 **PRESENTATION OF ANALYSIS**

The stormwater analysis has been performed for the project to satisfy the requirements of the City of Portland, Section 5 and adopted MeDEP Chapter 500 Stormwater Rules and to show a plan which will generally meet the requirements with the exceptions noted herein.

7.0 **ASSUMPTIONS**

- That detention will not be required to reduce the peak flow rate or meet the flooding standards. **A waiver of the flooding standards is requested on the basis that similar waivers have been granted in the past for development in the nearby vicinity.**
- That the filled soils and the native soils in the surrounding conservation area will have infiltrative properties that meet the requirements of the Maine DEP Vegetative buffer BMP's proposed. Note: **A waiver is being sought for infiltration testing.**

8.0 **STORMWATER MANAGEMENT OBJECTIVES**

The goal of the Stormwater Management Plan is to design, operate, and maintain the development to avoid downstream erosion or significant water quality impairment.

This goal will be achieved by:

- Designing the project to meet the Portland Stormwater Management Standards adopted 7/19/10 and General Stormwater Standards of MeDEP (revised October 2010).
- Designing water quality measures including vegetative buffers, level spreaders and raingarden pretreatment to provide long-term removal of non-point contaminants.
- Implementing a plan to control erosion, sedimentation, or fugitive dust emissions during construction.
- Implementing processes to avoid toxic pollutants from site maintenance activities, including both organic chemicals and heavy metals, from entering ground and adjacent water bodies.
- Maintenance of the Stormwater Management System and the grounds in accordance with the Stormwater O&M Manual (to be provided as a separate document).

The plan has therefore been designed in accordance with the City of Portland Stormwater Rules.

9.0 **STORMWATER MANAGEMENT QUALITY SUMMARY**

Approach

To meet the General Standards, our office reviewed the list of options of MeDEP's accepted Best Management Practice (BMP) options to provide water quality treatment including grassed underdrained filter, bio-filter, vegetated buffers, proprietary devices, and infiltration trenches for the site. Following this review and incorporating knowledge of the site and the goals of the project, it was realized that developing a method for providing stormwater quality treatment that utilizes the surrounding undisturbed vegetated forested buffers for dispersing sheet flow and allowing as much runoff infiltration as possible into the underlying soils would be preferable

both functionally and economically. According to the MaineDEP BMPs this is known as a “Vegetated buffer” approach to stormwater quality treatment.

The use of buffers will require careful collection and dispersing of runoff via level spreaders at various locations along the site’s downhill perimeter.

The basis of design of treatment method is as follows:

Compliance with BMP Design Criteria:

Size Suitability:

The overall site is 7 acres and developed area will be approximately 5 acres. The proposed buffers consist of heavily forested conservation land downhill of the site. There are several areas of concentrated ravine type conditions that will need to be avoided for the release of water from various level spreaders. There are however also many zones where a level spreader can be positioned to release water into a sheet flow condition thru the buffer zones. The slopes downhill of the site vary from 3% to as steep as 15% which is the upper limits for buffers. Steeper slope conditions will be avoided. The soils in the site are all controlled fills. The native soils further downgradient in the buffer zones consist of clays, tills and sands. The existing buffers appear to have a significant forest duff layer that during the current summer conditions supports a very heavy ground cover in many areas that is challenging to navigate thru. The buffers will not include any streams.

Buffer Design:

The initial examination of site conditions yields a finding that the buffers should be suitable for use to treat dispersed runoff from the development site. Additional information on level spreader design, pretreatment and the specified buffer dimensions will be provided in a supplemental memorandum to this report prior to the first Planning Board Workshop.

Vegetative cover:

The buffers are heavily wooded generally throughout.

Maintenance:

The buffer areas and ancillary collection and conveyance measures will require maintenance to assure erosion and sediment transport is avoided and that systems retain their design function of the capture and release of stormwater runoff from the site.

Pretreatment

Pretreatment in the form of rain gardens, stabilized sumps and similar capture devices will be integrated into the design to aid with the removal of heavier sediments, trash, debris etc. prior to the release of runoff into sheet flow into the buffers.

Separation to Groundwater:

Based on the test pit data included in previous subsurface explorations, the groundwater table throughout the site is six to nine feet below existing grade thus there is ample separation from any underlying groundwater resources

Infiltration Testing:

The applicant is seeking a waiver from the infiltration testing requirement. The applicant has observed the existing site after heavy rain events and not observed ponding. The existing site has an uncontrolled layer, and it is expected that the proposed non-impervious surfaces will not negatively impact any infiltration properties below.

Flooding Standard:

Due to the direct discharge to the Presumpscot River, **a waiver from the flooding standard is being requested.**

10.0 CHAPTER 500 TREATMENT PERCENT COMPLIANCE

The proposed project creates 3.44 acres of impervious surface. The proposed disturbed area will be about 5.2 acres. Level Spreaders dispersing runoff to the downhill undisturbed vegetated buffers will be more than sufficient to meet the standards for roof treatment which are generally tied to thermal treatment when a non-asphalt roof is proposed, as is the case for this building.

The proposed stormwater management plan provides treatment for nearly all the development area as site generated runoff will be collected and dispersed over the ground to the downhill buffers zones. Hence, the strategies proposed herein meets the minimum requirements stated in the General Standards. Again, the absorption of runoff from the building roof will result in thermal cooling before the water enters the Presumpscot River.

11.0 EROSION CONTROL

An Erosion Control Narrative, Plan, and Details have been prepared for the project and are part of the plan set. The measures to be used include perimeter sediment barrier placement, careful placement of stockpiles and use of soils cover systems.

12.0 OPERATIONS AND MAINTENANCE

An Operations & Maintenance Manual will be prepared upon the acceptance of the proposed vegetated buffer system.

13.0 PERMIT REQUIREMENTS

The City of Portland review and permitting of the Stormwater Management Plan is required and will be completed with the review of the Site Plan Application submitted to the City of Portland Planning Authority.

PUBLIC INFRASTRUCTURE AND COMMUNITY SAFETY

The following statements are provided in accordance with the submission and Section 14.6.3 of the ordinance.

Public Infrastructure and Community Safety Standards

A. Consistency with City Master Plans 14.6.3.A

1. The proposed development is consistent with the previously approved Amended Subdivision Plan that contemplated development on the approximately 7 acre property. The site is ideally situated to benefit from public infrastructure for utilities, vehicular and pedestrian access as well as nearby public transit on Forest Avenue.
2. The Applicant has coordinated with utility representatives for the maintenance of easements related to utility infrastructure crossing the site. These easements include drainage benefitting the Suburban Propane Site as well utility service to the City owned communications tower. The City will be engaging their survey consultant to assist with any updates/amendments to the overall Riverside Subdivision Plan.

B. Public Safety and Fire Prevention 14-14.6.3(B)

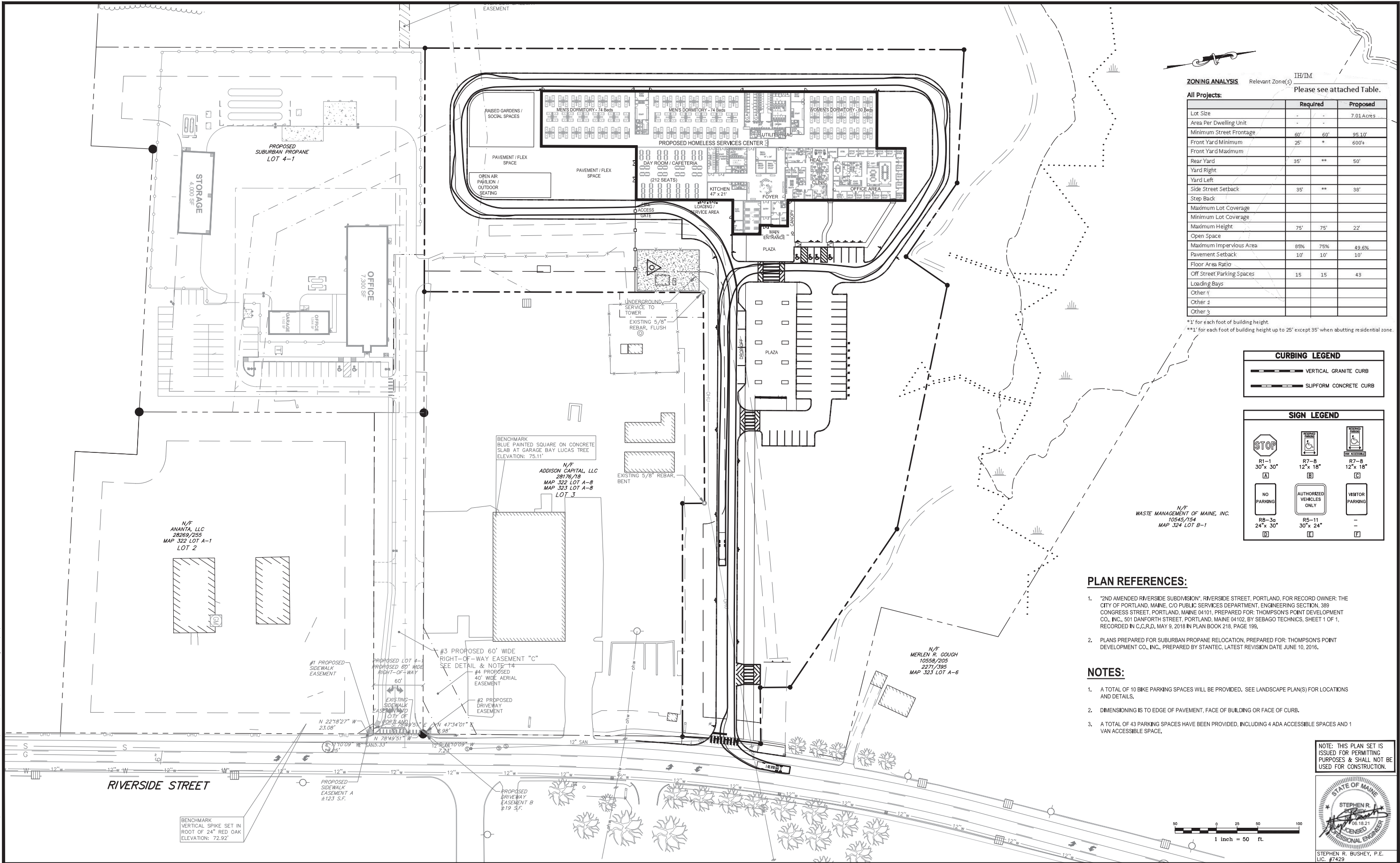
- *Compliance with Crime Prevention through Environmental Design (CPTED) requirements (Technical Manual, Section 3)*
 - *Emergency vehicle access*
 - *Consistency with public safety standards (Technical Manual, Section 3)*
- a. The site has been designed to promote a safe and inviting visitor experience. All pedestrian paths and outside gathering spaces have been positioned to maintain visibility and consider safety for the users.
 - b. The primary site access will be off Riverside Street. The entrance drive will connect directly to the front building entrance whereby allowing the building staff reasonably clear vision to vehicles coming and going into the property.
 - c. The site plan includes emergency vehicle around the site perimeter.

C. Availability and Adequacy of Public Utilities 14.6.3(C) (Technical Manual, Sections 2 & 9 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*
- a. The Applicant is coordinating with the onsite utility providers and will forward capacity to serve letters upon receipt. Existing utility systems in Riverside Street include:

- 12" water main
 - 12" gravity sewer line
 - Overhead three phase power
 - Overhead communications lines
 - High pressure gas main
- b. All electrical and communications feeds are underground on the property.
- c. A new sewer connection to the existing 8" gravity main in the Suburban Propane right of way is proposed. The wastewater collection system design has been prepared to comply with the City's technical standards. The building will include a kitchen facility; however, all meals will be prepared at an offsite location and no substantial cooking activity will occur on site. A grease tank is not required as a result. The development team will discuss the need for any solids handling equipment at the site and if needed employ the use of such equipment into the gravity sewer design.
- d. The site will include a solid waste and recycling enclosure area for the placement of trash collection cannisters. A contracted waste hauler will be responsible for the removal of all waste on a routine basis.

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ZONING ANALYSIS Relevant Zone(s) TH/TM Please see attached Table.

All Projects:	Required	Proposed
Lot Size	-	7.01 Acres
Area Per Dwelling Unit	-	-
Minimum Street Frontage	60'	95.10'
Front Yard Minimum	25'	600+
Front Yard Maximum	-	-
Rear Yard	35'	50'
Yard Right	-	-
Yard Left	-	-
Side Street Setback	35'	38'
Step Back	-	-
Maximum Lot Coverage	-	-
Minimum Lot Coverage	-	-
Maximum Height	75'	22'
Open Space	-	-
Maximum Impervious Area	85%	49.6%
Pavement Setback	10'	10'
Floor Area Ratio	-	-
Off Street Parking Spaces	15	43
Loading Bays	-	-
Other 1	-	-
Other 2	-	-
Other 3	-	-

*1' for each foot of building height.
**1' for each foot of building height up to 25' except 35' when abutting residential zone.

CURBING LEGEND	
	VERTICAL GRANITE CURB
	SLIPFORM CONCRETE CURB

SIGN LEGEND		
R1-1 30"x 30"	R7-8 12"x 18"	R7-8 12"x 18"
A	B	C
NO PARKING	AUTHORIZED VEHICLES ONLY	VISITOR PARKING
R8-3a 24"x 30"	R5-11 30"x 24"	-
D	E	F

PLAN REFERENCES:

- "2ND AMENDED RIVERSIDE SUBDIVISION", RIVERSIDE STREET, PORTLAND, FOR RECORD OWNER: THE CITY OF PORTLAND, MAINE, C/O PUBLIC SERVICES DEPARTMENT, ENGINEERING SECTION, 389 CONGRESS STREET, PORTLAND, MAINE 04101, PREPARED FOR: THOMPSON'S POINT DEVELOPMENT CO., INC., 501 DANFORTH STREET, PORTLAND, MAINE 04102, BY SEBAGO TECHNIQS, SHEET 1 OF 1, RECORDED IN C.C.R.D. MAY 9, 2018 IN PLAN BOOK 218, PAGE 189.
- PLANS PREPARED FOR SUBURBAN PROPANE RELOCATION, PREPARED FOR: THOMPSON'S POINT DEVELOPMENT CO., INC., PREPARED BY STANTEC, LATEST REVISION DATE JUNE 10, 2016.

NOTES:

- A TOTAL OF 10 BIKE PARKING SPACES WILL BE PROVIDED. SEE LANDSCAPE PLAN(S) FOR LOCATIONS AND DETAILS.
- DIMENSIONING IS TO EDGE OF PAVEMENT, FACE OF BUILDING OR FACE OF CURB.
- A TOTAL OF 43 PARKING SPACES HAVE BEEN PROVIDED, INCLUDING 4 ADA ACCESSIBLE SPACES AND 1 VAN ACCESSIBLE SPACE.

NOTE: THIS PLAN SET IS ISSUED FOR PERMITTING PURPOSES & SHALL NOT BE USED FOR CONSTRUCTION.



Rev.	Date	Revision

Rev.	Date	Revision
1	2021.06.18	SUBMITTED TO CITY OF PORTLAND FOR REVIEW

Design: SRB	Draft: CDD	Date: JUNE 2021
Checked: SRB	Scale: AS NOTED	Job No.: 3824.01
File Name: 382401-SITE.dwg		
This plan shall not be modified without written permission from Gorrell Palmer. Any alterations, authorized or otherwise, shall be at the user's sole risk and without liability to Gorrell Palmer.		



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Drawing Name:	SITE LAYOUT PLAN WITH AERIAL FIRE TRUCK ACCESS
Project:	Homeless Services Center 654 Riverside Street, Portland, Maine
Client/Owner:	DC Predevelopment LLC 100 COMMERCIAL STREET, SUITE 414, PORTLAND, ME 04101 PH. 207.772.7673

Drawing No.	-
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SITE DESIGN

The following statements are provided in accordance with the submission and Section 14 of the ordinance.

Site Design Standards 14.6.4

A. Massing, Ventilations and Wind Impact 14.14.6.4(A)

- *Wind and ventilation impacts on adjoining structures and/or adjacent public spaces. Wind study, if applicable.*
- *Bulk, location or height impacts on adjoining structures*
 - a. The bulk, location, and height of the proposed building will not result in any impacts to adjacent sites or buildings. The proposed building will be less than 25' in height and it will be positioned away from nearby structures. The closest structures are the City's communication tower and the buildings on the Suburban Propane Site and Lucas Street Experts site.
 - b. Based on the positioning of the new building there is expected to be no diminution in value or utility of nearby properties. The proposal is consistent with the previously approved Amended Subdivision plan. The land use is a conditional use for the IM/IH zones.
 - c. HVAC venting will be directed through building roof top mounted units and does not impact any adjacent public spaces or residential properties.

B. Shadows 14-14.6.4(B), if applicable

- *Shadow analysis of impacts on publicly accessible open space (Technical Manual, Section 11)*
 - a. The proposed building will not cast significant shadows onto neighboring properties, or block access to direct sunlight for structures utilizing solar energy.

C. Snow and Ice Loading 14-14.6.4.(C)

- *Building design to prevent snow and ice from loading or falling onto adjacent properties or public ways.*
 - a. The proposed building has been designed and located such that accumulated snow and ice will not fall onto adjacent properties or public ways. Snow will be removed from the parking lots and stockpiled within the site perimeter or if necessary, removed from the site.

D. View Corridors 14-14.6.4(D), if applicable

- *Protection of designated view corridors (Portland Design Manual, Appendix 1)*
 - a. The project site is located outside the Downtown Vision Corridor Protection Plan.

E. Historic Resources 14-14.6.4(E), 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

The development site is not within any Historic District nor contains any historic or significant related resources.

F. Exterior Lighting (14-14.6.4(F))

- 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)

a. Site Lighting

The proposed site parking lot lighting will be consistent with City's standards. This includes 20-foot area light LED fixtures, with 90 degree cutoff shields. (Beacon Viper S). Building mount lights will be LNC2 by Hubbell

FEATURES

- Small size companion to Viper Large
- Wide choice of different LED wattage configurations
- Nine optical distributions
- Designed to replace HID lighting up to 400W MH or HPS
- Suitable for wet locations



See Certification Specifications

CONTROL TECHNOLOGY



RELATED PRODUCTS

8 Viper Large

LNC2

SMALL LED LITEPAK

FEATURES

- 60% more lumens and increased performance than smaller LNC models
- 3000K, 4000K and 5000K as well as Amber
- Type II, III and IV distributions available for a variety of application needs
- Quick-mount adapter allows easy installation/maintenance
- 347V and 480V versions for industrial applications and Canada
- Stock versions available for fast service
- Full cut-off, neighbor friendly, IDA approved
- Optional photocontrol for additional energy savings



See Certification Specifications

CATALOG #:



Standard 9, 12, and 18L Version*



Prismatic Version



Surface Conduit Hubs, Sensor & SiteSync Version



Battery Backup Version

*Shown with CS acrylic diffuser

RELATED PRODUCTS

8 LNC

8 INC3

8 LNC4

b. Architectural and Specialty Lighting

- (i) Architectural and specialty lighting may include bollard lights along walkways.

c. Street Lighting

There are existing streetlights along Riverside Street. The applicant not proposing new street lighting.

G. Noise and Vibration 14-14.6.4(G)

- *Evidence of noise levels for equipment, such as equipment specifications, to demonstrate consistency with zoning requirements*

All new HVAC equipment will be located greater than 100 feet from any nearby residential uses. No equipment will be located within 25 feet of a property line. All new equipment will meet the City standards for noise at the property lines.

H. Signage and Wayfinding 14-14.6.4(H), if applicable

- *Signage plan showing the location, dimensions, height and setback of all existing and proposed signs*
- *Proposed commercial and directional signage on site*

1. All street and wayfinding signage shall meet the requirements of the Manual on Uniform Traffic Devices (MUTCD) and Division 22 of the City Code. Internal City coordination is underway for the placement of both onsite and offsite signage.

I. Design Standards 14-14.6.4(I)

- *Address any applicable design review standards by zone - Residential developments, shall integrate with and respect the character of surrounding residential development in terms of architectural form, landscaping and open space, façade materials, roof pitch, massing, and height.*

The site is located in the IM/IH Zoning Districts. The building is oriented to provide a primary entrance from Riverside Street. Major land uses adjacent the property include:

- Lucas Tree Experts that include various metal buildings and stockyard;
- Suburban Propane including offices, propane storage tanks and other support structures;
- Schnitzer recycling that includes large metal recycling stockpiles and related outdoor storage of materials for recycling;
- Seacoast Scaffold & Equipment – industrial use; and
- Communications towers on the site and on the Lucas Tree site.

Building Design:

The new Homeless Services Center proposed for the property at 654 Riverside Street is a 50,000 s.f. single story building based on the program requirement's provided by City RFP that also seeks to satisfy the operational standards in the ordinance for shelters located in zones that allow shelters as a conditional use.

The site is in an Industrial Zone surrounded by commercial and industrial type uses to the east, west, and south. To the north is a wooded area extending to the Presumpscot River that also serves as the City limit line with neighboring Westbrook.

There are no residential developments directly adjacent to the site or access roads to residential areas from this portion of Riverside Street. The Riverton Place neighborhood accessed off of Forest Ave is nearby as is the Riverton neighborhood just south of the Maine Turnpike also accessed from Forest Ave but neither are visually connected to the site.

It would seem that a large one story facility that contains residential functions but also contains a significant area of office and clinic space is a very different typology than a residential development of single family homes and multi-unit apartment buildings and therefore it is difficult to make relevant comparisons of architectural language and massing.

However, there are many design elements that the building types can share and that are proposed for this development:

- The building is single story and utilizes a combination of small, scaled windows and larger glass walls to bring in natural light and connect the building to the outdoor areas.
- The site has been developed in a way that prioritizes pedestrian movements including a central pedestrian circulation spine that intersects a pedestrian plaza and leads directly to the front entrance of the facility. Also ample places for storing bikes are provided.
- The front entrance is articulated by a large covered porch area that makes the building human scaled and articulates the entrance.
- The project includes extensive development of outdoor space for recreation, lawns, and raised bed vegetable garden areas.
- The site will also be improved with extensive landscaping including trees along the property lines to screen adjacent industrial uses as well as plantings around the building and outdoor recreation areas for visual interest.

CONDITIONAL USE STANDARDS

In accordance with Section 6.5.2 General Conditional Use Standards we offer the following supporting evidence:

- A 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.*

Supporting Evidence: The proposed shelter is expected to produce less than 100 peak hours trips based on the staffing of fewer than 30 persons and the fact that shelter guest/visitors will most often not have a private vehicle for transportation. The site will have only 43 parking spaces for passenger vehicles. By comparison nearby development includes the Lucas Tree Experts site that often has more than 25 company vehicles including large trucks and a similar number of staff passenger vehicles parked and generating traffic. The nearby Schnitzer property has greater than 30 parking spaces and over 4 acres of impervious area.

The proposed pavement area will be approximately 151,456 Sf or 49.6% coverage which is considerably lower than the 75% allowed in the IM zone and 85% allowed in the IH zone.

- B 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.*

Supporting Evidence: The proposed shelter is intended to provide for the safe and comfortable temporary housing of homeless guests and by its nature will not be the producer of excessive noise, glare, dust or emissions. The site will be served by public sewer and water systems. The site will contain lighting coverage that is compliant with the City's standards. This includes lights of appropriate height and separation to avoid any glare or spillover of lighting onto nearby residential properties. Measures for the collection and disposal of litter will be provided and maintained on the property. The site is located in a relatively densely developed commercial corridor along Riverside Street and surrounding land uses are considered more intensely developed than the Shelter site proposed.

- C 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.*

Supporting Evidence: The development site will have a single access from Riverside Street into the property. The building has been positioned to include a loading area for deliveries and related building support services. The site is relatively well screened on the east and north sides by an existing large tract of undeveloped wooded conservation land. A landscaping plan has been developed that offers ample outdoor space for shelter guests as well as new landscaping that will provide aesthetic appeal, improved buffering and screening, and solid waste collection and management. There will be no materials storage associated with the use, although nearby uses involve substantial outdoor materials storage. Nearby land uses including two communications towers, a recycling facility, a propane fuel depot and other uses on Riverside Street represent far more intense land development.

- D. The proposed use will meet any additional zone or use-specific standards identified in Tables 6-A to 6-F and Subsections 6.5.6 and 6.5.7*

Supporting Evidence: Table 6-E applies to the site and it lists Emergency Shelters as a conditional use in the IM/IH zones. It references the Use Standards in Section 6.5.6(B).

In accordance with Section 6.5.6 Supplemental Use-Specific Conditional Use Standards pertaining to Emergency Shelters we offer the following information:

B. Emergency Shelters

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

Supporting Evidence: See accompanying Operational Standards Key Plan by Winton Scott Architects for further information.

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

Supporting Evidence: See accompanying Operational Standards Key Plan by Winton Scott Architects for further information.

- 3. 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.*

Supporting Evidence: See the accompanying Operations Management Plan from City Staff.

4. *Adequate access to and from METRO service shall be provided. The facility shall be within a ¼ mile of a METRO line, or shall be within ½ 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.*

Supporting Evidence: The site is located approximately 0.3 mile from the transit stops of the METRO Route 2 along Forest Avenue. The building will provide for indoor space to permit shelter guests day shelter.

5. *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.*

Supporting Evidence: See the accompanying Operations Management Plan from City Staff.

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

Supporting evidence: See accompanying Operational Standards Key Plan by Winton Scott Architects for further information.

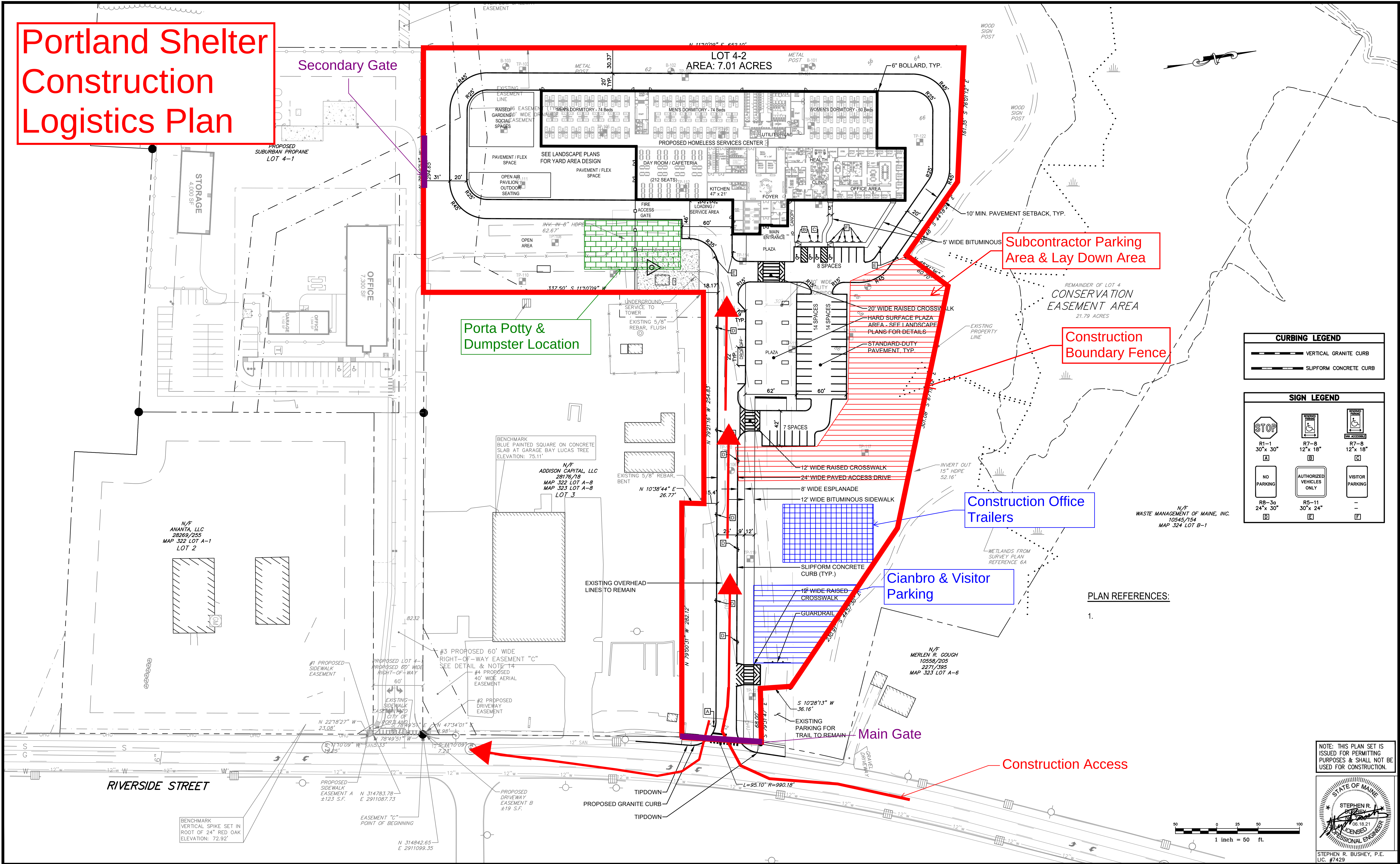
7. *An outdoor area for guest use shall be provided on-site with adequate screening to protect privacy of guests.*

Supporting Evidence: The Site plan contains a plaza at the front of the building where guests may congregate. A second plaza area is also located to the south side of the building and that will contain space for guest to congregate, socialize and participate in activities.

CONSTRUCTION MANAGEMENT PLAN

A Draft Construction Management Plan has been prepared and is included with this section.

Portland Shelter Construction Logistics Plan

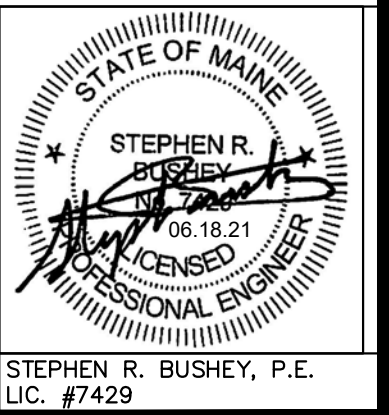


CURBING LEGEND	
	VERTICAL GRANITE CURB
	SLIPFORM CONCRETE CURB

SIGN LEGEND		
R1-1 30" x 30"	R7-8 12" x 18"	R7-8 12" x 18"
A	B	C
NO PARKING	AUTHORIZED VEHICLES ONLY	VISITOR PARKING
R8-3a 24" x 30"	R5-11 30" x 24"	-
D	E	F

PLAN REFERENCES:
1.

NOTE: THIS PLAN SET IS ISSUED FOR PERMITTING PURPOSES & SHALL NOT BE USED FOR CONSTRUCTION.



Rev.	Date	Revision

Rev.	Date	Revision
1	2021.06.18	SUBMITTED TO CITY OF PORTLAND FOR REVIEW

Design: SRB	Draft: CDD	Date: JUNE 2021
Checked: SRB	Scale: AS NOTED	Job No.: 3824.01
File Name: 382401-SITE.dwg		
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Drawing Name:	CONSTRUCTION MANAGEMENT PLAN
Project:	Homeless Services Center 654 Riverside Street, Portland, Maine
Client/Owner:	DC Predevelopment LLC 100 COMMERCIAL STREET, SUITE 414, PORTLAND, ME 04101 PH. 207.772.7673

Figure
A

U:\3824.01\Portland Shelter Construction Logistics Plan.dwg - 6/18/2021 11:57 AM

TAX MAP-BLOCK-LOT NUMBER:

MAP 322 LOT A-10, MAP 323 LOTS A-3 & A-5

CURRENT LAND OWNER:

CITY OF PORTLAND
PORTLAND, ME. 04101
DEED DATED MAY 18, 2010 / RECORDED AT CCRD IN
BOOK 27825 / PAGE 68

DEVELOPER / CO-APPLICANT:

DEVELOPERS COLLABORATIVE PREDEVELOPMENT LLC
100 COMMERCIAL STREET, SUITE 414
PORTLAND, ME. 04101
CONTACT: KEVIN BUNKER
207.772.7673
bunker.kevin@gmail.com

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*NOT INCLUDED IN THIS SUBMISSION

SITE DEVELOPMENT PLANS

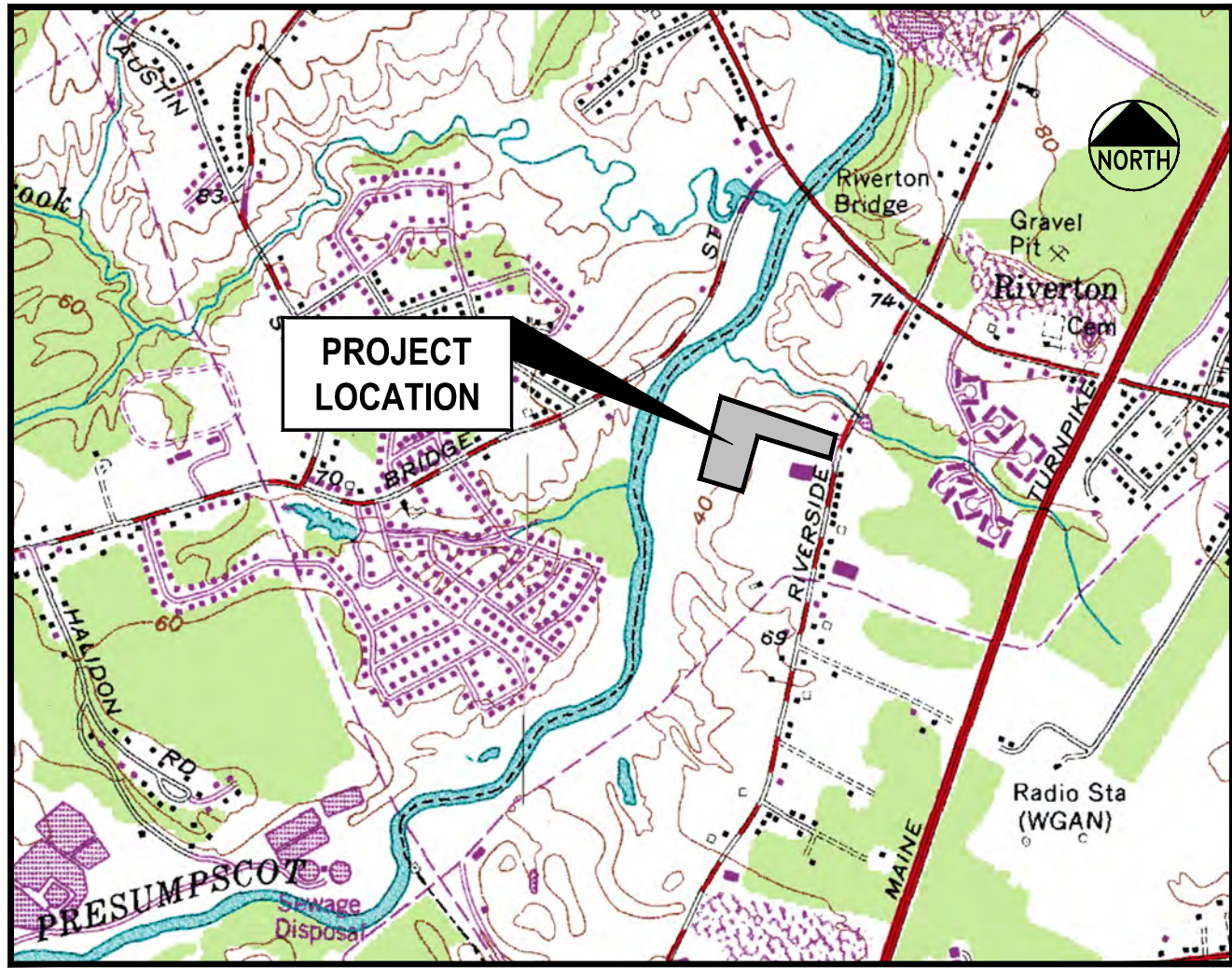
FOR

Homeless Services Center

654 RIVERSIDE STREET, PORTLAND, MAINE

JUNE 2021

PERMIT DOCUMENTS



LOCATION MAP
N.T.S.

CONSULTANT LIST

CIVIL ENGINEER:
Gorrill Palmer Consulting Engineers, Inc.
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sbushey@gorrillpalmer.com

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SURVEYOR (TOPOGRAPHY AND BOUNDARY):
Sebago Technics
75 JOHN ROBERTS ROAD, SUITE 4A
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888.976.1123
CONTACT:

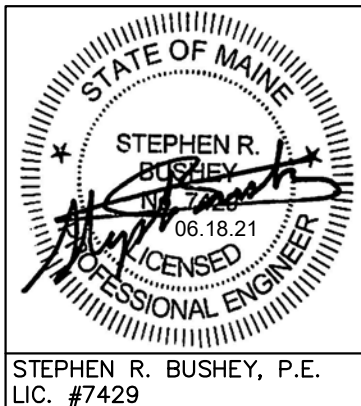
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286 PORTLAND ROAD
GRAY, MAINE 04039
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207.773.5852
CONTACT: TOM FIGURA

ENVIRONMENTAL:
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41 HUTCHINS DRIVE
PORTLAND, MAINE 04102
207.774.2112
CONTACT:

NOTE: THIS PLAN SET IS
ISSUED FOR PERMITTING
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UTILITIES

WATER:
PORTLAND WATER DISTRICT
225 DOUGLASS STREET
P.O. BOX 3553
PORTLAND, MAINE 04104
207.761.8310
CONTACT: ROBERT BARTELS
rbartels@pwd.org

SEWER:
CITY OF PORTLAND
PUBLIC SERVICES DIVISION
212 CANCO ROAD
PORTLAND, MAINE 04103
207.874.8840
CONTACT: KEITH GRAY / BRAD ROLAND

ELECTRIC:
CENTRAL MAINE POWER
162 CANCO ROAD
PORTLAND, MAINE 04103
207.842.2367
CONTACT: JAMIE COUGH

TELEPHONE:
CONSOLIDATED COMMUNICATIONS
5 DAVIS HILL FARM ROAD
PORTLAND, MAINE 04103
207.797.1866
CONTACT: PATRICK MORRISON

NATURAL GAS:
NORTHERN UTILITIES / UNITIL
1075 FOREST AVENUE
PORTLAND, MAINE 04103
207.797.8002, EXT. 6220
CONTACT: SCOTT CARPENTER
207.650.6716

CABLE TV:
TIME WARNER CABLE / SPECTRUM
115 JOHNSON ROAD
PORTLAND, MAINE 04102
207.253.2324
CONTACT: MARK PELLETIER

DIG SAFE:
CALL BEFORE YOU DIG
DIAL 811 (AT LEAST 72 HRS IN ADVANCE)

PERMITS / APPROVALS

TYPE:

LOCAL

MAJOR SITE PLAN APPROVAL:

GOVERNING BODY:

CITY OF PORTLAND PLANNING AUTHORITY
CITY HALL, CONGRESS STREET
PORTLAND, MAINE 04103
207.874.8608
CONTACT: KEVIN KRAFT

STATUS/DATE ISSUED:

MAJOR SITE PLAN APPLICATION
JUNE 18, 2021

BUILDING PERMIT:

CITY OF PORTLAND CODE ENFORCEMENT OFFICE
CITY HALL, CONGRESS STREET
PORTLAND, MAINE 04103
207.874.8900

BY OWNER/ARCHITECT

UTILITY OPENING PERMITS:

CITY OF PORTLAND PUBLIC SERVICES DIVISION
212 CANCO ROAD
PORTLAND, ME 04103

BY CONTRACTOR

I HEREBY ACKNOWLEDGE THAT THESE PLANS AND SPECIFICATIONS WERE PREPARED UNDER MY
DIRECT SUPERVISION, AND THAT I AM A DULY REGISTERED PROFESSIONAL ENGINEER UNDER
THE LAWS OF THE STATE OF MAINE AND THAT I AM COMPETENT TO PREPARE THIS DOCUMENT.

U:\3824.01_Portland Homeless Center_Developer Collaborative_Portland, ME\Z - CAD\DWG\382401-COVER.dwg - 6/21/2021 3:50 PM

Rev.	Date	Revision

Rev.	Date	Revision
1	2021.06.18	SUBMITTED TO CITY OF PORTLAND FOR REVIEW

Design: SRB	Draft: CDD	Date: JUNE 2021
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Drawing Name:	COVER SHEET
Project:	Homeless Services Center 654 Riverside Street, Portland, Maine
Client/Owner:	DC Predevelopment LLC 100 COMMERCIAL STREET, SUITE 414, PORTLAND, ME 04101 PH. 207.772.7673

Drawing No.
C-1.0

1. THE CONTRACTOR SHALL REFER TO THE PROJECT MANUAL FOR CONSTRUCTION SPECIFICATIONS AND BIDDING PROCEDURES.
2. THIS PROJECT WILL BE SUBJECT TO THE TERMS AND CONDITIONS OF ALL PERMITS ISSUED BY LOCAL UTILITY COMPANIES AND THE CITY OF PORTLAND.
3. THE CONTRACTOR SHALL REFER TO THE ARCHITECTURAL PLANS FOR EXACT LOCATIONS AND DIMENSIONS OF THE ENTRANCE, PAVING, PRECISE BUILDING DIMENSIONS, AND EXCAVATING UTILITY ENTRANCE POINTS. ENTRANCES IN MOST LOCATIONS REQUIRE STRUCTURAL SLABS. REFER TO THE ARCHITECTURAL AND STRUCTURAL DRAWINGS FOR INFORMATION ON THE STRUCTURAL SLAB ENTRANCES.
4. ALL REQUIRED AND NECESSARY INSPECTIONS AND/OR CERTIFICATIONS REQUIRED BY CODES AND/OR UTILITY SERVICE COMPANIES SHALL BE PERFORMED PRIOR TO ANNOUNCED BUILDING POSSESSIONS AND THE FINAL SERVICE CONNECTIONS.
5. 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 AT LEAST 72 HOURS PRIOR TO ANY EXCAVATION TO REQUEST EXACT FIELD LOCATION OF UTILITIES. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO RELOCATE ALL EXISTING UTILITIES WHICH CONFLICT WITH THE PROPOSED IMPROVEMENTS SHOWN ON THE PLANS.
6. MAINTENANCE OF EROSION CONTROL MEASURES IS OF PARAMOUNT IMPORTANCE TO THE APPLICANT, 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, THEIR REPRESENTATIVES, OR THE CITY, AT NO ADDITIONAL COST TO THE OWNER.
7. 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.
8. ALL MATERIALS AND CONSTRUCTION METHODS SHALL CONFORM TO THE PROJECT SPECIFICATIONS; THE CITY OF PORTLAND AND SERVICING UTILITY REQUIREMENTS, IN CASES WHERE THESE CONFLICT THE MOST STRINGENT SHALL APPLY AT NO EXTRA COST TO THE OWNER.
9. THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING RECORD DRAWINGS THROUGHOUT THE PROJECT AND PROVIDING THE OWNER WITH A SET OF THE FINAL RECORD DRAWINGS WHEN THE PROJECT IS COMPLETE.
10. THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING ACCESS AT ALL TIMES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL TEMPORARY MARKINGS, SIGNAGE AND INCIDENTALS TO MAINTAIN SAFE VEHICLE AND PEDESTRIAN ACCESS THROUGHOUT THE LIFE OF THE PROJECT.

1. ALL HANDICAP PARKING SPACES ARE TO RECEIVE HANDICAP SIGNS AND PAVEMENT MARKINGS AS ILLUSTRATED ON THE DETAIL SHEETS.
2. BITUMINOUS CONCRETE CURB AND GRANITE CURB SHALL MEET THE REQUIREMENTS OF MDOT 702.01, 703.07, AND 609.04.
3. ALL DIMENSIONING, UNLESS NOTED OTHERWISE, IS TO THE FACE OF CURB OR THE FACE OF THE BUILDING.
4. EXCEPT WHERE INDICATED OTHERWISE, THE PAVEMENT IS TO BE STANDARD DUTY PAVEMENT.
5. ALL TRAFFIC CONTROL SIGNS INDICATED ON THE SITE PLAYOUT PLAN ARE TO MEET ALL REQUIREMENTS AND STANDARDS OF THE MAINE DEPARTMENT OF TRANSPORTATION, AND THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, LATEST EDITIONS AND THE AMERICANS WITH DISABILITIES ACT REQUIREMENTS.
6. STRIPE PARKING AREAS, DRIVES AND ROADWAY AS SHOWN, INCLUDING PARKING SPACES, STOP BARS, CROSSWALKS, HANDICAP SYMBOLS, PAINTED ISLANDS AND FIRE LANES. (ALL MARKINGS EXCEPT MEDIAN ISLANDS AND CENTERLINES TO BE CONSTRUCTED USING WHITE TRAFFIC PAINT.) ALL TRAFFIC PAINT SHALL MEET THE REQUIREMENTS OF AASHTO M248 TYPE "F". MEDIAN ISLANDS AND CENTERLINES TO BE CONSTRUCTED USING YELLOW TRAFFIC PAINT.
7. SEE DETAILS FOR PARKING STALL DIMENSIONS, HANDICAP SYMBOLS, SIGNS AND SIGN POSTS.
8. STOP BARS SHALL BE 12" WIDE.
9. PAINTED ISLANDS SHALL BE 4" WIDE DIAGONAL LINES @ 3'-0" O.C. BORDERED BY 4" WIDE LINES.

ALL STORM DRAIN PIPE SHALL BE SMOOTH BORE INTERIOR PROVIDING A MANNINGS ROUGHNESS COEFFICIENT OF $n = 0.013$ OR LESS.

2. PROVIDE TURF REINFORCEMENT IN AREAS INDICATED ON THE PLANS.

3. AN "AS-BUILT" CERTIFICATION OF THE STORMWATER DRAINAGE SYSTEM BY A REGISTERED ENGINEER IS REQUIRED PRIOR TO THE OWNER ACCEPTING THE BUILDING AND PROPERTY. THE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT ANY DEVIATION FROM THE PLANS MAY DELAY THE ACCEPTANCE OF THE PROJECT.

4. A DETAILED O&M MANUAL FOR STORMWATER MANAGEMENT SYSTEMS IS (WILL BE) FILED WITH THE CITY OF PORTLAND DURING THE PERMIT REVIEW PROCESS. A SPECIFIC MANUAL HAS BEEN PREPARED FOR O&M OF THE DRAINAGE SYSTEM.

5. SEE EXISTING CONDITIONS PLAN FOR BENCHMARK INFORMATION.

6. SEE GRADING, DRAINAGE AND EROSION/SEDIMENT CONTROL PLAN FOR PROPOSED GRADING AND EROSION CONTROL MEASURES.

7. ALL DISTURBED AREAS NOT TO BE PAVED, SODDED OR OTHERWISE TREATED SHALL RECEIVE 4" LOAM, SEED, FERTILIZER AND MULCH.

8. COMPACTION REQUIREMENTS:

<u>LOCATION</u>	<u>MINIMUM COMPACTION</u>
SUBBASE AND BASE GRAVEL BELOW PAVED OR CONCRETE AREAS	95%
SUBGRADE FILL BELOW PAVED AREAS	90%
TRENCH BEDDING MATERIAL AND SAND BLANKET BACKFILL	95%
BELOW LOAM AND SEED AREAS	90%
STRUCTURAL FILL WITHIN PROPOSED BUILDING AREA	95%
SELECT FILL ADJACENT BUILDING FOUNDATIONS, EXTERIOR FOUNDATIONS, AND WITHIN 8 INCHES OF THE SLAB-ON-GRADE	95%

*ALL PERCENTAGES OF COMPACTION SHALL BE OF THE MAXIMUM DRY DENSITY AT THE OPTIMUM MOISTURE CONTENT AS DETERMINED AND CONTROLLED IN ACCORDANCE WITH ASTM D-1557.

9. ADJUST ALL MANHOLES, CATCH BASINS, CURB BOXES, ETC. WITHIN LIMITS OF WORK TO FINISH GRADE.

10. CONTRACTOR SHALL PROVIDE A FINISH PAVEMENT SURFACE FREE OF LOW SPOTS AND PONDING AREAS. CRITICAL AREAS INCLUDE BUILDING ENTRANCE AND EXIT RAMPS ADJACENT TO THE BUILDING AND ALONG NEW CURBED AREAS. ALL ADA COMPLIANT PARKING SPACES SHALL BE PAVED WITH A MAXIMUM SLOPE OF 2% IN ANY DIRECTION.

11. PROVIDE STABILIZATION OR SEPARATION GEOTEXTILE FABRIC OVER UNSTABLE SOILS AS DIRECTED BY THE OWNER'S REPRESENTATIVE AND IN ACCORDANCE WITH THE FINAL GEOTECHNICAL RECOMMENDATIONS.

12. NATIVE SOILS :

13. FIVE (5.0) FEET OF CLEAN GRANULAR SOIL MEETING THE SELECT FILL GRADATION SPECIFICATIONS SHALL BE PROVIDED BELOW THE ENTRANCE SLABS AND ADJACENT SIDEWALKS. GRADUAL TRANSITION (3 HORIZONTAL TO 1 VERTICAL) OF SELECT FILL THICKNESS SHALL BE PROVIDED FROM THE 5.0 FOOT DEPTH TO THE GRAVEL BASE THICKNESS AT THE SIDEWALKS AND PAVED AREAS AWAY FROM THE BUILDINGS.

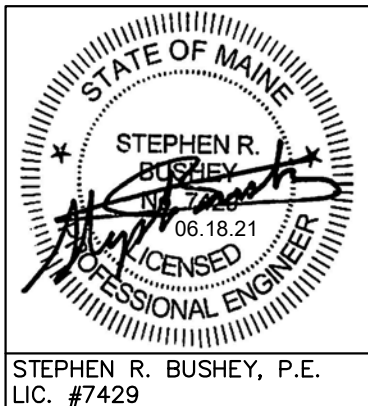
1. ALL REQUIRED UTILITIES SERVING THE PROJECT SHALL BE COORDINATED AND CONSTRUCTED BY THE SITE WORK CONTRACTOR TO WITHIN 5 FEET OF THE BUILDINGS, AT A LOCATION COORDINATED WITH THE MEP CONTRACTOR AND THE BUILDING PLANS. SITE WORK WITHIN 5 FEET OF UNDERSLAB UTILITIES SHALL CONSIST OF TRENCHING AND BACKFILLING. ACTUAL UTILITY INSTALLATION SHALL BE BY THE MEP CONTRACTOR. ALL REQUIRED CONNECTION FEES SHALL BE PAID BY THE GENERAL CONTRACTOR.
2. 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.
3. ALL SANITARY SEWER WORK SHALL MEET THE STANDARDS OF THE MAINE STATE PLUMBING CODE AND CITY OF PORTLAND PUBLIC WORKS DEPARTMENT.
4. THE CONTRACTOR SHALL COORDINATE THE INSTALLATION OF ELECTRIC SERVICE WITH CENTRAL MAINE POWER.
5. COORDINATE ALL UTILITY WORK WITH THE APPROPRIATE UTILITY COMPANY. ALL UTILITY WORK SHALL CONFORM TO THE STANDARDS OF THE UTILITY COMPANY AND PROJECT SPECIFICATIONS. IN CASE OF CONFLICT, THE MORE STRINGENT STANDARDS SHALL APPLY.
6. THE LOCATIONS OF THE NEW UTILITY SERVICES AND CONNECTIONS SHALL BE COORDINATED WITH THE SERVING UTILITY COMPANY.
7. UNDERGROUND ELECTRICAL, CONDUIT MATERIAL AND INSTALLATION SHALL CONFORM TO UTILITY COMPANY STANDARDS AND PROJECT SPECIFICATIONS, WHICH EVER IS MORE STRINGENT.
8. ADJUST ALL MANHOLES, CATCH BASINS, CURB BOXES, ETC. WITHIN LIMITS OF WORK TO FINISH GRADE.
9. ALL UNDERGROUND CONDUITS SHALL HAVE NYLON PULL ROPES TO FACILITATE PULLING CABLES.
10. 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.
11. 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.
12. A 10 FOOT MINIMUM EDGE TO EDGE HORIZONTAL SEPARATION SHALL BE PROVIDED BETWEEN ALL WATER AND SANITARY SEWER LINES. AN 18 INCH OUTSIDE TO OUTSIDE VERTICAL SEPARATION SHALL BE PROVIDED AT ALL WATER AND SANITARY SEWER CROSSINGS.
13. THE CONTRACTOR SHALL PHASE UTILITY CONSTRUCTION AND 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.

1. ALL PLANTS SHALL BE NURSERY GROWN AND WORKMANSHIP SHALL CONFORM TO THE AMERICAN ASSOCIATION OF NURSEYMEN, STANDARDS AND SHALL BE SUBJECT TO THE APPROVAL OF THE OWNERS REPRESENTATIVE BEFORE AND AFTER PLANTING.
2. PLANTS SHALL BE GUARANTEED FOR A PERIOD OF ONE (1) YEAR AFTER INSPECTION AND ACCEPTANCE, AND SHALL HAVE AT LEAST 80% HEALTHY GROWTH AT THE END OF THE GUARANTEED PERIOD.
3. ALL DISTURBED AREAS NOT TO BE PAVED OR OTHERWISE TREATED SHALL RECEIVE 4" LOAM, SEED, FERTILIZER, AND MULCH.
4. THREE (3) INCH BARK MULCH IS TO BE USED AROUND THE TREE AND SHRUB PLANTING AS SPECIFIED IN THE DETAILS. WHERE BARK MULCH IS USED IN A CURBED ISLAND, THE BARK SHALL MEET THE TOP INSIDE EDGE OF THE CURB. ALL OTHER AREAS SHALL RECEIVE 4" LOAM, SEED, FERTILIZER AND MULCH.
5. THE CONTRACTOR SHALL SUPPLY ALL PLANT MATERIALS IN QUANTITIES SUFFICIENT TO COMPLETE THE PLANTING AS SHOWN.
6. PARKING AREA PLANTED ISLANDS TO HAVE A MINIMUM OF 4" TOPSOIL. REMOVE ALL CONSTRUCTION DEBRIS BEFORE TOPSOILING. TOPSOIL SHALL BE PLACED TO TOP OF CURB.
7. ALL PLANT MATERIAL SHALL BE APPROVED BY THE OWNER OR THE OWNERS REPRESENTATIVE PRIOR TO ARRIVAL ON THE SITE.
8. PLANT MATERIAL SHALL BEAR THE SAME RELATIONSHIP TO FINISHED GRADE AS TO THE ORIGINAL PLANTING GRADE PRIOR TO DIGGING.
9. THE CONTRACTOR SHALL LOCATE, VERIFY, AND MARK ALL EXISTING AND NEWLY INSTALLED UNDERGROUND UTILITIES PRIOR TO ANY LAWN WORK OR PLANTING. ANY CONFLICTS WHICH MIGHT OCCUR BETWEEN PLANTINGS AND UTILITIES SHALL BE IMMEDIATELY REPORTED TO THE OWNER SO THAT ALTERNATE PLANTING LOCATIONS CAN BE DETERMINED.
10. NO SUBSTITUTION OF PLANT MATERIALS SHALL BE ALLOWED WITHOUT THE PRIOR WRITTEN APPROVAL OF THE OWNER.
11. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL PLANTING AND LAWNS AGAINST DAMAGE FROM ONGOING CONSTRUCTION. THIS PROTECTION SHALL BEGIN AT THE TIME THE PLANT IS INSTALLED AND CONTINUE UNTIL THE FORMAL ACCEPTANCE OF ALL THE PLANTINGS.
12. SEE PLANTING DETAILS FOR WEED BARRIER INFORMATION.
13. ALL PLANTING LOCATED AT THE ENTRANCE TO THE PROJECT OR AT INTERSECTIONS WITHIN THE SITE WILL BE MAINTAINED AND WILL NOT EXCEED 3 FEET IN HEIGHT WITHIN A TRIANGLE FORMED 25' INTO THE DRIVEWAY AND 25' ALONG THE TRAVEL WAY.

1. PRIOR TO BEGINNING ANY LAND DISTURBING ACTIVITIES, CLEARING AND GRADING LIMITS SHALL BE STAKED BY THE CONTRACTOR BASED ON THE LIMITS OF GRADING SHOWN ON THE DRAWINGS AND ACCEPTED BY THE OWNER'S REPRESENTATIVE IN THE FIELD. AFTER THE CLEARING AND GRADING LIMITS HAVE BEEN ACCEPTED, THE CONTRACTOR SHALL INSTALL THE PERIMETER SILT FENCES AND THE CONSTRUCTION ENTRANCES ASSOCIATED WITH THE PROJECT.
2. ALL GROUND AREAS GRADED FOR CONSTRUCTION SHALL BE GRADED, LOAMED, SEEDED AND MULCHED AS SOON AS POSSIBLE. TEMPORARY/PERMANENT SEED MIXTURES SHALL CONFORM TO THE SEEDING PLAN CONTAINED IN THE EROSION CONTROL PROJECT PREPARED FOR THIS PROJECT.
3. PRIOR TO PAVING, THE CONTRACTOR SHALL FLUSH SILT FROM ALL STORM LINES.
4. ALL STORM DRAIN INLETS AND OUTLETS NOT IN PAVED AREAS ARE TO RECEIVE RIPRAP PROTECTION APRONS DURING CONSTRUCTION.
5. SILT FENCES SHALL BE INSPECTED, REPAIRED AND CLEANED AS NOTED IN THE EROSION CONTROL NOTES SHOWN ON THE EROSION CONTROL DETAIL SHEET.
6. THE CONTRACTOR SHALL REPAIR AND ADD STONE TO THE CONSTRUCTION ENTRANCE AS IT BECOMES SATURATED WITH MUD TO ENSURE THAT IT FUNCTIONS TO CAPTURE MUD FROM THE TIRES OF CONSTRUCTION VEHICLES DURING CONSTRUCTION. THE PURPOSE OF THE CONSTRUCTION ENTRANCE IS TO KEEP ADJACENT STREETS CLEAR OF DIRT AND MUD, SWEEPING OF THE ROADWAYS SHALL BE PERFORMED BY THE CONTRACTOR.
7. SILT REMOVED FROM AROUND INLETS AND BEHIND THE SILT FENCES SHALL BE PLACED ON A TOPSOIL STOCKPILE AND MIXED INTO TOPSOIL FOR USE IN LANDSCAPING OPERATIONS.
8. LAND DISTURBING ACTIVITIES SHALL BE ACCOMPLISHED IN A MANNER AND SEQUENCE WHICH CAUSE THE LEAST PRACTICAL UNPROTECTED DENUDED AREAS ON THE SITE DURING CONSTRUCTION.
9. THE CONTRACTOR IS CAUTIONED THAT FAILURE TO COMPLY WITH THE SEQUENCE OF CONSTRUCTION, EROSION / SEDIMENT CONTROL PLAN, AND OTHER PERMIT REQUIREMENTS MAY RESULT IN MONETARY PENALTIES AS ENFORCED BY THE MEDEP OR LOCAL AGENCIES. THE CONTRACTOR SHALL BE ASSESSED ALL SUCH PENALTIES AT NO COST TO THE OWNER OR PERMITTEE.
10. A FULL EROSION/SEDIMENTATION CONTROL PLAN ACCOMPANIES THIS DRAWING SET AND IS ALSO CONTAINED IN THE SITE WORK SPECIFICATIONS.
11. PROVIDE INLET PROTECTION BARRIERS AROUND ALL EXISTING AND PROPOSED STORM DRAINAGE INLETS AS SHOWN AND MAINTAIN FOR THE DURATION OF THE PROJECT UNTIL PAVEMENT HAS BEEN INSTALLED.
12. INSPECT EROSION AND SEDIMENT CONTROL DEVICES AFTER EACH RAIN STORM OF 0.25 INCH OR GREATER. REPAIR/MODIFY PROTECTION AS NECESSARY TO MAXIMIZE EFFICIENCY FILTER. REPLACE ALL FILTERS WHEN SEDIMENT IS $\frac{1}{3}$ THE STRUCTURE HEIGHT.
13. INSTALL CURLEX EROSION CONTROL MAT OR EQUAL ON ALL SLOPES STEEPER THAN 3:1.
14. THE CONTRACTOR SHALL INSTALL ALL EROSION CONTROL MEASURES IN ACCORDANCE WITH THE "MAINE EROSION & SEDIMENT CONTROL HANDBOOK FOR CONSTRUCTION: BEST MANAGEMENT PRACTICES, CUMBERLAND COUNTY SOIL AND WATER CONVERSATION DISTRICT AND MAINE DEPARTMENT OF ENVIRONMENTAL PROTECTION, MARCH 1991"

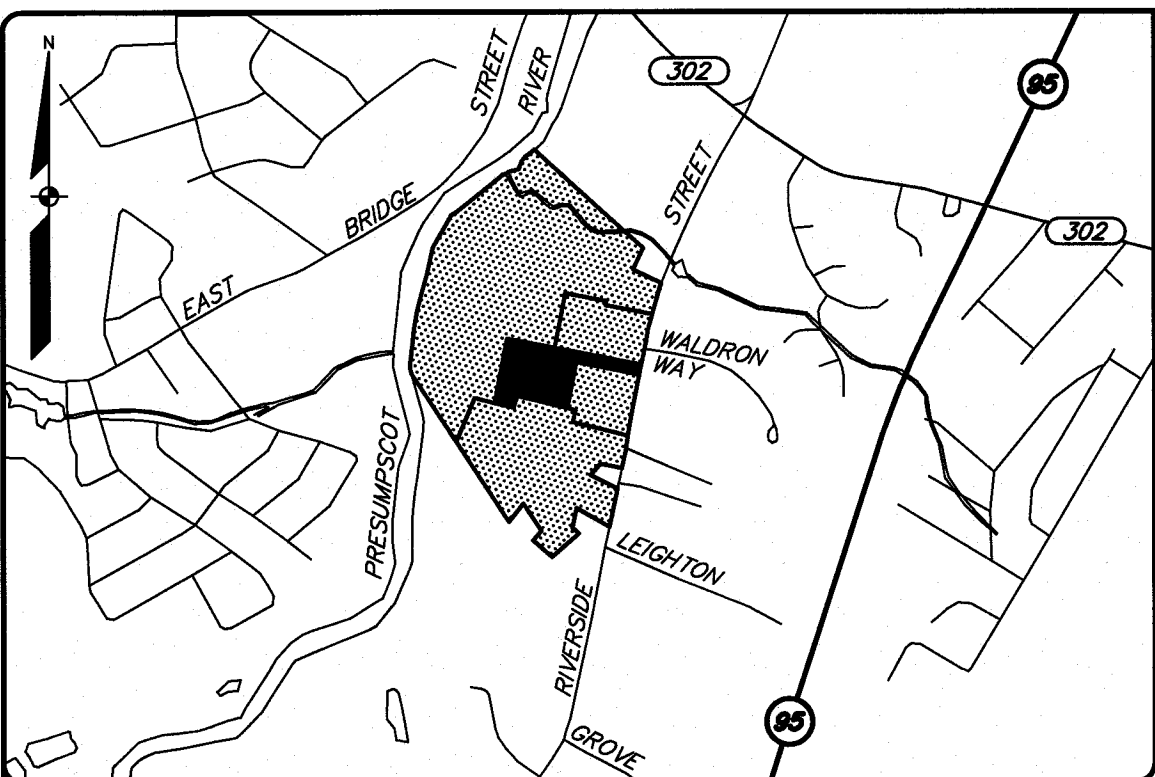
EXISTING	LEGEND	PROPOSED
	ZONING LINE	
	EXISTING STRUCTURE	
	EDGE OF TRAVEL WAY, PAVEMENT, ROADS, DRIVES	
	CURBING	
	PROPERTY LINE	
	EASEMENT LINE	
	OVERHEAD ELECTRIC LINES / OVERHEAD WIRES	
	UNDERGROUND ELECTRIC LINE	
	UNDERGROUND TELEPHONE LINE	
	WATER LINE	
	WATER GATE VALVE	
	STORM DRAIN LINE	
	SANITARY SEWER LINE	
	ROADWAY PAVEMENT STRIPING	
	GAS	
	FENCE	
	EXISTING CONTOUR LINE	
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	LIGHT POLE	
	CATCH BASIN	
	SEWER MANHOLE	
	ELECTRICAL/COMMUNICATIONS VAULT	
	ELECTRICAL/COMMUNICATIONS PULL BOX	
	HYDRANT	
	TREES, LANDSCAPING	
	TREE LINE / EDGE OF BRUSH	
	TELEPHONE MANHOLE	
	ELECTRICAL MANHOLE	
	TEST BORING	
	WETLANDS	

NOTE: THIS PLAN SET IS
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USED FOR CONSTRUCTION.



STEPHEN R. BUSHEY, P.E.
LIC. #7429

[illegible]



LOCATION MAP

SURVEYOR'S STATEMENT

THIS SURVEY WAS PERFORMED UNDER MY DIRECT SUPERVISION AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, IT WAS DONE IN ACCORDANCE WITH CHAPTER 90, PART 1 (PROFESSIONAL STANDARDS OF PRACTICE) AND PART 2 (TECHNICAL STANDARDS OF PRACTICE) OF THE MAINE BOARD OF LICENSURE FOR PROFESSIONAL LAND SURVEYORS.

CHARLES D. MARCHESE, PLS 2008 JANUARY 23, 2018

EASEMENT LINE TABLE		
LINE	DIRECTION	DISTANCE
E37	S 11°10'09" W	30.17'
E39	N 78°49'51" W	288.53'
E40	N 14°27'20" W	277.08'
E42	S 14°27'20" E	164.78'
E43	N 72°49'13" W	238.38'
E44	S 72°49'13" E	218.47'
E45	N 11°10'09" E	30.00'
E47	N 78°01'12" W	122.53'

CYNTHIA A. PELLERIN
STEVEN G. PELLERIN
MAP 13 LOT 13

APPROVAL-CITY OF PORTLAND
PLANNING BOARD

1/23/2018 DATE

CHAIRPERSON

LEGEND

EXISTING

- PROPERTY LINE/R.O.W.
- ABUTTER LINE/R.O.W.
- TIE LINE
- SETBACK
- EASEMENT
- MONUMENT
- IRON PIPE/ROD
- DEED CALL
- BENCHMARK
- BUILDING
- EDGE PAVEMENT
- EDGE CONCRETE
- EDGE GRAVEL
- EDGE OF WATER
- TREELINE
- CONTOURS
- X120.00
- SPOT GRADE
- CHAIN LINK FENCE
- GAS
- WATER
- WATER GATE VALVE
- WATER SHUT OFF
- HYDRANT
- SANITARY SEWER
- SANITARY MANHOLE
- STORM DRAIN
- DECIDUOUS TREE
- CATCH BASIN
- OVERHEAD UTILITY
- LIGHT POLE
- UTILITY POLE
- GUY WIRE
- FLOODPLAIN
- ZONE LINE
- ZONE LINE ON PL
- BORING
- EDGE WETLAND
- WETLANDS
- CURB LINE
- SHEET METAL FENCE
- GUARD RAIL
- CONCRETE BLOCK ENCLOSURE
- SIGN
- GAS
- GAS GATE VALVE
- GAS METER
- TRANSFORMER PAD
- ELECTRICAL MANHOLE
- RIPRAP
- 5/8" REBAR W/CP TO BE SET
- STRUCTURE NUMBER
- GRADE STAKE SET
- 3.5" DIAMETER PLANTED

FOR CITY OF PORTLAND USE

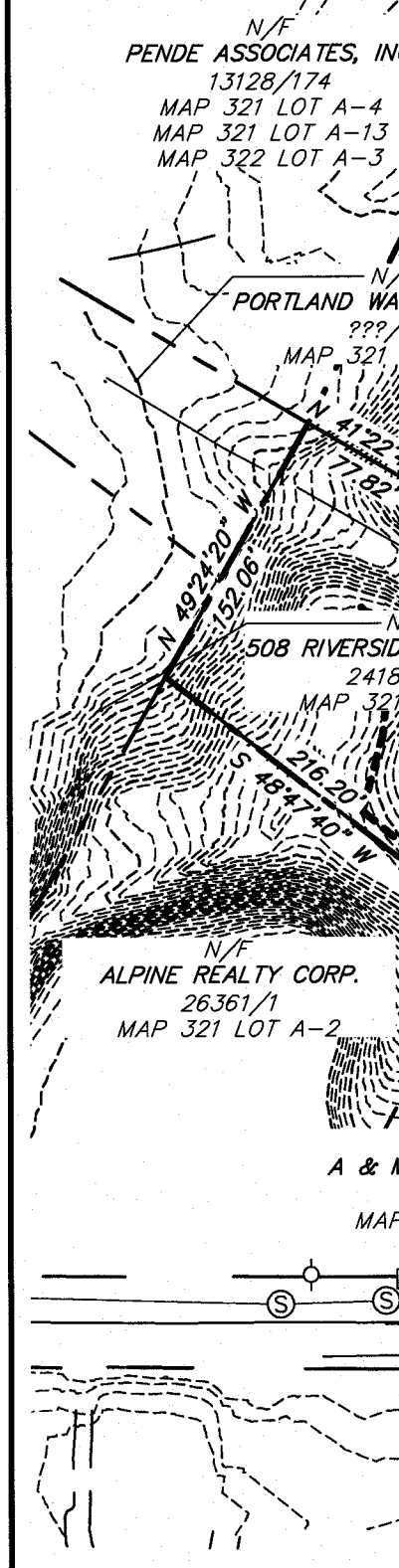
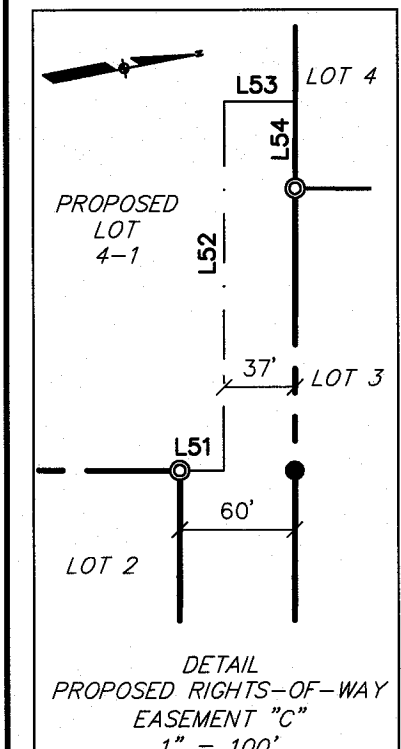
GENERAL NOTES:

- THE RECORD OWNER OF THE PARCEL IS THE CITY OF PORTLAND BY DEED DATED MAY 18, 2010 AND RECORDED AT THE CUMBERLAND COUNTY REGISTRY OF DEEDS (CORD) IN BOOK 27825, PAGE 68.
- THE PROPERTY IS SHOWN AS MAP 322 LOT A-1 AND MAP 323 LOTS A-3 & A-5 ON THE CITY OF PORTLAND TAX MAPS AND IS LOCATED IN THE IH ZONING DISTRICT DISTRICT.
- SPACE AND BULK CRITERIA FOR THE IH ZONING DISTRICT ARE AS FOLLOWS:
 - MINIMUM LOT SIZE: NONE (CORRECTIONAL 10,000 SF)
 - MINIMUM STREET FRONTAGE: 60 FEET
 - MINIMUM FRONT YARD: 25 FEET
 - MINIMUM SIDE YARD: 35 FEET
 - MINIMUM REAR YARD: 35 FEET
 - MAXIMUM BUILDING HEIGHT: 75 FEET
 - MAXIMUM IMPERVIOUS SURFACE RATIO: 85%
 - * SEE ORDINANCE FOR MORE PARTICULAR INFORMATION.
- TOTAL AREA OF THE PROPOSED LOT 4-1 IS APPROXIMATELY 4.12 ACRES.
- BOUNDARY INFORMATION AS DEPICTED HEREON IS BASED ON PLAN REFERENCE 6A, 6B AND 6C HEREON. SEBAGO TECHINCS, INC. HAS DONE A RETRACEMENT SURVEY OF LOT 2 AND A PARTIAL RETRACEMENT OF LOT 1 AND LOT 3 AS DEPICTED THEREON. THE PROPOSED LOT TO BE CONVEYED TO FOREFRONT COMMONS 1, LLC BEING A PORTION OF LOT 4 AS DEPICTED ON THE HEREIN REFERENCED PLAN. TOPOGRAPHIC INFORMATION SHOWN HEREON IS BASED UPON PLAN REFERENCE 6A AND FIELD WORK PERFORMED BY SEBAGO TECHINCS, INC. ON THE PROPOSED SUBURBAN PROPRANE LOT AND 60-FOOT WIDE RIGHT-OF-WAY IN OCTOBER 2015.
- PLAN REFERENCES:
 - A. "RIVERSIDE SUBDIVISION - SUBDIVISION RECORDING PLAT - OWNER OF RECORD: CITY OF PORTLAND, MAINE, PUBLIC SERVICES DEPARTMENT, ENGINEERING SECTION, 389 CONGRESS STREET, PORTLAND, MAINE 04101" DATED OCTOBER 7, 2010 BY WOODARD & CURRAN, STAMPED BY JOHN W. SWAN, PLS 1038. THIS PLAN IS RECORDED AT THE CUMBERLAND COUNTY REGISTRY OF DEEDS IN PLAN BOOK 210, PAGE 352.
 - B. "CONSERVATION EASEMENT PLAN FOR THE TRUST FOR PUBLIC LAND, 116 NEW MONTGOMERY STREET, SAN FRANCISCO, CA 94105 EASEMENT LOCATED RIVERSIDE STREET, PORTLAND, MAINE" DATED MARCH 3, 2010 BY BOUNDARY POINTS, PROFESSIONAL LAND SURVEYING, LLC. THIS PLAN IS RECORDED AT THE CUMBERLAND COUNTY REGISTRY OF DEEDS IN PLAN BOOK 210, PAGE 129.
 - C. "AMENDMENT TO RIVERSIDE SUBDIVISION LOT 43, (EXISTING CONDITIONS/PROPOSED LEASE AREA ACCESS/UTILITY EASEMENT PLAN), MAP 323 LOT A008, LUCAS TREE, 636 RIVERSIDE STREET, PORTLAND, MAINE" DATED JANUARY 3, 2014 BY PROMISED LAND SURVEY, LLC. THIS PLAN IS RECORDED AT THE CUMBERLAND COUNTY REGISTRY OF DEEDS IN PLAN BOOK 214, PAGE 218.
- PLAN ORIENTATION IS GRID NORTH, MAINE STATE PLANE COORDINATE SYSTEM, WEST ZONE 1802-NAD83, ELEVATIONS DEPICTED HEREON ARE NGVD29, BASED ON DUAL FREQUENCY GPS OBSERVATIONS. ELEVATIONS WERE CONVERTED TO NGVD29 UTILIZING THE U.S. ARMY CORPS CORPSSON 6.0.1 SOFTWARE, THE CHANGE FROM NAVD83 TO NGVD29 IS +0.688 FEET IN THIS VICINITY.
- UTILITY INFORMATION DEPICTED HEREON IS COMPILED USING PHYSICAL EVIDENCE LOCATED IN THE FIELD. UTILITIES DEPICTED HEREON MAY NOT NECESSARILY REPRESENT ALL EXISTING UTILITIES. CONTRACTORS AND/OR DESIGNERS NEED TO CONTACT DIG-SAFE SYSTEMS, INC. (1-888-DIG-SAFE) AND FIELD VERIFY EXISTING UTILITIES PRIOR TO CONSTRUCTION AND/OR EXCAVATION.
- PORTIONS OF THE 2ND AMENDED SUBDIVISION AS DEPICTED HEREON DOES FALL WITHIN A SPECIAL FLOOD HAZARD AREA AS DELINEATED ON THE FLOOD INSURANCE RATE MAP FOR THE CITY OF PORTLAND, MAINE, CUMBERLAND COUNTY, COMMUNITY-PANEL NUMBER 230051 0006. HAVING AN EFFECTIVE DATE OF DECEMBER 8, 1998. PORTIONS OF THE SUBDIVISION PROPERTY IN PROXIMITY TO THE PRESUMPSCOT RIVER, ITS TRIBUTARIES AND ADJACENT AREAS FALL WITHIN A ZONE AE, AREAS OF 100-YEAR FLOOD, HAVING A BASE FLOOD ELEVATION OF 35 IN THE SUBJECT AREA. PROPOSED LOT 4-1 AS DEPICTED HEREON DOES NOT FALL WITHIN A FLOOD HAZARD AREA. PROPOSED LOT 4-1 IS PROPOSED TO BE AN UNSHADED ZONE X, AREAS DETERMINED TO BE OUTSIDE OF THE 500-YEAR FLOODPLAIN.
- THE WETLAND DELINEATION AS DEPICTED HEREON IS AS DEPICTED ON PLAN REFERENCE 6A, SEBAGO TECHINCS, INC. HAS NOT PERFORMED AN INDEPENDENT WETLAND SURVEY.
- THIS LINE REPRESENTS THE LIMITS OF THE TOPOGRAPHIC SURVEY PERFORMED BY SEBAGO TECHINCS, INC. FOR THIS PROJECT. THE REMAINING TOPOGRAPHIC INFORMATION WAS TAKEN DIRECTLY FROM PLAN REFERENCE 6A.
- THERE ARE NO BUILDINGS LOCATED ON THE PROPOSED PARCEL.
- PROPOSED LOT 4-1 IS SUBJECT TO DRAINAGE EASEMENTS REFERENCED HEREON AS DESCRIBED IN THE CORD BOOK 28269, PAGE 314, AS AMENDED AND RESTATED BY A SHARED ACCESS DRIVEWAY MAINTENANCE AGREEMENT (AMENDED AND RESTATED) OF NEAR DATE HERETHW TO BE RECORDED IN THE CORD, AND SUBJECT TO THE AMENDED AND RESTATED DRIVEWAY MAINTENANCE AGREEMENT AND A SEPARATE SHARED ACCESS DRIVEWAY MAINTENANCE AGREEMENT FOR THE 37' WIDE RIGHT OF WAY OF NEAR DATE HERETHW TO BE RECORDED IN THE CORD, AS WELL AS THE TERMS AND CONDITIONS IN THE ABOVE REFERENCED DEED, THESE RIGHTS OF WAY MAY ALSO BE USED FOR PURPOSES OF THE INSTALLATION AND MAINTENANCE OF ALL UTILITIES.
- STORMDRAIN OVERFLOW EASEMENT AREA: LOT 4-1 SHALL RETAIN RIGHTS AND PERMISSIONS TO ACCESS STORM DRAINAGE EASEMENT AREA FOR THE PURPOSES OF INSPECTION AND STORMWATER MANAGEMENT EMERGENCY SPILLWAY, WHICH WILL BE CONSTRUCTED ON LOT 4. STORMDRAINAGE OVERFLOW EASEMENT AREA SHALL REMAIN FREE OF IMPEDIMENTS FOR THE FREE FLOW DISCHARGE OF STORM WATER FROM THE STORM WATER MANAGEMENT GRASSED UNDER DRAINED SOIL FILTER LOCATED ON LOT 4-1.
- EXISTING STORM DRAINAGE EASEMENT: LOT 4-1 SHALL RETAIN RIGHTS AND PERMISSIONS TO ACCESS ALL AREAS OF THE STORM DRAINAGE EASEMENT AREA FOR THE PURPOSES OF CONSTRUCTION, CONVEYANCE OF STORMWATER, INSPECTION AND MAINTENANCE OF STORM DRAINAGE PIPES AND APPURTENANCES.
- APPROVED WAIVERS:

"ON JUNE 28, 2016 FOR APPLICATION 2016-04 7 THE PLANNING BOARD VOTED 7-0 TO FIND, BASED ON THE CONSULTING ENGINEER'S REVIEW, THAT EXTRAORDINARY CONDITIONS EXIST OR UNUSUAL CIRCUMSTANCES MAY RESULT FROM STRICT COMPLIANCE WITH THE TECHNICAL MANUAL STANDARD (SECTION 5.11E) WHICH REQUIRES THAT PROJECTS MUST DETAIN, RETAIN, OR RESULT IN THE INFILTRATION OF STORM WATER FROM 24-HOUR STORMS OF THE 2-YEAR, 10-YEAR, AND 25-YEAR FREQUENCIES SUCH THAT THE PEAK FLOWS OF STORMWATER FROM THE SITE DO NOT EXCEED THE PRE-DEVELOPMENT CONDITION, THAT SUBSTANTIAL JUSTICE AND THE PUBLIC INTEREST ARE SECURED WITH THE PROPOSED VARIATION IN THIS STANDARD, AND THAT THE VARIATION IS CONSISTENT WITH THE INTENT OF THE ORDINANCE, AS STORM WATER DRAINS DIRECTLY INTO THE PRESUMPSCOT RIVER. THE PLANNING BOARD HAS WAIVED THE TECHNICAL MANUAL STANDARD (SECTION 5.11E) TO ALLOW STORMWATER MANAGEMENT AND DRAINAGE AS PROPOSED IN THE FINAL PLAN."

PROPERTY CURVE TABLE				
CURVE	LENGTH	RADIUS	CRD. BEARING	CRD. DIST.
C5	196.44'	995.68'	S 19°03'50" W	196.12'
C6	41.92'	995.68'	S 12°12'21" W	41.92'

PROPERTY LINE TABLE		
LINE	DIRECTION	DISTANCE
L48	S 13°58'48" W	75.00'
L49	S 76°01'12" E	51.70'
L50	N 10°38'44" E	26.77'



STATE OF MAINE

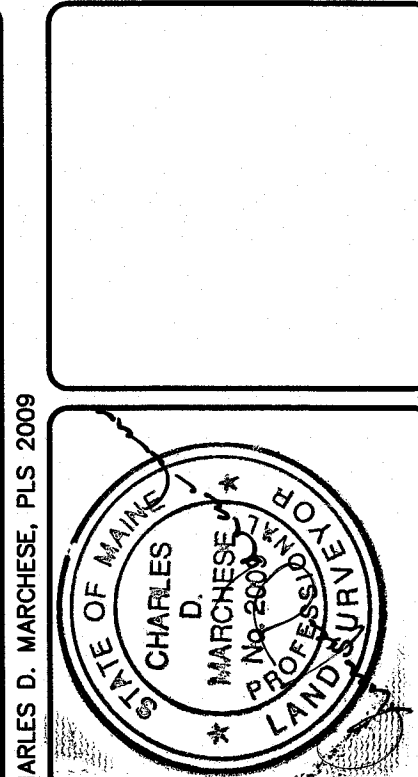
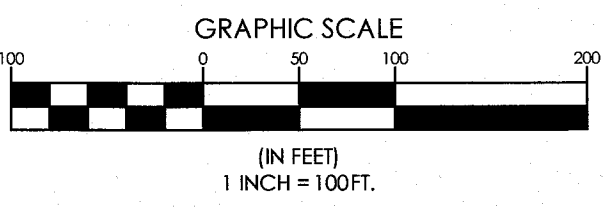
CUMBERLAND COUNTY SS REGISTRY OF DEEDS
2018 MAY 15 10:06 AM
AT 15 AND RECORDED 218 PAGE 199
PLAN BOOK
ATTEST
REGISTRAR

EASEMENT LINE TABLE		
LINE	DIRECTION	DISTANCE
L51	N 11°10'09" E	23.00'
L52	N 78°49'51" W	191.40'
L53	N 11°10'09" E	37.00'
L54	S 78°49'51" E	45.00'

PROPOSED LOT 4-1 EASEMENT LIST:

- PROPOSED LOT 4-1 SIDEWALK EASEMENT OVER LOT 2 AT ACCESS EASEMENT "C".
- PROPOSED LOT 4-1 DRIVEWAY EASEMENT OVER LOT 3 AT ACCESS EASEMENT "C".
- AMENDED ACCESS EASEMENT "C" OVER PROPOSED LOT 4-1.
- PROPOSED 40' WIDE AERIAL UTILITY EASEMENT.
- OVERFLOW SPILLWAY OVER REMAINDER OF LOT 4.
- EXISTING DRAINAGE EASEMENT OVER PROPOSED LOT 4-1 AND REMAINDER OF LOT 4 AS DEPICTED ON PLAN REFERENCE 6A.
- SIDEWALK EASEMENT ALONG LOT 2 AND LOT 3 AT RIVERSIDE STREET AS DEPICTED ON PLAN REFERENCE 6A.
- EXISTING 60' WIDE DRAINAGE EASEMENT AS DEPICTED ON PLAN REFERENCE 6A.

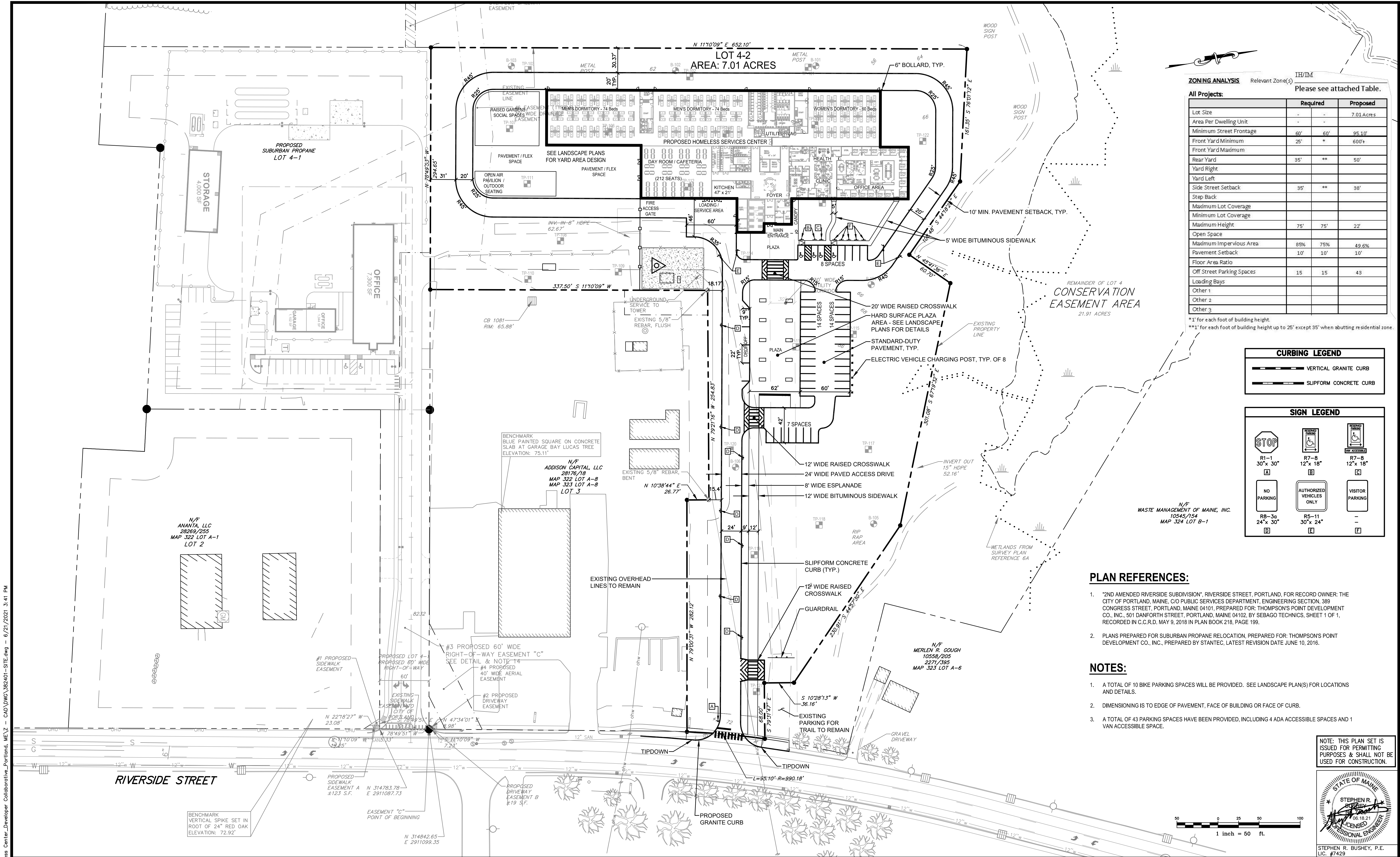
PROPERTY LINE TABLE		
LINE	DIRECTION	DISTANCE
L38	S 11°10'09" W	60.00'
L41	N 78°01'12" W	119.58'
L46	S 13°58'48" W	75.00'



DESIGNED	CHECKED
CDM	CLB
G	CDM
F	CDM
E	CDM
D	CDM
C	CDM
B	CDM
A	CDM
REV	DATE
1	04/12/2016
2	04/12/2016
3	04/12/2016
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97	04/12/2016
98	04/12/2016
99	04/12/2016
100	04/12/2016



PROJECT NO.	SCALE
15254	1" = 100'
SHEET 1 OF 1	



ZONING ANALYSIS

Relevant Zone(s)

IH/TM

Please see attached Table.

All Projects:

	Required	Proposed	
Lot Size	-	-	7.01 Acres
Area Per Dwelling Unit	-	-	
Minimum Street Frontage	60'	60'	95.10'
Front Yard Minimum	25'	*	600'+
Front Yard Maximum			
Rear Yard	35'	**	50'
Yard Right			
Yard Left			
Side Street Setback	35'	**	38'
Step Back			
Maximum Lot Coverage			
Minimum Lot Coverage			
Maximum Height	75'	75'	22'
Open Space			
Maximum Impervious Area	85%	75%	49.6%
Pavement Setback	10'	10'	10'
Floor Area Ratio			
Off Street Parking Spaces	15	15	43
Loading Bays			
Other 1			
Other 2			
Other 3			

*1' for each foot of building height.

**1' for each foot of building height up to 25' except 35' when abutting residential zone.

CURBING LEGEND	
	VERTICAL GRANITE CURB
	SLIPFORM CONCRETE CURB

SIGN LEGEND	
	STOP
	R1-1 30" x 30"
	A
	NO PARKING
	R8-3a 24" x 30"
	D
	R7-B 12" x 18"
	B
	AUTHORIZED VEHICLES ONLY
	R5-11 30" x 24"
	E
	VISITOR PARKING
	F

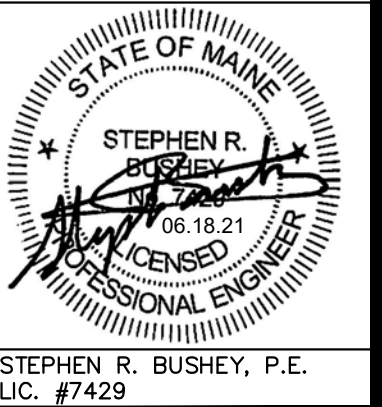
PLAN REFERENCES:

- "2ND AMENDED RIVERSIDE SUBDIVISION", RIVERSIDE STREET, PORTLAND, FOR RECORD OWNER: THE CITY OF PORTLAND, MAINE, C/O PUBLIC SERVICES DEPARTMENT, ENGINEERING SECTION, 389 CONGRESS STREET, PORTLAND, MAINE 04101, PREPARED FOR: THOMPSON'S POINT DEVELOPMENT CO., INC., 501 DANFORTH STREET, PORTLAND, MAINE 04102, BY SEBAGO TECHNICS, SHEET 1 OF 1, RECORDED IN C.C.R.D. MAY 9, 2018 IN PLAN BOOK 218, PAGE 199.
- PLANS PREPARED FOR SUBURBAN PROPANE RELOCATION, PREPARED FOR: THOMPSON'S POINT DEVELOPMENT CO., INC., PREPARED BY STANTEC, LATEST REVISION DATE JUNE 10, 2016.

NOTES:

- A TOTAL OF 10 BIKE PARKING SPACES WILL BE PROVIDED. SEE LANDSCAPE PLAN(S) FOR LOCATIONS AND DETAILS.
- DIMENSIONING IS TO EDGE OF PAVEMENT, FACE OF BUILDING OR FACE OF CURB.
- A TOTAL OF 43 PARKING SPACES HAVE BEEN PROVIDED, INCLUDING 4 ADA ACCESSIBLE SPACES AND 1 VAN ACCESSIBLE SPACE.

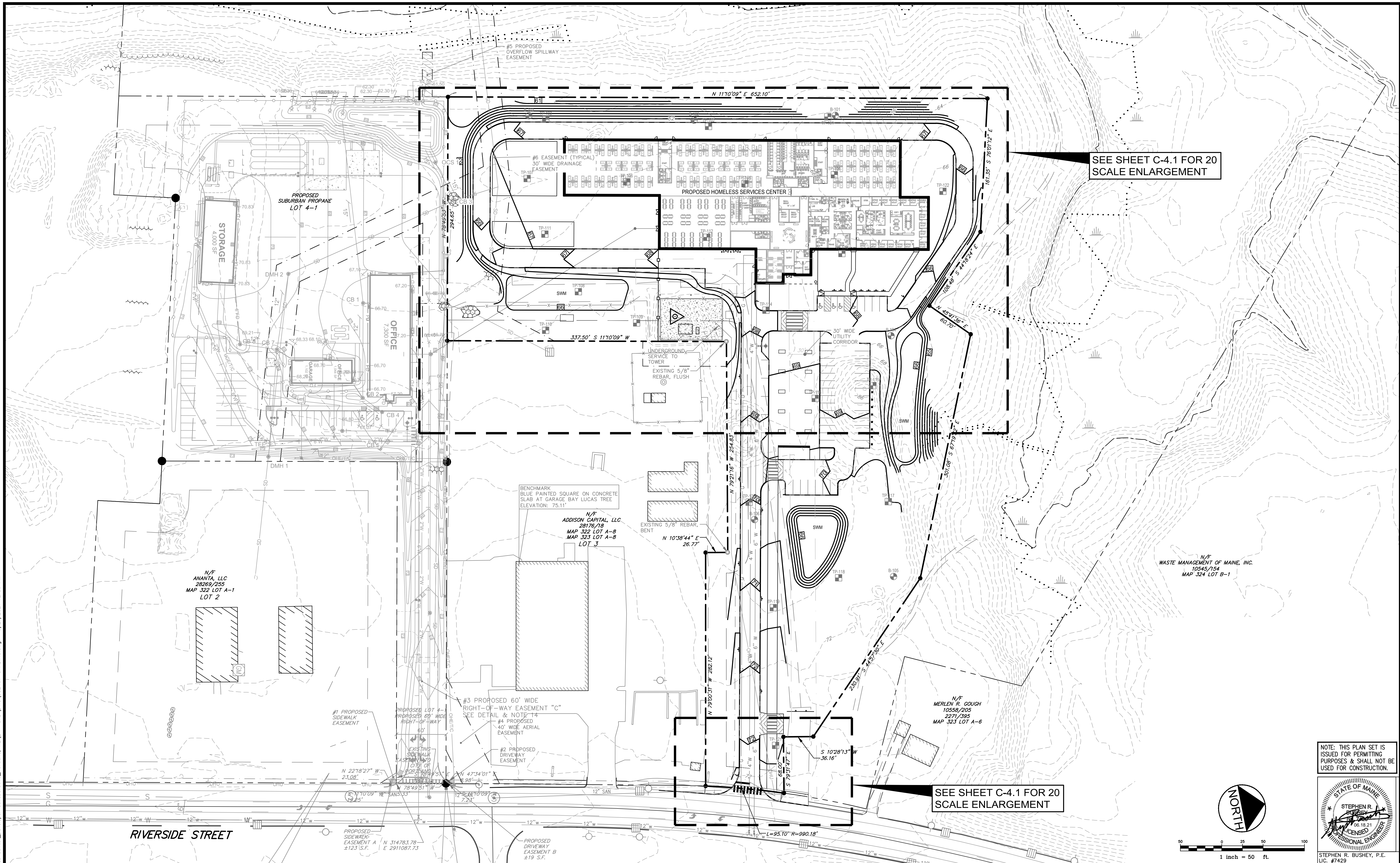
NOTE: THIS PLAN SET IS ISSUED FOR PERMITTING PURPOSES & SHALL NOT BE USED FOR CONSTRUCTION.



						Design: SRB Draft: CDD Date: JUNE 2021			 GORRILL PALMER Relationships. Responsiveness. Results. www.gorrillpalmer.com 207.772.2515			Drawing Name: SITE LAYOUT PLAN			Drawing No. C-3.0		
						Checked: SRB Scale: AS NOTED Job No.: 3824.01						Project: Homeless Services Center 654 Riverside Street, Portland, Maine					
						File Name: 382401-SITE.dwg						Client/Owner: DC Predevelopment LLC 100 COMMERCIAL STREET, SUITE 414, PORTLAND, ME 04101 PH. 207.772.7673					
						This plan shall not be modified without written permission from Gorrill Palmer. Any alterations, authorized or otherwise, shall be at the user's sole risk and without liability to Gorrill Palmer.											
Rev.	Date	Revision	1	2021.06.18	SUBMITTED TO CITY OF PORTLAND FOR REVIEW												



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Rev.	Date	Revision

Rev.	Date	Revision
1	2021.06.18	SUBMITTED TO CITY OF PORTLAND FOR REVIEW

Design: SRB	Draft: CDD	Date: JUNE 2021
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File Name: 382401-GRADING.dwg		
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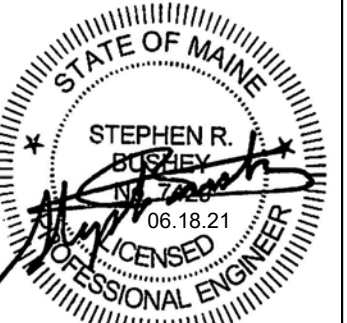
GORRELL PALMER

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Drawing Name:	GRADING & DRAINAGE PLAN
Project:	Homeless Services Center 654 Riverside Street, Portland, Maine
Client/Owner:	DC Predevelopment LLC 100 COMMERCIAL STREET, SUITE 414, PORTLAND, ME 04101 PH. 207.772.7673

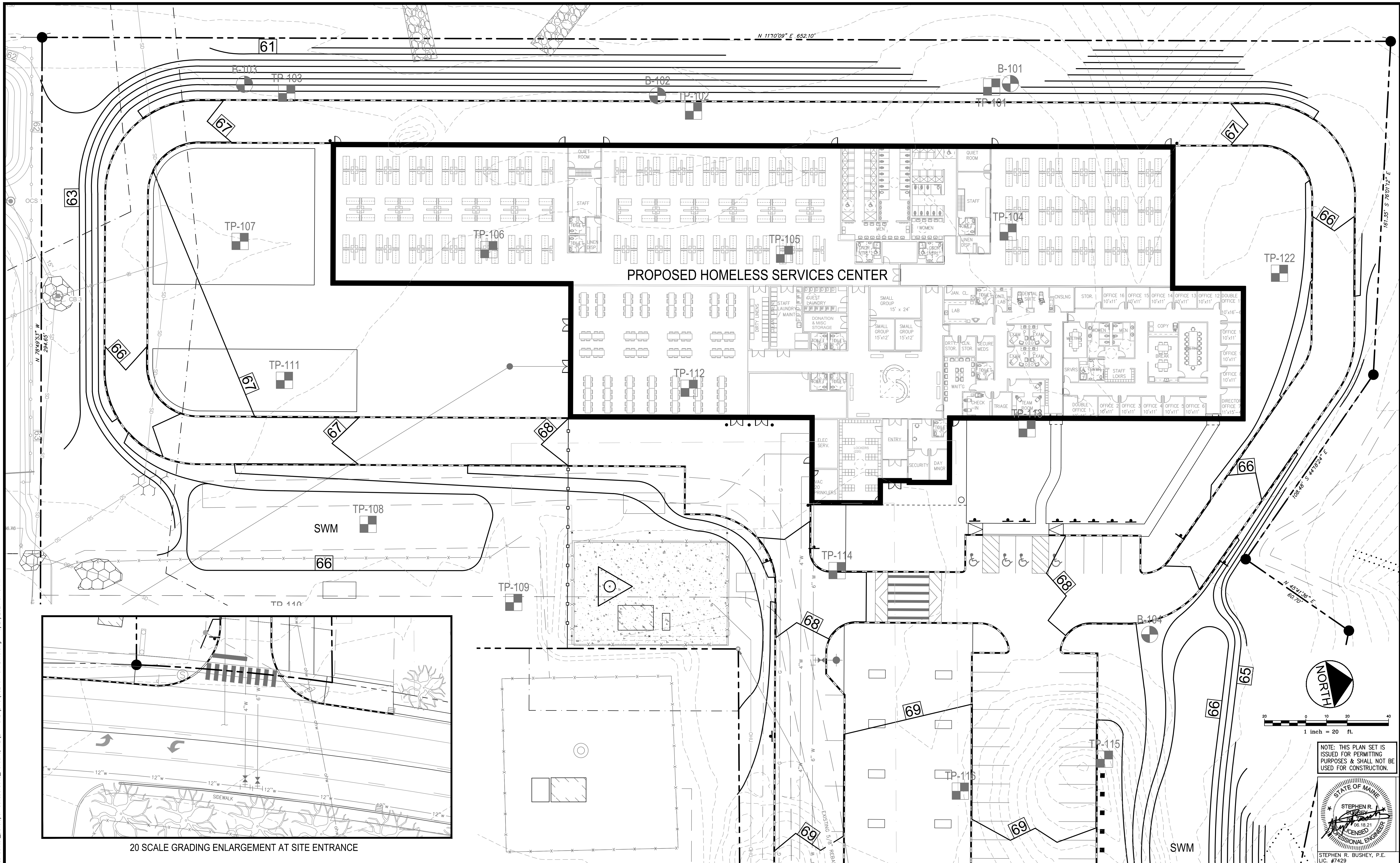
Drawing No.
C-4.0

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STEPHEN R. BUSHEY, P.E.
LIC. #7429

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Rev.	Date	Revision

Rev.	Date	Revision
1	2021.06.18	SUBMITTED TO CITY OF PORTLAND FOR REVIEW

Design: SRB	Draft: CDD	Date: JUNE 2021
Checked: SRB	Scale: AS NOTED	Job No.: 3824.01
File Name: 382401-GRADING.dwg		
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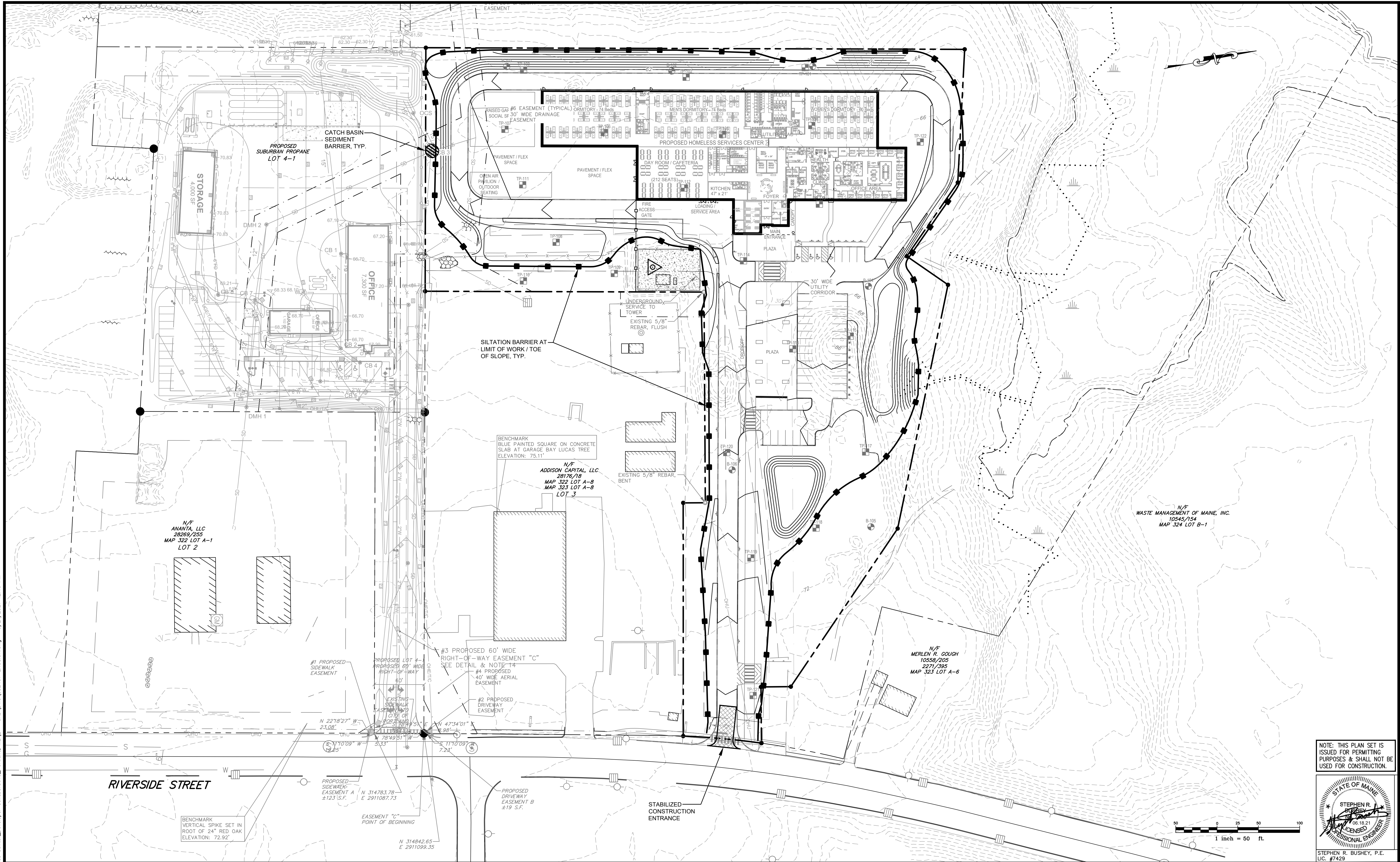


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207.772.2515

Drawing Name:	20 SCALE GRADING ENLARGEMENTS
Project:	Homeless Services Center 654 Riverside Street, Portland, Maine
Client/Owner:	DC Predevelopment LLC 100 COMMERCIAL STREET, SUITE 414, PORTLAND, ME 04101 PH. 207.772.7673

Drawing No.
C-4.1

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Rev.	Date	Revision

Rev.	Date	Revision
1	2021.06.18	SUBMITTED TO CITY OF PORTLAND FOR REVIEW

Design: SRB	Draft: CDD	Date: JUNE 2021
Checked: SRB	Scale: AS NOTED	Job No.: 3824.01
File Name: 382401-EROSION.dwg		
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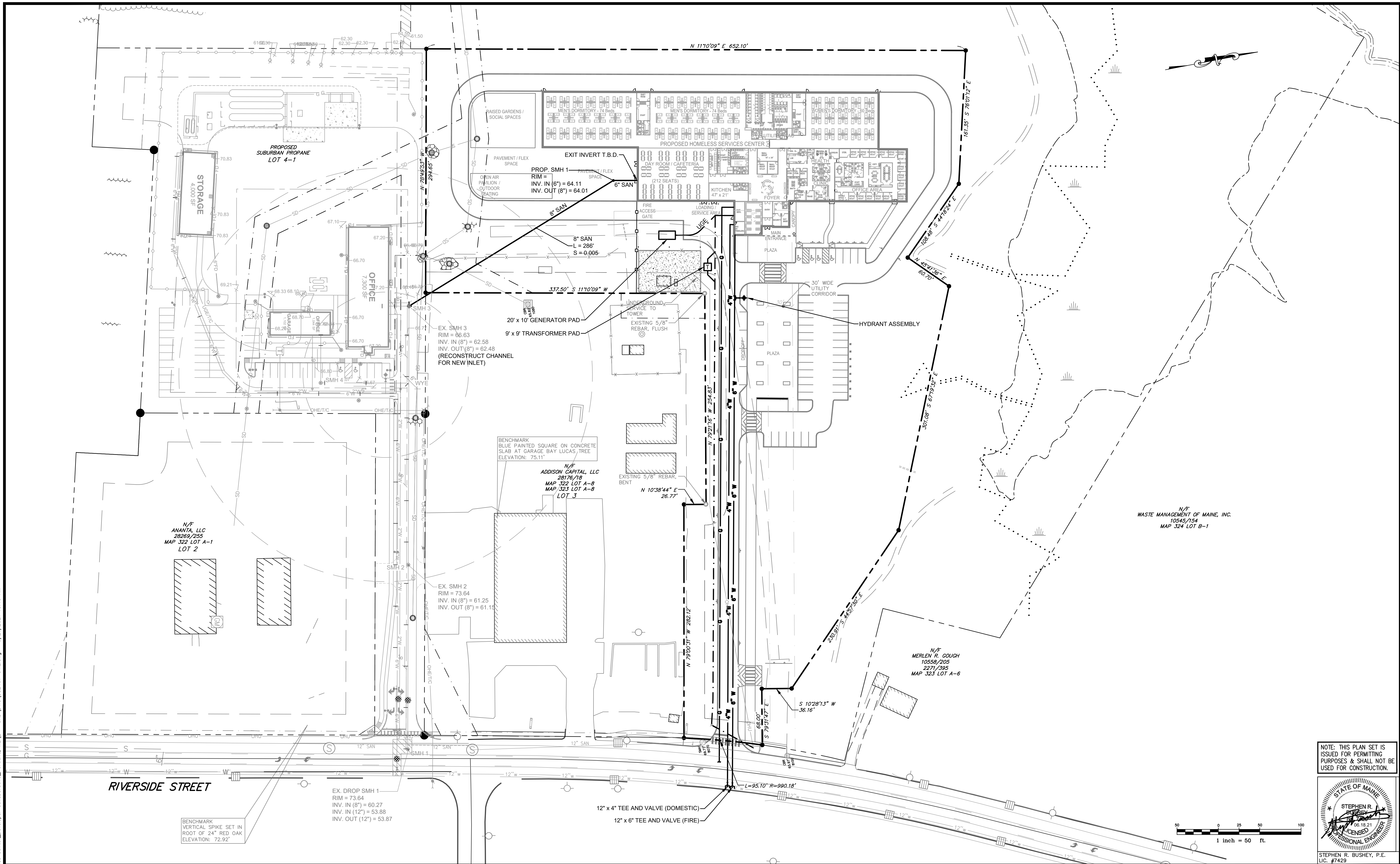
**GORRELL
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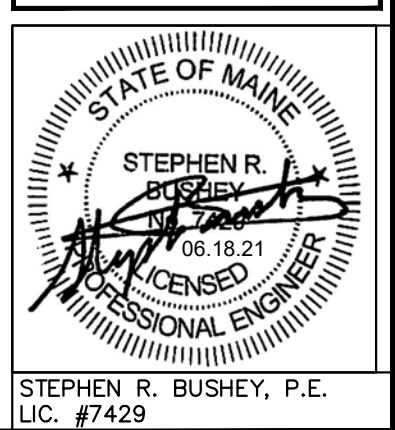
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Project:	Homeless Services Center 654 Riverside Street, Portland, Maine
Client/Owner:	DC Predevelopment LLC 100 COMMERCIAL STREET, SUITE 414, PORTLAND, ME 04101 PH. 207.772.7673

Drawing No.
C-5.0

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NOTE: THIS PLAN SET IS
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PURPOSES & SHALL NOT BE
USED FOR CONSTRUCTION.



Rev.	Date	Revision

Rev.	Date	Revision
1	2021.06.18	SUBMITTED TO CITY OF PORTLAND FOR REVIEW

Design: SRB	Draft: CDD	Date: JUNE 2021
Checked: SRB	Scale: AS NOTED	Job No.: 3824.01
File Name: 382401-UTIL.dwg		
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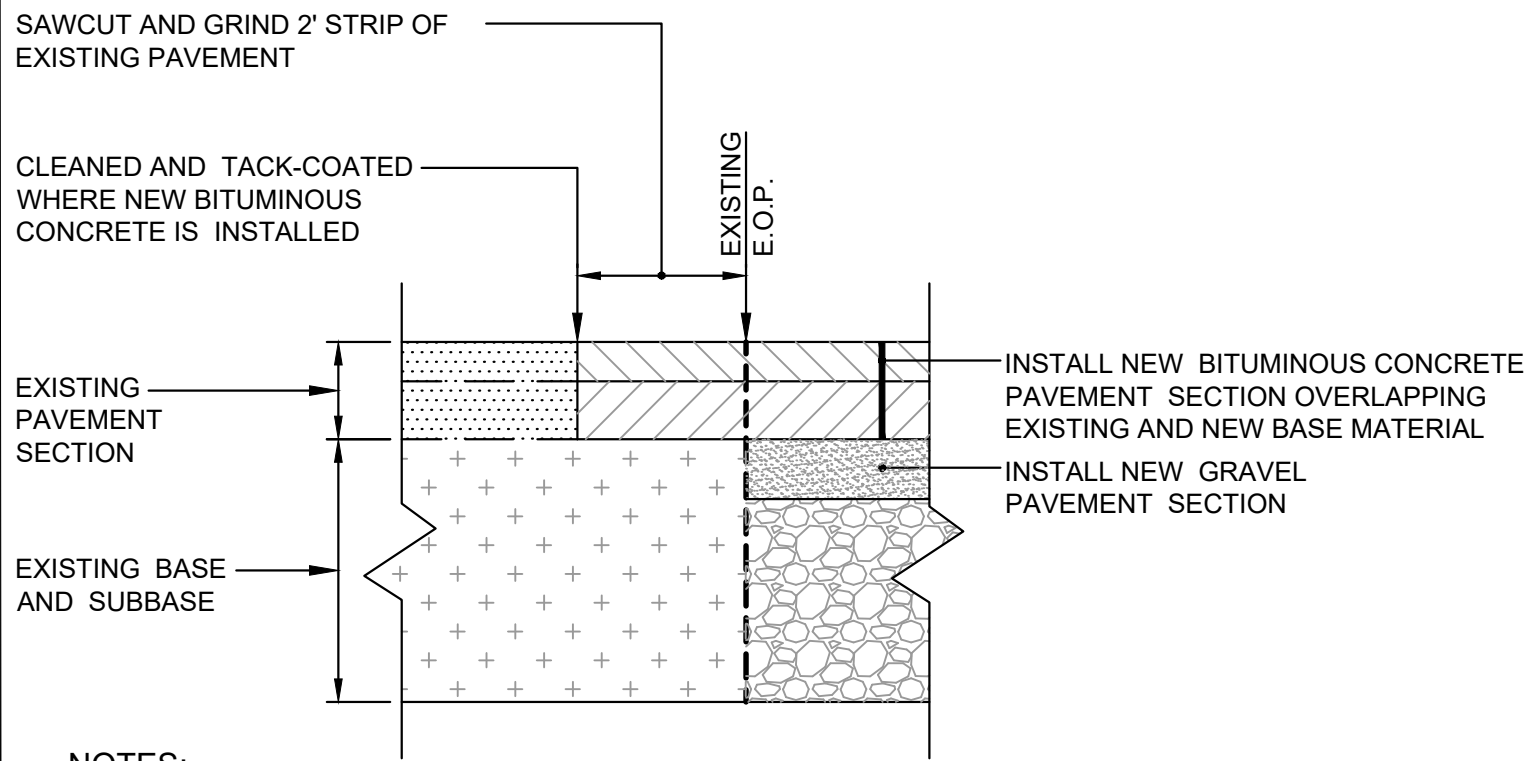


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Drawing Name:	UTILITY PLAN
Project:	Homeless Services Center 654 Riverside Street, Portland, Maine
Client/Owner:	DC Predevelopment LLC 100 COMMERCIAL STREET, SUITE 414, PORTLAND, ME 04101 PH. 207.772.7673

Drawing No.
C-6.0

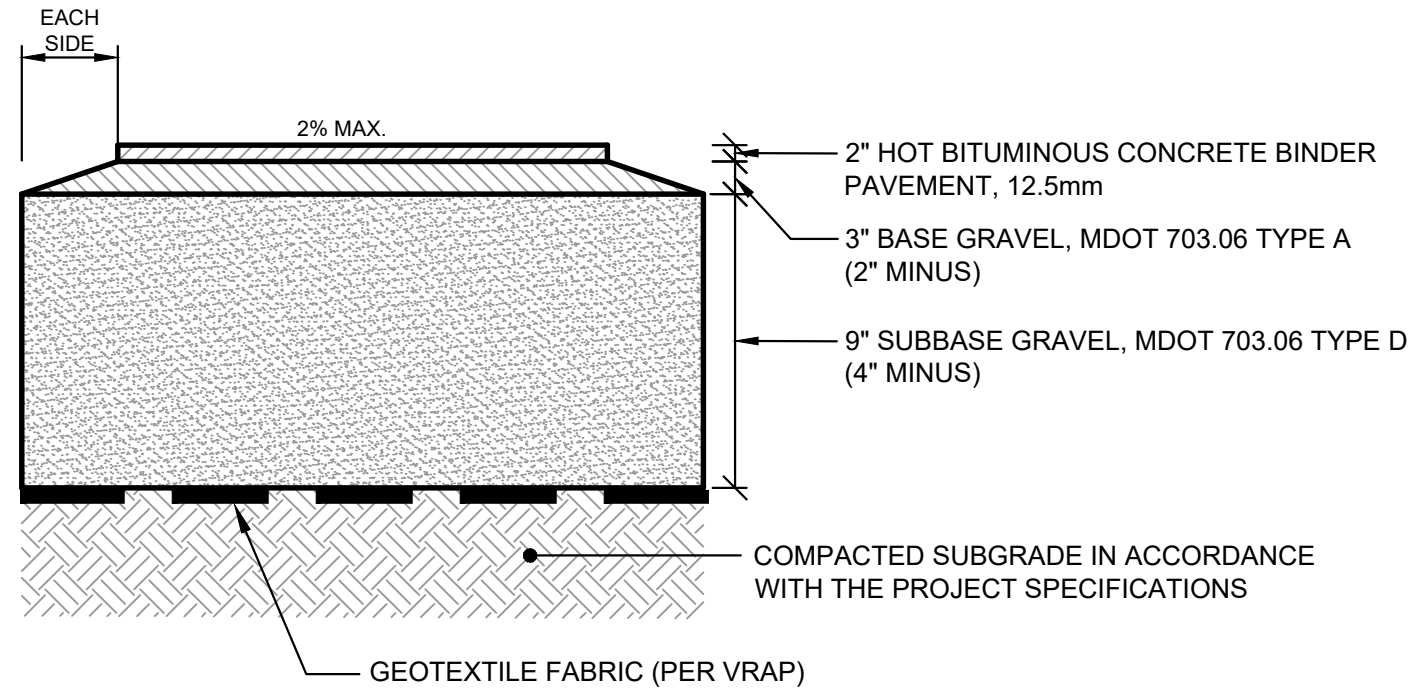
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- NOTES:
1. APPLY TACK COAT BETWEEN BINDER AND SURFACE COURSES.
 2. ALL MATERIALS SHALL CONFORM TO MDOT SPECIFICATIONS, LATEST REVISION.
 3. COMPACTION OF ALL MATERIALS TO BE IN ACCORDANCE WITH THE SPECIFICATIONS.

**TYPICAL PAVEMENT SECTION
NEW PAVEMENT ADJACENT TO EXISTING PAVEMENT**

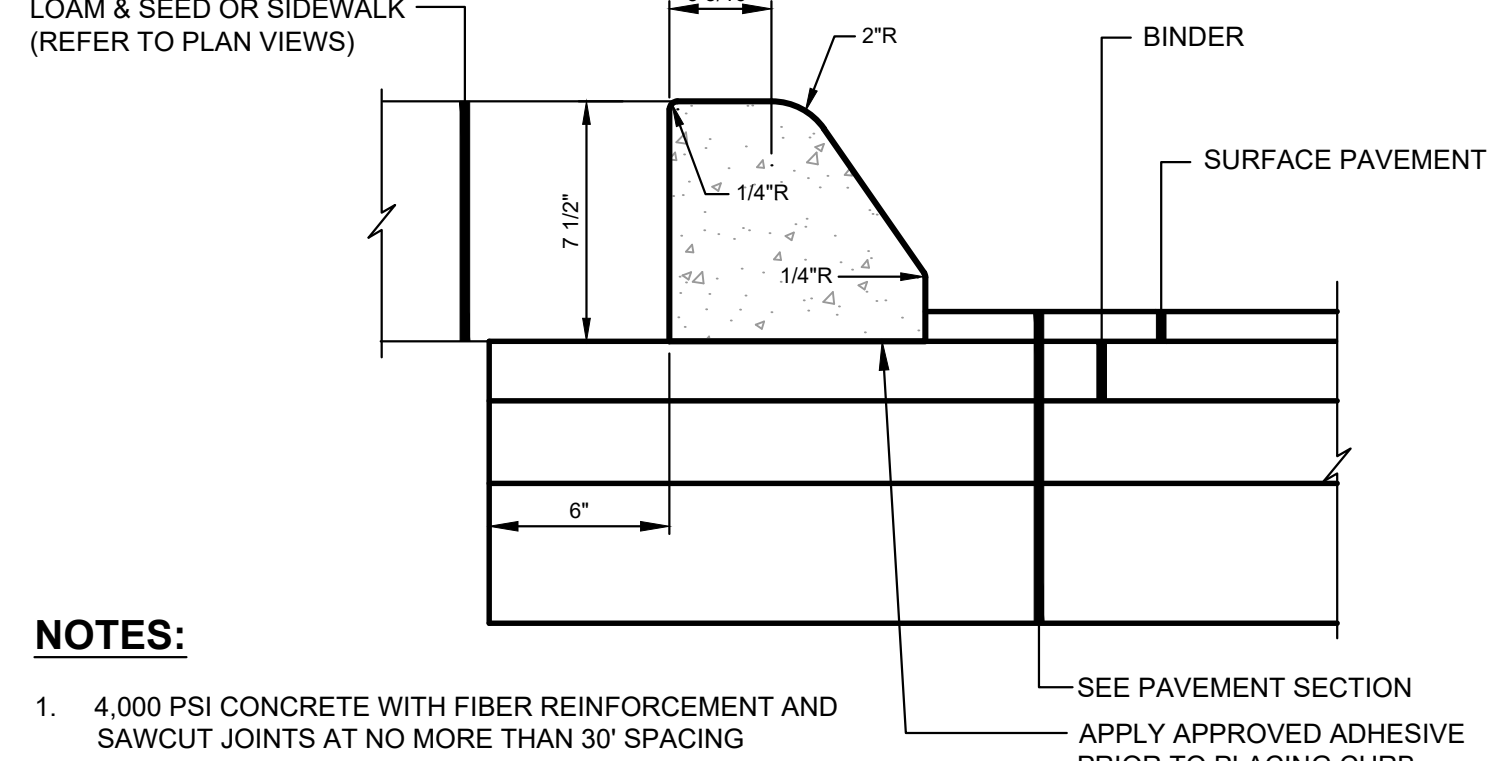
(A)
N.T.S.



- NOTES:
1. ALL MATERIALS SHALL CONFORM TO MDOT SPECIFICATIONS, LATEST REVISION.
 2. COMPACTION OF ALL MATERIALS TO BE IN ACCORDANCE WITH THE SPECIFICATIONS.
 3. 2% MAXIMUM CROSS SLOPE ON ALL SIDEWALKS.

**BITUMINOUS CONCRETE SIDEWALK SECTION
FOR SITE INSTALLATION**

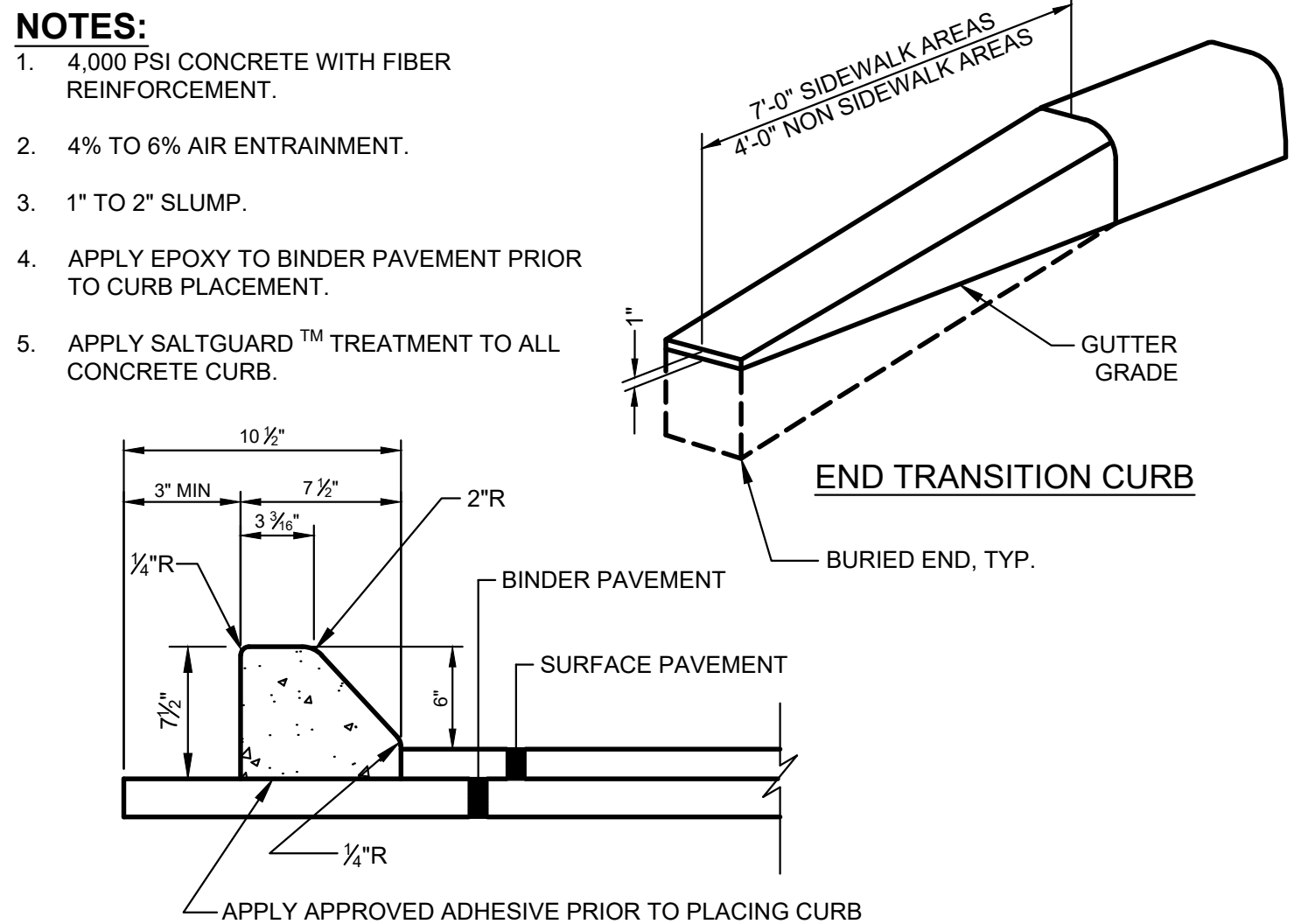
(B)
N.T.S.



- NOTES:
1. 4,000 PSI CONCRETE WITH FIBER REINFORCEMENT AND SAWCUT JOINTS AT NO MORE THAN 30' SPACING
 2. 4% TO 6% AIR ENTRAINMENT.
 3. 1" TO 2" SLUMP.
 4. APPLY EPOXY TO BINDER PAVEMENT PRIOR TO CURB PLACEMENT.
 5. APPLY SALTGUARD™ CHLORIDE INHIBITOR TO ALL NEW CONCRETE CURBING UPON COMPLETION OF CURING PERIOD.
 6. ALL TIPDOWNS SHALL HAVE REINFORCEMENT TO AVOID CRACKING. TIPDOWNS SHALL HAVE NO MORE THAN 1/2" REVEAL AT THE END.

DIRECT TO BINDER SLIPFORM CONCRETE CURB

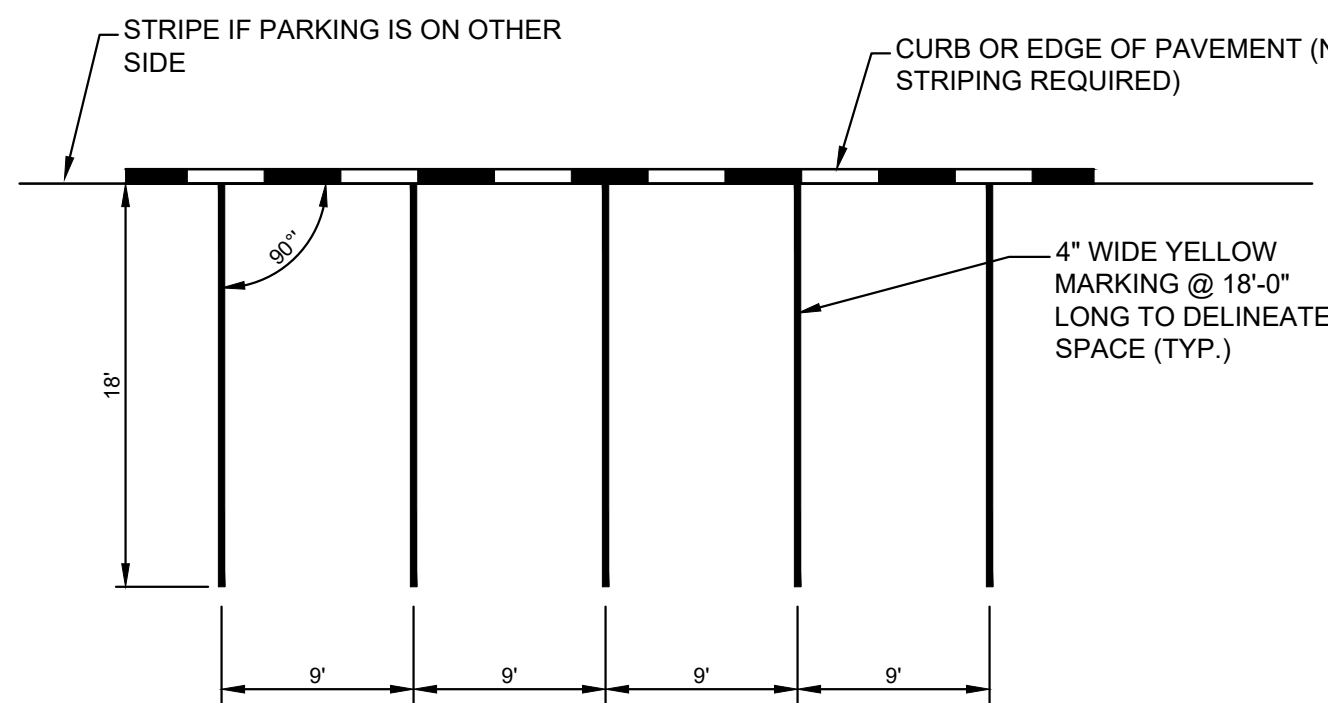
(C)
N.T.S.



- NOTES:
1. 4,000 PSI CONCRETE WITH FIBER REINFORCEMENT.
 2. 4% TO 6% AIR ENTRAINMENT.
 3. 1" TO 2" SLUMP.
 4. APPLY EPOXY TO BINDER PAVEMENT PRIOR TO CURB PLACEMENT.
 5. APPLY SALTGUARD™ TREATMENT TO ALL CONCRETE CURB.

EXTRUDED SLIPFORM SLOPED CONCRETE CURB DETAIL

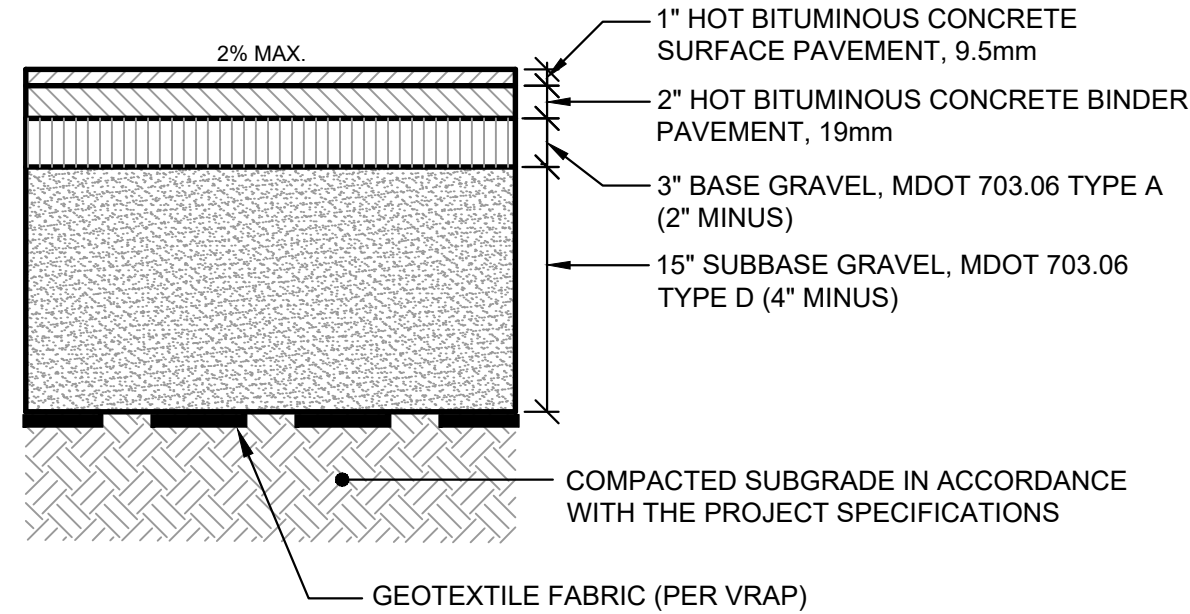
(D)
N.T.S.



NOTE:
WHEN PARKING IS ON A CURVE THE NARROWEST PORTION OF THE PARKING STALL SHALL MEET THE WIDTH SHOWN.

STANDARD PARKING STALL STRIPING

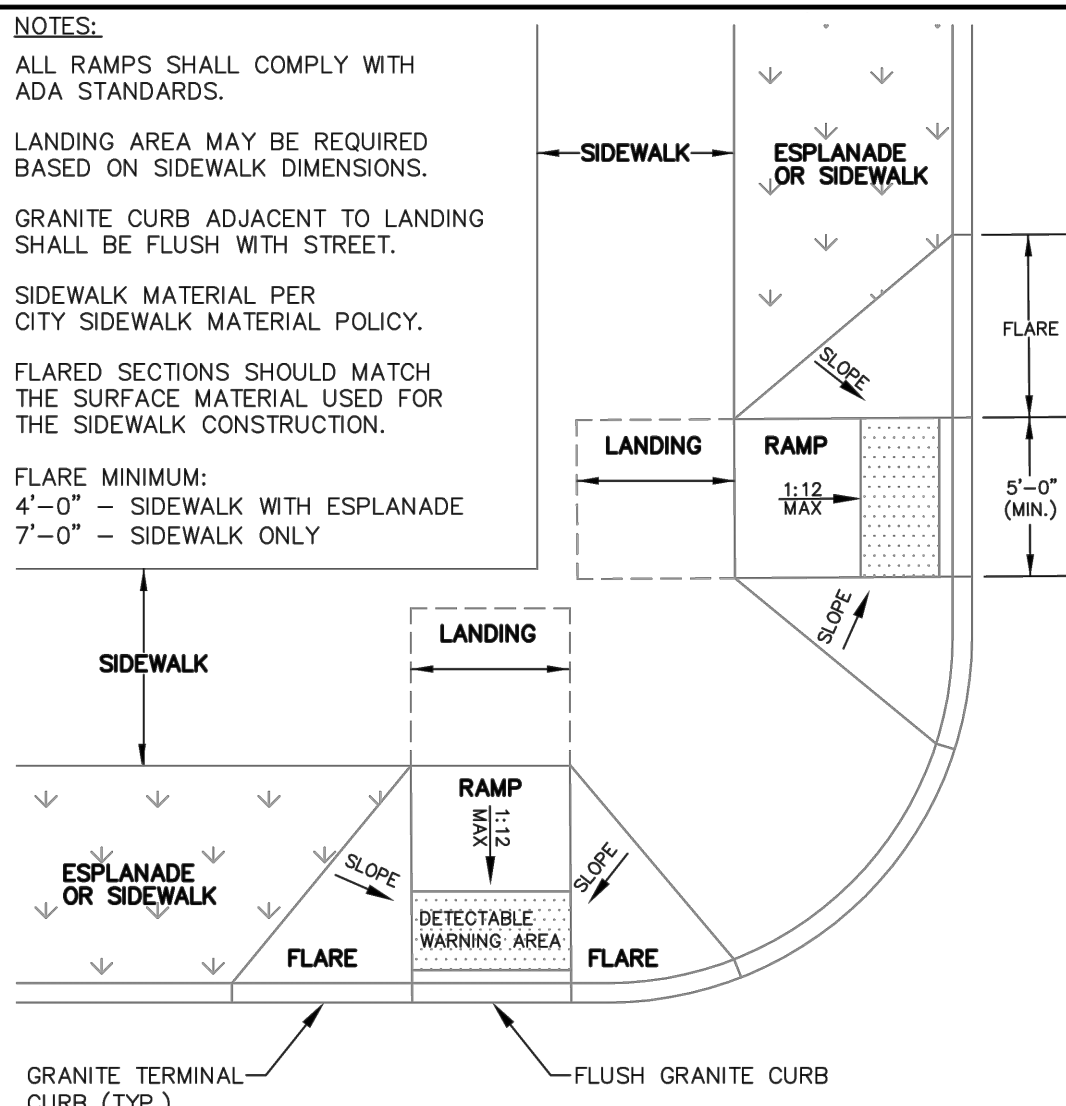
(E)
N.T.S.



- NOTES:
1. APPLY TACK COAT BETWEEN BINDER AND SURFACE COURSES.
 2. ALL MATERIALS SHALL CONFORM TO MDOT SPECIFICATIONS, LATEST REVISION.
 3. COMPACTION OF ALL MATERIALS TO BE IN ACCORDANCE WITH THE SPECIFICATIONS.
 4. 2% MAXIMUM CROSS SLOPE ON ALL SIDEWALKS AND DRIVEWAYS.

**STANDARD DUTY
BITUMINOUS CONCRETE PAVEMENT SECTION**

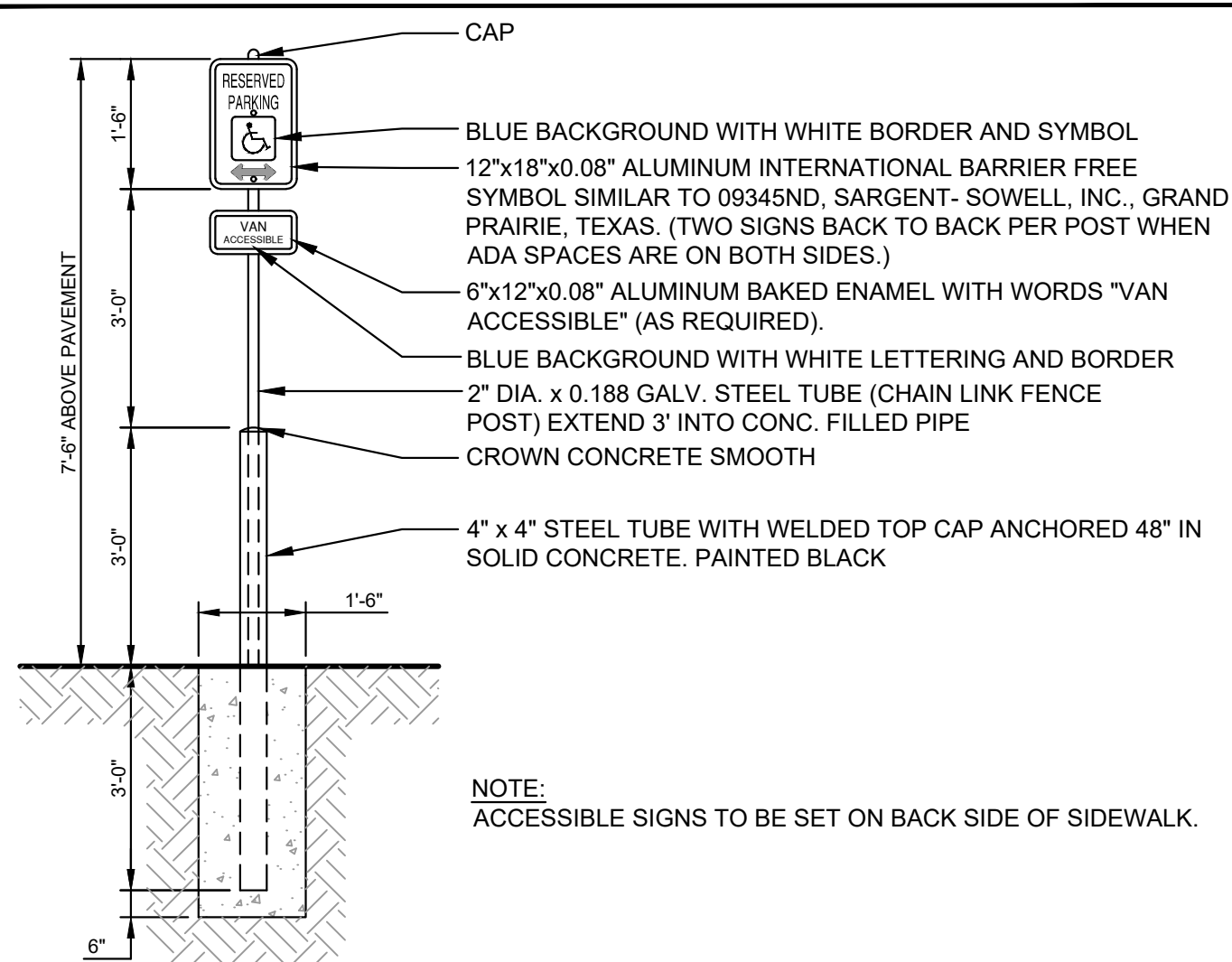
(F)
N.T.S.



PREFERRED SIDEWALK RAMP AT INTERSECTION

N.T.S. AS OBTAINED FROM THE CITY OF PORTLAND "TECHNICAL MANUAL"

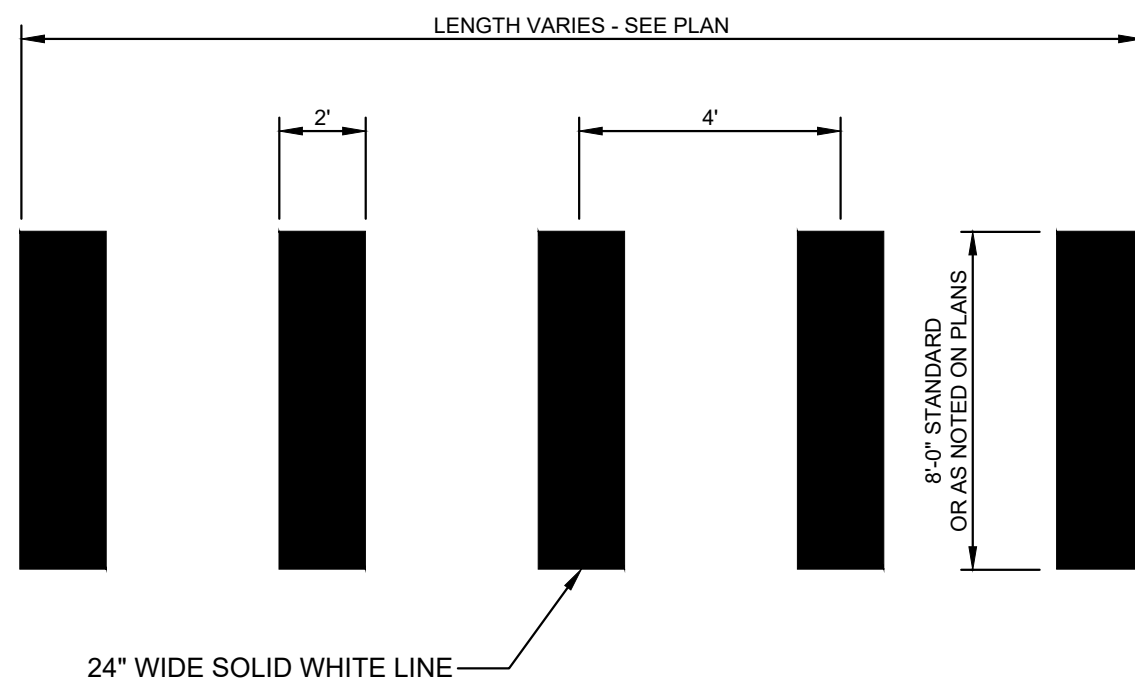
(G)
N.T.S.



NOTE:
ACCESSIBLE SIGNS TO BE SET ON BACK SIDE OF SIDEWALK.

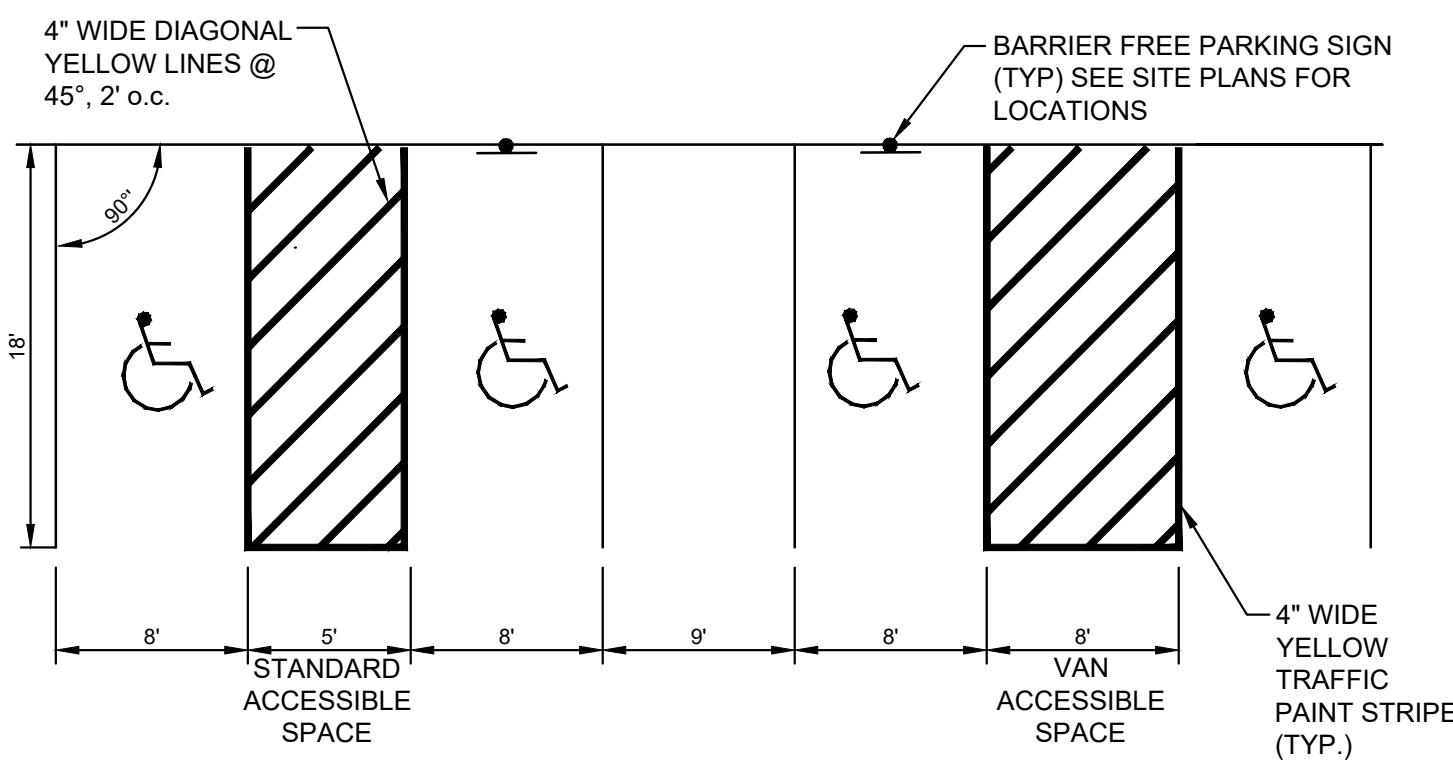
BARRIER FREE PARKING SIGN

(H)
N.T.S.



CROSSWALK STRIPING DETAIL

(I)
N.T.S.

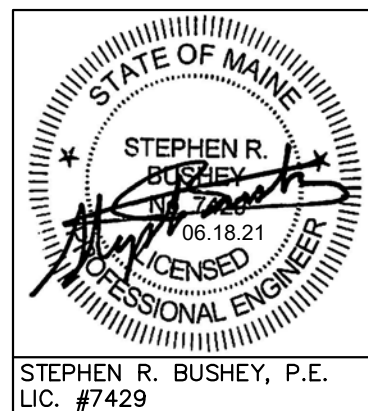


- NOTES:
1. ONE IN EIGHT BARRIER FREE SPACES (MIN.) MUST BE VAN ACCESSIBLE. THIS HAS BEEN PROVIDED FOR ON THE SITE LAYOUT PLAN.
 2. BARRIER FREE GRAPHIC SYMBOL (PAINTED WHITE) TO BE CENTERED IN PARKING STALL. SYMBOL TO BE PAINTED ON BLUE NON-SKID BACKGROUND.

TYPICAL BARRIER FREE PARKING STALL DIMENSIONS

(J)
N.T.S.

NOTE: THIS PLAN SET IS
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STEPHEN R. BUSHEY, P.E.
LIC. #7429

Design: SRB Draft: CDD Date: JUNE 2021
Checked: SRB Scale: AS NOTED Job No.: 3824.01
File Name: 382401-DETAILS.dwg

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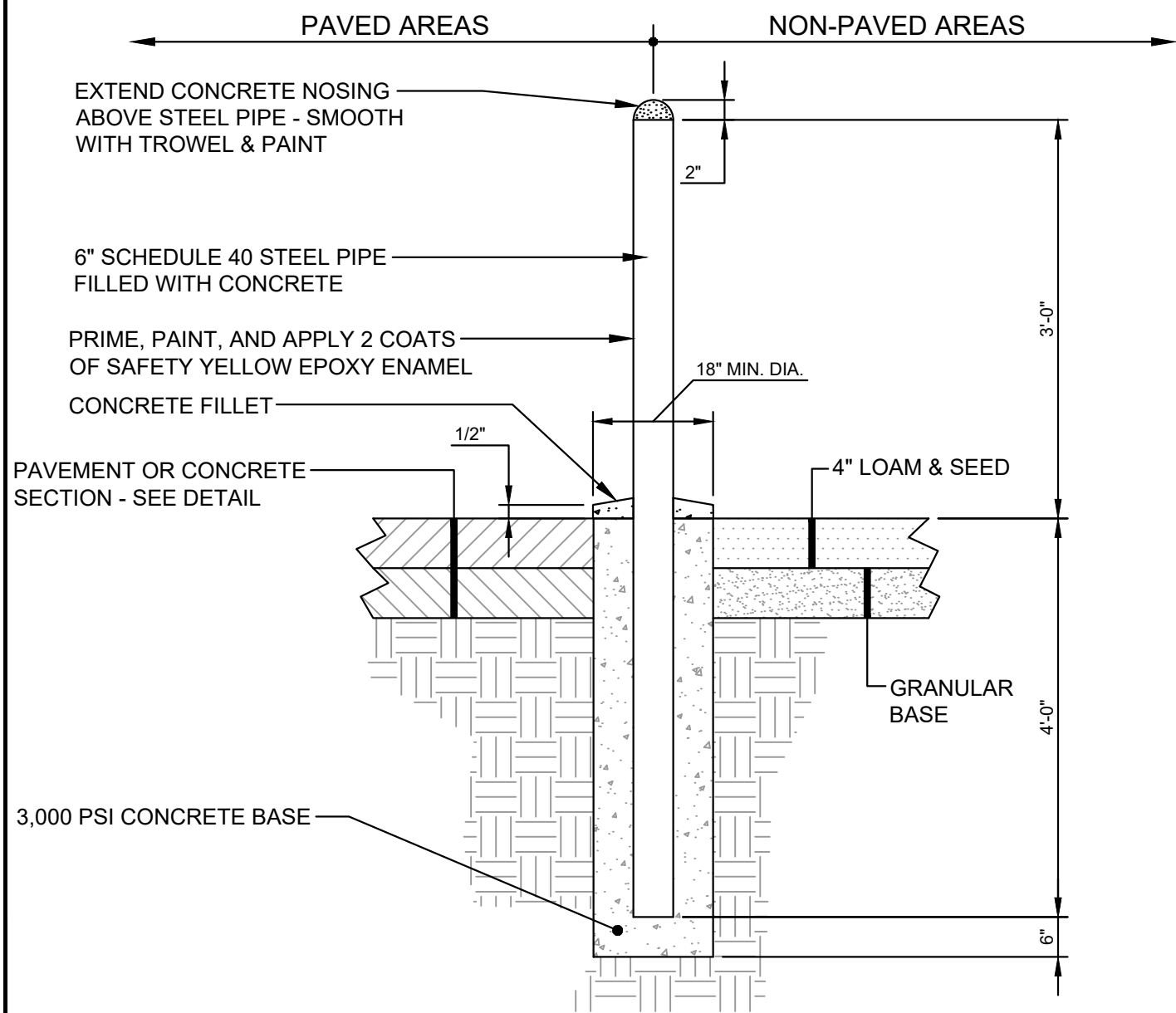
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Drawing Name: **SITE DETAILS**
Project: **Homeless Services Center**
654 Riverside Street, Portland, Maine
Client/Owner: **DC Predevelopment LLC**
100 COMMERCIAL STREET, SUITE 414, PORTLAND, ME 04101 PH. 207.772.7673

Drawing No.

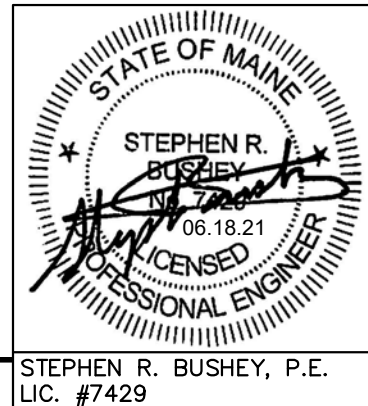
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A PIPE BOLLARD DETAIL
N.T.S.

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Rev.	Date	Revision

1	2021.06.18	SUBMITTED TO CITY OF PORTLAND FOR REVIEW
Rev.	Date	Revision

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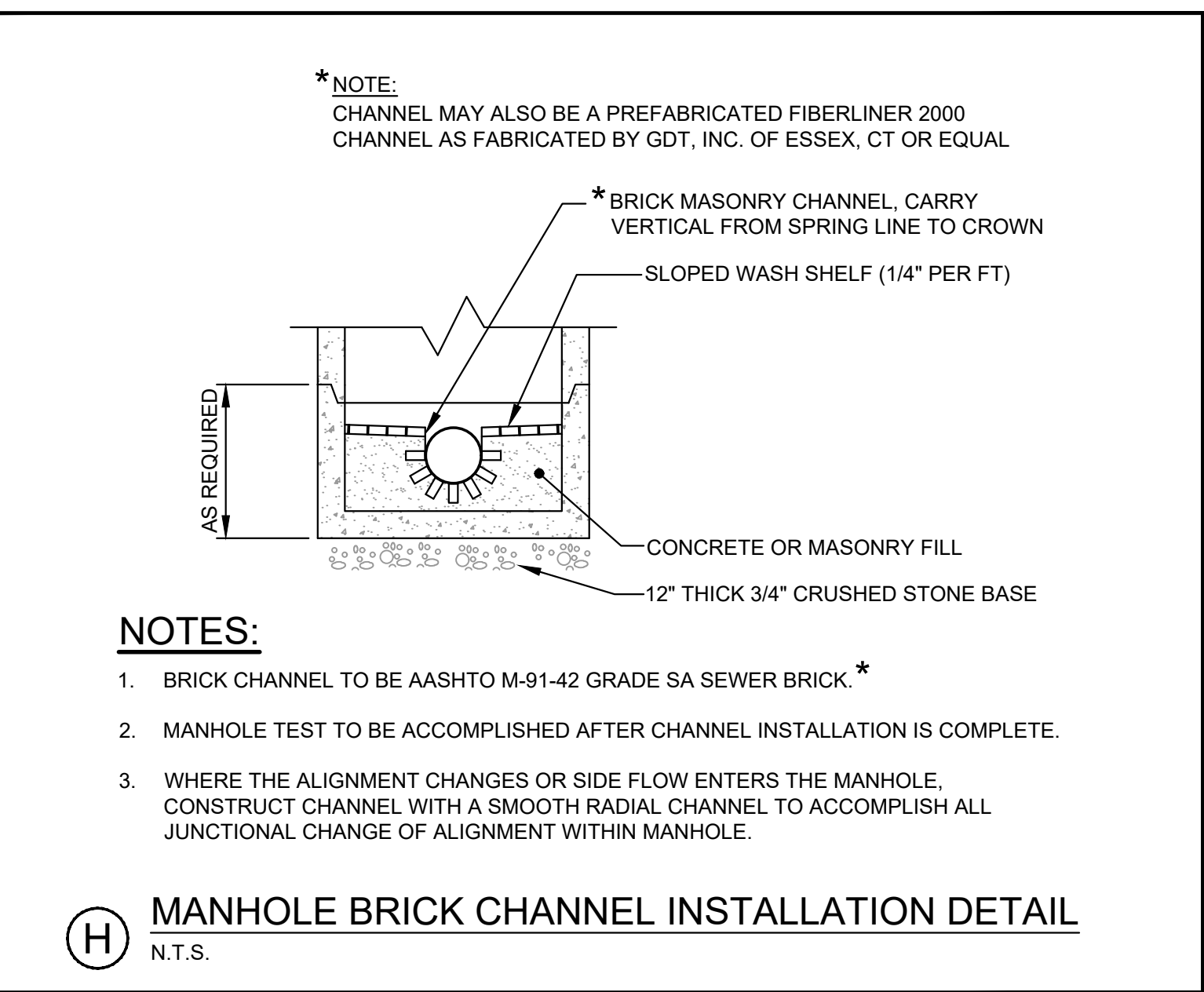
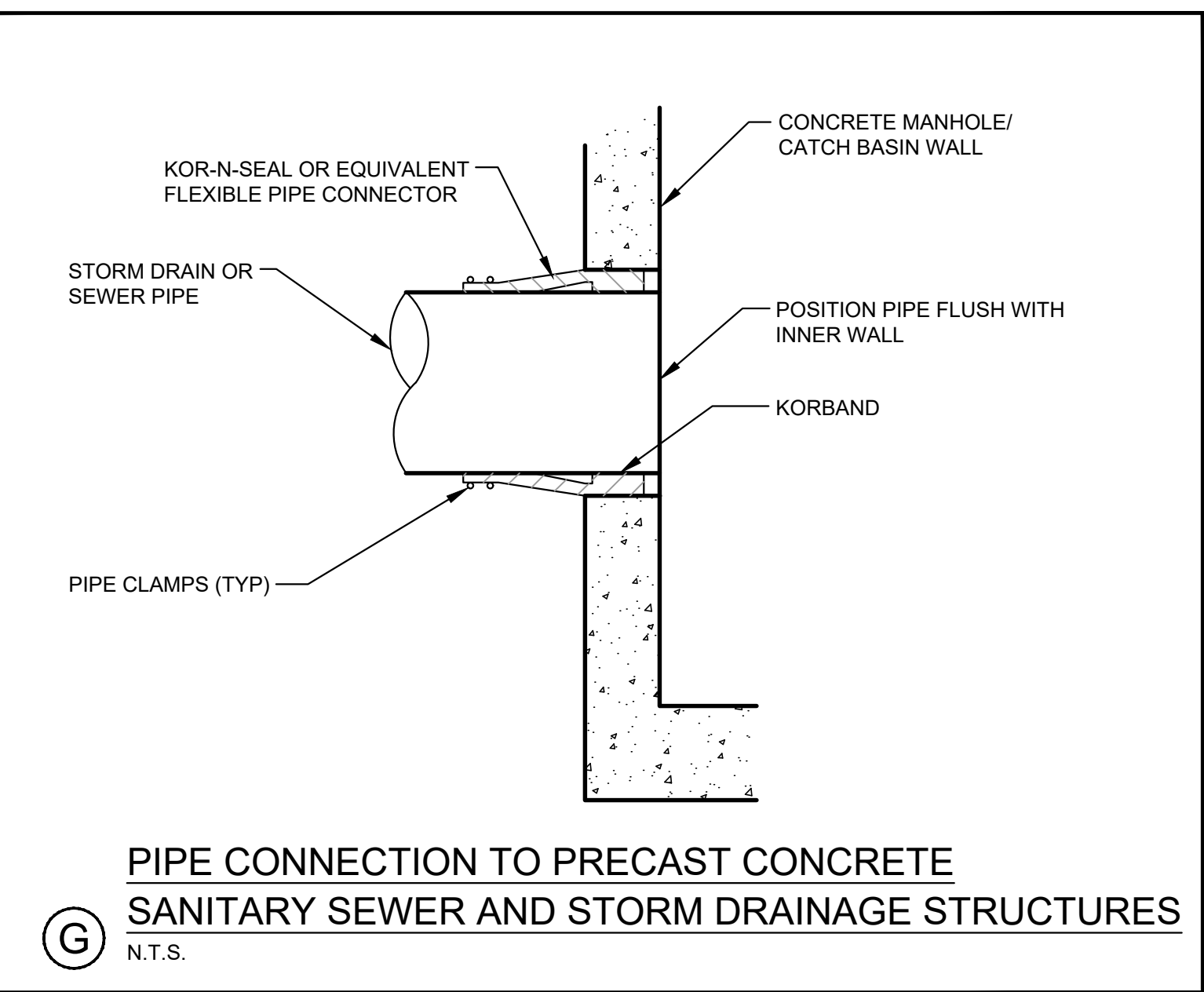
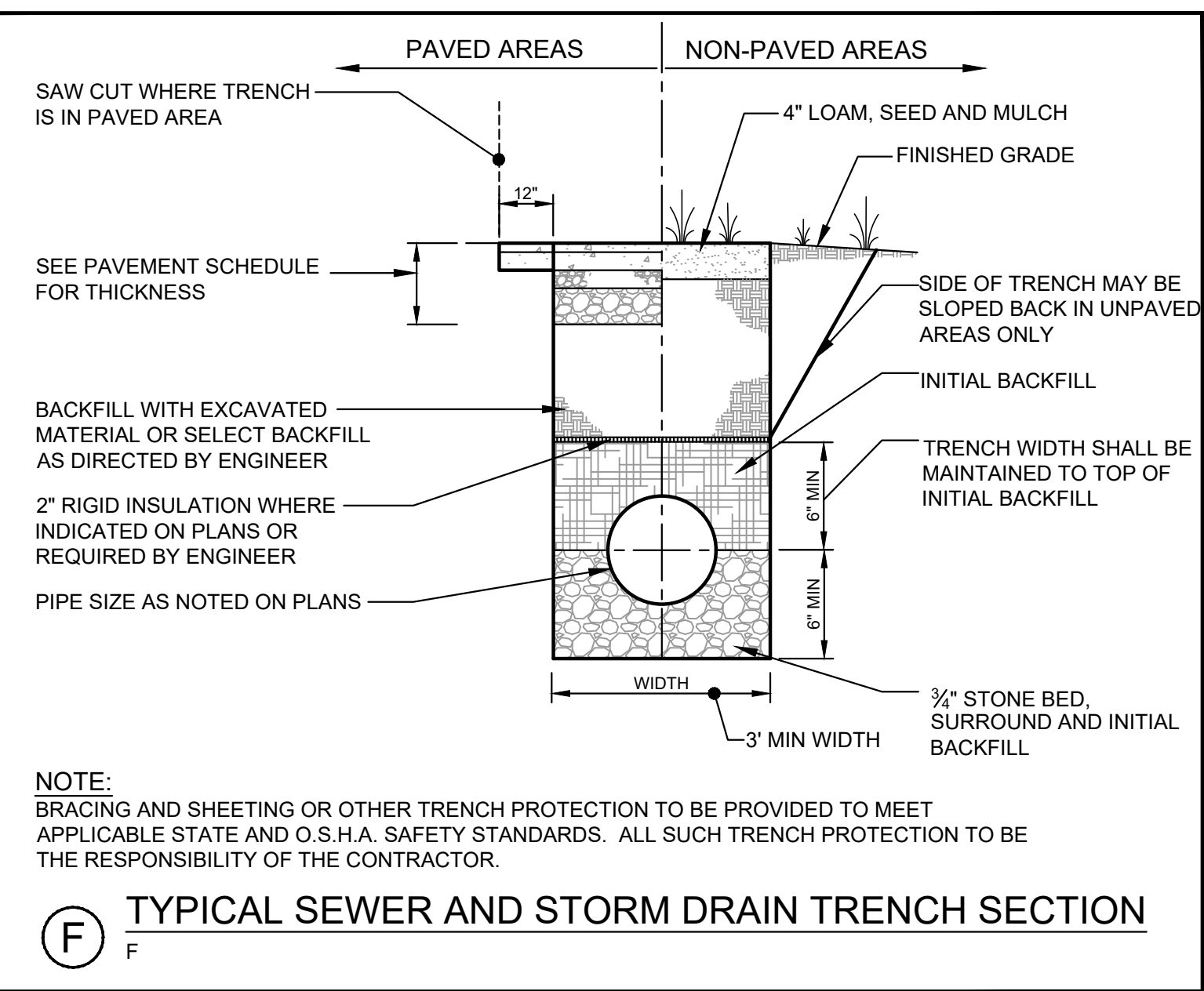
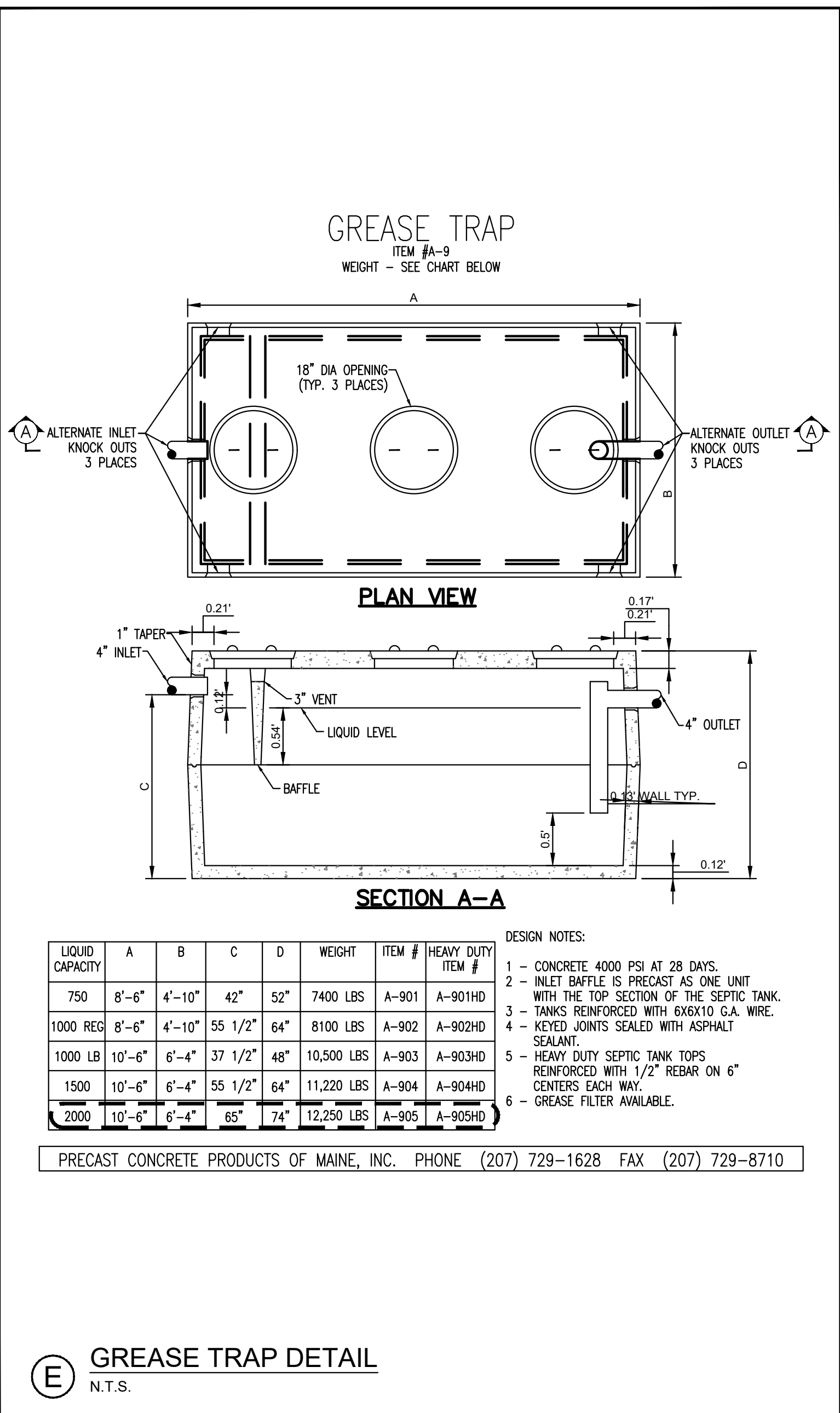
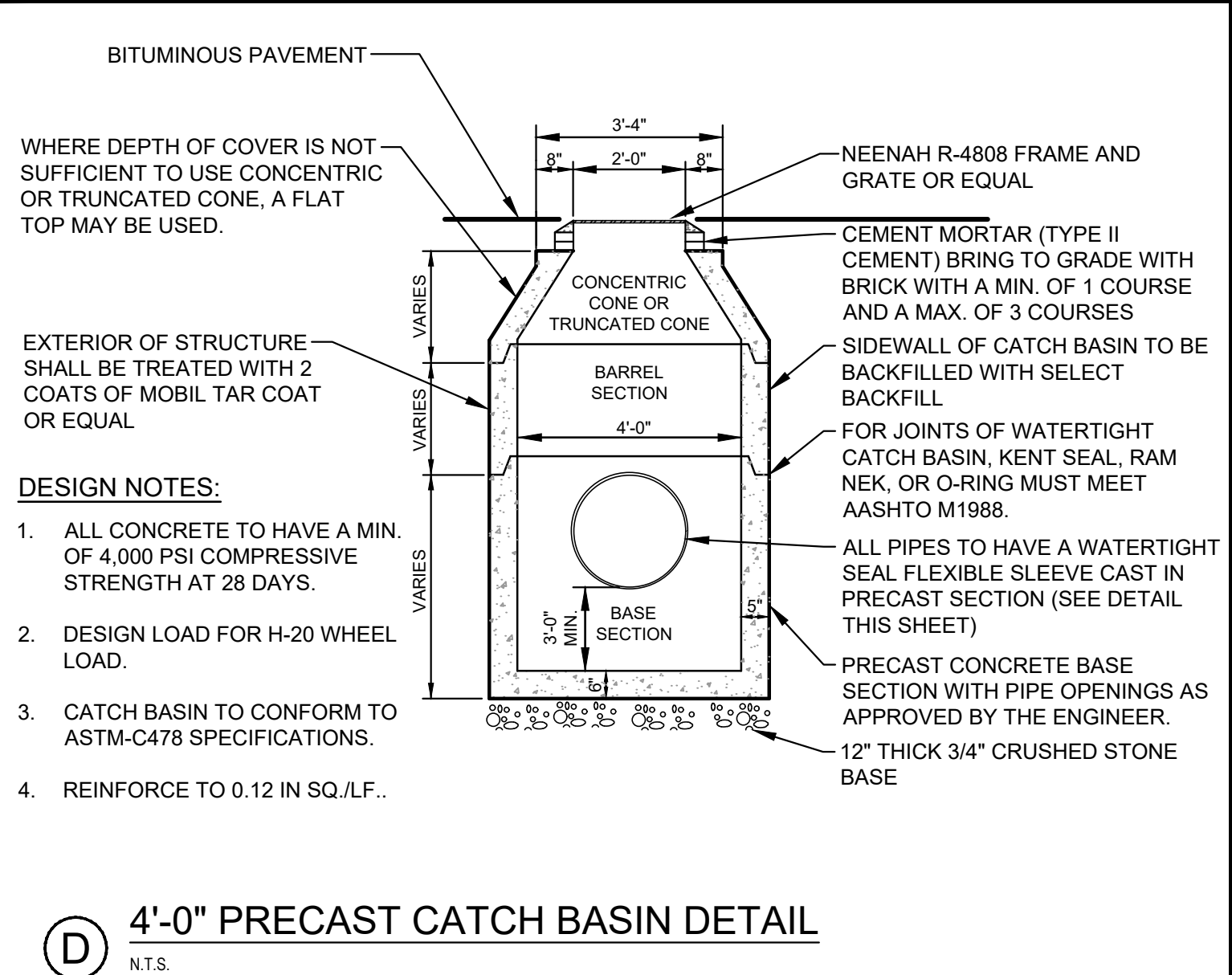
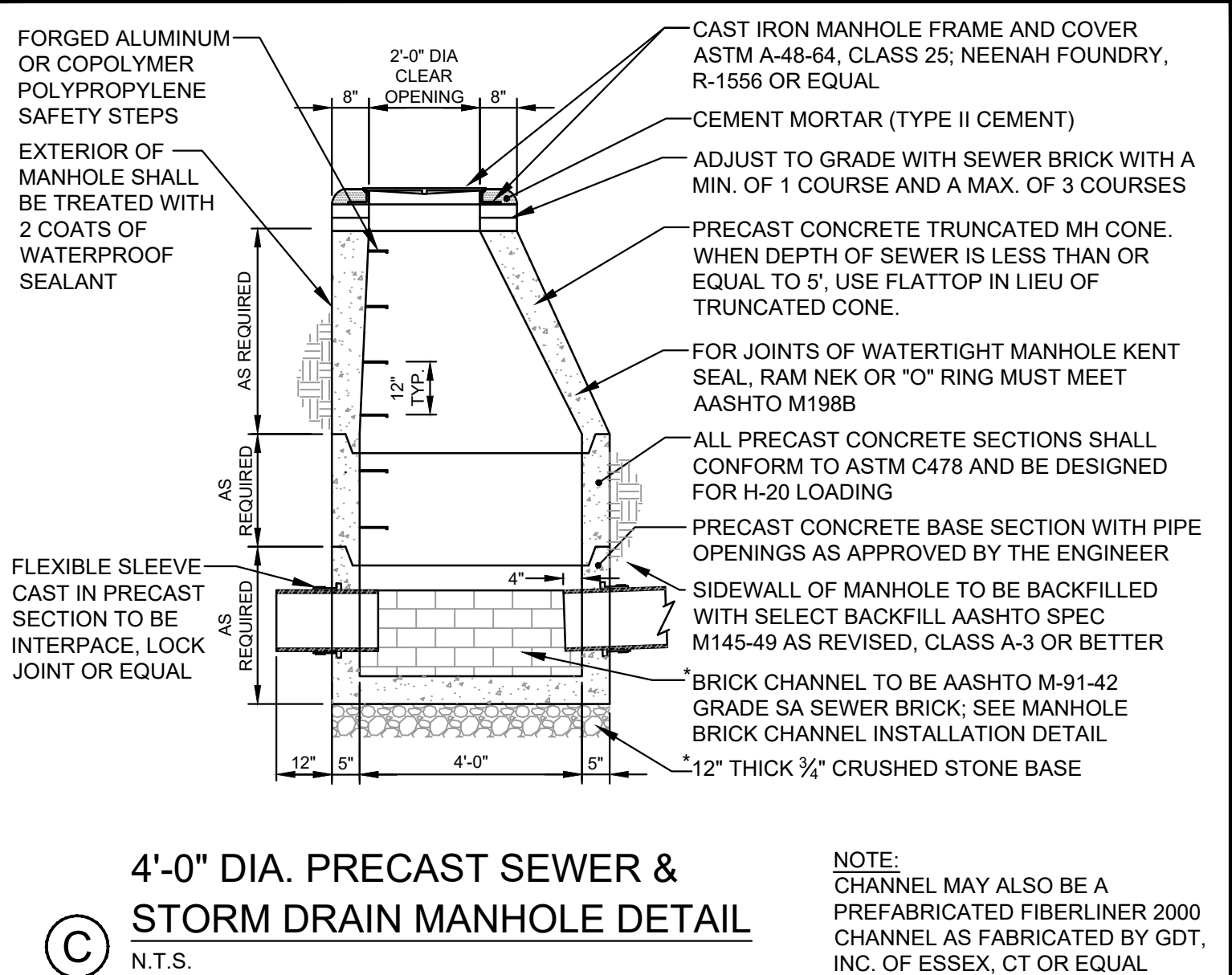
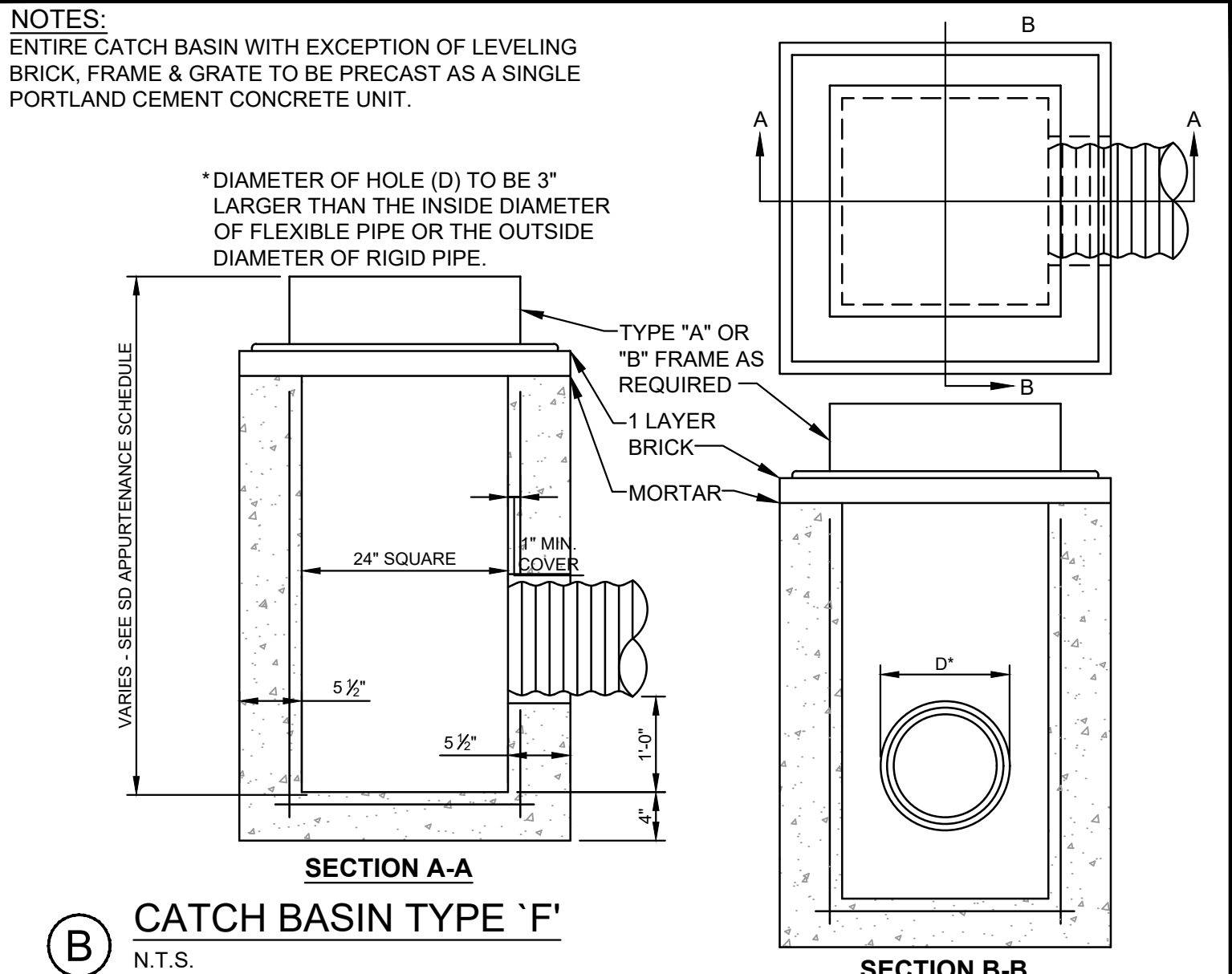
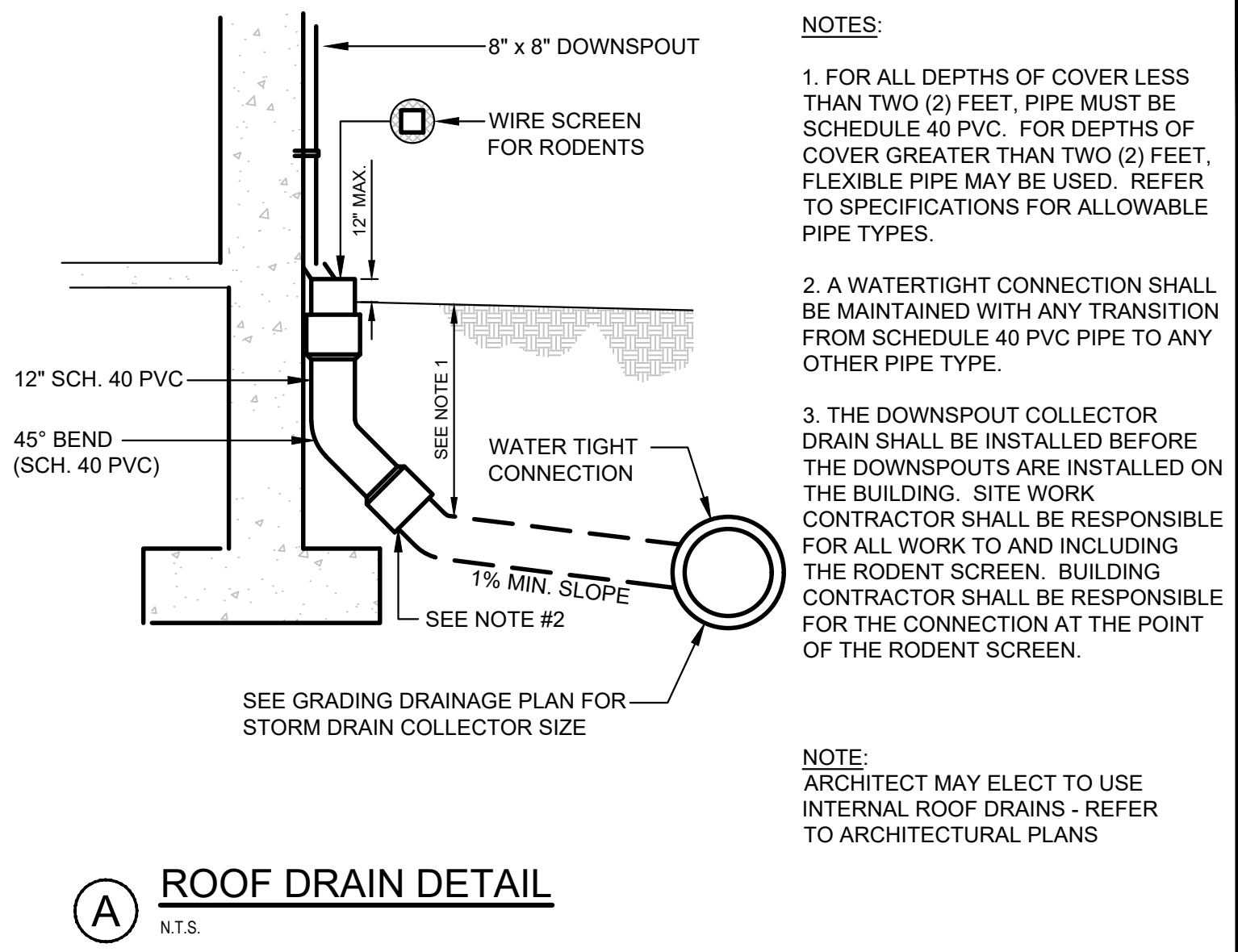


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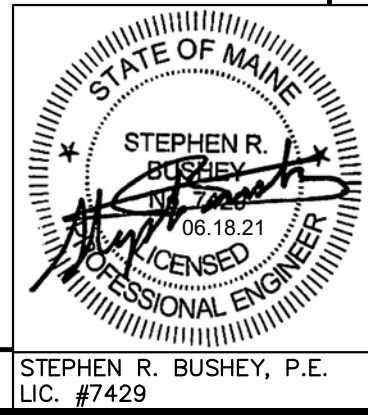
Drawing Name:	SITE DETAILS
Project:	Homeless Services Center 654 Riverside Street, Portland, Maine
Client/Owner:	DC Predevelopment LLC 100 COMMERCIAL STREET, SUITE 414, PORTLAND, ME 04101 PH. 207.772.7673

Drawing No.
C-8.1

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LIC. #7429

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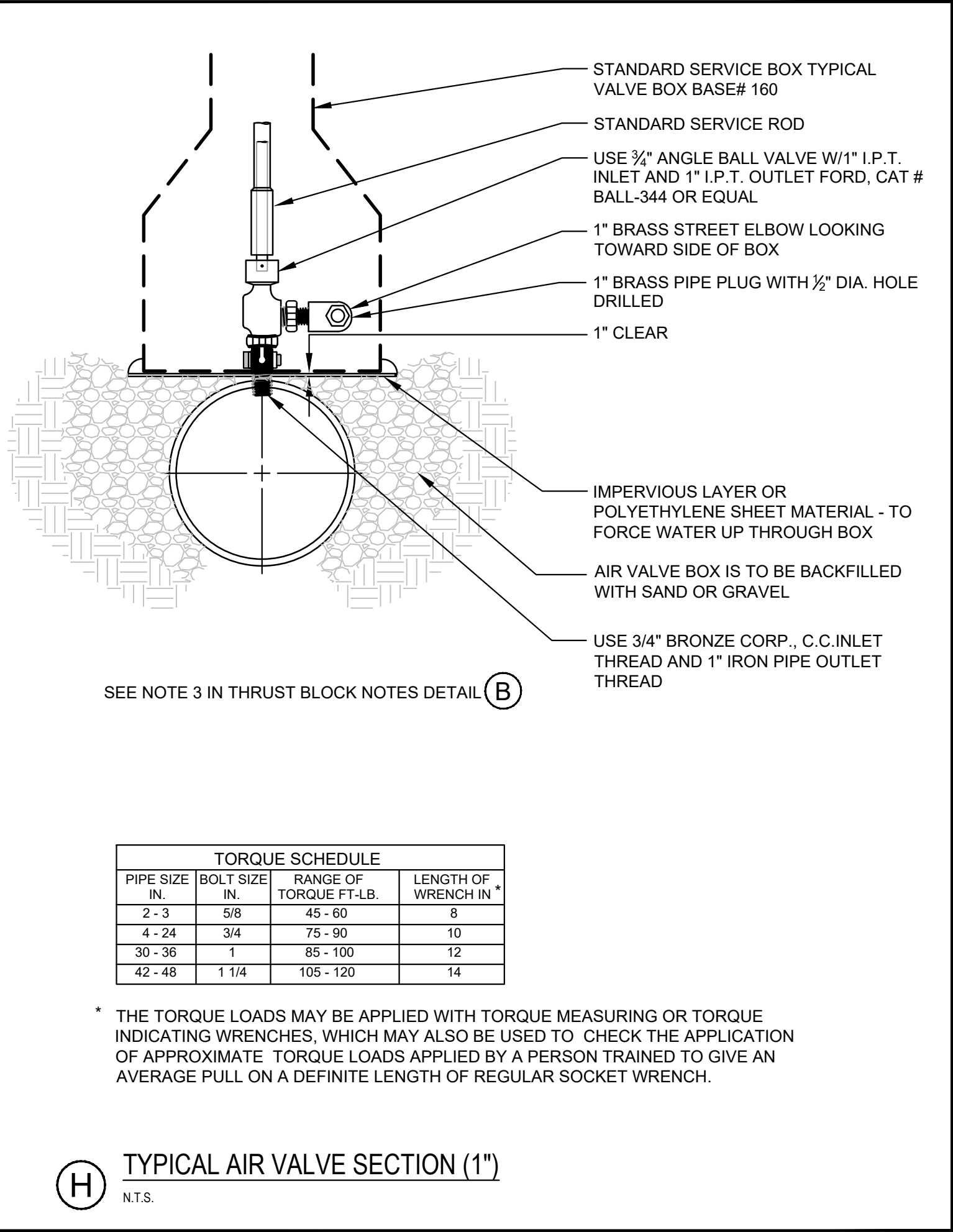
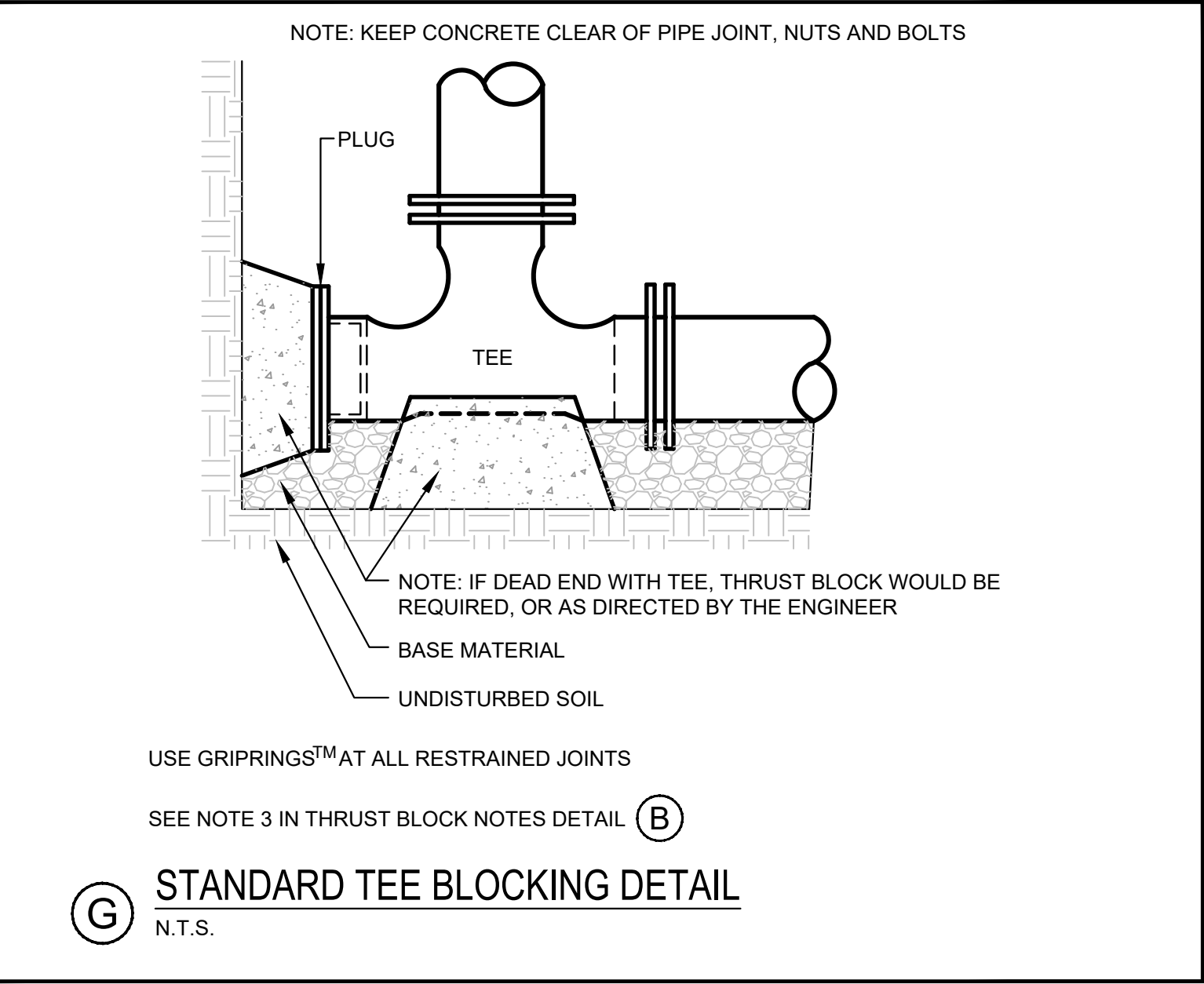
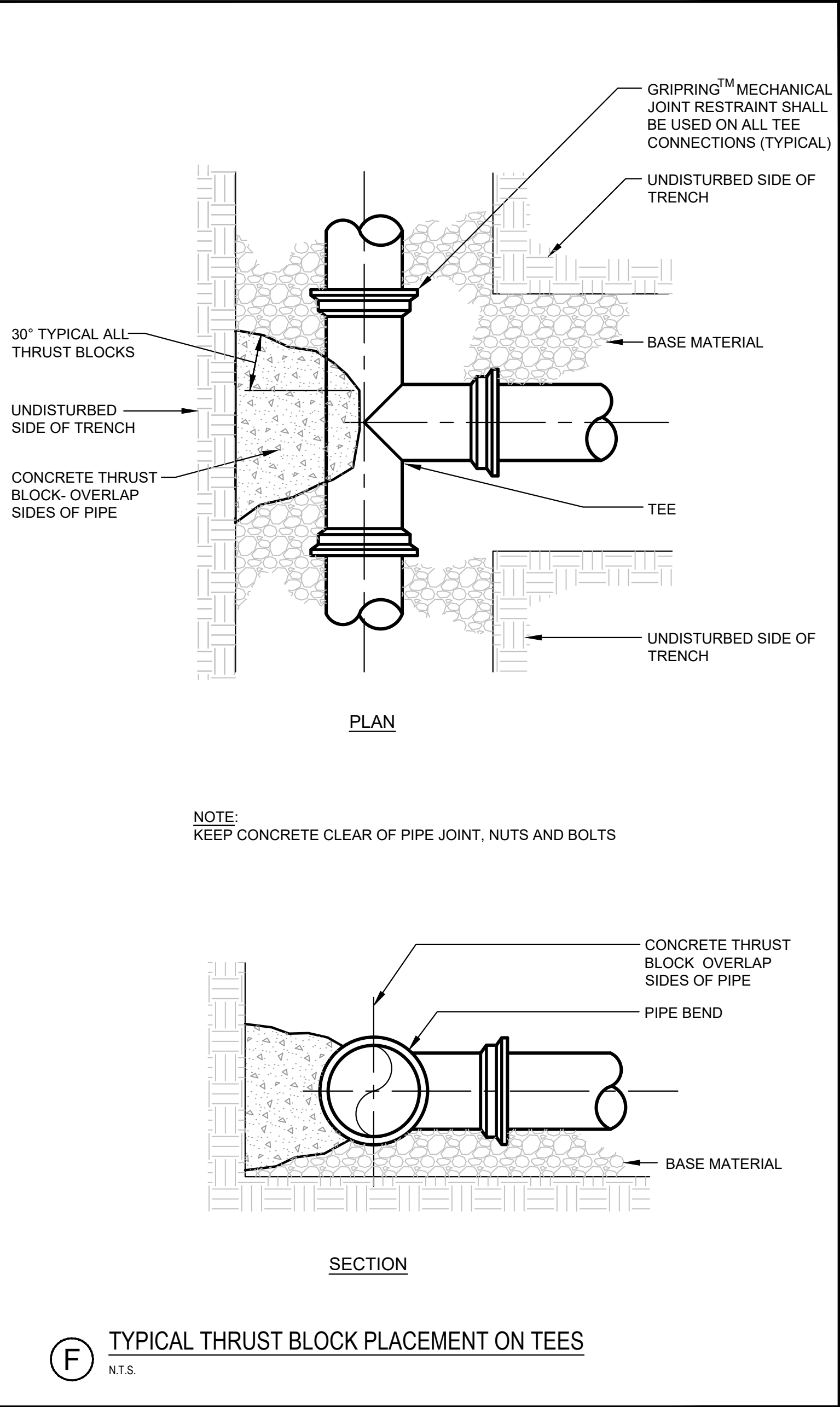
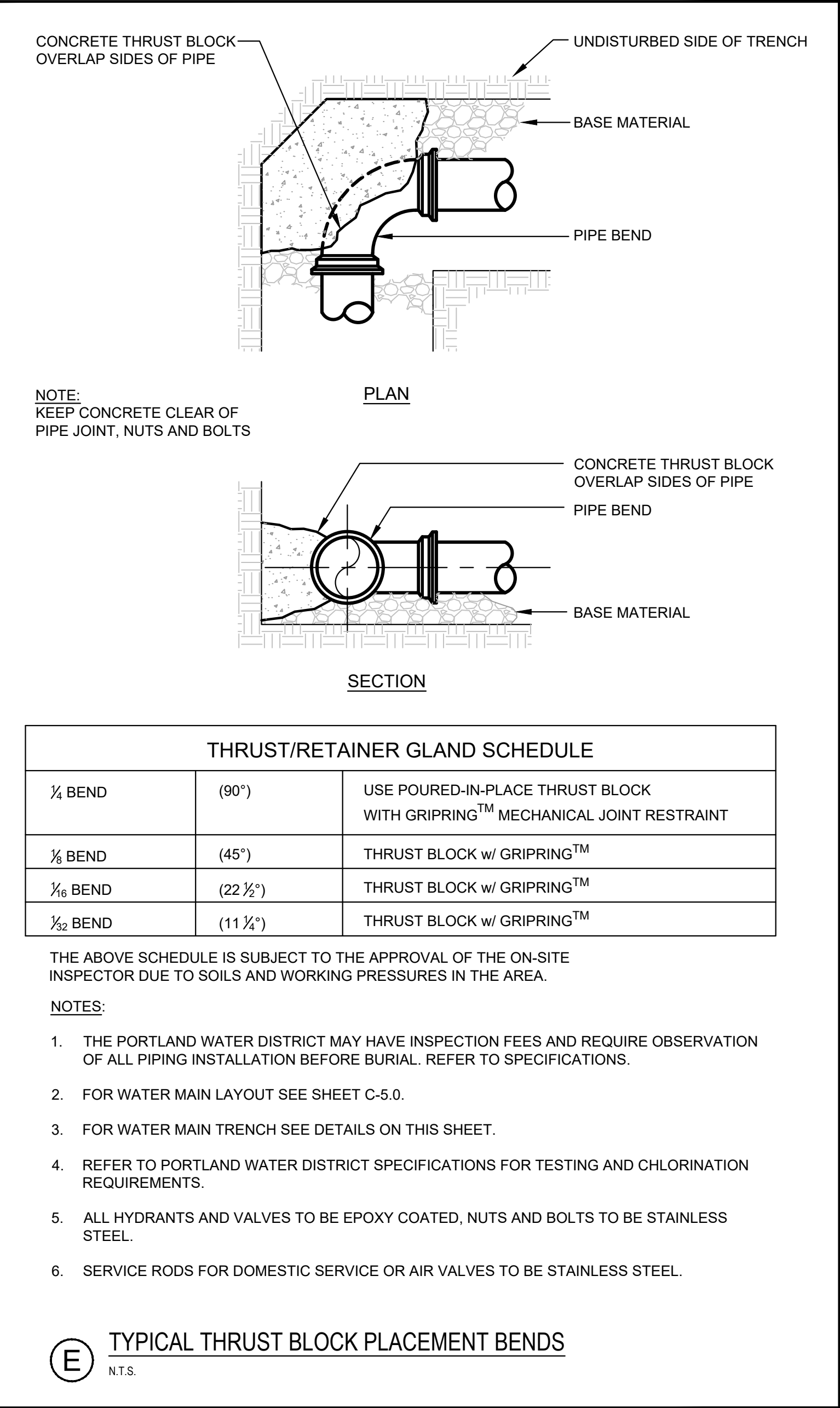
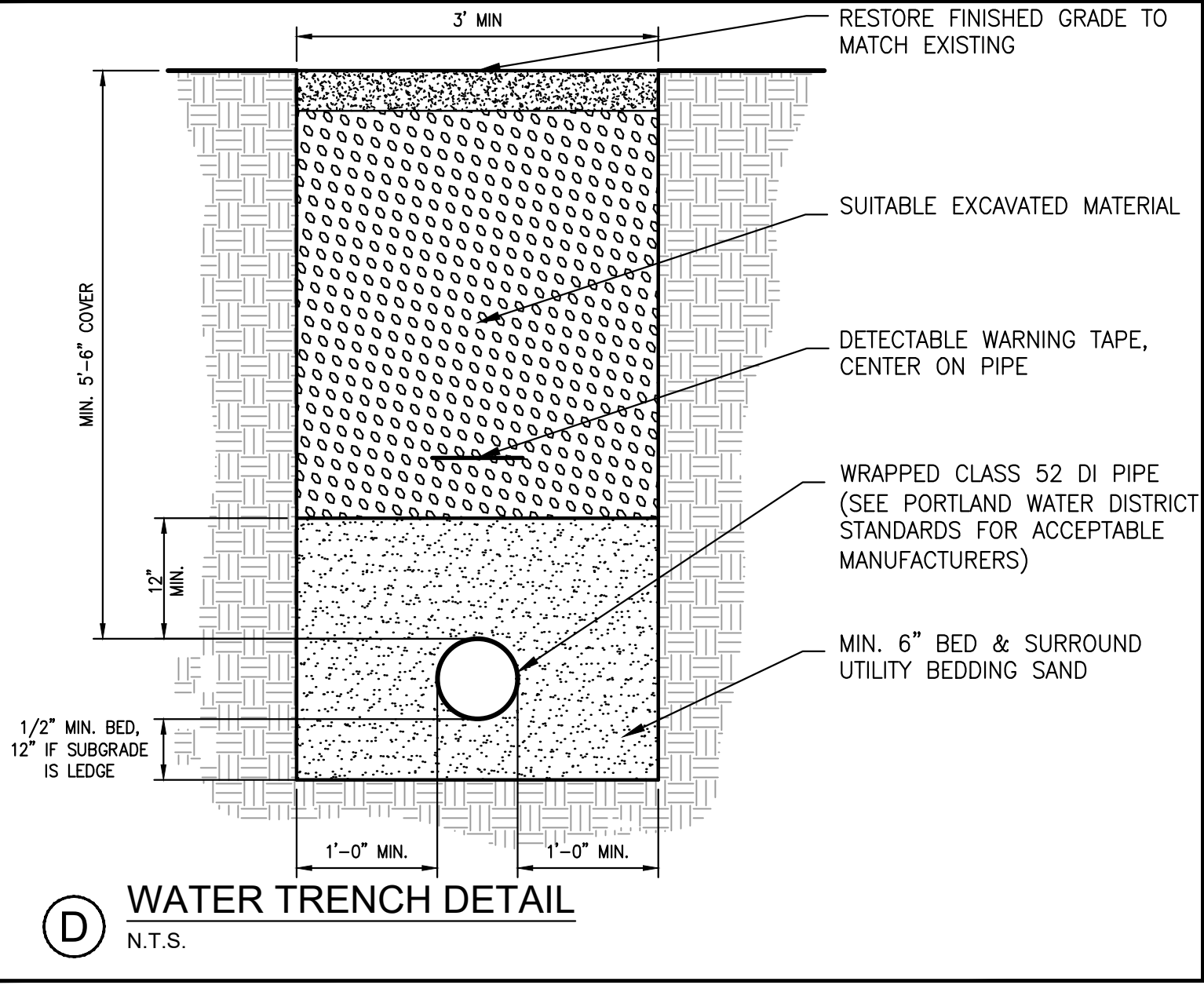
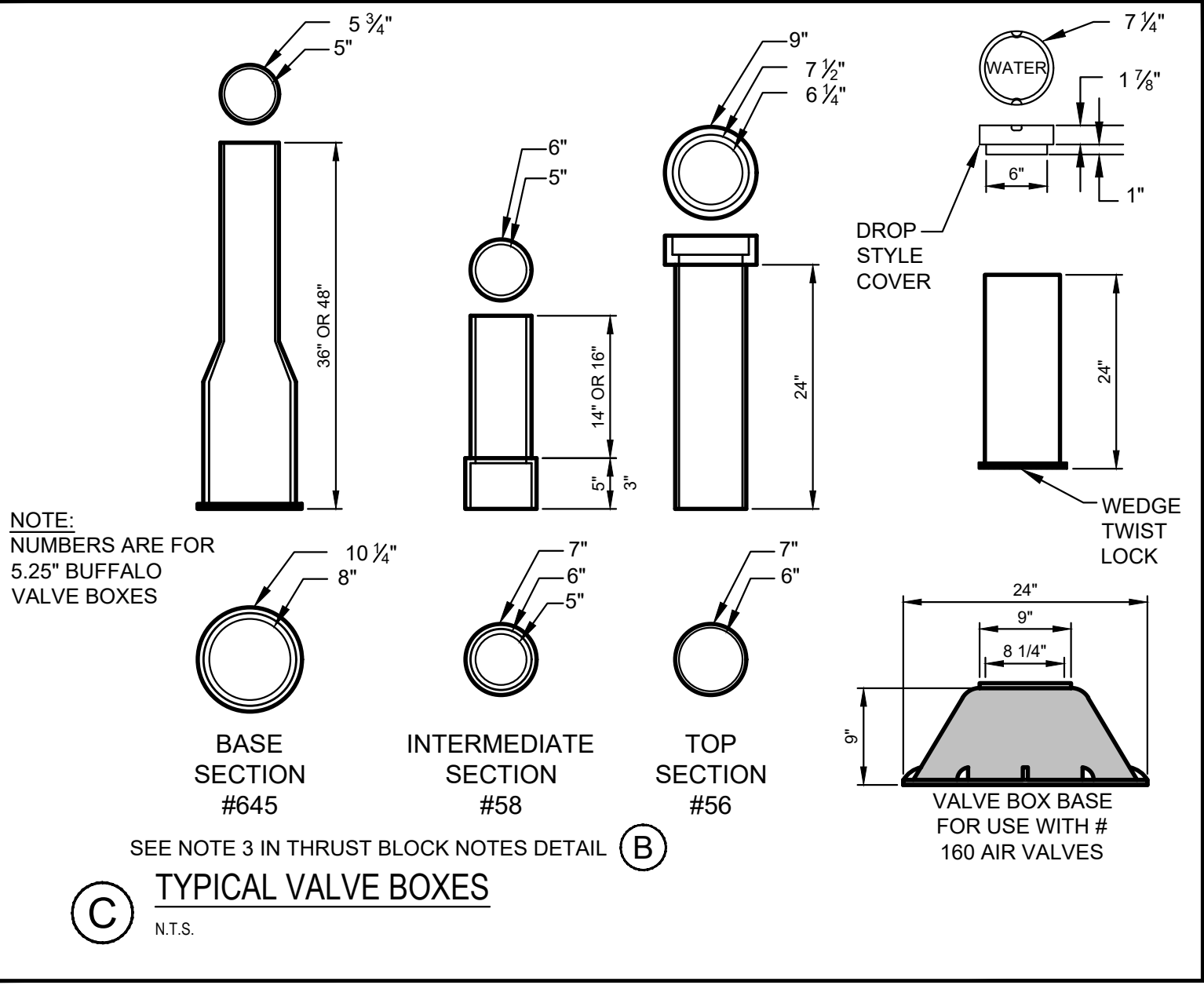
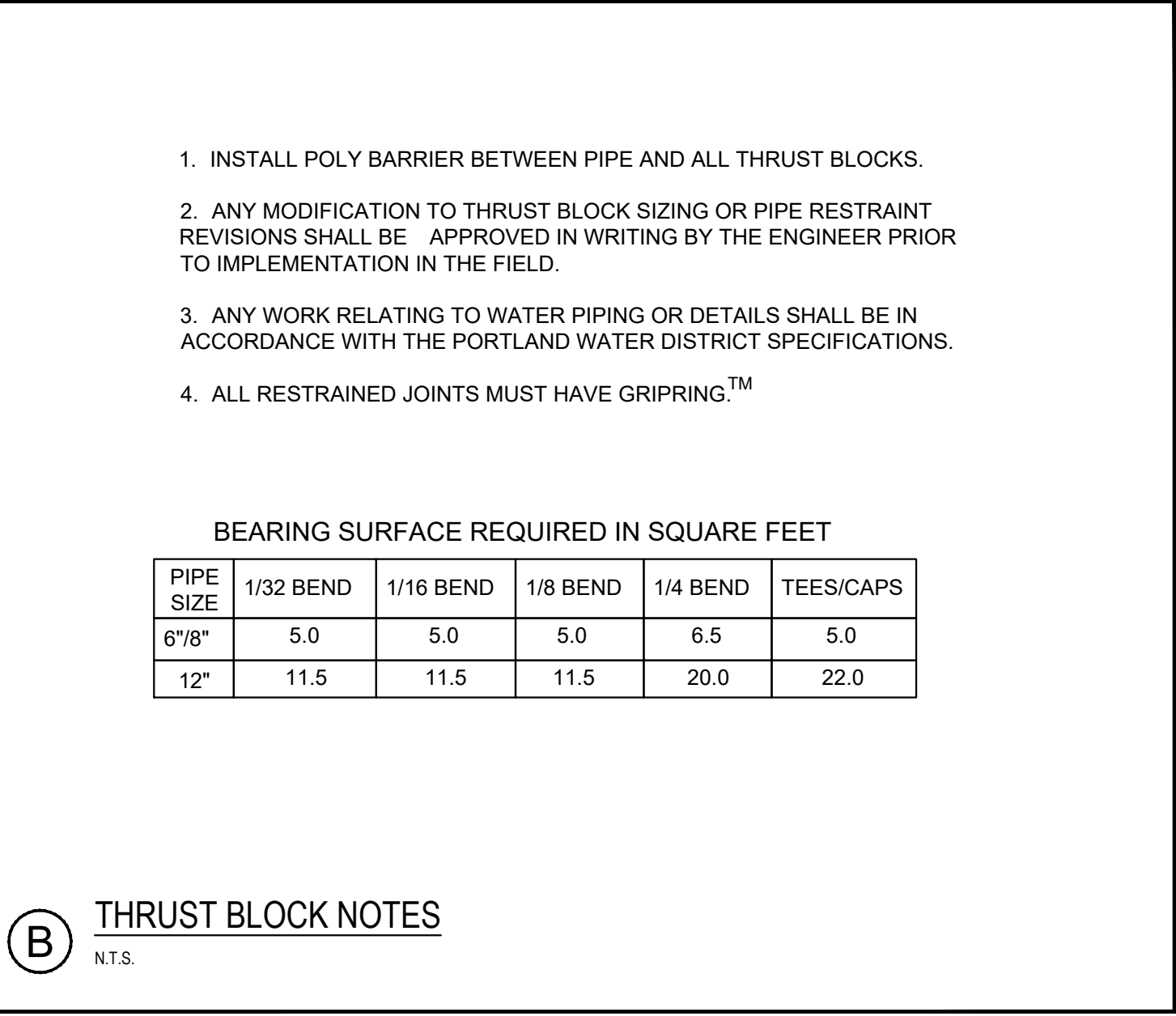
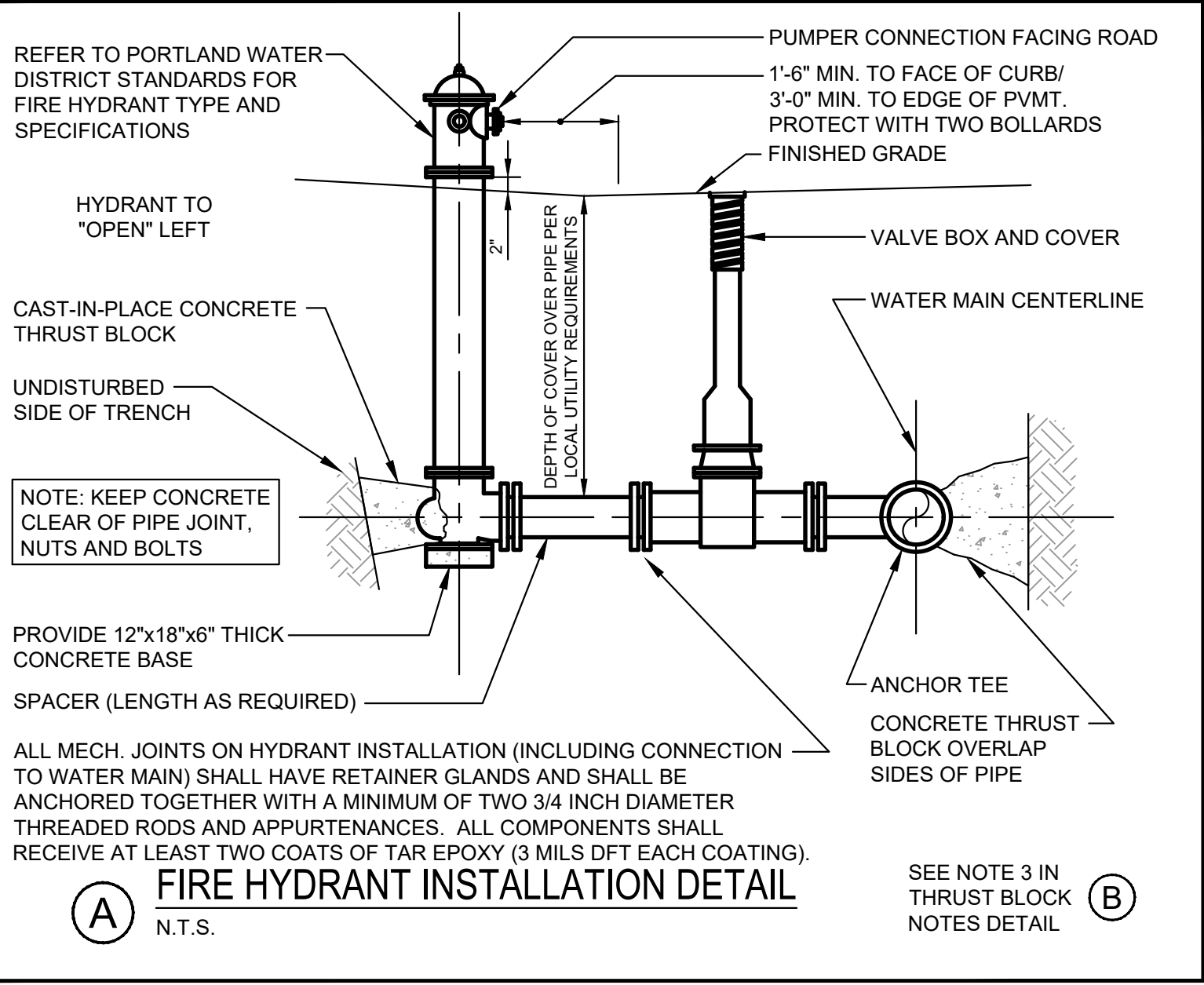
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Drawing Name:	STORM DRAIN & UTILITY DETAILS
Project:	Homeless Services Center 654 Riverside Street, Portland, Maine
Client/Owner:	DC Predevelopment LLC 100 COMMERCIAL STREET, SUITE 414, PORTLAND, ME 04101 PH. 207.772.7673

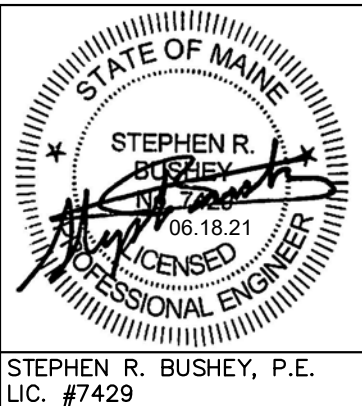
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C-8.2

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Rev.	Date	Revision

Rev.	Date	Revision
1	2021.06.18	SUBMITTED TO CITY OF PORTLAND FOR REVIEW

Design: SRB	Draft: CDD	Date: JUNE 2021
Checked: SRB	Scale: AS NOTED	Job No.: 3824.01
File Name: 382401-DETAILS.dwg		
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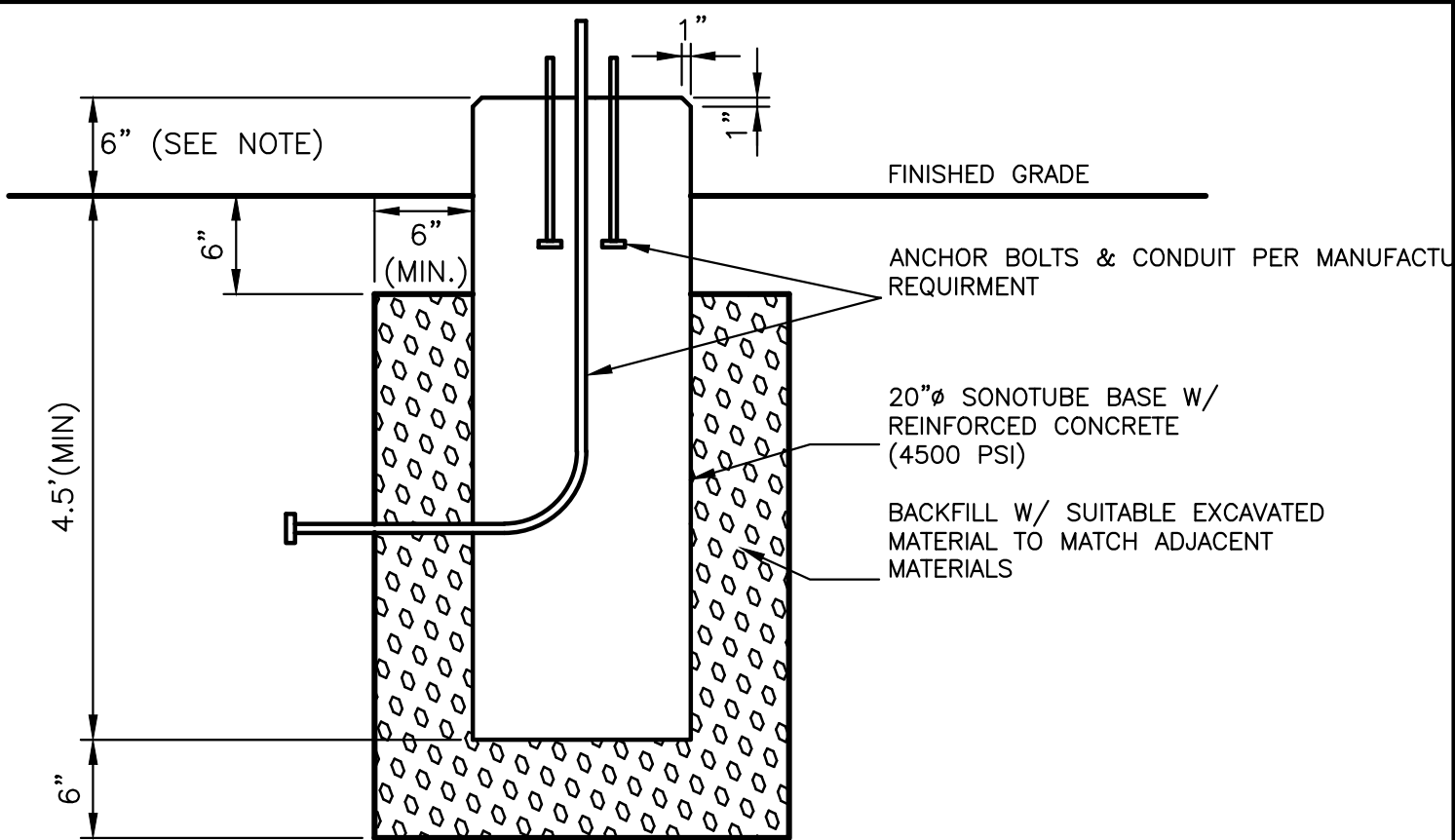
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Drawing Name:	WATER DETAILS
Project:	Homeless Services Center 654 Riverside Street, Portland, Maine
Client/Owner:	DC Predevelopment LLC 100 COMMERCIAL STREET, SUITE 414, PORTLAND, ME 04101 PH. 207.772.7673

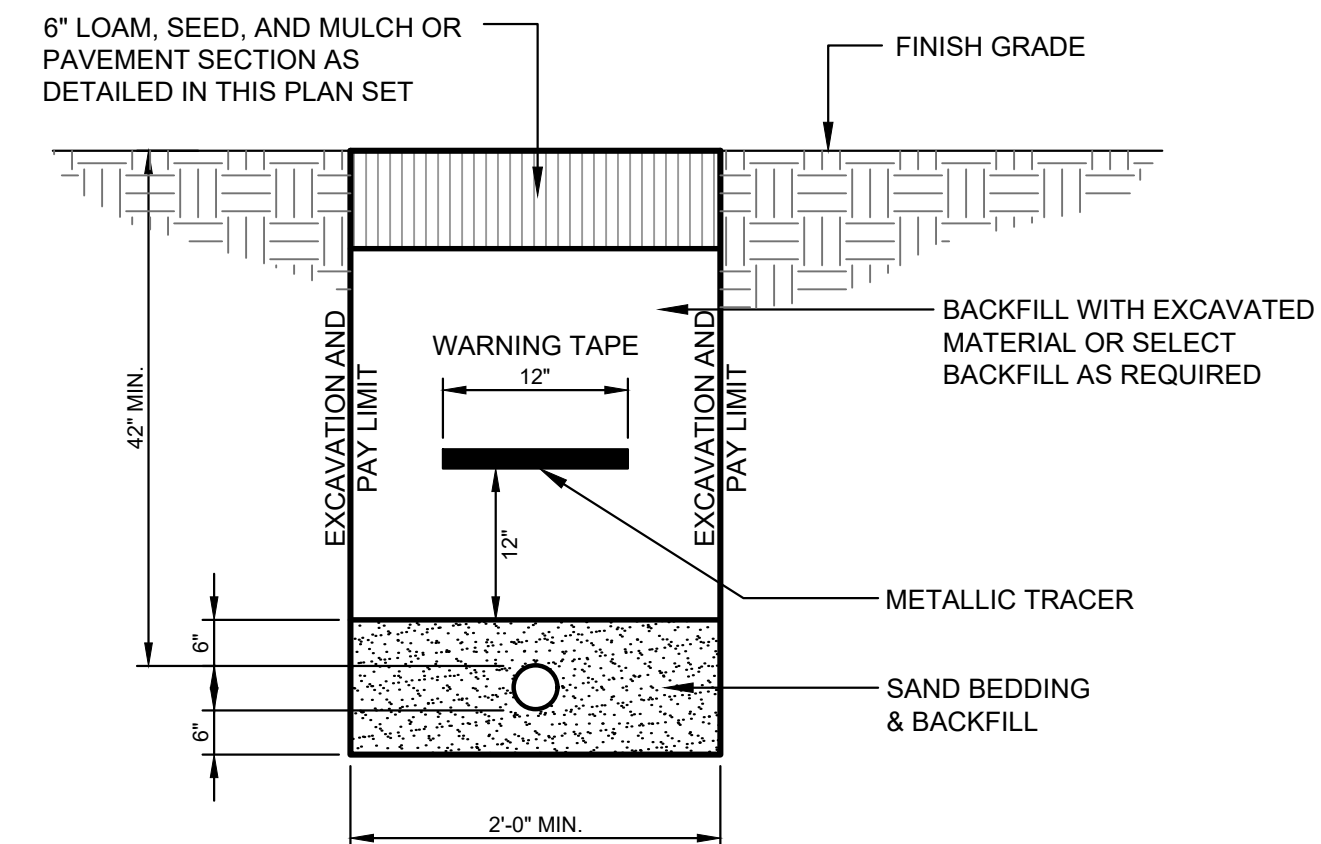
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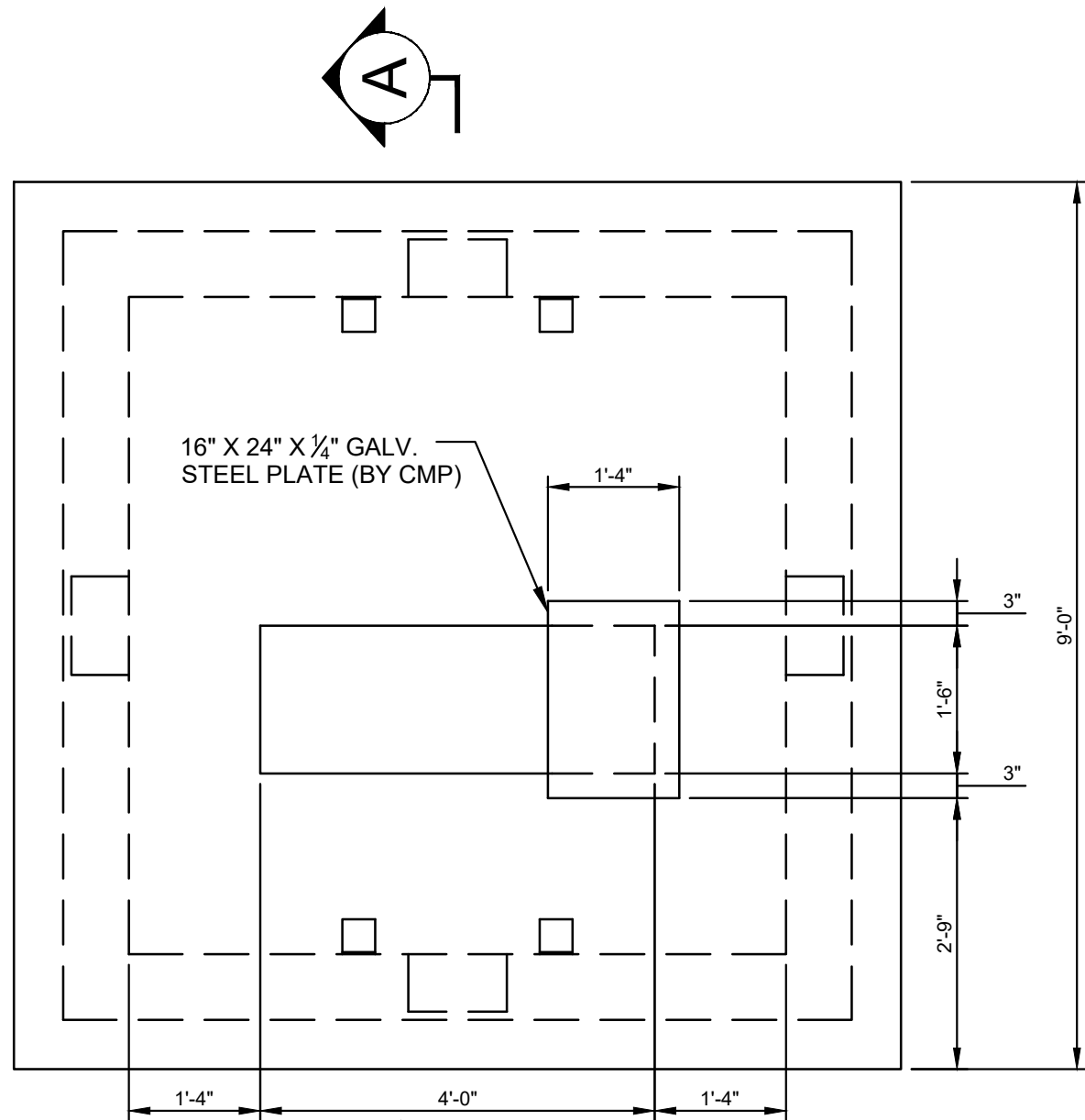
- NOTES:
1. ALL LIGHT POLE BASES TO BE SET 6" ABOVE GRADE (MINIMUM) AND LIGHT BOLLARD BASES SHALL BE SET 3" ABOVE GRADE, OR AS DESCRIBED BY THE LANDSCAPE ARCHITECT OR OWNER'S REPRESENTATIVE. CONTRACTOR SHALL CONFIRM PRIOR TO ANY POLE INSTALLATIONS.
 2. BASE SIZE TO BE CONFIRMED WITH THE LIGHT POLE SUPPLIER.

(A) TYPICAL PARKING LOT LIGHTING POLE FOUNDATION
N.T.S.

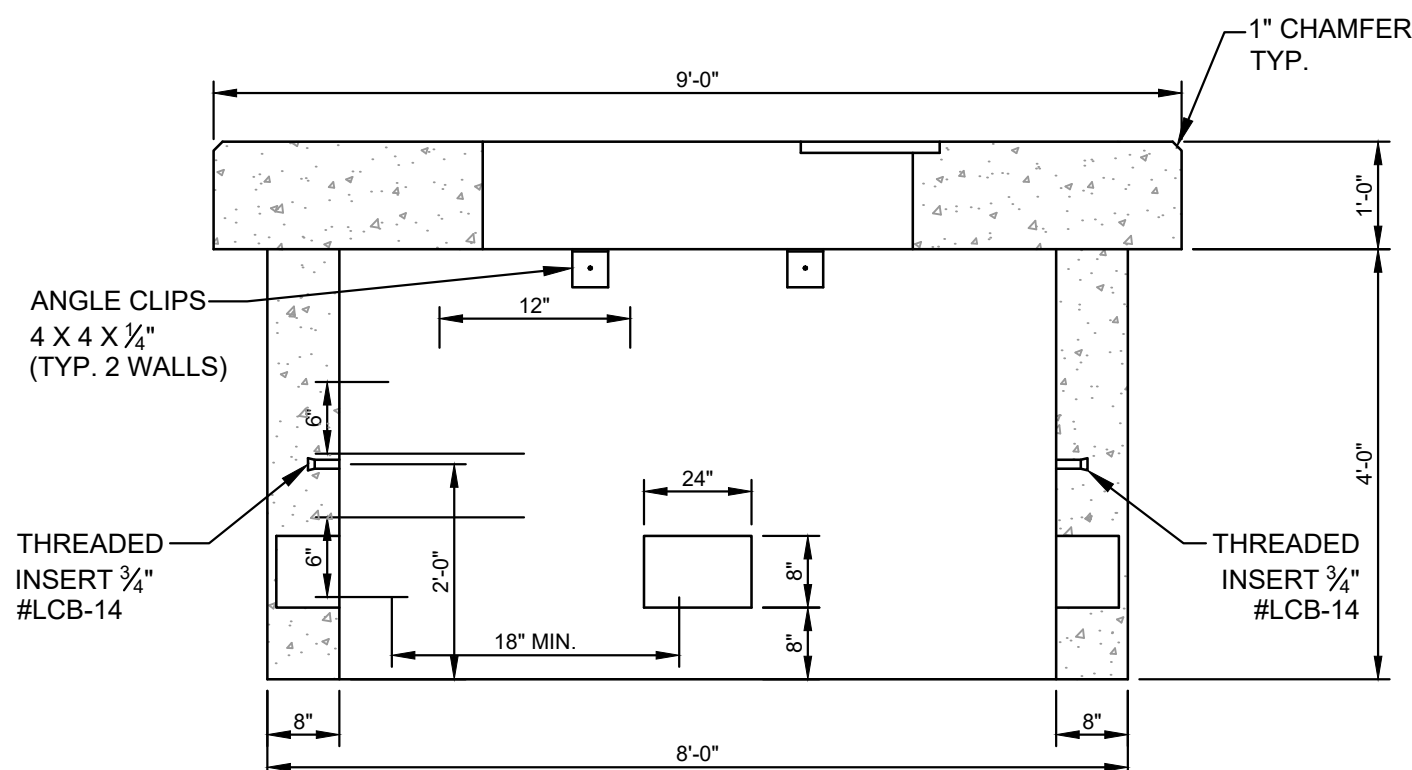


NOTE:
GAS LINE TO BE INSTALLED BY OTHERS. SITE CONTRACTOR IS RESPONSIBLE FOR EXCAVATION AND BACKFILL OF THE GAS LINE AND PLACEMENT OF THE WARNING TAPES AND TRACER.

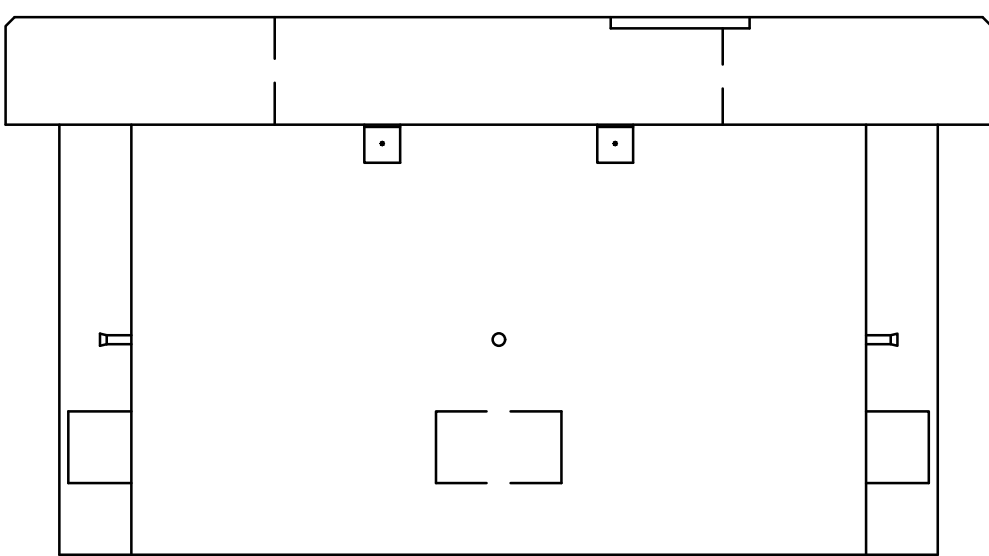
(E) GAS SERVICE TRENCH SECTION
N.T.S.



PLAN VIEW



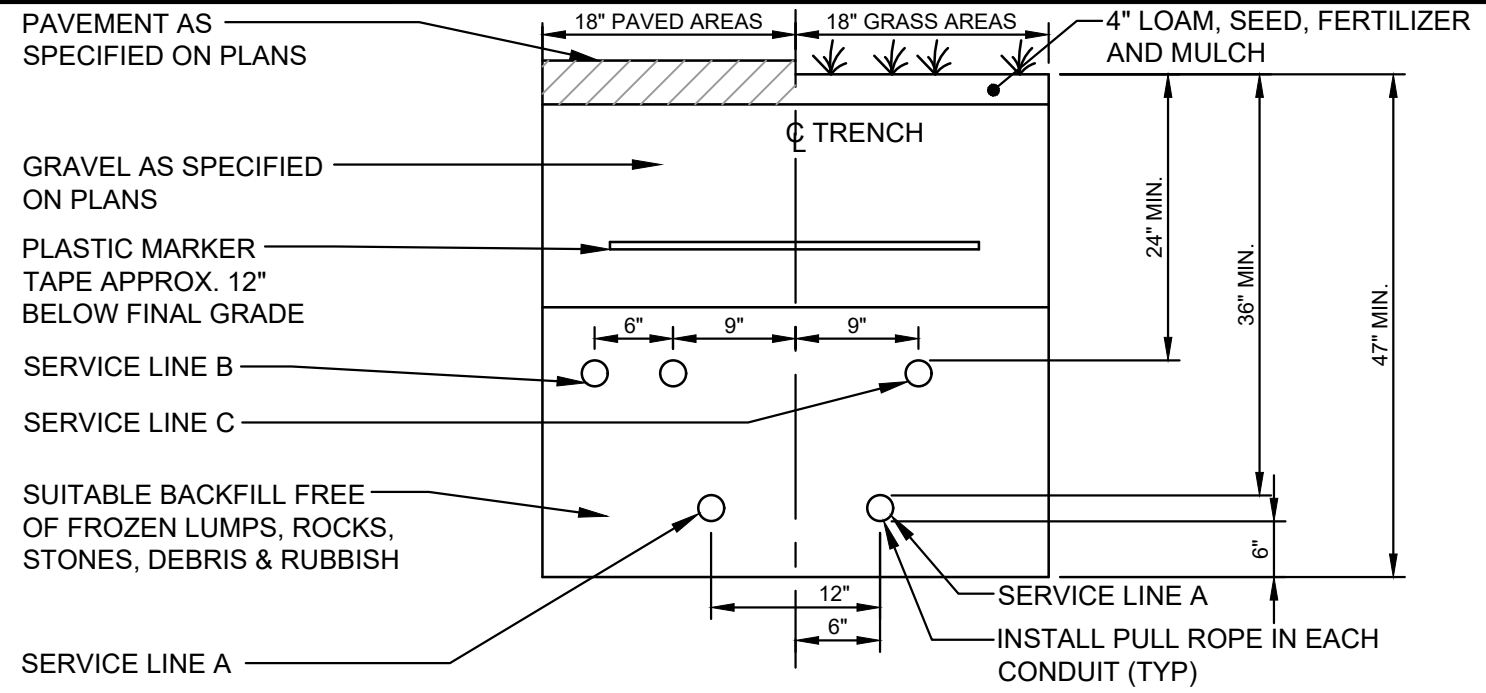
SECTION VIEW



END VIEW

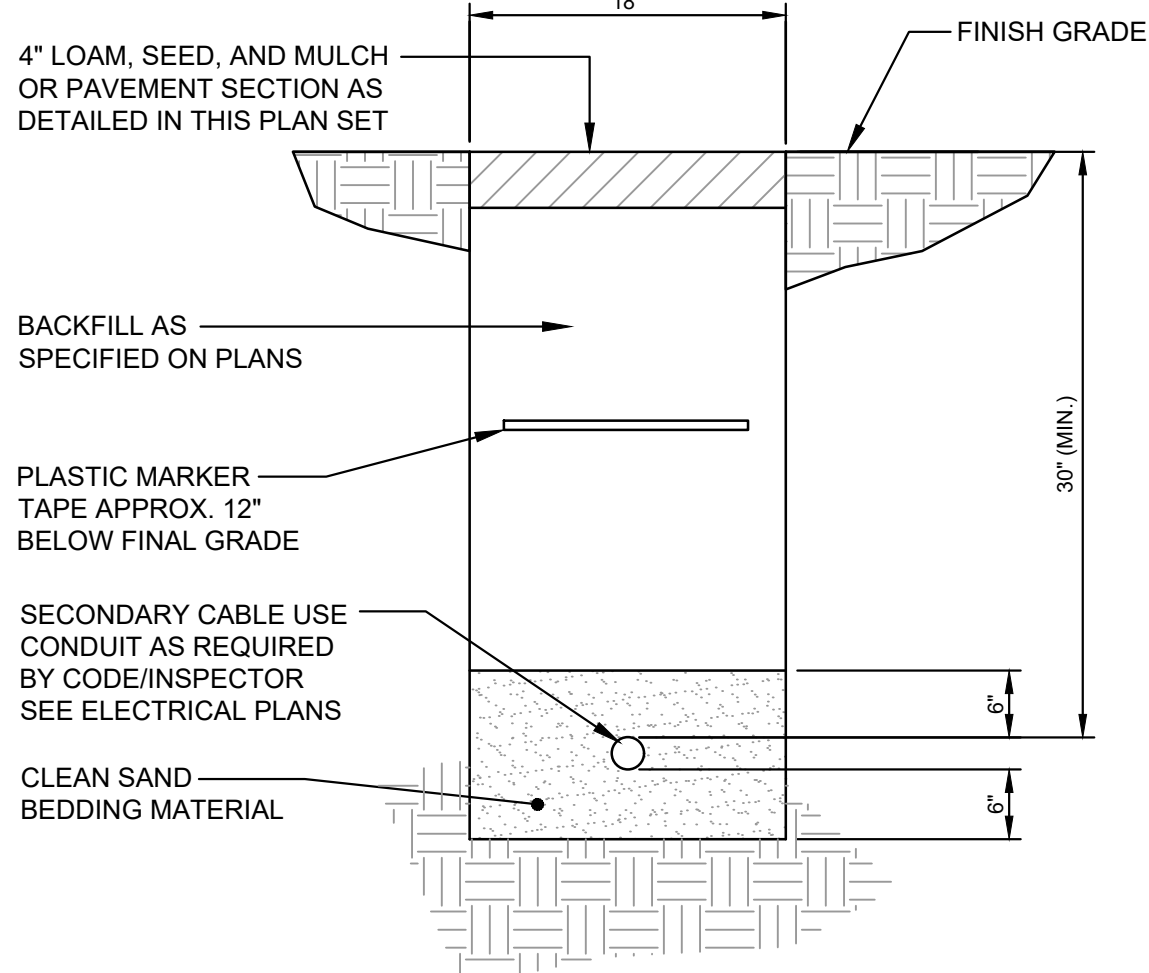
- NOTES:
1. CONCRETE MINIMUM COMPRESSIVE STRENGTH 4,000 PSI @ 28 DAYS WITH STEEL REINFORCEMENT.
 2. AS PER CENTRAL MAINE POWER COMPANY SPECIFICATIONS, AS MANUFACTURED BY SUPERIOR CONCRETE OR EQUAL.
 3. FINAL SIZING TO BE BY ELECTRICAL DESIGNER.
 4. ONE 8" x 24" KNOCKOUT PROVIDED EACH WALL.
 5. FOR 750 - 5000 KVA THREE PHASE TRANSFORMER.
 6. FINISH GRADE SHALL BE GRADED TO ALLOW SURFACE WATER TO FLOW AWAY FROM THE PAD.

(B) 9'-0" TRANSFORMER PAD
N.T.S.

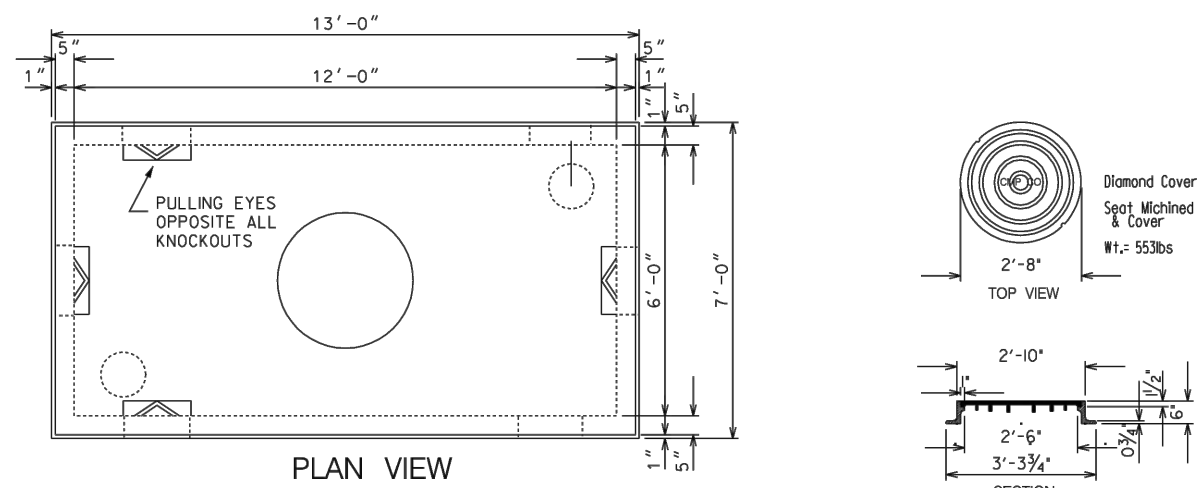


- NOTES:
1. FOR CONDUIT TYPES AND SIZES SEE ELECTRICAL PLAN

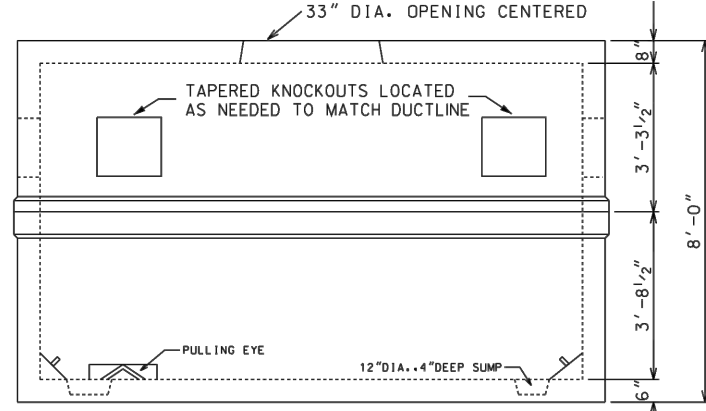
**UTILITY TRENCH - PRIMARY ELECTRIC,
TELEPHONE & COMMUNICATIONS**
N.T.S.



(F) SECONDARY ELECTRICAL TRENCH DETAIL
N.T.S.



PLAN VIEW

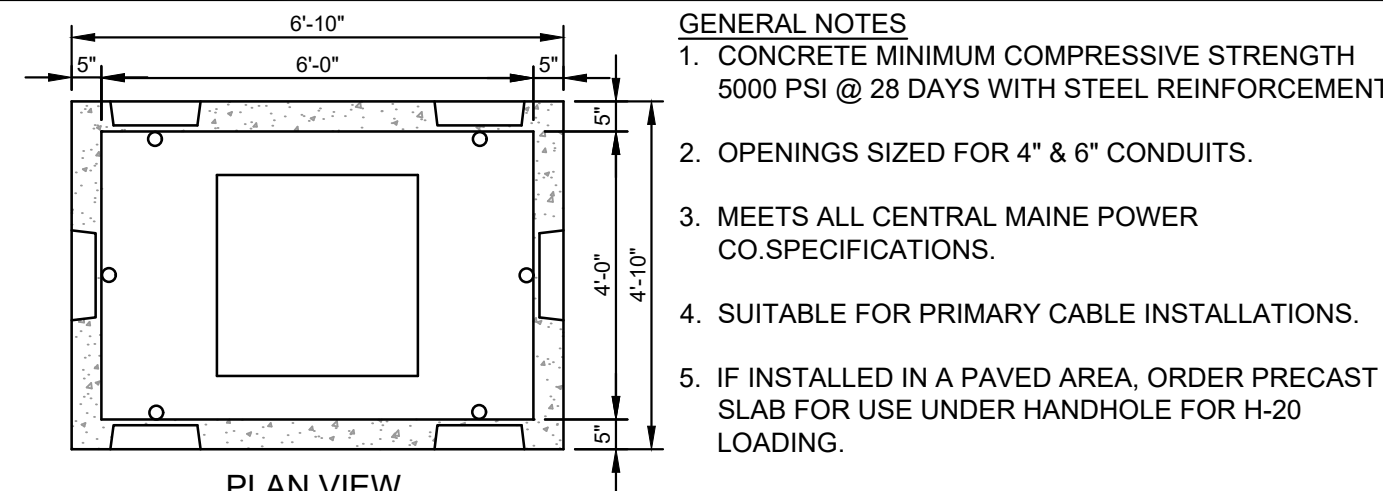


SIDE VIEW

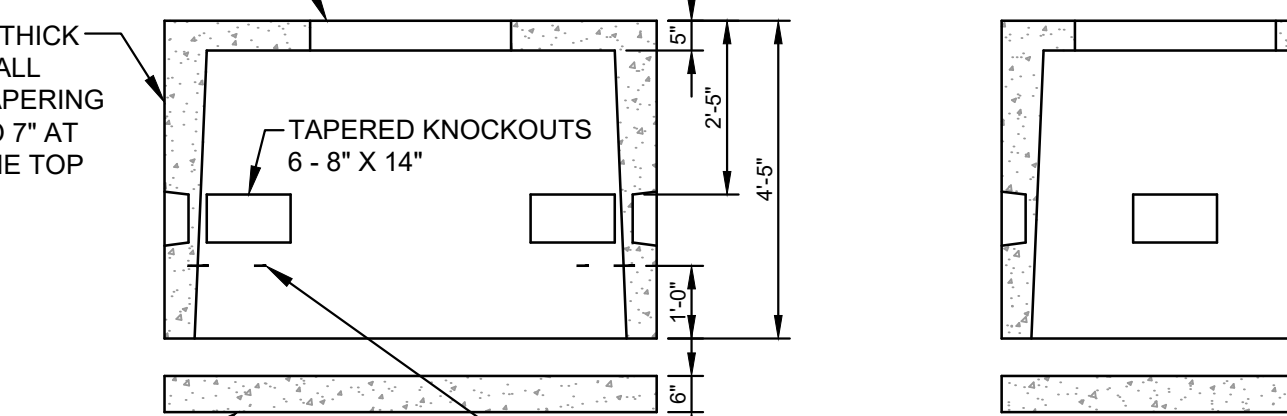
MANHOLE DETAIL

N.T.S.

(D) PRECAST CONCRETE 38Y MANHOLE
N.T.S.



PLAN VIEW

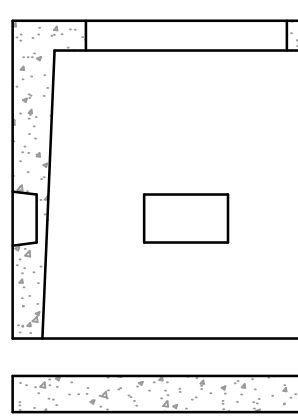


SECTION VIEW

OPTIONAL BASE SLAB SEE NOTE #5

SPLICE BOX DETAIL

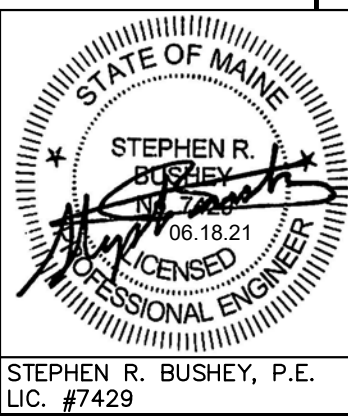
N.T.S.



END VIEW

- GENERAL NOTES
1. CONCRETE MINIMUM COMPRESSIVE STRENGTH 5000 PSI @ 28 DAYS WITH STEEL REINFORCEMENT
 2. OPENINGS SIZED FOR 4" & 6" CONDUITS.
 3. MEETS ALL CENTRAL MAINE POWER CO. SPECIFICATIONS.
 4. SUITABLE FOR PRIMARY CABLE INSTALLATIONS.
 5. IF INSTALLED IN A PAVED AREA, ORDER PRECAST SLAB FOR USE UNDER HANDHOLE FOR H-20 LOADING.
 6. ORDER 3 PIECE ETHERIDGE FOUNDRY "TYPE B" CASTING. MINIMUM ONE COURSE OF BRICK TO GRADE.

NOTE: THIS PLAN SET IS ISSUED FOR PERMITTING PURPOSES & SHALL NOT BE USED FOR CONSTRUCTION.



STEPHEN R. BUSHEY, P.E.
LIC. #7429

Design:	SRB	Draft:	CDD	Date:	JUNE 2021
Checked:	SRB	Scale:	AS NOTED	Job No.:	3824.01
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Drawing Name:	ELECTRIC & UTILITY DETAILS		
Project:	Homeless Services Center 654 Riverside Street, Portland, Maine		
Client/Owner:	DC Predevelopment LLC 100 COMMERCIAL STREET, SUITE 414, PORTLAND, ME 04101 PH. 207.772.7673		

Drawing No.

C-8.4

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1.3.5 EROSION CONTROL MEASURES AND SITE STABILIZATION

THE PRIMARY EMPHASIS OF THE EROSION/SEDIMENTATION CONTROL PLAN, WHICH WILL BE IMPLEMENTED FOR THIS PROJECT, IS AS FOLLOWS:

- DEVELOPMENT OF A CAREFUL CONSTRUCTION SEQUENCE.
- RAPID REVEGETATION OF DENUDED AREAS TO MINIMIZE THE PERIOD OF SOIL EXPOSURE.
- RAPID STABILIZATION OF DRAINAGE PATHS TO AVOID RILL AND GULLY EROSION.
- THE USE OF ON-SITE MEASURES TO CAPTURE SEDIMENT (HAY BALES/ STONE CHECK DAMS/SILT FENCE, ETC.)

THE FOLLOWING TEMPORARY AND PERMANENT EROSION AND SEDIMENT CONTROL DEVICES WILL BE IMPLEMENTED AS PART OF THE SITE DEVELOPMENT. THESE DEVICES SHALL BE INSTALLED AS INDICATED ON THE PLANS OR AS DESCRIBED WITHIN THIS REPORT. FOR FURTHER REFERENCE, SEE THE LATEST EDITION OF THE MAINE EROSION AND SEDIMENT CONTROL PRACTICES FIELD GUIDE FOR CONTRACTORS.

A. DEWATERING

WATER FROM CONSTRUCTION TRENCH DEWATERING SHALL PASS FIRST THROUGH A FILTER BAG OR SECONDARY CONTAINMENT STRUCTURE (E.G. HAY BALE LINED POOL) PRIOR TO DISCHARGE. THE DISCHARGE SITE SHALL BE SELECTED TO AVOID FLOODING, ICING, AND SEDIMENT DISCHARGES TO A PROTECTED RESOURCE. IN NO CASE SHALL THE FILTER BAG OR CONTAINMENT STRUCTURE BE LOCATED WITHIN 50 FEET OF A PROTECTED NATURAL RESOURCE. DEWATERING DISCHARGE SHALL NOT BE DIRECTED ACROSS ADJACENT PROPERTIES IN A CONCENTRATED MANNER.

B. INSPECTION AND MONITORING

MAINTENANCE MEASURES SHALL BE APPLIED AS NEEDED DURING THE ENTIRE CONSTRUCTION SEASON. AFTER EACH RAINFALL, SNOW STORM OR PERIOD OF THAWING AND RUNOFF, THE SITE CONTRACTOR SHALL PERFORM A VISUAL INSPECTION OF ALL INSTALLED EROSION CONTROL MEASURES AND PERFORM REPAIRS AS NEEDED TO INSURE THEIR CONTINUOUS FUNCTION. FOLLOWING THE TEMPORARY AND/OR FINAL SEEDING AND MULCHING, THE CONTRACTOR SHALL IN THE SPRING INSPECT AND REPAIR ANY DAMAGES AND/OR UNESTABLISHED SPOTS. ESTABLISHED VEGETATIVE COVER MEANS A MINIMUM OF 90% OF AREAS VEGETATED WITH VIGOROUS GROWTH.

THE FOLLOWING STANDARDS MUST BE MET DURING CONSTRUCTION.

(a) **INSPECTION AND CORRECTIVE ACTION.** INSPECT DISTURBED AND IMPERVIOUS AREAS, EROSION CONTROL MEASURES, MATERIALS STORAGE AREAS THAT ARE EXPOSED TO PRECIPITATION, AND LOCATIONS WHERE VEHICLES ENTER OR EXIT THE SITE. INSPECT THESE AREAS AT LEAST ONCE A WEEK AS WELL AS BEFORE AND WITHIN 24 HOURS AFTER A STORM EVENT (RAINFALL), AND PRIOR TO COMPLETING PERMANENT STABILIZATION MEASURES. A PERSON WITH KNOWLEDGE OF EROSION AND STORMWATER CONTROL, INCLUDING THE STANDARDS AND CONDITIONS IN THE PERMIT, SHALL CONDUCT THE INSPECTIONS.

(b) **MAINTENANCE.** IF BEST MANAGEMENT PRACTICES (BMPs) NEED TO BE REPAIRED, THE REPAIR WORK SHOULD BE INITIATED UPON THE DISCOVERY OF THE PROBLEM BUT NO LATER THAN THE END OF THE NEXT WORKDAY. IF ADDITIONAL BMPs OR SIGNIFICANT REPAIR OF BMPs ARE NECESSARY, IMPLEMENTATION MUST BE COMPLETED WITHIN 7 CALENDAR DAYS AND PRIOR TO ANY STORM EVENT (RAINFALL). ALL MEASURES MUST BE MAINTAINED IN EFFECTIVE OPERATING CONDITION UNTIL AREAS ARE PERMANENTLY STABILIZED.

(c) **DOCUMENTATION.** KEEP A LOG (REPORT) SUMMARIZING THE INSPECTIONS AND ANY CORRECTIVE ACTION TAKEN. THE LOG QUALIFICATION OF THE PERSON MAKING THE INSPECTIONS AND THE INSPECTION DATE, LOCATION, DATE(S) OF THE INSPECTIONS, AND MAJOR OBSERVATIONS ABOUT THE OPERATION AND MAINTENANCE OF EROSION AND SEDIMENTATION CONTROLS, MATERIALS STORAGE AREAS, AND VEHICLE 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 CITY STAFF AND A COPY MUST BE PROVIDED UPON REQUEST. THE PERMITTEE SHALL RETAIN A COPY OF THE LOG FOR A PERIOD OF AT LEAST THREE YEARS FROM THE COMPLETION OF PERMANENT STABILIZATION.

C. TEMPORARY EROSION CONTROL MEASURES

TEMPORARY EROSION CONTROL MEASURES SHALL BE INSTALLED BY THE CONTRACTOR AS REQUIRED BY THIS REPORT AND AS SHOWN ON THE PLAN SET FOR THE PROJECT. ADDITIONAL EROSION CONTROL MEASURES SHALL BE INSTALLED IF DEEMED NECESSARY BY ON-SITE INSPECTIONS OF THE OWNER, THE CITY OF PORTLAND, OR THEIR REPRESENTATIVES AT NO ADDITIONAL COST TO THE OWNER.

THE FOLLOWING MEASURES ARE PLANNED AS TEMPORARY EROSION/SEDIMENTATION CONTROL MEASURES DURING CONSTRUCTION:

1. CRUSHED STONE-STABILIZED CONSTRUCTION ENTRANCE SHALL BE PLACED AT THE ENTRANCE TO EACH CONSTRUCTION AREA.
2. SILTATION FENCE OR WOOD WASTE COMPOST BERMS SHALL BE INSTALLED DOWNSTREAM OF ANY DISTURBED AREAS TO TRAP RUNOFF. BORNE SEDIMENTS UNTIL GRASS AREAS ARE REVEGETATED. THE SILT FENCE AND/OR WOOD WASTE COMPOST BERMS SHALL BE INSTALLED PER THE DETAILS PROVIDED IN THIS PACKAGE AND INSPECTED AT LEAST ONCE A WEEK AND BEFORE AND IMMEDIATELY AFTER A STORM EVENT OF 0.5 INCHES OR GREATER, AND AT LEAST DAILY DURING PROLONGED RAINFALL. REPAIRS SHALL BE MADE IF THERE ARE ANY SIGNS OF EROSION OR SEDIMENTATION BELOW THE FENCE OR BERM LINE. IF THERE ARE SIGNS OF UNDERCUTTING AT THE CENTER OR THE EDGES, OR IMPOUNDING OF LARGE VOLUMES OF WATER BEHIND THE FENCE OR BERM, THE BARRIER SHALL BE REPLACED WITH A STONE CHECK DAM. WOOD WASTE COMPOST BERMS ARE NOT TO BE USED ADJACENT TO WETLAND AREAS THAT ARE NOT TO BE DISTURBED.
3. STRAW OR HAY MULCH INCLUDING HYDROSEEDING IS INTENDED TO PROVIDE COVER FOR DENUDED OR SEEDED AREAS UNTIL REVEGETATION IS ESTABLISHED. MULCH PLACED BETWEEN APRIL 15TH AND OCTOBER 15TH ON SLOPES OF LESS THAN 15 PERCENT SHALL BE ANCHORED BY APPLYING WATER; MULCH PLACED ON SLOPES OF EQUAL TO OR STEEPER THAN 15 PERCENT SHALL BE COVERED BY A FABRIC NETTING AND ANCHORED WITH STAPLES IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATION. FABRIC NETTING AND STAPLES SHALL BE USED ON DISTURBED AREAS WITHIN 50' OF LAKES, STREAMS, AND WETLANDS REGARDLESS OF THE UPSTREAM SLOPE. MULCH PLACED BETWEEN OCTOBER 15TH AND APRIL 15TH ON SLOPES EQUAL TO OR STEEPER THAN 8 PERCENT SHALL BE COVERED WITH A FABRIC NETTING AND ANCHORED WITH STAPLES IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS. SLOPES STEEPER THAN 3:1 AND EQUAL TO OR FLATTER THAN 2:1, WHICH ARE TO BE REVEGETATED, SHALL RECEIVE CURLEX BLANKETS BY AMERICAN EXCELSIOR OR EQUAL. SLOPES STEEPER THAN 2:1 SHALL RECEIVE RIPRAP AS NOTED ON THE PLANS. THE MULCH APPLICATION RATE FOR BOTH TEMPORARY AND PERMANENT SEEDING IS 75 LBS PER 1000 SF AS IDENTIFIED IN ATTACHMENT A OF THIS SECTION. MULCH SHALL NOT BE PLACED OVER SNOW.
4. TEMPORARY STOCKPILES OF STUMPS, GRUBBINGS, OR COMMON EXCAVATION WILL BE PROTECTED AS FOLLOWS:
 - a) TEMPORARY STOCKPILES SHALL NOT BE LOCATED WITHIN 100 FEET OF ANY WETLANDS WHICH WILL NOT BE DISTURBED AND SHALL BE LOCATED AWAY FROM DRAINAGE SWALES.
 - b) STOCKPILES SHALL BE STABILIZED WITHIN 7 DAYS BY EITHER TEMPORARILY SEEDING THE STOCKPILE BY A HYDROSEED METHOD CONTAINING AN EMULSIFIED MULCH TACKIFIER OR BY COVERING THE STOCKPILE WITH MULCH, SUCH AS HAY, STRAW, OR EROSION CONTROL MIX.
 - c) STOCKPILES SHALL BE SURROUNDED BY SEDIMENTATION BARRIER AT THE TIME OF FORMATION.
5. ALL DENUDED AREAS THAT ARE WITHIN 100 FEET OF AN UNDISTURBED WETLAND, WHICH HAVE BEEN ROUGH GRADED AND ARE NOT LOCATED WITHIN A BUILDING PAD, PARKING AREA, OR ACCESS DRIVE SUBBASE AREA, SHALL RECEIVE MULCH OR EROSION CONTROL MESH FABRIC WITHIN 48 HOURS OF INITIAL DISTURBANCE OF SOIL. ALL AREAS WITHIN 100 FEET OF AN UNDISTURBED WETLAND SHALL BE MULCHED PRIOR TO ANY PREDICTED RAIN EVENT REGARDLESS OF THE 48 HOUR WINDOW. IN OTHER AREAS, THE TIME PERIOD MAY BE EXTENDED TO 7 DAYS.
6. FOR WORK, WHICH IS CONDUCTED BETWEEN OCTOBER 15TH AND APRIL 15TH OF ANY CALENDAR YEAR, ALL DENUDED AREAS, SHALL BE COVERED WITH HAY MULCH OR EROSION CONTROL MIX, APPLIED AT TWICE THE NORMAL APPLICATION RATE AND ANCHORED WITH A FABRIC NETTING. THE TIME PERIOD FOR APPLYING MULCH SHALL BE LIMITED TO 2 DAYS FOR ALL AREAS.
7. MCCAULEY WAY SHALL BE SWEEPED TO CONTROL MUD AND DUST AS NECESSARY. ADDITIONAL STONE SHALL BE ADDED TO THE STABILIZED CONSTRUCTION ENTRANCE TO MINIMIZE THE TRACKING OF MATERIAL OFF THE SITE AND ONTO THE SURROUNDING ROADWAYS.

8. DURING GRUBBING OPERATIONS STONE CHECK DAMS SHALL BE INSTALLED AT ANY EVIDENT CONCENTRATED FLOW DISCHARGE POINTS AND AS DIRECTED ON THE EROSION CONTROL PLANS.

9. SILT FENCING WITH A MINIMUM STAKE SPACING OF 6 FEET SHALL BE USED, UNLESS THE FENCE IS SUPPORTED BY WIRE FENCE REINFORCEMENT OF MINIMUM 1/4 GAUGE AND WITH A MAXIMUM MESH SPACING OF 6 INCHES, IN WHICH CASE STAKES MAY BE SPACED A MAXIMUM OF 10 FEET APART. THE BOTTOM OF THE FENCE SHALL BE ANCHORED, A DOUBLE ROW OF SILT FENCE SHALL BE USED ADJACENT TO WETLANDS.

10. WOOD WASTE COMPOST/BARK BERMS MAY BE USED IN LIEU OF SILTATION FENCING. BERMS SHALL BE REMOVED AND SPREAD IN A LAYER NOT TO EXCEED 3" THICK ONCE UPSTREAM AREAS ARE COMPLETED AND A 90% CATCH OF VEGETATION IS ATTAINED.

11. STORM DRAIN CATCH BASIN INLET PROTECTION SHALL BE PROVIDED THROUGH THE USE OF STONE SEDIMENT BARRIERS OR APPROVED SEDIMENT BAGS (SUCH AS SILT SACK). INSTALLATION DETAILS ARE PROVIDED IN THE PLAN SET. THE BARRIERS SHALL BE INSPECTED AFTER EACH RAINFALL AND REPAIRS MADE AS NECESSARY. SEDIMENT SHALL BE REMOVED AND THE BARRIER RESTORED TO ITS ORIGINAL DIMENSIONS WHEN THE SEDIMENT HAS ACCUMULATED TO 1/2 THE DESIGN DEPTH OF THE BARRIER. THE BARRIER SHALL BE REMOVED WHEN THE TRIBUTARY DRAINAGE AREA HAS BEEN STABILIZED.

12. WATER AND/OR CALCIUM CHLORIDE SHALL BE FURNISHED AND APPLIED IN ACCORDANCE WITH MDOT SPECIFICATIONS - SECTION 637 - DUST CONTROL.

13. LOAM AND SEED IS INTENDED TO SERVE AS THE PRIMARY PERMANENT REVEGETATIVE MEASURE FOR ALL DENUDED AREAS NOT PROVIDED WITH OTHER EROSION CONTROL MEASURES, SUCH AS RIPRAP. APPLICATION RATES ARE PROVIDED IN ATTACHMENT A OF THIS SECTION. SEEDING SHALL NOT OCCUR OVER SNOW.

D. PERMANENT EROSION CONTROL MEASURES

THE FOLLOWING PERMANENT EROSION CONTROL MEASURES HAVE BEEN DESIGNED AS PART OF THE EROSION/SEDIMENTATION CONTROL PLAN:

1. ALL AREAS DISTURBED DURING CONSTRUCTION, BUT NOT SUBJECT TO OTHER RESTORATION (PAVING, RIPRAP, ETC.) WILL BE LOAMED, LIMED, FERTILIZED, MULCHED, AND SEEDED. FABRIC NETTING, ANCHORED WITH STAPLES, SHALL BE PLACED OVER THE MULCH IN AREAS AS NOTED IN **TEMPORARY EROSION CONTROL MEASURES** PARAGRAPH 3 OF THIS REPORT. ALL AREAS WITHIN 100 FEET OF AN UNDISTURBED WETLAND SHALL BE MULCHED PRIOR TO ANY PREDICTED RAIN EVENT REGARDLESS OF THE 48 HOUR WINDOW. NATIVE TOPSOIL SHALL BE STOCKPILED AND REUSED FOR FINAL RESTORATION WHEN IT IS OF SUFFICIENT QUALITY.
2. ALL STORM DRAIN PIPE OUTLETS SHALL HAVE RIPRAP APRONS AT THEIR OUTLET TO PROTECT THE OUTLET AND RECEIVING CHANNEL FROM SCOUR AND DETERIORATION. INSTALLATION DETAILS ARE PROVIDED IN THE PLAN SET. THE APRONS SHALL BE INSTALLED AND STABILIZED TO THE EXTENT PRACTICABLE PRIOR TO DIRECTING RUNOFF TO THE TRIBUTARY PIPE OR CULVERT.

1.4 IMPLEMENTATION SCHEDULE

THE FOLLOWING CONSTRUCTION SEQUENCE SHALL BE REQUIRED TO ENSURE THE EFFECTIVENESS OF THE EROSION AND SEDIMENTATION CONTROL MEASURES ARE OPTIMIZED:

IT IS ANTICIPATED THAT CONSTRUCTION OF BUILDINGS 2-5 AND RELATED INFRASTRUCTURE WILL COMMENCE IN SUMMER OF 2021 AND BE COMPLETED BY SPRING OF 2022.

NOTE: FOR ALL GRADING ACTIVITIES, THE CONTRACTOR SHALL EXERCISE EXTREME CAUTION NOT TO OVEREXPOSE THE SITE. THIS SHALL BE ACCOMPLISHED BY LIMITING THE DISTURBED AREA.

1. INSTALL STABILIZED CONSTRUCTION ENTRANCE AT CONSTRUCTION ACCESS POINTS FROM PAVED ROADWAYS.
2. INSTALL CATCH BASIN INLET PROTECTION, AND PERIMETER SILT FENCE/WOOD WASTE BERMS PRIOR TO GRUBBING RESPECTIVE AREAS.
3. CLEAR AND GRUB AREA TO BE DEVELOPED. INSTALL STONE CHECK DAMS AT ANY EVIDENT CONCENTRATED FLOW DISCHARGE POINTS.
4. FOUNDATION PREPARATION AREA SHALL BE EXCAVATED FOR INSTALLATION OF THE BUILDING FOOTINGS. BUILDING WORK WILL BE ON GOING THROUGH THE REMAINDER OF THE PROJECT.
5. COMMENCE INSTALLATION OF DRAINAGE APURTENANCES.
6. COMMENCE CONSTRUCTION OF PERVIOUS PAVER FILTER/RESERVOIR UP TO CHOKER COURSE, FOCAL POINT FILTERS AND DETENTION PONDS.
7. COMMENCE EARTHWORK AND GRADING TO SUBGRADE.
8. COMMENCE INSTALLATION OF UTILITIES.
9. CONTINUE EARTHWORK AND GRADING TO SUBGRADE AS NECESSARY FOR CONSTRUCTION.
10. COMPLETE INSTALLATION OF UNDERGROUND UTILITIES TO WITHIN 5' OF THE BUILDINGS.
11. INSTALL LIGHT POLE FOUNDATIONS AND LIGHT POLES.
12. COMPLETE REMAINING EARTHWORK OPERATIONS.
13. COMPLETE INSTALLATION OF CATCH BASINS AND APURTENANCES.
14. INSTALL SUB-BASE AND BASE GRAVEL WITHIN PARKING FIELDS, WALKWAYS, AND ALL DRIVEWAYS.
15. INSTALL BASE COURSE PAVING FOR ACCESS DRIVE AND PARKING AREA AS WELL AS CONCRETE SURFACES.
16. INSTALL CURBING IN PARKING FIELDS, DRIVEWAYS, AND ALONG THE STREETS AS NEEDED.
17. LOAM, LIME, FERTILIZE, SEED AND MULCH DISTURBED AREAS AND COMPLETE ALL LANDSCAPING.
18. INSTALL PERVIOUS PAVERS AND INFILL STONE, SURFACE COURSE PAVING FOR ACCESS DRIVE AND PARKING AREAS, STRIPE PER PLAN.
19. ONCE THE SITE IS STABILIZED AND A 90% CATCH OF VEGETATION HAS BEEN OBTAINED, REMOVE ALL TEMPORARY EROSION CONTROL MEASURES.
20. TOUCH UP LOAM AND SEED.

NOTE: ALL DENUDED AREAS NOT SUBJECT TO FINAL PAVING, RIPRAP, OR GRAVEL SHALL BE REVEGETATED.

PRIOR TO CONSTRUCTION OF THE PROJECT, THE CONTRACTOR SHALL SUBMIT TO THE OWNER A SCHEDULE FOR THE COMPLETION OF THE WORK, WHICH WILL SATISFY THE FOLLOWING CRITERIA:

1. THE ABOVE CONSTRUCTION SEQUENCE SHOULD GENERALLY BE COMPLETED IN THE SPECIFIED ORDER; HOWEVER, SEVERAL SEPARATE ITEMS MAY BE CONSTRUCTED SIMULTANEOUSLY. WORK MUST ALSO BE SCHEDULED OR PHASED TO REDUCE THE EXTENT OF THE EXPOSED AREAS AS SPECIFIED BELOW. THE INTENT OF THIS SEQUENCE IS TO PROVIDE FOR EROSION CONTROL AND TO HAVE STRUCTURAL MEASURES SUCH AS SILT FENCE AND CONSTRUCTION ENTRANCES IN PLACE BEFORE LARGE AREAS OF LAND ARE DENUDED.
2. THE WORK SHALL BE CONDUCTED IN SECTIONS WHICH SHALL:
 - a) LIMIT THE AMOUNT OF EXPOSED AREA TO THOSE AREAS IN WHICH WORK IS EXPECTED TO BE UNDERTAKEN DURING THE PRECEDING 30 DAYS.
 - b) REVEGETATE DISTURBED AREAS AS RAPIDLY AS POSSIBLE. ALL AREAS SHALL BE PERMANENTLY STABILIZED WITHIN 7 DAYS OF FINAL GRADING OR BEFORE A STORM EVENT; OR TEMPORARILY STABILIZED WITHIN 48 HOURS OF INITIAL DISTURBANCE OF SOIL FOR AREAS WITHIN 100 FEET OF AN UNDISTURBED WETLAND AND 7 DAYS FOR ALL OTHER AREAS. AREAS WITHIN 100 FEET OF AN UNDISTURBED WETLAND SHALL BE MULCHED PRIOR TO ANY PREDICTED RAIN EVENT REGARDLESS OF THE 48 HOUR WINDOW.
 - c) INCORPORATE PLANNED INLETS AND DRAINAGE SYSTEM AS EARLY AS POSSIBLE INTO THE CONSTRUCTION PHASE. THE DITCHES SHALL BE IMMEDIATELY LINED OR REVEGETATED AS SOON AS THEIR INSTALLATION IS COMPLETE.

1.5 EROSION, SEDIMENTATION AND STABILIZATION CONTROL PLAN

THE EROSION CONTROL PLAN IS INCLUDED IN THE PLAN SET.

1.6 DETAILS AND SPECIFICATIONS

THE EROSION CONTROL DETAILS AND SPECIFICATIONS ARE INCLUDED IN THE PLAN SET.

1.7 WINTER STABILIZATION PLAN

THE WINTER CONSTRUCTION PERIOD IS FROM NOVEMBER 1 THROUGH APRIL 15. IF THE CONSTRUCTION SITE IS NOT STABILIZED WITH PAVEMENT, A ROAD GRAVEL BASE, 75% MATURE VEGETATION COVER OR RIPRAP BY NOVEMBER 15 THEN THE SITE NEEDS TO BE PROTECTED WITH OVER-WINTER STABILIZATION. AN AREA CONSIDERED OPEN IS ANY AREA NOT STABILIZED WITH PAVEMENT; VEGETATION, MULCHING, EROSION CONTROL MATS, RIPRAP OR GRAVEL BASE ON A ROAD.

WINTER EXCAVATION AND EARTHWORK SHALL BE COMPLETED SUCH THAT ANY AREA LEFT EXPOSED CAN BE CONTROLLED BY THE CONTRACTOR. LIMIT THE EXPOSED AREA TO THOSE AREAS IN WHICH WORK IS EXPECTED TO BE UNDERTAKEN DURING THE PRECEDING 15 DAYS AND THAT CAN BE MULCHED IN ONE DAY PRIOR TO ANY SNOW EVENT.

ALL AREAS SHALL BE CONSIDERED TO BE DENUDED UNTIL THE SUBBASE GRAVEL IS INSTALLED IN ROADWAY/PARKING AREAS OR THE AREAS OF FUTURE LOAM AND SEED HAVE BEEN LOAMED, SEEDED AND MULCHED. HAY AND STRAW MULCH RATE SHALL BE A MINIMUM OF 150 LBS./1,000 S.F. (3 TONS/ACRE) AND SHALL BE PROPERLY ANCHORED.

THE CONTRACTOR SHALL INSTALL ANY ADDED MEASURES WHICH MAY BE NECESSARY TO CONTROL EROSION/SEDIMENTATION FROM THE SITE DEPENDENT UPON THE ACTUAL SITE AND WEATHER CONDITIONS. CONTINUATION OF EARTHWORK OPERATIONS ON ADDITIONAL AREAS SHALL NOT BEGIN UNTIL THE EXPOSED SOIL SURFACE ON THE AREA BEING WORKED HAS BEEN STABILIZED, IN ORDER TO MINIMIZE AREAS WITHOUT EROSION CONTROL PROTECTION.

1. **SOIL STOCKPILES**
STOCKPILES OF SOIL OR SUBSOIL SHALL BE MULCHED FOR OVER WINTER PROTECTION WITH HAY OR STRAW AT TWICE THE NORMAL RATE OR AT 150 LBS./1,000 S.F. (3 TONS PER ACRE) OR WITH A FOUR-INCH LAYER OF WOODWASTE EROSION CONTROL MIX. THIS SHALL BE DONE WITHIN 24 HOURS OF STOCKING AND RE-ESTABLISHED PRIOR TO ANY RAINFALL OR SNOWFALL. ANY SOIL STOCKPILE SHALL NOT BE PLACED (EVEN COVERED WITH HAY OR STRAW) WITHIN 100 FEET FROM ANY NATURAL RESOURCES.

2. **NATURAL RESOURCE PROTECTION**
ANY AREAS WITHIN 100 FEET FROM ANY NATURAL RESOURCES, IF NOT STABILIZED WITH A MINIMUM OF 75% MATURE VEGETATION CATCH, SHALL BE MULCHED BY DECEMBER 1 AND ANCHORED WITH PLASTIC NETTING OR PROTECTED WITH EROSION CONTROL MATS. DURING WINTER CONSTRUCTION, A DOUBLE LINE OF SEDIMENT BARRIERS (I.E. SILT FENCE BACKED WITH HAY BALES OR EROSION CONTROL MIX) SHALL BE PLACED BETWEEN ANY NATURAL RESOURCE AND THE DISTURBED AREA. PROJECTS CROSSING THE NATURAL RESOURCE SHALL BE PROTECTED A MINIMUM DISTANCE OF 100 FEET ON EITHER SIDE FROM THE RESOURCE. EXISTING PROJECTS NOT STABILIZED BY DECEMBER 1 SHALL BE PROTECTED WITH THE SECOND LINE OF SEDIMENT BARRIER TO ENSURE FUNCTIONALITY DURING THE SPRING THAW AND RAINS.

3. **SEDIMENT BARRIERS**
DURING FROZEN CONDITIONS, SEDIMENT BARRIERS SHALL CONSIST OF WOODWASTE FILTER BERMS AS FROZEN SOIL PREVENTS THE PROPER INSTALLATION OF HAY BALES AND SEDIMENT SILT FENCES.

4. **MULCHING**
AN AREA SHALL BE CONSIDERED DENUDED UNTIL AREAS OF FUTURE LOAM AND SEED HAVE BEEN LOAMED, SEEDED AND MULCHED. HAY AND STRAW MULCH SHALL BE APPLIED AT A RATE OF 150 LB. PER 1,000 SQUARE FEET OR 3 TONS/ACRE (TWICE THE NORMAL ACCEPTED RATE OF 75-LBS/1,000 S.F. OR 1.5 TONS/ACRE) AND SHALL BE PROPERLY ANCHORED. MULCH SHALL NOT BE SPREAD ON TOP OF SNOW. THE SNOW SHALL BE REMOVED DOWN TO A ONE-INCH DEPTH OR LESS PRIOR TO APPLICATION. AFTER EACH DAY OF FINAL GRADING, THE AREA SHALL BE PROPERLY STABILIZED WITH ANCHORED HAY OR STRAW OR EROSION CONTROL MATTING. AN AREA SHALL BE CONSIDERED TO HAVE BEEN STABILIZED WHEN EXPOSED SURFACES HAVE BEEN EITHER MULCHED WITH STRAW OR HAY AT A RATE OF 150 LB. PER 1,000 SQUARE FEET (3 TONS/ACRE) AND ADEQUATELY ANCHORED THAT GROUND SURFACE IS NOT VISIBLE THOUGH THE MULCH.

BETWEEN THE DATES OF NOVEMBER 1 AND APRIL 15, ALL MULCH SHALL BE ANCHORED BY PEG LINE, MULCH NETTING, ASPHALT EMULSION CHEMICAL, OR WOOD CELLULOSE FIBER. WHEN GROUND SURFACE IS NOT VISIBLE THROUGH THE MULCH THEN COVER IS SUFFICIENT. AFTER NOVEMBER 1ST, MULCH AND ANCHORING OF ALL BARE SOIL SHALL OCCUR AT THE END OF EACH FINAL GRADING WORKDAY.

5. **MULCHING ON SLOPES AND DITCHES**
SLOPES SHALL NOT BE LEFT EXPOSED FOR ANY EXTENDED TIME OF WORK SUSPENSION UNLESS FULLY MULCHED AND ANCHORED WITH PEG AND NETTING OR WITH EROSION CONTROL BLANKETS. MULCHING SHALL BE APPLIED AT A RATE OF 230 LBS/1,000 S.F. ON ALL SLOPES GREATER THAN 8%.

MULCH NETTING SHALL BE USED TO ANCHOR MULCH IN ALL DRAINAGE WAYS WITH A SLOPE GREATER THAN 3% FOR SLOPES EXPOSED TO DIRECT WINDS AND FOR ALL OTHER SLOPES GREATER THAN 8%. EROSION CONTROL BLANKETS SHALL BE USED IN LIEU OF MULCH IN ALL DRAINAGE WAYS WITH SLOPES GREATER THAN 8%. EROSION CONTROL MIX CAN BE USED TO SUBSTITUTE EROSION CONTROL BLANKETS ON ALL SLOPES EXCEPT DITCHES.

6. **SEEDING**
BETWEEN THE DATES OF OCTOBER 15 AND APRIL 15TH, LOAM OR SEED WILL NOT BE REQUIRED. DURING PERIODS OF ABOVE FREEZING, DISTURBED AREAS SHALL BE FINALLY GRADED AND PROTECTED WITH MULCH. MULCH OR TEMPORARILY SEEDED AND MULCHED UNTIL SUCH TIME AS THE FINAL TREATMENT CAN BE APPLIED. IF THE DATE IS AFTER NOVEMBER 1ST AND IF THE EXPOSED AREA HAS BEEN LOAMED, FINAL GRADED WITH A UNIFORM SURFACE, THEN THE AREA MAY BE DORMANT SEEDED AT A RATE OF 3 TIMES HIGHER THAN SPECIFIED FOR PERMANENT SEED AND THEN MULCHED. DORMANT SEEDING MAY BE SELECTED TO BE PLACED PRIOR TO THE PLACEMENT OF MULCH AND FABRIC NETTING ANCHORED WITH STAPLES. DORMANT SEEDING IS USED FOR THE SITE. ALL DISTURBED AREAS SHALL RECEIVE 4" OF LOAM AND SEED AT AN APPLICATION RATE OF 5 LBS/1,000 S.F. ALL AREAS SEEDED DURING THE WINTER SHALL BE INSPECTED IN THE SPRING FOR ADEQUATE CATCH. ALL AREAS INSUFFICIENTLY VEGETATED (LESS THAN 75% CATCH) SHALL BE REVEGETATED BY REPLACING LOAM, SEED AND MULCH. IF DORMANT SEEDING IS NOT USED FOR THE SITE, ALL DISTURBED AREAS SHALL BE REVEGETATED IN THE SPRING.

STANDARDS FOR TIMELY STABILIZATION OF CONSTRUCTION SITES DURING WINTER

1. **STANDARD FOR THE TIMELY STABILIZATION OF DITCHES AND CHANNELS** -- THE APPLICANT SHALL CONSTRUCT AND STABILIZE ALL STONE-LINED DITCHES AND CHANNELS ON THE SITE BY NOVEMBER 15. THE APPLICANT SHALL CONSTRUCT AND STABILIZE ALL GRASS-LINED DITCHES AND CHANNELS ON THE SITE BY SEPTEMBER 1. IF THE APPLICANT FAILS TO STABILIZE A DITCH OR CHANNEL TO BE GRASS-LINED BY SEPTEMBER 1, THEN THE APPLICANT WILL TAKE ONE OF THE FOLLOWING ACTIONS TO STABILIZE THE DITCH FOR LATE FALL AND WINTER.

INSTALL A SOD LINING IN THE DITCH -- THE APPLICANT SHALL LINE THE DITCH WITH PROPERLY INSTALLED SOD BY OCTOBER 1. PROPER INSTALLATION INCLUDES THE APPLICANT PINNING THE SOD ONTO THE SOIL WITH WIRE PINS, ROLLING THE SOD TO GUARANTEE CONTACT BETWEEN THE SOD AND UNDERLYING SOIL, AND WATERING THE SOD TO PROMOTE ROOT GROWTH INTO THE DISTURBED SOIL AND ANCHORING THE SOD WITH JUTE OR PLASTIC MESH TO PREVENT THE SOD STRIPS FROM SLOUGHING DURING FLOW CONDITIONS.

INSTALL A STONE LINING IN THE DITCH --THE APPLICANT SHALL LINE THE DITCH WITH STONE RIPRAP BY NOVEMBER 15. THE APPLICANT SHALL HIRE A REGISTERED PROFESSIONAL ENGINEER TO DETERMINE THE STONE SIZE AND LINING THICKNESS NEEDED TO WITHSTAND THE ANTICIPATED FLOW VELOCITIES AND FLOW DEPTHS WITHIN THE DITCH. IF NECESSARY, THE APPLICANT SHALL REGRADE THE DITCH PRIOR TO PLACING THE STONE LINING SO TO PREVENT THE STONE LINING FROM REDUCING THE DITCH'S CROSS-SECTIONAL AREA.

2. **STANDARD FOR THE TIMELY STABILIZATION OF DISTURBED SLOPES** -- THE APPLICANT SHALL CONSTRUCT AND STABILIZE STONE-COVERED SLOPES BY NOVEMBER 15. THE APPLICANT SHALL SEED AND MULCH ALL SLOPES TO BE VEGETATED BY SEPTEMBER 1. THE DEPARTMENT SHALL CONSIDER ANY AREA HAVING A GRADE GREATER THAN 15% TO BE A SLOPE. IF THE APPLICANT FAILS TO STABILIZE ANY SLOPE TO BE VEGETATED BY SEPTEMBER 1, THEN THE APPLICANT SHALL TAKE ONE OF THE FOLLOWING ACTIONS TO STABILIZE THE SLOPE FOR LATE FALL AND WINTER.

STABILIZE THE SOIL WITH TEMPORARY VEGETATION AND EROSION CONTROL MATS -- BY SEPTEMBER 1 THE APPLICANT SHALL SEED THE DISTURBED SLOPE WITH WINTER RYE AT A SEEDING RATE OF 3 POUNDS PER 1,000 SQUARE FEET AND APPLY EROSION CONTROL MATS OVER THE MULCHED SLOPE. THE APPLICANT SHALL MONITOR GROWTH OF THE RYE OVER THE NEXT 30 DAYS. IF THE RYE FAILS TO GROW AT LEAST THREE INCHES OR COVER AT LEAST 75% OF THE DISTURBED SLOPE BY NOVEMBER 1, THEN THE APPLICANT SHALL COVER THE SLOPE WITH A LAYER OF WOODWASTE COMPOST AS DESCRIBED IN ITEM III OF THIS STANDARD OR WITH STONE RIPRAP AS DESCRIBED IN ITEM IV OF THIS STANDARD.

STABILIZE THE SLOPE WITH SOD -- THE APPLICANT SHALL STABILIZE THE DISTURBED SLOPE WITH PROPERLY INSTALLED SOD BY SEPTEMBER 1. PROPER INSTALLATION INCLUDES THE APPLICANT PINNING THE SOD ONTO THE SLOPE WITH WIRE PINS, ROLLING THE SOD TO GUARANTEE CONTACT BETWEEN THE SOD AND UNDERLYING SOIL, AND WATERING THE SOD TO PROMOTE ROOT GROWTH INTO THE DISTURBED SOIL. THE APPLICANT SHALL NOT USE LATE-SEASON SOD INSTALLATION TO STABILIZE SLOPES HAVING A GRADE GREATER THAN 33% (3H:1V).

STABILIZE THE SLOPE WITH WOODWASTE COMPOST -- THE APPLICANT SHALL PLACE A SIX-INCH LAYER OF WOODWASTE COMPOST ON THE SLOPE BY NOVEMBER 15. PRIOR TO PLACING THE WOODWASTE COMPOST, THE APPLICANT SHALL REMOVE ANY SNOW ACCUMULATION ON THE DISTURBED SLOPE. THE APPLICANT SHALL NOT USE WOODWASTE COMPOST TO STABILIZE SLOPES HAVING GRADES GREATER THAN 50% (2H:1V) OR HAVING GROUNDWATER SEEPS ON THE SLOPE FACE.

STABILIZE THE SLOPE WITH STONE RIPRAP -- THE APPLICANT SHALL PLACE A LAYER OF STONE RIPRAP ON THE SLOPE BY NOVEMBER 15. THE APPLICANT SHALL HIRE A REGISTERED PROFESSIONAL ENGINEER TO DETERMINE THE STONE SIZE NEEDED FOR STABILITY AND TO DESIGN A FILTER LAYER FOR UNDERNEATH THE RIPRAP.

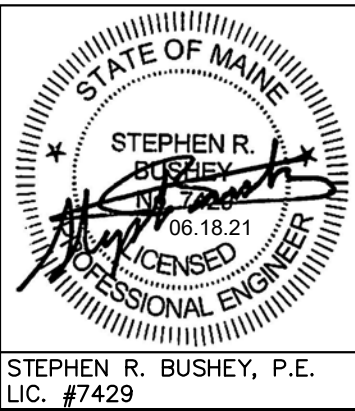
3. **STANDARD FOR THE TIMELY STABILIZATION OF DISTURBED SOILS** -- BY SEPTEMBER 15 THE APPLICANT SHALL SEED AND MULCH ALL DISTURBED SOILS ON AREAS HAVING A SLOPE LESS THAN 15%. IF THE APPLICANT FAILS TO STABILIZE THESE SOILS BY THIS DATE, THEN THE APPLICANT SHALL TAKE ONE OF THE FOLLOWING ACTIONS TO STABILIZE THE SOIL FOR LATE FALL AND WINTER.

STABILIZE THE SOIL WITH TEMPORARY VEGETATION -- BY SEPTEMBER 1 THE APPLICANT SHALL SEED THE DISTURBED SOIL WITH WINTER RYE AT A SEEDING RATE OF 3 POUNDS PER 1000 SQUARE FEET, LIGHTLY MULCH THE SEEDED SOIL WITH HAY OR STRAW AT 75 POUNDS PER 1000 SQUARE FEET, AND ANCHOR THE MULCH WITH PLASTIC NETTING. THE APPLICANT SHALL MONITOR GROWTH OF THE RYE OVER THE NEXT 30 DAYS. IF THE RYE FAILS TO GROW AT LEAST THREE INCHES OR COVER AT LEAST 75% OF THE DISTURBED SOIL BEFORE NOVEMBER 1, THEN THE APPLICANT SHALL MULCH THE AREA FOR OVER-WINTER PROTECTION AS DESCRIBED BELOW.

STABILIZE THE SOIL WITH SOD -- THE APPLICANT SHALL STABILIZE THE DISTURBED SOIL WITH PROPERLY INSTALLED SOD BY SEPTEMBER 15. PROPER INSTALLATION INCLUDES THE APPLICANT PINNING THE SOD ONTO THE SOIL WITH WIRE PINS, ROLLING THE SOD TO GUARANTEE CONTACT BETWEEN THE SOD AND UNDERLYING SOIL, AND WATERING THE SOD TO PROMOTE ROOT GROWTH INTO THE DISTURBED SOIL.

STABILIZE THE SOIL WITH MULCH -- BY NOVEMBER 15 THE APPLICANT SHALL MULCH THE DISTURBED SOIL BY SPREADING HAY OR STRAW AT A RATE OF AT LEAST 150 POUNDS PER 1000 SQUARE FEET ON THE AREA SO THAT NO SOIL IS VISIBLE THROUGH THE MULCH. PRIOR TO APPLYING THE MULCH, THE APPLICANT SHALL REMOVE ANY SNOW ACCUMULATION ON THE DISTURBED AREA. IMMEDIATELY AFTER APPLYING THE MULCH, THE APPLICANT WILL ANCHOR THE MULCH WITH PLASTIC NETTING TO PREVENT WIND FROM MOVING THE MULCH OFF THE DISTURBED SOIL.

NOTE: THIS PLAN SET IS ISSUED FOR PERMITTING PURPOSES & SHALL NOT BE USED FOR CONSTRUCTION.



Drawing No.

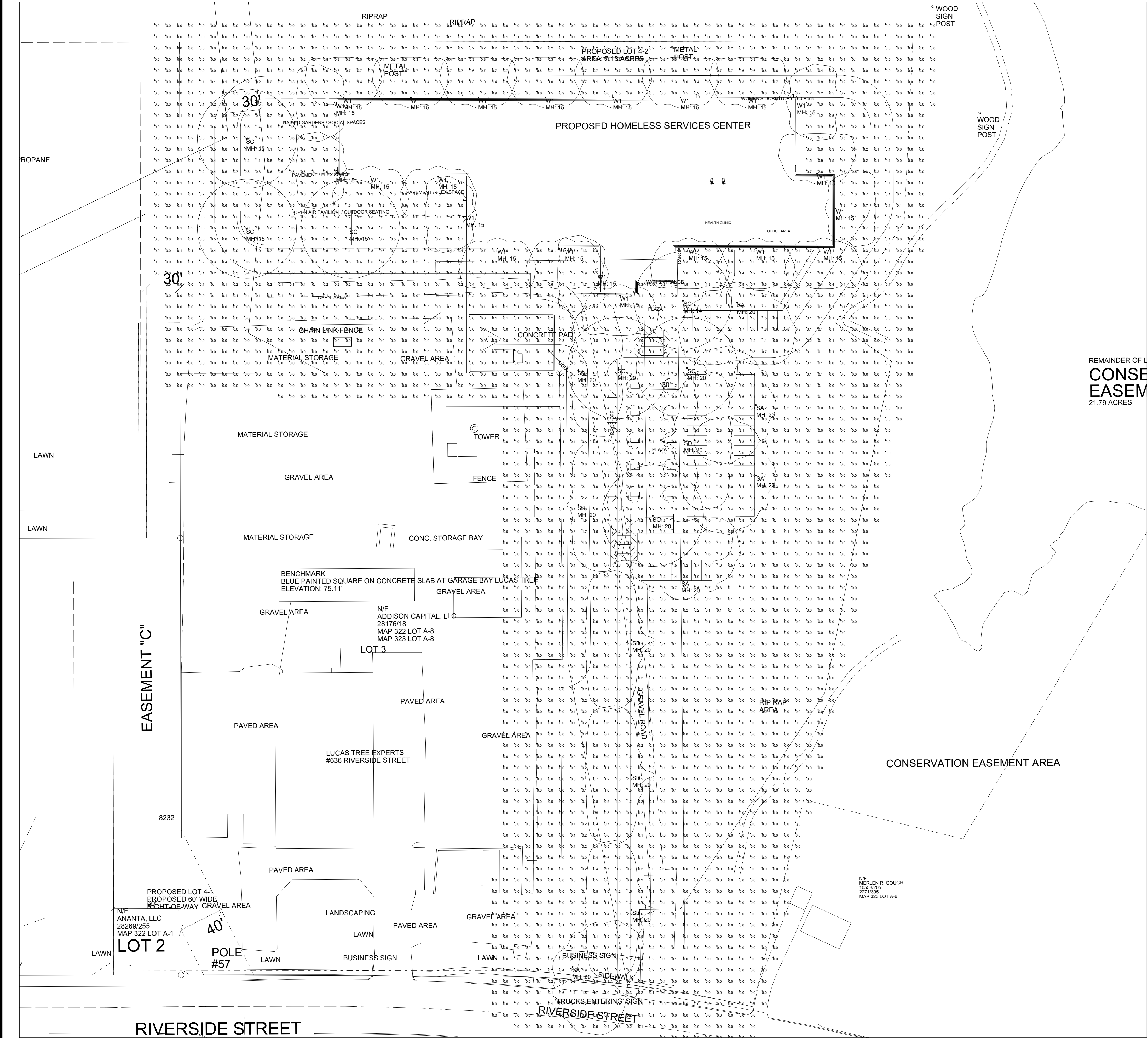
C-8.6

Drawing Name:	EROSION CONTROL NOTES
Project:	Homeless Services Center 654 Riverside Street, Portland, Maine
Client/Owner:	DC Predevelopment LLC 100 COMMERCIAL STREET, SUITE 414, PORTLAND, ME 04101 PH. 207.772.7673

Design: SRB	Draft: CDD	Date: JUNE 2021
Checked: SRB	Scale: AS NOTED	Job No.: 3824.01
File Name: 382401--DETAILS.dwg		
This plan shall not be modified without written permission from Gorrill Palmer. Any alterations, authorized or otherwise, shall be at the user's sole risk and without liability to Gorrill Palmer.		
1	2021.06.18	SUBMITTED TO CITY OF PORTLAND FOR REVIEW



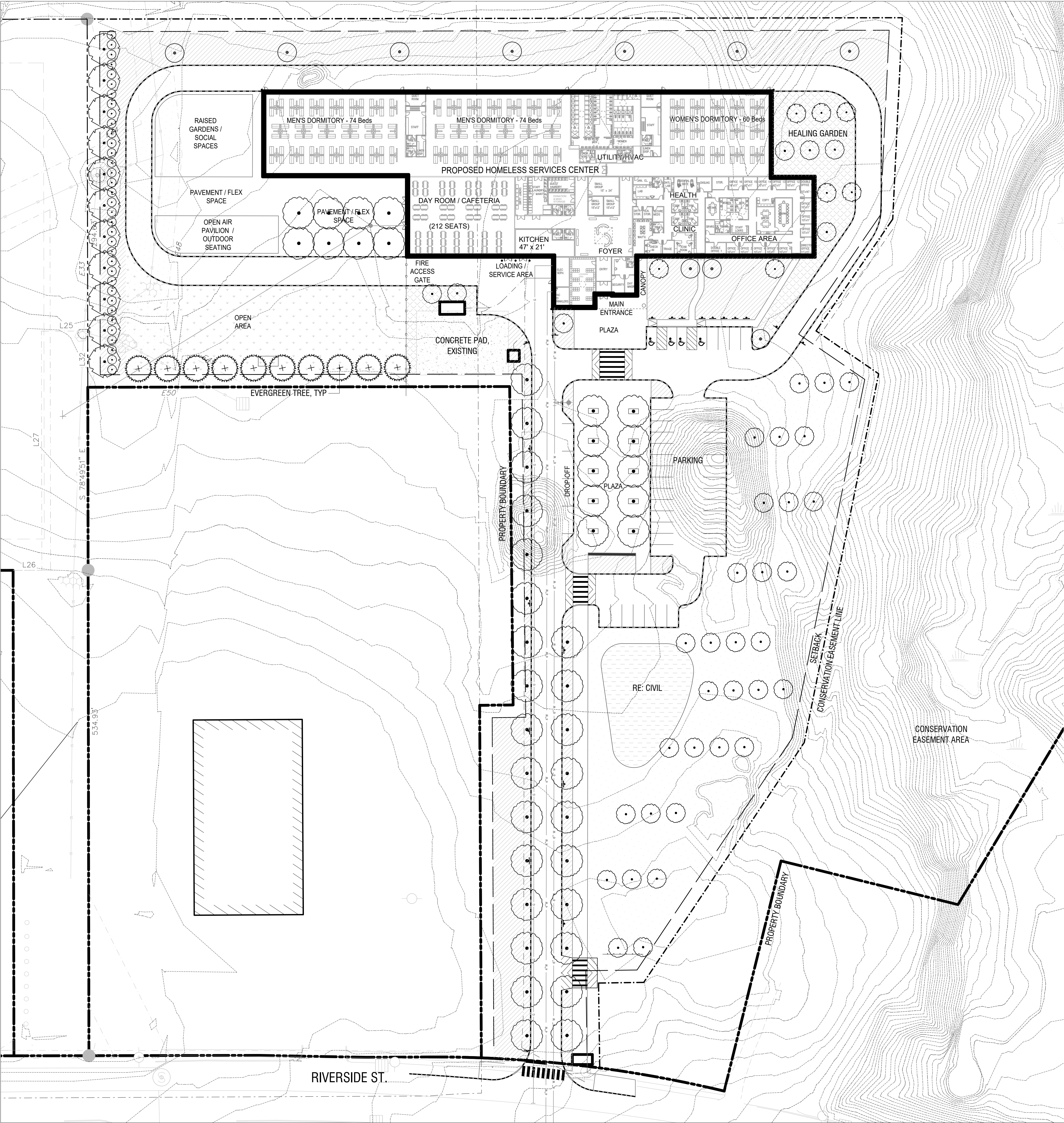
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- NOTES:
- 1) EXACT MOUNTING DETAILS TO BE DETERMINED AT JOBSITE BY OTHERS.
 - 2) CALCULATIONS MAY or MAY NOT SHOW THE EFFECT OF SHADOWING CAUSED BY BUILDINGS AND OBJECTS WITHIN THE CALCULATED SPACE OR IN THE SITE AREA.
 - 3) READINGS SHOWN ARE INITIAL 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	3.6	0.0	N.A.	N.A.

Luminaire Schedule (note fixture catalogue numbers are not complete)					
Type	Qty	Lumens	LLF	Lum. Watts	Description
SA	5	6696	0.900	65	VPS-36L-65-3K7-4W
SB	2	5637	0.900	82.32	VP-S-36L-80-3K7-3-BC
SC	7	5908	0.900	57.8907	VP-S-24L-55-3K7-5W
SD	4	5492	0.900	54	VP-S-24L-55-3K7-3
W1	22	2588	0.900	28.6	LNC2-12L-3K-070-4



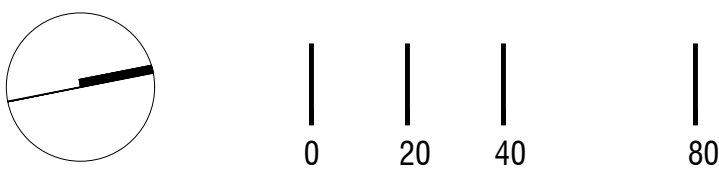
PLANT LIST

SYMBOL	ABBR.	BOTANICAL NAME	COMMON NAME	QTY	SIZE	SPACING
TREES						
	GT	GLEDITSIA TRIACANTHOS	HONEY LOCUST	TBD	2.5" MIN	PER PLAN
	BP	BETULA POPULIFOLIA	GRAY BIRCH (SINGLE STEM)	TBD	2.5" MIN	PER PLAN
	AB	ABIES BALSAMEA	BALSAM FIR	TBD	8'-10' HEIGHT	PER PLAN
	QA	QUERCUS ALBA	WHITE OAK	TBD	2.5" MIN	PER PLAN
	HV	HAMAMELIS VIRGINIANA	NATIVE WITCH HAZEL	TBD	B&B	PER PLAN
	CA	CORNUS ALTERNAFOLIA	PAGODA DOGWOD	TBD	B&B	PER PLAN

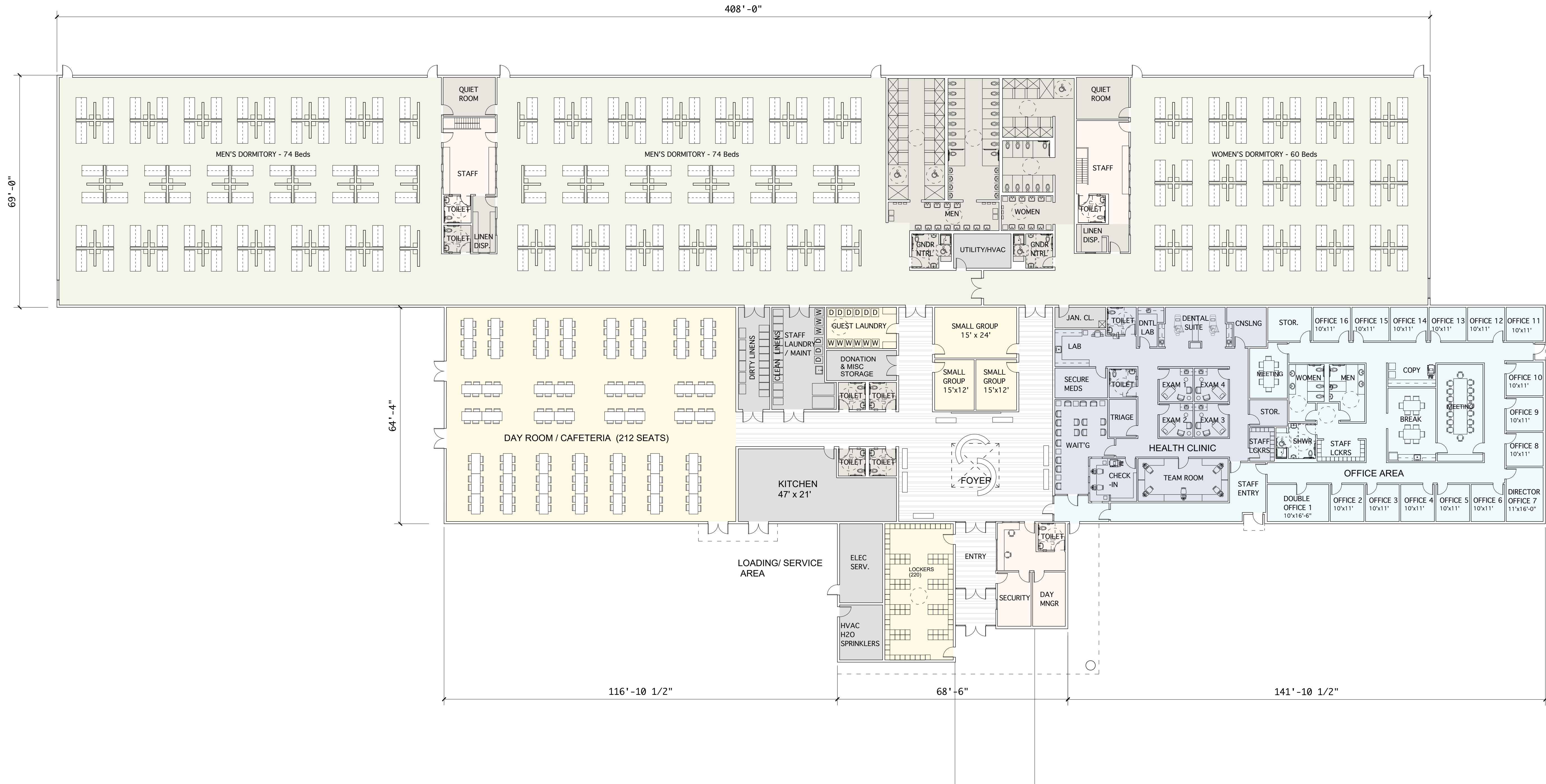
SHRUBS						
	CO	CORNUS ALBA 'SIBIRICA'	SIBIRICA RED TWIG DOGWOOD	TBD	TBD	PER PLAN PER PLAN

ORNAMENTAL GRASSES & PERENNIALS						
	CA	CAREX PENSYLVANICA	OAK SEDGE	TBD	TBD	PER PLAN
	DP	DENNSTAEDTIA PUNCTILOBULA	HAY SCENTED FERN	TBD	TBD	PER PLAN

- LAWN (SEED MIX)** (WILDFLOWER FARM'S ECO-LAWN GRASS SEED)
TOTAL AREA TBD
ECO-LAWN IS A DROUGHT-RESISTANT GRASS THAT REQUIRES MOWING ONLY ONCE PER MONTH. EACH 5 POUND BAG OF SEED COVERS 1,000 SQUARE FEET. A THICK HEALTHY LAWN IS THE BEST DEFENCE AGAINST WEEDS, DISEASE, DROUGHT AND INSECT DAMAGE.
- RESTORATION MIX (SEED MIX)**
NEW ENGLAND WETLAND PLANT, INC.
"NEW ENGLAND CONSERVATION/WILDLIFE MIX"
APPLICATION RATE: 25LBS/ACRE | 1750 SQ FT/LB



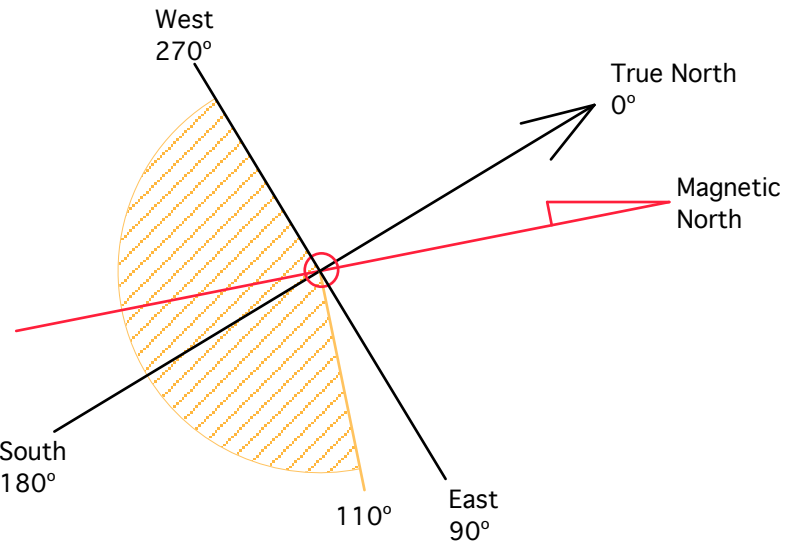
REVISIONS	DATE



FIRST FLOOR CONCEPT PLAN

SCALE: 1/16" = 1'-0"

51,690 S.F.



Civil Engineering:
GORRILL PALMER

707 Sable Oaks Dr. #30
South Portland, ME 04106
T. 207.772.2515

Landscape Architecture:
**ACETO LANDSCAPE
ARCHITECTS**

565 Congress Street
Portland, ME 04101
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Structural Engineering:
**STRUCTURAL INTEGRITY
CONSULTING ENGINEERS**

46 Forest Avenue
Portland, ME 04101
T. 207.774.4614

Sustainability Consultant:
THORNTON TOMASETTI

14 York Street, Suite 201
Portland, ME 04101
T. 207.245.6061

CITY OF PORTLAND
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654 Riverside Street,
Portland

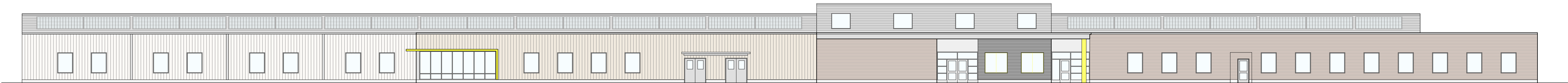
BUILDING CONCEPT SET

Scale: 1/16" = 1'-0"

BUILDING ELEVATIONS

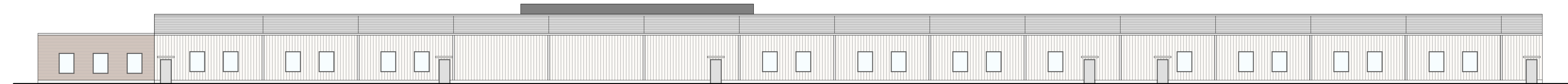
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JUNE 14, 2021



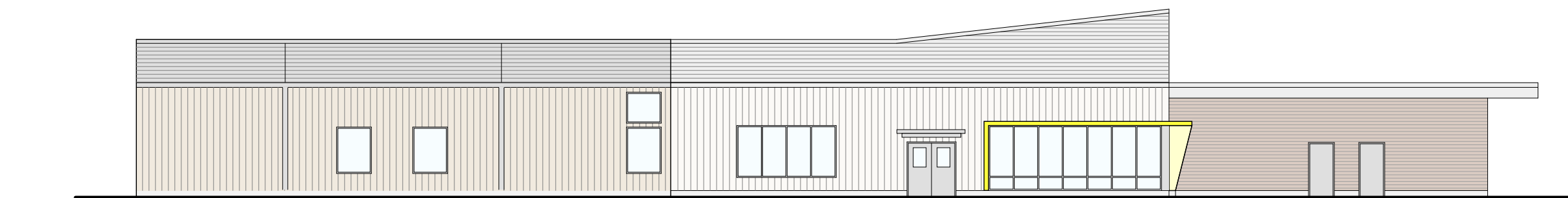
EAST ELEVATION

SCALE: 1/16" = 1'-0"



WEST ELEVATION

SCALE: 1/16" = 1'-0"



SOUTH ELEVATION

SCALE: 1/16" = 1'-0"



NORTH ELEVATION

SCALE: 1/16" = 1'-0"

Memorandum

Planning and Urban Development Department



To: Chair Mazer & Members of the Planning Board
From: Jimmy Dealaman, Planner
Date: July 23, 2021
Re: Rezoning from R-5 to R-5a
Project ID: ZN-001640-2021
Meeting Date: July 27, 2021
CBL: 078 Boo7, 078 Co02

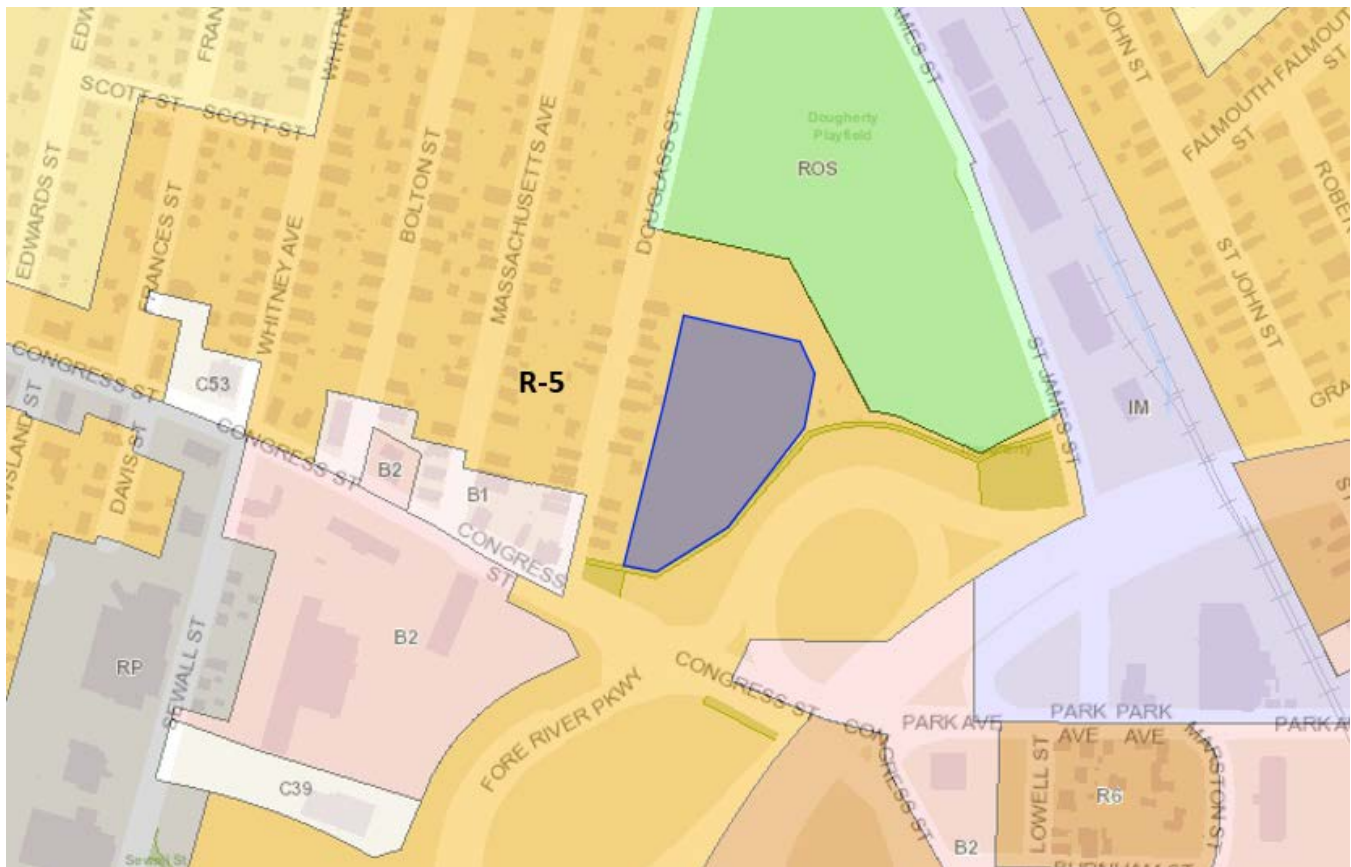


Figure 1: Existing zoning context with approximate rezoning area highlighted in blue

I. INTRODUCTION

Douglass Commons, LLC, seeks a zoning map amendment to map an R-5a Residential zone onto portions of property located at 43 and 91 Douglass Street (i.e. 57 Douglass Street) in the Libbytown neighborhood. The subject area for the zone change is approximately 148,228 square feet in size and is currently zoned R-5 Residential. The requested actions would facilitate an increase in density for a future Planned Residential Unit Development (PRUD), which is in accordance with a Request for Proposals (RFP) released by the City in April of 2020, soliciting proposals for an , age-inclusive and affordable housing proposal at this location. At present, the applicant has entered into a Purchase and Sale agreement with the City, and has identified that a zoning map amendment is required to complete the project as presented in their bid.

The Planning and Urban Development Department mailed 101 notices advertising this meeting to interested parties and property owners within 500 feet of the site. The legal advertisement ran in July 16 and 17, 2021 editions of the *Portland Press Herald*. The applicant's Neighborhood Meeting is scheduled for August 3, 2021.



Figure 2: Aerial View of Site (facing north)

Owner/Applicant: Douglass Commons, LLC
Agent: The Szanton Company

II. PROJECT DATA

Existing Zoning	R-5 Residential
Proposed Zoning	R-5a Residential
Existing Use	Vacant Lot
Proposed Use	Planned Residential Unit Development (PRUD)

III. EXISTING CONDITIONS

The subject property is comprised of two vacant city-owned parcels at 91 and 43 Douglass Street together with the 60 ft. wide proposed street situated between the two parcels (Plan 1). The property is bounded by City-owned Dougherty Field to north, property owned by Maine Department of Transportation (MDOT) to the east and south, and to the west the site is bordered by a mix of 11 residential properties made up of four 3-Family, two 2 Family, and five single family homes built between 1850 and 1930s.

Historically, the site consisted of salt marches and wetlands until sometime prior to 1866. Until 1900 the site was used as a brick yard, with a portion of the site also containing a residential structure. The City acquired both parcels around the late 1930s through mid-1940's. In 1962, the West School was built and used as an elementary school until being used as an adult educational facility beginning in the mid-1980s, which was eventually vacated in 2013, as the building had reportedly fallen into significant disrepair. The West School building was eventually demolished in 2016.

The site is proximate to a number of commercial uses (zoned B-2 Community Business) which are along Congress Street to the south. The surrounding area also includes the Kiwanis Community Pool on the upper portion of Dougherty Field to the north. A B-1 Neighborhood Business zone is mapped at the intersection of Douglass Street, Brighton Avenue and St. John Street. There are also a number of commercial/industrial land use types that exist along St James Street to the north east which are zoned I-M Industrial. To the west there is approximately four blocks of mid density (R-5) residential neighborhood that becomes lower density (R-3) residential zoning heading further west, which together provide a primarily residential context. Also serving these neighborhoods, at the end of

Stevens Avenue, a priority corridor identified in the City's Comprehensive Plan, is the Westgate Shopping Center (zoned B-2 Community Business), an approximately a 13-minute walking distance to the site.

The site is in close proximity of Portland METRO bus routes 1, 5, 9A, and 9B, which run along Congress Street, Park Ave, Fore River Parkway. The site is also 0.5 miles from the Portland Transportation Center – Amtrak Downeaster and Concord Coach Station. Further south, beyond the Portland Transportation Center is Thompson's Point, a large-scale mixed-use development including light industrial, restaurant, and venue space as well as the newly opened Portland Children's Museum.

Prior to this application, there was a recent zoning map amendment made nearby approved by the City Council on May 3, 2021 (Order No. 226-20/21) rezoning a property at 1217 Congress Street and adjacent parcels from a B-1 Neighborhood Business zone to a B-2 Community Business zone.



Figure 3: Aerial View (facing West) Showing Surrounding Uses

IV. BACKGROUND

On December 16, 2019, the City Council approved the sale of the property (Resolve 10-19/20) located at 43 and 91 Douglass Street based on a recommendation from the City's Housing Committee to market the property to help meet City goals of constructing housing.

A. RFP for Disposition of 43 & 91 Douglass Street

In 2020, the City of Portland released an RFP to dispose of three separate City-owned properties, with the property at 43 and 91 Douglass Street being among them (Attachment 1). The criteria for consideration centered around the ability to provide high quality and age-inclusive affordable housing at-scale, and integrated with the surrounding community.

Aside from affordability requirements, the RFP requires that the development be designed in accordance with Portland's Green Building Code, and in a manner that is compatible with the pattern, scale, massing and materials of surrounding development.

The Szanton Company were selected as the winning bid, and Douglass Commons LLC entered into a purchase and sale agreement with the City on May 21, 2021 for development of this site.

B. Purchase and Sales Agreement for 43 & 91 Douglass Street

The Purchase and Sale Agreement (Attachment E) has been signed and both Environmental Assessments are now completed. The sale is contingent upon a number of conditions, one of which requires an 18-month due diligence period, so the transfer of the property from the City to the applicant is expected to occur no later than November of 2022.

The agreement specifies that the developer shall be responsible for the creation of a certain number of residential units, with a portion of those being deed restricted.

V. CONCEPTUAL DEVELOPMENT PROPOSAL

The proposed rezoning from R-5 to R-5a would facilitate increasing the allowable density for a Planned Residential Unit Development (PRUD), in which the applicant intends to create 108 residential units made up of 52 cooperative housing units leased individually to resident shareholders and 56 rental apartment units. According to the Purchase and Sale agreement, a minimum of 92 units would be deed restricted. The development contemplated in this application is conceptual at this stage – no site plan application has yet been submitted – but the current Douglass Commons plan submitted by the applicant includes a concept showing four 2-story buildings, three 3-story buildings, and one 4-story building. The plan also intends to provide a “woonerf” or shared street along the middle of the site as well as community gardens and walking path connections to Dougherty Field. Should the proposed rezoning be approved by the City Council, a Major Site Plan application would be submitted and reviewed by the Planning Board which in addition to applicable land use standards would also include a design review for PRUDs in the R-5a zone, as well as being subject to the standards contained in the City’s Technical Manual.



Figure 4: Perspective View of Douglass Commons Shared-Street



Figure 5: Conceptual Site Plan of Douglass Commons

VI. PROPOSED ZONING MAP AMENDMENT

The applicant is proposing a zoning map amendment to rezone an existing R-5 Residential zone to an R-5a Residential zone for a portion of two parcels. The R-5a Residential zone is a moderate-density residential zone mapped for off-peninsula locations.

Staff is recommending that the board consider extending the rezoning boundary coterminous with the city-owned parcel boundary (CBL 078 Bo07). (See Figure 7)



Figure 6: Zoning Map with Applicant's Proposed Change



Figure 7: Zoning Map with Staff Proposed Change

The two zones vary slightly in terms of the form of building that is promoted through the dimensional requirements. The R-5a would allow an increase in density. R-5a permits 1,600 square feet of lot area per dwelling unit while the existing R-5 zone permits 3,000 square feet. Both R-5 and R-5a zones allow the same maximum building height, 35 feet.

For buildings utilizing the PRUD dimensional standards, the R-5a zone requires 1,400 square feet less net land area per dwelling unit, 100 square feet less required for common recreation open space area per dwelling unit, and

increases in the maximum structure height by 20 feet (from a 35 foot to 55 foot height maximum) than could occur under existing R-5 PRUD dimensional requirements.

Furthermore, in order to promote development of low- and moderate-income developments as PRUDs, any project in which more than 50% of the units are low-income or workforce units for rent or for sale may utilize the following dimensional bonuses and changes as outlined in Section 18.2.4.B:

- Minimum lot area per dwelling unit is reduced by 50%.
- Maximum number of units and maximum length of buildings do not apply but may be set through site plan review.
- Minimum building setbacks may be reduced to 10 feet.
- The PRUD may cross public rights of way provided that the right of way does not count towards minimum lot size nor towards minimum lot size nor towards any open space requirements.
- Minimum recreation open space area is reduced to 200 square feet per dwelling unit of common area designated for recreational purposes by the residents. Minimum contiguous size setbacks do not apply and shall be set through site plan review.
- The Planning Board's *Design Manual*, design standards, and guidelines with respect to PRUDs shall apply in full to PRUDs utilizing this subsection.

VII. ZONING ANALYSIS

A. Existing Zoning: R-5 Residential

The current R-5 zone allows for mid-density residential development at a maximum density of 6,000 square feet for residential uses, and a maximum density of 3,000 square feet per dwelling unit for developments that meet the definition of PRUD¹.

The City's zoning code describes the purpose of the R-5 Residential zone as:

“To provide appropriate areas of the city for medium-density residential development characterized by single family, two-family and low-intensity multifamily dwellings on individual lots; to ensure the stability of established medium-density neighborhoods by controlling residential conversions; and to provide for planned residential unit development on substantially-sized parcels.”

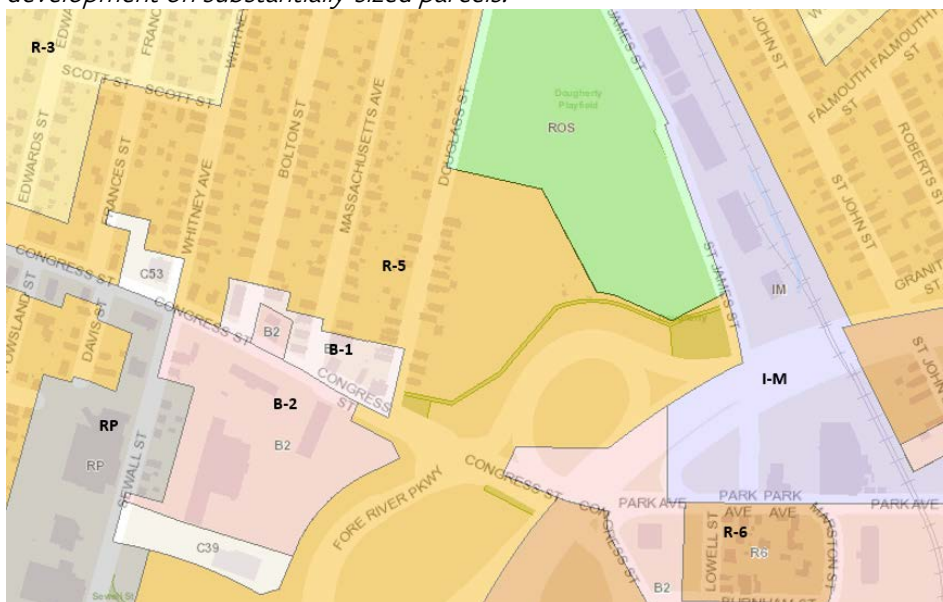


Figure 8: Existing Zoning Map

¹ Planned Residential Unit Development (PRUD): A residential subdivision consisting of attached or detached dwellings intended for separate ownership and land to be owned and used in common, with open spaces, recreational areas, access ways, and buildings which are designed, built, and managed in accordance with a unified development plan.

B. Proposed Zoning: R-5a Residential

The purpose of the R-5a zone is described as:

“To provide for moderate-density residential development in off-peninsula locations that can provide a unique residential living experience with a high degree of natural site amenities; and to provide areas of the city in the general proximity of the peninsula that have the capability for adequate municipal services, including traffic corridors with adequate traffic capacity, that can appropriately accommodate a more intensive use of land than other lower-density zoned land and be compatible with surrounding neighborhoods; and to increase affordable housing opportunities in off-peninsula locations by providing a moderate-density zone.”

Planning staff believe that R-5a is an appropriate district for the subject area due to the existing residential character and scale of the proposed rezoning area, site proximity and access to public transit, as well as being located a short walking distance to Congress Street, a priority corridor identified in the City’s Comprehensive Plan. The site is also situated between two priority nodes (i.e. targeted locations in need of future investment or planning) that are denoted as areas to ‘Transform.’ Additionally, the subject property is located beside Dougherty Field to maximize using existing public open space which is identified in the City’s Comprehensive Plan as an open space connection to be conserved.

An R-5a zone change will facilitate an increase in density for future residential PRUD developments as the net land area per dwelling unit in the R-5 zone is 3,000 square feet while net land area per dwelling unit under R-5a dimensional standards is 1,600 square feet, therefore permitting more dwelling units per lot area at this transit accessible location, within walking distance to public open space and nearby commercial districts. In addition, the maximum permitted building height would increase to 55 feet, which is an appropriate scale for this location, which is bounded by open space on three sides and the 295 interchange to the east.



Figure 9: Site Location (shown in red) in Relationship to Priority Nodes & Corridors

Staff have conducted an analysis comparing the proposed R-5a zone requirements with the existing R-5 Residential Zone and have highlighted the differences in the tables below.

Use Summary:

R-5a does not permit the following uses that are either conditional or permitted in the R-5 Zone:

Multiplex; post-secondary schools; special deeds independent dwelling units; lodging house; elementary, middle, and secondary schools; hospitals; places of assembly; off-street parking

R-5a permits the following uses either as conditional or permitted, but are not expressly permitted in the R-5 Zone:

Congregate care facilities; intermediate care facilities; long-term and extended care facilities

Table 1 provides a comparison of the permitted uses between existing and proposed zone. Uses marked with a 'P', are permitted uses in the zone. A 'C' indicates a conditional use, otherwise uses are not permitted. **Highlighted in yellow shows any changes between zones**

TABLE 1: PERMITTED AND CONDITIONAL USES IN R-5 & R-5a Residential Zones		R-5	R-5a	Notes
Residential	Single-family dwellings	P	P	
	Two-family dwellings	P	P	
	Multi-family dwellings	C	P	
	Multiplex	P		
	Congregate care facilities		P	
	Handicapped family units	P	P	
	Planned Residential Unit Developments	P*	P*	(*Must consist of horizontally or vertically attached dwelling units, or a series of such dwelling units, with all land owned and used in common. PRUDs shall be subject to review and approval by the Planning Board under Article 15)
	Special needs independent dwelling units	P		
	Lodging houses	C*		(*In R-5 conversions of existing two-family or multiplex structures into lodging houses are permitted as a conditional use, provided that the lodging house shall not be located within 500 ft. of another as measured along street lines.)
	Sheltered care group homes	C	C	
Institutional	Elementary, middle, and secondary schools	C		
	Governmental uses	P	P	
	Hospitals	C		
	Intermediate care facilities	C	P	
	Long-term and extended care facilities	C	P	
	Places of assembly (<10,000 SF)	C		
	Places of assembly (>10,000 SF)	C		
	Preschool facilities	C	C	
Comm.	Post-secondary schools	C		
	Bed and breakfasts			
	General offices (<5,000 SF)			
Other	Hostels			
	Agriculture			
	Cemeteries			
	Off-street parking	C		
	Parks and open spaces	P	P	
	Raising of domesticated animals			
	Solar energy system (minor)	P	P	
	Utility substations	C	C	

Table 2 provides a comparison of the dimensional requirements between existing and proposed zone. Highlighted in yellow shows any changes between zones

TABLE 2: Zoning Requirements by Use		R-5 (See Table 3 for PRUD standards) (Single-family homes may be built on small lots per Small Residential Lot Dimensional Requirements, but are not included in this report)	R-5a (see Table 3 below for any of the following uses: PRUD, multi-family development of 4 or more units, congregate care, and intermediate, extended, or long-term care facilities unless otherwise noted below)
Lot area (min.)	Governmental	6,000 SF	
	Hospital	5 ac.	
	Intermediate or long-term, extended care facility	2 ac.	1.5 ac.
	Lodging house	9,000 SF	
	Multiplex	9,000 SF	
	Place of assembly	<10,000 SF	.5 ac.
		>10,000 SF	1 ac.
	Post-secondary school	2 ac.	
	Elementary, middle, and secondary school	30,000 SF	
	Raising of animals		
	Residential	6,000 SF	6,000 SF / 2 ac. max (Applies to 1-, 2-, and 3-family dwellings only)
	All other uses	6,000 SF	
Lot area per dwelling unit (min.)		3,000 SF	1,600 SF
Lot area per rooming unit (min.)		1,000 SF	
Lot area per multiplex unit (min.)		4,500 SF	
Lot area per Special needs independent dwelling unit. (min.)		3,600 SF	
Street frontage (min.)		50 ft.	50 ft.
Lot width (min.)		60 ft. 90 ft. for multiplex	60 ft.
Front setback (min.)		20 ft.	25 ft.
		Or average depth of adjacent front yards	
Rear setback (min.)		20 ft.	25 ft.
	Detached accessory (< 250 SF footprint)	5 ft.	5 ft.
Side setback (min.)	<1.5 stories to 1.5 stories	8 ft.	10 ft.
	2 stories	12 ft.	14 ft.
	2.5 stories	14 ft.	16 ft.
	Detached accessory (< 250 SF footprint)	5 ft.	5 ft.
	On side street (min.)	15 ft.	20 ft.
		Or depth of front yard directly abutting the lot.	

TABLE 2: Zoning Requirements by Use (continued)		R-5 (continued)	R-5a (continued)
Stepbacks (above 35 ft. when property line abuts a residential zone)(min.)			
Structure height (max.)		35 ft.	35 ft.
	Detached accessory	18 ft.	18 ft.
	Lot coverage (max.)	40%	30%
Landscaped open space ratio (min.)			
Width of garage opening on front façade (max.)			

Table 3 provides a comparison of the PRUD dimensional requirements between existing and proposed zone. Highlighted in yellow shows any changes between zones

TABLE 3: PRUD Dimensional Requirements (R-5 & R-5a)	R-5	R-5a (Applicable to PRUD, multi-family development of 4 or more units, congregate care, and intermediate, extended, or long-term care facilities unless otherwise noted)
Lot area ¹ (min.)	2 ac.	2 ac. (only applicable to PRUD, congregate care, and multi-family development of 4 or more units)
Net land area per dwelling unit (min.)	3,000 SF	1,600 SF (only applicable to PRUD, congregate care, and multi-family development of 4 or more units) (Minimum land area per intermediate care facility resident: 8,000 SF lot area for first 35 residents, plus 350 SF for each additional resident.)
Units per building (max.)	12	
Average number of units per building (max.)		
Structure height (max.)	35 ft.	55 ft.
Building length (max.)	140 ft.	
Length of accessory garage structure (max.)	60 ft.	
Building setback from external subdivision property lines (min.)	Bldg. Length 100 ft. or less: 25 ft.	Bldg. Length 100 ft. or less: 25 ft.
	Bldg. Length >100 ft.: 35 ft.	Bldg. Length >100 ft.: 35 ft.
Distance between detached PRUD dwelling units (min.)		
Common recreation open space area (min.) (Recreation open space area shall be designated on the site for recreation purposes. Such recreation areas shall be usable, level graded, dry, accessible and properly drained. At a minimum, a contiguous area of 6,000 SF with a minimum dimension of 50 ft. shall be provided which shall at least be usable as a multi-purpose field. Such recreation areas shall be located at least 25 ft. from dwelling units.)	300 SF/D.U.	200 SF/D.U. (only applicable to PRUD, congregate care, and multi-family development of 4 or more units)
Habitable space elevation	No habitable space in a PRUD shall be below grade, except basements that are a part of and below above-ground units.	

VIII. COMPREHENSIVE PLAN ANALYSIS

Portland's Plan 2030

Comprehensive Plan goals and policies (state and local) relevant to the proposed zoning map amendment are included below as well as provided in the analysis submitted by the applicant (Attachment D). The change to R-5a Residential aligns with these vision statements and goals, by creating a new opportunity for an affordable, and well-connected new housing development accessible to public transit and within walking distance to a variety of services supporting the Plans goal of *Complete Neighborhoods, and increasing, preserving, and modifying the overall supply of housing city-wide*. In addition, the proposed project supports the City's desire to *leverage underused properties* owned by the City. The proposed rezoning allows for maximizing PRUD style development on an underutilized lot, which increases the number of units that are permitted on-site, which will include affordable units, with access to public transit and services.



Vision Statements:

- Secure - We will be committed to accessible housing and healthy food for all our residents.
- Authentic - The uniqueness and integrity of our neighborhoods will be maintained and enhanced.
- Connected - We will foster accessible linkages between where we live, work, shop, and play.
- Connected - We will enable meaningful access to the natural world and recreational opportunities as a central component of community health.

Housing: A Livable City

- Increase, preserve, and modify the overall supply of housing city-wide to meet the needs, preferences and financial capabilities of all Portland residents.
- Pursue policies to enable people who work in Portland to have the option to live in Portland.
- Reinforce existing housing tools, policies, and programs while continuing to explore emerging best practices.
- 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.
- Consider the sale of City-owned land that may be appropriate for housing development.
- Consider incentivizing affordability restrictions as part of City-owned property transactions, as well as the potential to return improved properties to the City's tax rolls.
- Create, promote, and facilitate safe, affordable, and practical housing solutions that will meet the evolving needs of Portland residents as they age.

Recreation & Open Space

- Pursue opportunities, in collaboration with partners, to create new open spaces in areas that are currently underserved.
- Pursue opportunities for new and enhanced walking and biking trails as a means of filling existing gaps and investigate paper streets, vacant land, medians, and other often overlooked areas for the potential for park linkages, trails, and other improvements to the urban landscape.
- Prioritize open space acquisition and programming toward creating linkages where there are gaps in the network, particularly between Stroudwater and the Fore River; Evergreen Cemetery and the Presumpscot River; Portland Transportation Center and Bayside; Martin's Point and the Back Cove; and the Western Waterfront and the Fore River.

Future Land Use

- *Complete Neighborhood* – Portland’s Plan recognizes that strong, complete neighborhoods are fundamental to the city’s overall health. Portland’s intent for its predominantly residential neighborhoods is one where all residents regardless of age, ability, or income have access to the basic necessities of daily life - high quality and affordable housing, schools and other civic functions, food, open space, other amenities and services - within a walkable, bikeable distance.
- *Connecting the Chain* – Portland’s Plan recognizes that physically integrated transportation systems, utilities, and open spaces provide the structure for the city’s growth, and that a well-connected system is more efficient and more resilient. An integrated transportation system allows residents to access jobs, food, healthcare, and recreation from their homes while planning for an unbroken network of open space connects neighborhoods and improves access to the outdoors.
- *One Portland* - Portland’s Plan is a vision for One Portland, where the form and characteristics of neighborhoods vary, but the city functions as a cohesive whole. No one area of the city carries all the expectations for accommodating development and all areas can expect appropriate City services and amenities.

XI. PUBLIC COMMENT

As of the writing of this report no public comments have been received.

X. NEXT STEPS

- Incorporate feedback from Planning Board
- Return to Planning Board for future Public Hearing
- Forward recommendation to City Council for consideration for adoption

XI. ATTACHMENTS

PLANNING BOARD REPORT ATTACHMENTS

Attachment 1. RFP

APPLICANT’S SUBMITTAL

- Project Description
- Map Amendment Submission Checklist
- Proposed Map Amendment
- Consistency with Comprehensive Plan Analysis
- Douglass Commons Purchase and Sale Agreement

PLANS

- Plan 1. Preliminary Boundary Survey
- Plan 2. Vicinity Plan
- Plan 3. Conceptual Plan

CITY of PORTLAND, MAINE
Request for Proposals for Disposition of City-Owned Property
Located at 43 & 91 Douglass Street
RFP #2020-2

I. NOTICE AND SPECIFICATIONS

The City of Portland, Maine seeks proposals from qualified developers for the creation of residential housing at 43 & 91 Douglass Street. The site is designated on the City of Portland Tax Assessor's Map as lot CBL 078 C002 & 078 B007.

Sealed proposals for the project, including an original, seven (7) copies, and one (1) digital copy, as specified herein, will be received by the Purchasing Office, Room 103, City Hall, 389 Congress Street, Portland, Maine 04101, until 3:15 p.m., Tuesday, June 16, 2020, at which time they will be publicly opened.

Proposals shall be submitted, and returned in sealed envelopes plainly marked on the outside "Disposition and Development of Property Located at 43 & 91 Douglass Street".

Proposals that are late, unsigned or submitted via fax will not be accepted. Proposals from individuals not registered with the Purchasing Office may be rejected; receipt of this document directly from the City of Portland indicates registration. Should a person receive this Request from a source other than the City, please contact 207-874-8654 to ensure that you are listed as a recipient for this proposal.

All questions must be submitted in writing to the Purchasing Office. These may be mailed, hand delivered, faxed to (207) 874-8652 or e-mailed to mff@portlandmaine.gov and be received no later than five (5) business days prior to the opening date. Questions received after this time will not be addressed. Any interpretation, correction, or change of this document will be made only by written addenda. Changes in any other manner will not be binding on the City and proposers should not rely on. Proposers should not have contact with any City staff with regard to this proposal unless to obtain general public information as specified in the document.

The disposal of this real estate shall be on the basis of a negotiated proposal, with the City of Portland reserving the right to refuse any and all proposals. *All proposers are advised that the property will be sold "as-is" and "where is", in its existing condition, with no warranties either expressed or implied.* The City makes no representations or warranties about of any of the information about the property set forth herein, which is provided to proposers for their convenience only. The successful proposer shall be responsible to inspect the property, or to hire its own professionals to do so. The City, and its agents, make no representations or warranties with respect to the title of the property, the accuracy of any statement as to boundaries or acreage, or as to any other matters contained in any description of the property, or as to the fitness of the property for a particular purpose, or as to development rights, merchantability, habitability, or as to any other matter, including without limitation, land use, zoning and subdivision issues or the environmental, mechanical, or structural condition of the property. The City disclaims any and all responsibility for injury to proposers, their agents or others while examining the property or at any other time. The City will not be responsible for any broker's commission.

Any and all improvements made to said property must be done in accordance with existing City Codes and Ordinances.

II. GENERAL INFORMATION

Summary of Request:

The City of Portland is committed to providing housing opportunities and has set a goal to evaluate the use of City-owned property to construct housing. As one-step in accomplishing this goal, the City of Portland will accept proposals for the development of housing on the lot located at 43 & 91 Douglass Street, which currently is a vacant lot but was the former site of the West School.

This request for proposals results from the December 16, 2019 approval by the Portland City Council (Resolve 10-19/20) on the recommendation of the Housing Committee to market the City-owned vacant property located at 43 and 91 Douglass Street.

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

Site Information:

- a. Location:** 43 & 91 Douglass Street, as identified in the City of Portland Assessor's records as lot CBL 078 C002 and 078 B007, in the R-5 zone. The lot includes the former site of the West School. The site for disposition includes a portion of 91 Douglass Street, but not the entire lot (See Attachment 2).
- b. Existing Conditions:** 43 & 91 Douglass Street is located on two parcels with frontage on Douglass Street in the Libbytown neighborhood. A right-of-way bisects the two parcels. The surrounding context is predominantly residential with the majority of homes in the area being one and multi-family structures. Dougherty Play Field abuts the property to the north.
- c. Current use:** Vacant lot.
- d. General Dimensions:** 43 Douglass Street (estimated at .3981 acres), and an estimated 2.85-acre portion of 91 Douglass Street.
- e. Current Zoning:** R-5. The minimum lot size in the R-5 zone is 6,000 square feet for residential development (single-family and two-family), 9,000 square feet for a multi-plex development (three-family or more), and 2 acres for a planned residential unit development (PRUD). This parcel would allow for residential, multi-family, and PRUD development. The minimum lot area per unit in a PRUD is 3,000 square feet; the maximum units per building is 12 units. At an estimated 141,570 square feet, the maximum number of residential units that could be developed within a PRUD is 47 units. For complete zoning requirements, please refer to Chapter 14, Land

Use, of the City Code.

- f. **Rezoning:** Higher density zoning that furthers exceptional projects and other city goals as outlined in Section III may be considered. It should be noted that changes to zoning require both Planning Board and City Council approval.
- g. **Condition of the property at the time of sale:** This parcel is the location of a former city-dump, and later the West School. A natural gas line and gas company easement are located in the right-of-way and the 43 Douglass Street parcel thus precluding development over these sites. A 40' wide sewer easement is also identified in the unbuildable portion of the site.
- h. **Environmental Conditions:** A Phase II Environmental Site Assessment (ESA) has been completed to evaluate current environmental conditions. Based on findings, special soil disposal restrictions may be required. Participation in the Maine DEP Voluntary Response Action Program (VRAP) should be considered. The Phase II ESA will be available on-line.
- i. Proposers are urged to investigate water sources and utility connection requirements with the Department of Public Works.

III. CITY GOALS

The City's primary goals for the use of the property are:

1. Developments shall provide mixed income units. All units must be affordable to households earning 60% to 120% of the area median income (AMI). Currently, 60% AMI for a family of four is \$55,800 and 120% AMI for a family of four is \$111,600.

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

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

2. Development of mixed income homeownership or rental housing of excellent building and site design. Design principles should promote efficient use of land to create a development that is compatible with the existing pattern, scale, massing, and materials of the surrounding neighborhood. The development's buildings shall be designed to meet the City's Green Building Code.
3. Rezoning may be considered to support increase housing development opportunities or maximize the number of allowable housing units on the property.
4. Developments shall create housing options that are age inclusive.

The general terms for this real estate transaction include:

- Units must be used as the principal residence of the owner/tenant and owner/tenant shall not use the unit for the conduct of business (except for a home occupation allowed under the City of Portland zoning ordinance) or as an investment property. Units shall not be rented for short-term periods of one to thirty days.
- Property Sale Price. The City expects to receive Fair Market Value (“FMV”) for the property.
- Alternative Ownership Models. Alternative ownership models that will encourage a mixed income community with long term affordability for the maximum number of units, such as limited equity units, co-housing, cooperative, or a community land trust, may be considered in order to ensure the units affordability over time.
- Proposals must outline how they will maintain affordability.
- Other City Incentives. Other city financial incentives may be considered to support increase housing development opportunities or maximize the number of allowable housing units on the property.

IV. PROPOSED SCORING

An internal staff Committee will review proposals received, and will apply the following selection criteria in reviewing and scoring the applications.

Proposed use to achieve the City of Portland's goals

40 points

1. Market Demand - 20 points
 - a. 20 points - all units meet the City’s Goals and Terms noted in Section III
 - b. 15 points - at least 75% of the units meet the City’s Goals and Terms noted in Section III
 - c. 10 points - at least 50% of the units meet the City’s Goals and Terms noted in Section III
 - d. 0 points - project does not meet the City’s Goals and Terms noted in Section III
2. Economic diversity - 10 points
 - a. 10 points - creates housing options which promote economic diversity in the neighborhood in which the development is located
 - b. 0 points - does not promote economic diversity
3. Age Inclusive – 10 points
 - a. 10 points – creates housing which is age inclusive
 - b. 0 points – does not create housing which is age inclusive

Impact on surrounding neighborhood, including design.

25 points

1. Project Design -15 points
 - a. 15 points - the proposal is consistent with design characteristics
 - b. 10 points - the proposal is an adequate fit with neighborhood characteristics
 - c. 0 points - the design is a significant outlier
2. Amenities and unit design - 10 points
 - a. 10 points - amenities & unit design are well thought out and appropriate for residents
 - b. 5 points - amenities & unit design are adequate

- c. 0 points - amenities and unit design raise significant concerns that resident needs will not be adequately addressed

Applicant's ability to complete project, including financial feasibility, development team experience, capacity, and timeframe for completion.

35 points

1. Readiness to proceed - 15 points
 - a. 15 points - all projected sources of funding include letters of commitment or interest are projected at terms and conditions consistent with the City's prior experience with the funder
 - b. 10 points - most projected sources of funding include letters of commitment, letters of interest, or, if no letter is included, are projected at terms and conditions consistent with the City's prior experience with this funder
 - c. 0 points - one or more sources are projected on terms that are not consistent with the City's prior experience with the funder and are not documented by letter(s) from funder(s)
2. Track record of development team - 10 points
 - a. 10 points - every development team member has a successful track record with this type of project and at this scale
 - b. 8 points - all but one development team members have a successful track record with this type of project and at this scale; one development team member has relevant experience but at a smaller scale or not of this project type
 - c. 5 points - two development team members, while having relevant experience, are new to this type of project or this scale of development
 - d. 0 points - the development team does not meet the criteria above
3. Current Capacity of development team - 10 points
 - a. 10 points - development team members have exceptional depth of human and financial resources to complete this project
 - b. 8 points - development team members have the human and financial resources to complete this project
 - c. 5 points - development team has a staffing gap in a significant role and a plan to address that gap, OR there are some concerns about the financial resources of the team to move the development forward
 - d. 0 points - the development team does not meet the criteria described above

SUBMISSION INFORMATION

Interested parties are asked to submit a concept development (including preliminary drawings) and a brief description of the project, no longer than two pages, to include the number and type of units, occupants (owners/renters) to be served, special features, the impact on the neighborhood and other ways the proposal meets the primary goals of the City. A general project budget with projected funding sources, development timeline, and development team qualifications and financial capabilities is also required. This RFP does not require detailed architectural drawings or development pro formas.

Photographs and maps of the site and area are required.

- a) **Developer:** Name, address, telephone, email, fax number of the proposed owner/developer and the name(s) of an alternative contact person(s).
- b) **Proposal:** Each proposal submitted must specifically outline the proposed use of the property and any proposed rezoning requests.

- c) **Financial Feasibility:** Provide a business plan, which shall include prospective and committed sources of funding, development and operating budgets; a letter from a lending institution indicating the applicant's ability to finance the projected costs; and provide examples of prior projects that indicate the proven ability to develop a project of similar type and scale from a fiscal perspective.
- d) **Timetable:** Provide an overview of how the proposal will be implemented. Include approximate schedule for completion of each element, closing, construction start-up, substantial completion, final completion, and occupancy. Include applications for public or private financing.
- e) **Developer Capacity:** Identify the qualifications and experience of the development team for the project including a list of previously completed projects similar to the proposed project. This team may include key staff of the developer, architect, general contractor and future property management. Also, discuss the ability to complete the project including the qualifications of the development team, management plan, experience, capacity, project readiness to proceed, and timeframe for completion.
- f) **Occupancy and Management Plan:** Present a plan detailing the ownership structure (condominium, cooperative, etc.), resale restrictions and resale process, to ensure mixed income and long-term affordability.
- g) **Purchase Price:** Proposed purchase price for the property.
- h) **Copies:** Seven (7) copies, with the original so marked, and one (1) digital copy of each proposal shall be submitted.

V. SALE INFORMATION

After proposals are opened, city staff will make a recommendation to the City Council's Economic Development Committee (EDC) and the Housing Committee (HC). The EDC and HC will make a recommendation to the City Council.

VI. OTHER INFORMATION

Confidentiality: Proposals received by the City shall become a matter of public record, subject to public inspection, except to the extent, which an applicant designates in writing, proprietary data to be confidential and submits that data under separate cover, such information, may, to the extent permitted by law, be held from public inspection, as provided in applicable Maine law, including, without limitation, 5 MRS Sections 13119-A and 13119-B.

VII. LEGAL REQUIREMENTS

The contract for the disposition of the property will be executed only after review and final approval by the City Council.

VIII. RESERVATION of RIGHTS

The City of Portland reserves the right, at its sole discretion, to award as well as reject any and all proposals for the city-owned property, based on the quality and merits of the proposals received, or when it is determined to be in the public interest to do so. Furthermore, the City may extend deadlines and timeframes, as needed.

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

The City of Portland, Maine, reserves the right to waive any informalities in proposals, to accept any proposal or portion thereof, and, to reject any and all proposals, as well as negotiate with the successful proposer(s) should it be in the best interest of the City to do so for a final purchase and sale agreement and ultimate sale of the property.

Pursuant to City procurement policy and ordinance, the City is unable to contract with businesses or individuals who are delinquent in their financial obligations to the City. These obligations may include but are not limited to real estate and personal property taxes and sewer user fees.

Proposers who are delinquent in their financial obligations to the City must do one of the following: bring the obligation current, negotiate a payment plan with the City's Treasury office, or agree to an offset, which shall be established by the contract, which shall be issued to the successful proposer

April 10, 2020

Matthew F. Fitzgerald
Purchasing Manager

Attachments:

- A. Proposal Signature
- B. Portland Assessor's Record
- C Site Map
- D Phase II ESA available online

PROPOSAL**NOTE: THIS PAGE IS TO BE COMPLETED AND RETURNED**

The UNDERSIGNED hereby declares that he/she or they are the only person(s), firm or corporation interested in this proposal as principal, which it is made without any connection with any other person(s), firm or corporation submitting a proposal for the same.

The UNDERSIGNED hereby declares that they have read and understand all conditions as outlined in the Request for Proposals, and that the proposal is made in accordance with same.

The UNDERSIGNED hereby declares that any person(s) employed by the City of Portland, Maine, who has direct or indirect personal or financial interest in this proposal or in any portion of the profits which may be derived therefrom has been identified and the interest disclosed by separate attachment. (Please include in your disclosure any interest which you know of. An example of a direct interest would be a City employee who would be paid to perform services under this proposal. An example of an indirect interest would be a City employee who is related to any officers, employees, principal or shareholders of your firm or to you. If in doubt as to status or interest, please disclose to the extent known).

The proposer acknowledges the receipt of Addenda numbered _____
If Applicable

COMPANY NAME: _____
(Individual, Partnership, Corporation, Joint Venture)

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

PRINT NAME & TITLE: _____

ADDRESS: _____

TELEPHONE: _____ E-MAIL: _____

FEDERAL TAX ID #: _____ DUNS #: _____

STATE OF INCORPORATION _____

(If incorporated in another State, businesses must be authorized to do business in the State of Maine.)

In your organizations preceding completed fiscal year, did the organization receive:

(1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; AND

(2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements? ☐ Yes ☐ No

Does the public have access to information about the compensation of the executives in the organization through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (18 U.S.C. 78m(a), 78o(d) or section 6104 of the Internal Revenue Code of 1986? ☐ Yes ☐ No

NOTE: All bids must bear the handwritten signature of a duly authorized member or employee of the organization making the bid. **This sheet must be signed and returned with the application package.**

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

New Search!

Current Owner Information:

CBL	078 C002001
Land Use Type	GOVERNMENTAL
Verify legal use with Inspections Division	
Property Location	43 DOUGLASS ST
Owner Information	CITY OF PORTLAND 389 CONGRESS ST PORTLAND ME 04101
Book and Page	
Legal Description	78-C-2 DOUGLASS ST 43-53 REAR PROPOSED ST 17340SF
Rental Registration	No
Acres	0.3981

Current Assessed Valuation:

TAX ACCT NO.	10005	OWNER OF RECORD AS OF APRIL 2019
LAND VALUE	\$49,000.00	CITY OF PORTLAND
BUILDING VALUE	\$0.00	389 CONGRESS ST
MUNICIPAL TYPE	(\$49,000.00)	PORTLAND ME 04101
NET TAXABLE - REAL ESTATE	\$0.00	
TAX AMOUNT	\$0.00	

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

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

New Search!

Current Owner Information:

CBL	078 B007001
Land Use Type	GOVERNMENTAL
Verify legal use with Inspections Division	
Property Location	91 DOUGLASS ST
Owner Information	CITY OF PORTLAND 389 CONGRESS ST PORTLAND ME 04101
Book and Page	
Legal Description	78-B-7 DOUGLASS ST 91-105 195648 SF
Rental Registration	No
Acres	4.4915

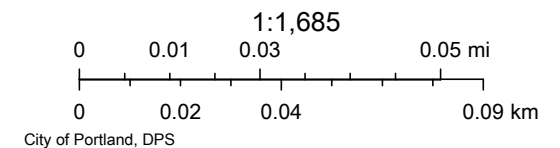
Current Assessed Valuation:

TAX ACCT NO.	10005	OWNER OF RECORD AS OF APRIL 2019
LAND VALUE	\$489,100.00	CITY OF PORTLAND
BUILDING VALUE	\$0.00	389 CONGRESS ST
MUNICIPAL TYPE	(\$489,100.00)	PORTLAND ME 04101
NET TAXABLE - REAL ESTATE	\$0.00	
TAX AMOUNT	\$0.00	

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



3/10/2020, 12:45:58 PM

 Override 1

Douglass Commons, LLC
c/o The Szanton Company
482 Congress St, Suite 203
Portland, ME 04101

Att. A

May 5, 2021

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

Subject: Zoning Map Amendment Application – 91 and 41 Douglas Street

Dear Planning and Urban Development Department,

The Douglass Commons development team is excited to submit this application for zoning amendments to facilitate the development of 91 and 41 Douglass Street into a new, family-oriented neighborhood providing both affordable home ownership and rental home opportunities.

We plan to create a community of 108 households of all ages, backgrounds, and incomes living a stone's throw from the Portland peninsula, yet surrounded by 14 acres of recreational grounds. Our neighborhood aims to provide a balance of green space, transit-orientation, walkability, community, privacy, and affordability. By constructing 108 homes targeted at middle-income households, we will meet our commitment to the Portland City Council to increase the City's supply of housing for the "missing middle" on the site of the former West School.

Our plan calls for the construction of a 56-unit apartment building with a mix of one-, two-, and three-bedroom units on the east side of the site. On the west and north sides of the site will be a series of two- and three-story buildings with co-op homes of various sizes. A woonerf will be constructed in the middle of the site.

Based on preliminary conversations with the Planning and Urban Development Department staff, we understand that this 3.35-acre site is well-suited for the R-5a PRUD designation. We are requesting support for a map amendment from site's current designation of R-5 to a new designation of R-5a.

Our proposed development is supported by the policy goals of the City of Portland, regional agencies, and the Libbytown Neighborhood Association. Our requested changes will allow for hundreds of individuals to live adjacent to the Douglass Street soccer fields, baseball fields, softball fields, skate park, Kiwanis Pool, and Libbytown Community Garden.

Enclosed are the following supporting documents:

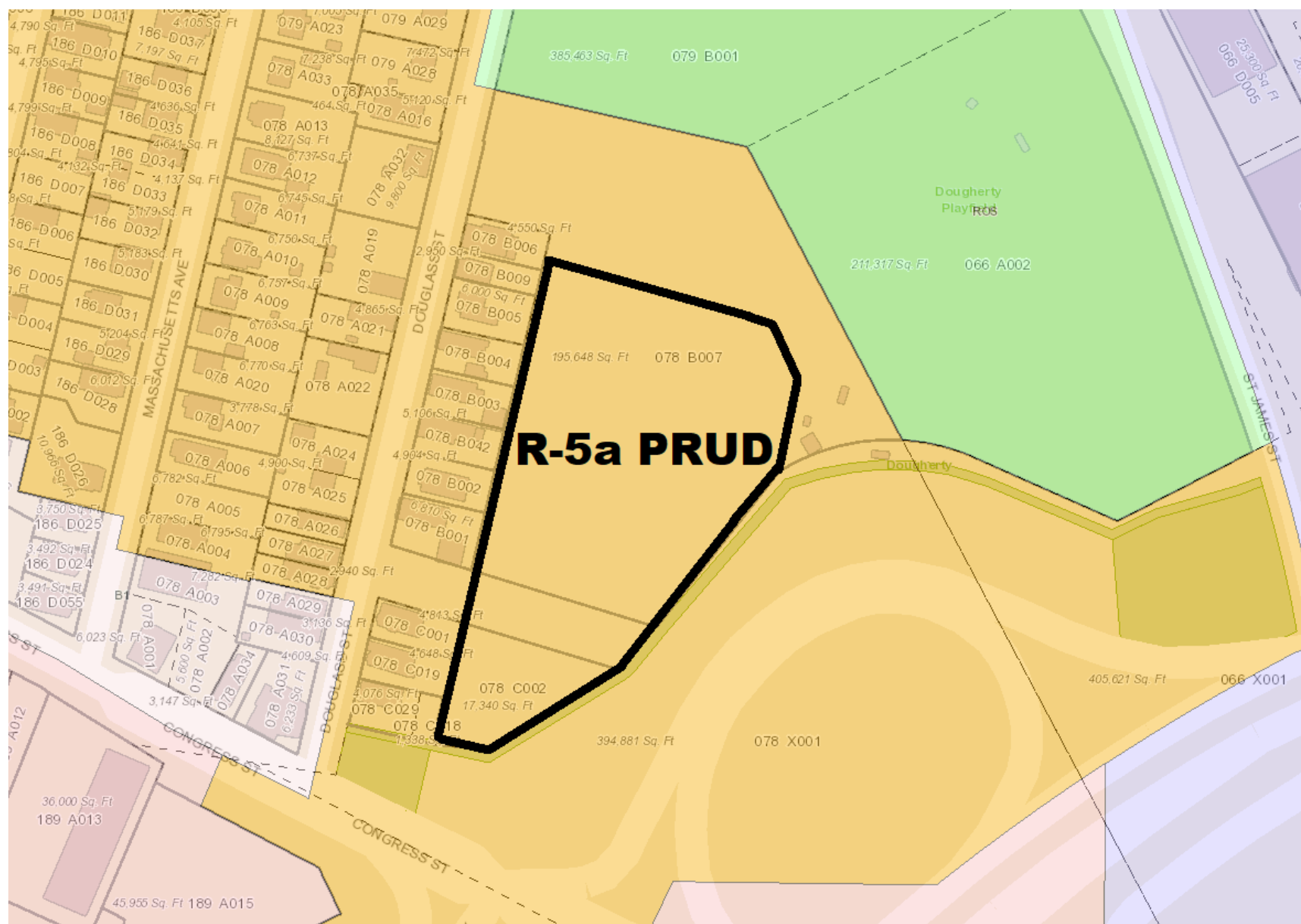
- A. Comprehensive Plan Policy Alignment Summary
- B. Map Amendment Application Checklist
- C. Right, Title, and Interest (Purchase and Sale Agreement with City of Portland)
- D. Vicinity Map
- E. Proposed Zoning Map
- F. Schematic Site Plan

Sincerely,

The Douglass Commons Development Team

CITY OF PORTLAND
Planning & Urban Development Department

MAP AMENDMENT SUBMISSION CHECKLIST	
* Please submit each document <u>and</u> drawing as a separate PDF file * Please submit all drawings in a <u>24 x 36</u> sheet size * Please confirm each item by electronically checking the boxes to the left for each document/drawing	
GENERAL APPLICATION DOCUMENTS	
☒	Project Description Cover Letter with detailed project description
☒	Consistency with Comprehensive Plan Analysis of the consistency of the zone change request with the goals, policies and land use plan of Portland's Comprehensive Plan.
☒	Completed Checklist – Map Amendment Application (this document)
☒	Right, Title and Interest Deeds, leases, or purchase and sales agreements
PLANS	
☒	Vicinity Map
☒	Proposed Map Amendment (please use the Portland zoning map as a reference)
☒	Site Plan (if applicable) <i>(Schematic only)</i> Provide a site plan of the property showing existing and proposed improvements, including such features as buildings, parking, driveways, walkways, landscape and property boundaries.



Douglass Commons - Consistency with Policy Alignment Summary

The requested zoning amendments are well-aligned with stated policy goals at a neighborhood, City, Regional, and State level. A common thread is increasing livability, reducing our region's impact on global climate change, and providing equity and opportunity for all types of households to access safe, affordable homes and affordable economic opportunities.

Alignment with City of Portland's Plan 2030 Concepts

One Portland: Provide access to homes, services, and community connection for all Portland residents by proximity, universal design, and affordability.

A principle of Future Land Use as outlined in Portland's Plan 2030 is One Portland, which stresses the importance of providing development spread throughout the City and providing equitable access to homes, services, and community connection for all Portland residents by proximity, universal design, and affordability. The proposed development supports all the goals of the One Portland vision by creating a more equitable and diverse mix of homes than the single-family style predominantly found on the streets surrounding the Douglass Street recreational complex. Our proposal allows for a broad range of households to have equitable access to Douglass Street's recreation opportunities.

Connect the Chain: Support Transit-Oriented Neighborhoods

Another principle for Future Land Use decisions is Connect the Chain, which focuses on supporting transit-oriented neighborhoods. The proposed map amendment will support a transit-oriented development that will strengthen and support broader transit infrastructure improvements, such bus shelters, indoor space for bus drivers and riders to take a break or wait for a bus, better crossings for school children, and reduced wait times. This project will add ridership to the Metro system, particularly its Congress Street line.

Alignment with One Climate Future

Support Public Transit Networks, Transit-Oriented Development, and Land Use for Smaller Carbon Footprint

The proposed development directly supports the goals of One Climate Future adopted by the Cities of Portland and South Portland, specifically those related to Transportation and Land Use and Climate Resilience. Significant relevant strategies include: TLU 1.1 Public Transit Networks, TLU 1.2 Inclusive Transit-Oriented Development, and TLU 1.7 Land Use for a Smaller Carbon Footprint. The transit-oriented development is located along several bus routes connecting to our site to downtown Portland, the Maine Mall, the Jetport, and Westbrook. Creating a strong node at the end of line opens up opportunities for flexible transit usage, supports expansion of existing infrastructure, and improves the inclusiveness and usability of the existing neighborhood. Climate Resilience strategies met by the proposed development include CR 2.1: Housing Affordability and Resilience and CR 2.5 Neighborhood Resources.

The proposed amendment supports the goals of One Climate Future by creating a residential center along Douglass Street integrated with recreational space and the city's existing transportation infrastructure.

Douglass Commons will result in fewer vehicle miles traveled by single-occupancy vehicles, while providing improved transit infrastructure, sidewalks, and neighborhood connectivity. A cohesive neighborhood center will also build stronger community connections, civic engagement, and disaster resiliency.

Alignment with Maine 2021 Economic Recovery Committee Report

The report calls for the development of “Robust Housing Policies and programs that enable Maine people to live and raise their families near their work. Create and preserve more affordable, efficient, and high-density housing options across the state through bonding, zoning, and land regulation.... Access to stable, affordable, and energy efficient housing is critical to attracting and keeping talent in Maine.”

The proposed development expands housing options for middle income households, by providing s strong community design and limited equity cooperative ownership.

The report also seeks action to “Address Structural Inequities: Make Maine a diverse, equitable, and inclusive state where all Mainers can reach their full potential.”

The proposed mixed income and multigenerational limited equity cooperative model is highly inclusive and facilitates people of different incomes and backgrounds to connect and build community relationships over time.

Alignment with Neighborhood Desires

We have hosted several meetings with the Libbytown Neighborhood Association and engaged in dozens of one-on-one conversations with members of the neighborhood. The Libbytown Neighborhood association has thrown their support behind our proposal writing the following in a June 2020 letter to the Portland City Council: “Overall, we highly recommend this proposal for its commitment to neighborhood design improvements and amenities.”

PURCHASE AND SALE AGREEMENT

THIS PURCHASE AND SALE AGREEMENT (this “Agreement”) is made this 21st day of May, 2021 (the “Effective Date”) by and between the CITY OF PORTLAND, a body politic and corporate located in Cumberland County, Maine, (hereinafter referred to as “Seller” or “City”), and Douglass Commons, LLC, a Maine limited liability company having a mailing address as provided below (hereinafter referred to as “Buyer”).

RECITALS

WHEREAS, the CITY is the owner of approximately 3.40 acres of land at or near 43 & 91 Douglass Street, Portland, Maine (the “Premises”) and did advertise RFP #20067 dated April 10, 2020, entitled Request for Proposals for Disposition and Development of City-Owned Property Located at 43 and 91 Douglass Street, a copy of which is attached hereto as Exhibit A and incorporated herein (the “Request for Proposals”) (the Premises is identified in the City’s tax records as CBL 078 C002 and a portion of 078 B007 together with the 60 ft. wide proposed street situated between the two parcels, as is generally depicted on the Boundary Survey dated March 1, 2021 prepared by Owen Haskell, Inc. for The Szanton Company, a copy of which is attached as Exhibit B); and

WHEREAS, Buyer submitted a proposal dated June 15, 2020 in response to the Request for Proposals, a copy of which is attached hereto as Exhibit C and incorporated herein (the “Proposal”); and

WHEREAS, Buyer desires to purchase and develop the Premises, and the City desires to convey the Premises to Buyer, subject to the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the foregoing and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties, intending to be legally bound, hereby agree as follows:

1. **SALE.** City agrees to sell the Premises to Buyer, and Buyer agrees to purchase the Premises in accordance with the terms and conditions set forth in this Agreement. This Agreement is for the sale of land only.
2. **CONSIDERATION.** The purchase price for the Premises shall be Four Hundred Seventy-Five Thousand Dollars (\$475,000.00) (the “Purchase Price”), subject to the following cost adjustments and conditions:
 - a. Buyer shall deliver to the City the sum of Ten Thousand Dollars (\$10,000.00) (the “Deposit”) within 3 business days after the full execution of this Agreement, which the City shall hold in a non-interest bearing account. The Deposit shall be governed by the terms and conditions of this Agreement and shall be fully refundable until the end of the Due Diligence Period as that term is defined below.
 - b. The Buyer shall pay the remainder of the Purchase Price to the City by wire transfer (or as otherwise reasonably requested by the City) at closing.

3. TITLE AND DUE DILIGENCE.

- a. Due Diligence Period. Buyer will have from the Effective Date until 4:00 PM Eastern Time on the day that is eighteen (18) months after the Effective Date (the “Due Diligence Period”) to complete any surveys, environmental review, inspections, and title examinations, and to obtain any zone change, site plan approval, and any other permits and regulatory approvals required for the Project. Buyer may, in its sole discretion, notify the City in writing that the Buyer elects to terminate the Due Diligence Period sooner and proceed to closing. Within ten days of the Effective Date, the City shall provide copies of, or reasonable access to, all known, non-confidential City files regarding the Premises, including without limitation title files.
- b. Property Description. The legal description of the Premises contained in the deed will be a survey description based upon a survey plan that will more specifically describe the Premises. The parties acknowledge and agree that the survey attached as Exhibit B is a preliminary draft prepared by Buyer and is subject to change after review, amendment, and approval by both parties. The City will notify Buyer of any objections to the survey within 30 days after the Effective Date. Within 10 days after receipt of any such objection, the Buyer will either provide the City with a revised survey addressing City’s objections to City’s satisfaction, or notify the City that Buyer will not change the survey, in which case the City, will have the right to terminate this Agreement, return the Deposit to Buyer, and neither party shall have any further obligation to the other. Upon City’s acceptance of the survey, Buyer will provide the City with a draft legal description for the Premises, which shall be based on the survey and be subject to the City’s review and approval. The survey and description of the Premises will be prepared by the Buyer at its sole expense. The parties will work together in good faith to complete their review and approval of the survey and legal description on or before the day that is 90 days after the Effective Date.
- c. Rezoning Contingency. Buyer proposes to obtain the Portland City Council’s approval to rezone the Premises (the “Rezoning Approval”) to increase residential density for its development of the Premises as described in the Proposal (the “Project”). The Buyer will be responsible for obtaining, at its sole expense, the Rezoning Approval and any other regulatory approvals required for the Project prior to Closing. Buyer may terminate this Agreement and receive a full refund of the Deposit if the Rezoning Approval is not received.
- d. Financing Contingency. The Buyer’s obligation to close is contingent on obtaining construction and permanent financing for the Project that the Buyer, in its discretion, determines is sufficient to put the Project on a sound financial footing. That financing is anticipated to include, but not be limited to, the following: (i) for the residential rental portion of the project an allocation of Federal low-income housing tax credits (“LIHTCs”), other

financing provided by Maine State Housing Authority (“MaineHousing”) and affordable housing tax increment financing from the City including a Credit Enhancement Agreement and (ii) for the cooperative housing portion of the project permanent financing under the U.S. Department of Housing and Urban Development section 213 program and affordable housing tax increment financing from the City including a Credit Enhancement Agreement. Buyer may terminate this Agreement and receive a full refund of the Deposit if the financing contingency described above is not met during the Due Diligence Period.

- e. Title and Survey Objections. Buyer will have until the end of the Due Diligence Period to deliver to City any written objections to title, environmental, or survey matters (other than the permitted exceptions identified herein) that materially affect insurability or use. Objections not made prior to the end of the Due Diligence Period will be deemed waived; provided, however, that objections pertaining to matters of record environmental, or survey matters first appearing after the end of the Due Diligence Period may be made at any time prior to the closing.
- f. Option to Cure. In the event of a title or survey objection, City will have the option, but not the obligation, to cure the objection and will notify Buyer of its election within ten (10) business days after receipt of the objection. In the event that the City elects to cure the objection, it will have sixty (60) days from the date of the notice of election, or such other reasonable time as the parties may agree, to cure the objection. In the event that the City does not elect to cure the objection, or, having elected to cure the objection fails to timely do so to Buyer’s reasonable satisfaction, Buyer will have the option to (1) terminate this Agreement and obtain a refund of the Deposit (after which neither party will have any further obligation or liability to the other under this Agreement), (2) waive the objection and close, or (3) undertake the cure of such objection at its own expense (in which case it shall have 60 days to do so).
- g. Deed. City shall convey the Premises to Buyer at the closing in fee simple by a municipal quitclaim deed without covenant. Title shall be good and insurable title, free and clear of all encumbrances except (i) easements of record and easements described herein, including, without limitation, an easement to be reserved by, and in form and substance satisfactory to the City and Buyer, the City for access to, and maintenance, repair, and replacement of, the trail located between the Premises and the I-295 corridor; (ii) easements for utilities servicing the property, in form and substance satisfactory to the City and Buyer, including, without limitation, Utility and sewer (iii) zoning ordinances, and (iv) real estate taxes not yet due and payable. Further, Buyer acknowledges that the deed shall contain a restriction stating that in the event that the Premises or any portion thereof shall be exempt from real and personal property taxes, by transfer, conversion, or otherwise, then the then-owner of the exempt portion shall make annual payments to the City in lieu of taxes in the amount equal to

the amount of property taxes that would have been assessed on the exempt portion of the real and personal property situated on the Premises had such property remained taxable. Such restriction shall also confirm that Buyer and its successors and assigns shall possess and be vested with all rights and privileges as to abatement and appeal of valuations, rates, and the like as are accorded owners of real and personal property in Maine. The City shall provide a draft of the deed, and of any declaration of covenants and restrictions pursuant to section 11, to Buyer one month before the end of the Due Diligence Period, and the City and Buyer shall in good faith endeavor to agree on the form of the deed prior to the end of the Due Diligence Period.

- h. Existing Natural Gas Equipment and Easement. The City has informed Buyer that the City believes that all or a portion of the existing natural gas pipe and other equipment depicted on Exhibit B may be actually located outside of the easement provided by the City to Unitil. The City shall use best efforts to work with Unitil to resolve the actual location of the gas pipeline and equipment and amend the easement, if necessary, within three months of the Effective Date. If City is unable to amend the Unitil easement to Buyer's satisfaction, Buyer shall have the right to terminate this Agreement as set forth in subsection (i) below.
- i. Buyer's Right to Terminate. The Buyer may terminate this Agreement at any time during the Due Diligence Period if, in the exercise of its sole discretion, it decides to not proceed with the Project by giving written notice of termination to the City in which case the City shall return the Deposit to Buyer and neither party shall have any further obligations to the other.

4. INSPECTIONS.

- a. During the Due Diligence Period, Buyer and its employees, consultants, contractors and agents shall have the right, at Buyer's expense, to enter on the Premises at reasonable times in order to (i) inspect the same, (ii) conduct engineering studies, percolation tests, geotechnical exams, environmental assessments, and other such studies, tests, exams, and assessments, and (iii) do such other things as Buyer determines, it is sole discretion, to be required to determine the suitability of the Premises for Buyer's intended use (collectively, the "Inspections"). The City acknowledges that such Inspections may include the digging of test pits, which the City hereby approves.
- b. Buyer agrees to defend, indemnify and hold harmless the City against any mechanics liens that may arise from the activities of Buyer and its employees, consultants, contractors and agents on the Premises.
- c. Buyer shall exercise the access and inspection rights granted hereunder at its sole risk and expense, and Buyer hereby releases the City from, and

agrees to indemnify, defend, and hold the City harmless against, any and all losses, costs, claims, expenses and liabilities (including without limitation reasonable attorney fees and costs) (collectively, "Damages") suffered by the City on account of any injury to person or damage to property arising out of the exercise by Buyer of its rights hereunder, except to the extent that such Damages result from the act or omission of the City.

- d. Buyer shall cause any contractors, consultants or any other party conducting the Inspections to procure automobile insurance, if applicable, and commercial general liability insurance coverage in amounts of not less than Four Hundred Thousand Dollars (\$400,000.00) per occurrence for bodily injury, death and property damage, listing the City as an additional insured thereon, and also Workers' Compensation Insurance coverage to the extent required by law; the forms of all such insurance to be subject to City's Corporation Counsel's reasonable satisfaction.
- e. In the event that Buyer does not purchase the Premises, Buyer agrees to either return the Premises as nearly as possible to its original condition after conducting the Inspections; provided, however, the City hereby acknowledges and agrees Buyer shall have no obligation to clean-up, remove or take any other action with respect to any disturbance of any pre-existing environmental contamination on the Premises caused by such inspections, studies, tests, exams, and assessments, and that Buyer shall have no obligation to clean-up, remove or take any other action with respect to any pre-existing environmental contamination disturbed thereby.
- f. The parties hereto acknowledge and agree that it is a condition to Buyer's obligations under this Agreement that the results of the Inspections be acceptable to Buyer in its sole discretion. If the results of such due diligence are not acceptable to Buyer in its sole discretion, and if Buyer exercises its right to terminate this Agreement, and neither party shall have any further obligations or liabilities under this Agreement except as expressly set forth in this Agreement.

- 5. **REAL ESTATE TAXES, PRORATIONS AND TRANSFER TAX.** Buyer shall be liable for all real estate taxes beginning as of the start of fiscal year following the closing and continuing thereafter. Because the Property is currently owned by the City of Portland, which is exempt from real estate taxes, no taxes were assessed or will be due for any portion of the tax year during which the closing occurs, and no taxes will be prorated at the closing. Any utilities for the Property shall be prorated as of the closing. The Maine real estate transfer tax shall be paid for by Buyer in accordance with 36 M.R.S.A. § 4641-A. City is exempt from paying the transfer tax pursuant to 36 M.R.S.A. § 4641-C. The recording fee for the deed of conveyance and any expenses relating to Buyer's financing or closing shall be paid for by Buyer.
- 6. **DEFAULT AND REMEDIES.** Prior to Closing, in the event that Buyer defaults hereunder for a reason other than the default of the City, the City may terminate this Agreement and retain the Deposit, and neither party shall have any further obligation

- to the other. In the event that Buyer defaults on any matters addressed in this Agreement that survive Closing, Seller may pursue all available legal and equitable remedies. In the event City defaults under this Agreement, and if Buyer is not then in default hereunder, Buyer shall have the right to pursue specific performance or terminate this Agreement and elect in substitution therefor, as its sole remedy, the right to a return of the Deposit.
7. **RISK OF LOSS.** The risk of loss or damage to the Premises by fire, eminent domain, condemnation, or otherwise, until transfer of title hereunder, is assumed by the City. The Premises is to be delivered in substantially the same condition as of the Effective Date unless otherwise stated. In the event City is not able to deliver the Premises as stated, Buyer may terminate this Agreement, obtain a return of the Deposit, and neither party shall have any further obligations or liabilities under this Agreement except as expressly set forth in this Agreement.
8. **PROPERTY SOLD “AS IS, WHERE IS.”** Buyer acknowledges that Buyer has had an opportunity to inspect the Premises, and to hire professionals to do so, and that Premises will be sold “as is, where is” and “with all faults.” City, and its agents, make no representations or warranties with respect to the accuracy of any statement as to boundaries or acreage, or as to any other matters contained in any description of the Premises, or as to the fitness of the Premises for a particular purpose, or as to development rights, merchantability, habitability, or as to any other matter, including without limitation, land use, zoning and subdivision issues or the environmental, mechanical, or structural condition of the Premises. Acceptance by Buyer of the Deed at closing and payment of the purchase price shall be deemed to be full performance and discharge by the City of every agreement and obligation contained herein.
9. **ENVIRONMENTAL INDEMNIFICATION.** Buyer covenants and agrees to indemnify, defend, and hold the City harmless from and against any and all claims, damages, losses, liabilities, obligations, settlement payments, penalties, assessments, citations, directives, claims, litigation, demands, defenses, judgments, costs, or expenses of any kind, including, without limitation, reasonable attorneys’, consultants’, and experts’ fees incurred in investigating, defending, settling, or prosecuting any claim, litigation or proceeding, that may at any time be imposed upon, incurred by or asserted or awarded against Buyer or the City and relating directly or indirectly to the violation of or compliance with any federal, state, or local environmental laws, rules, or regulations governing the release, handling or storage of hazardous wastes or hazardous materials and affecting all or any portion of the Premises, except to the extent that such a claim results directly from the City’s release, handling or storage of hazardous wastes or hazardous materials on the Premises. This duty to indemnify, defend, and hold harmless shall be included in a covenant in the deed and shall run with the land conveyed and be binding upon Buyer’s successors, assigns, and transferees.
10. **CLOSING.** Time is of the essence in the performance of this agreement. The closing shall be held at the offices of Buyer’s counsel at a date and time specified by

two weeks' written notice from Buyer to the City on or before the day that is twenty (20) months after the Effective Date (the "Closing Date"). At the Closing:

- a. The City shall execute, acknowledge and deliver to Buyer a municipal quitclaim deed conveying to Buyer good and insurable title to the Premises, free and clear of all encumbrances except as otherwise set forth herein.
- b. Buyer shall deliver the Purchase Price to the City.
- c. Each party shall deliver to the other such other documents, certificates and the like as may be required herein or as may be necessary to carry out the obligations under this Agreement.
- d. Buyer shall deliver evidence, reasonably satisfactory to City's Corporation Counsel, that the entity receiving title to the Premises is in good standing under Maine law, and that the individuals acting at Closing and executing documents on behalf of Buyer are authorized to do so.

11. BUYER'S POST CLOSING OBLIGATIONS; RIGHTS OF CITY TO REPURCHASE PROPERTY.

As set forth in the Proposal, the Project includes a rental housing project and a limited equity cooperative housing project (hereinafter referred to as the "Rental Housing Project" and the "Cooperative Housing Project," respectively). Within thirty-two (32) months of the Effective Date, Buyer shall commence construction of both the Rental Housing Project and the Cooperative Housing Project.

a. Rental Housing Project.

- i. The Rental Housing Project will consist of an apartment building including no less than 56 units, with a mixture of one-, two- and three-bedroom units. In no event shall the Rental Housing Project include fewer than 17 two-bedroom units and 10 three-bedroom units.
- ii. For a period of 99 years after the Rental Housing Project has been completed, at least 40 units in the Rental Housing Project shall be affordable to households earning less than or equal to 60% of the area median income (AMI), adjusted for family size, based on figures published annually by HUD for the Portland Metropolitan Statistical Area. If at a time in the future, HUD no longer provides these annual figures, the City will identify another similar method of determining income guidelines for affordability. For purposes of this Agreement, "affordable" means that the percentage of income a household is charged in rent and other housing expenses including utilities, shall not exceed 30% of the household's gross monthly income, except as provided below if the Project is financed with the LIHTC program. Minimum household size allowed per unit and the formula for calculating maximum allowable monthly rent is detailed on Exhibit D, which is attached hereto and made a part hereof. However, if the Rental Housing Project is financed under the Federal Low Income Housing Tax Credit (LIHTC) Program, maximum allowable rent shall

be the maximum allowable rent under the Federal LIHTC Program during the applicable time period for that Program. Upon expiration of any affordability restrictions recorded in the Cumberland County Registry of Deeds under the Federal LIHTC Program, the provisions of Exhibit D shall apply to the Rental Housing Project for the remainder of the 99-year period.

b. Cooperative Housing Project.

- i. The Cooperative Housing Project will include at least 52 units, with a mixture of one-, two-, and three-bedroom units owned by a Limited Equity Cooperative Corporation (the “Co-op”) and leased individually to the resident shareholders of the Co-op (the holding of a Co-op share and lease agreement together constituting a resident’s “cooperative interest”). In no event shall the Cooperative Housing Project include fewer than 12 two-bedroom units and 22 three-bedroom units.
- ii. Upon the issuance of a certificate of occupancy for all or a portion of the Cooperative Housing Project, or at such earlier or later time as the Buyer, in its discretion, may determine, the Buyer shall convey the Cooperative Housing Project to the Co-op organized in accordance with the Maine Cooperative Affordable Housing Ownership Act, 13 M.R.S.A. §1741-1762, as may be amended or any successor provisions thereto (the “Act”). References below to particular provisions of the Act include any successor provisions to the provisions referenced.
- iii. Rent Restrictions. For a period of 99 years after the Cooperative Housing Project has been completed, all residential units in the Cooperative Housing Project shall be affordable to households earning less than or equal to 100% of the area median income (AMI), adjusted for family size, based on figures published annually by HUD for the Portland Metropolitan Statistical Area. If, at a time in the future, HUD no longer provides these annual figures, the City will identify another similar method of determining income guidelines for affordability. For purposes of this Agreement, “affordable” means that the percentage of income a household is charged in connection with (i) its cooperative interest and other housing expenses, including utilities, shall not exceed 30% of the household’s gross monthly income or (ii) its rent and other housing expenses, including utilities, shall not exceed 30% of the household’s gross income. Minimum household size allowed per unit and the formula for calculating maximum allowable purchase price and monthly rent is detailed on Exhibit D, which is attached hereto and made a part hereof.
- iv. Income Restrictions. Except as provided below regarding the initial sale of cooperative interests, a household may only purchase a cooperative interest in a unit or if its income is not more than 100% of the AMI, adjusted for family size, as published by the U.S. Department of Housing and Urban Development (“HUD”) at the time of purchase. This income test will be used only at the time of the household’s purchase. No income test shall apply for subsequent

transfers to family members (as reasonably defined by the Co-Op Entity) or to a cooperative membership interest which is inherited or transferred upon death to a beneficiary. At the time of the initial sale of cooperative membership interests in the Co-op, up to 20% of the cooperative membership interest may be sold to households earning up to 120% AMI. All subsequent sales must be to households earning no more than 100% of AMI.

- v. The articles of organization for the Co-op shall provide that in the event the Co-op shall be dissolved, its assets will be distributed in accordance with §1754 (6) of the Act. In such dissolution, the Co-Op's assets will be used first to pay all debts and other obligations of the Co-op, then to make any distributions to members required under the Co-Op's limited equity organizational documents, then any remaining balance shall be paid to the City or, at the Buyer's option with the consent of the City not to be unreasonably withheld, to another organization permitted under §1754 (6) of the Act.

c. **Option to Repurchase All or a Portion of the Premises.**

(i) If Buyer, its successors, assigns, or transferees commences no construction of any portion of the Project to be located on the Premises within 32 months of the Effective Date, the City shall have the right, but not the obligation, to repurchase the Premises and all improvements thereon (collectively, the "Property") at the Purchase Price (the "Property Repurchase Price") plus all commercially reasonable and documented, design, development, construction, and regulatory approval expenses ("Approved Expenses") incurred by Buyer, or successors, to the date on which the City notifies Buyer, its successors or assigns, of its intent to exercise its option to repurchase the Property. The parties acknowledge and agree that the Approved Expenses are intended to include only costs incurred directly in connection with the development of the Property for documents, agreements, designs, plats, plans, approvals, and construction, the rights to which may be assigned or transferred to the City. In no event shall the **Approved** Expenses include salaries, developer fees, or the like paid by Buyer, its successors or assigns to their members, shareholders, partners, employees, or agents.

(ii) If Buyer conveys a portion of the Property (the "Co-Op Site"), which conveyance may be by creating and conveying a land condominium unit, to a separate entity (the "Co-Op Entity") for purposes of that entity developing the Cooperative Housing Project, and the Co-Op Entity fails to commence construction of the Cooperative Housing Project within 32 months of the date of this agreement or fails to complete construction of the Cooperative Housing Project within fifty (50) months of the date of this agreement, the City shall have the right, but not the obligation, to purchase the Co-Op Site and all improvements thereon for a price equal to One Hundred Thousand Dollars (\$100,000) ("Co-Op Repurchase Price") plus Approved Expenses incurred by Buyer, or successors, for purposes of developing the Co-Op Site to the date on which the City notifies Buyer, its

successors or assigns, of its intent to exercise its option to repurchase. Any conveyance of the Co-Op Site to the City will (i) be subject to any and all rights of the Rental Housing Entity (defined below) or pursuant to any condominium documents that affect or burden the Co-Op Site and (ii) include any and all rights of the Co-Op Entity over the Rental Housing Site (as defined below) or pursuant to any condominium documents.

(iii) If Buyer conveys a portion of the Property (the “Rental Housing Site”), which conveyance may be by creating and conveying a land condominium unit, to a separate entity (the “the Rental Housing Entity”) for purposes of that entity developing the Rental Housing Project, and the Rental Housing Entity fails to commence construction of the Rental Housing Project within 32 months of the date of this agreement or fails to complete construction of the Rental Housing Project within fifty (50) months of the date of this agreement, the City shall have the right, but not the obligation, to purchase the Rental Housing Site and all improvements thereon for a price equal to \$375,000 (the “Rental Housing Repurchase Price”) plus Approved Expenses incurred by Buyer, or successors, for purposes of developing the Rental Housing Site to that the date on which the Property is conveyed to the City. Any conveyance of the Rental Housing Site to the City will (i) be subject to any and all rights of the Co-Op Housing Entity (defined below) or pursuant to any condominium documents that affect or burden the Rental Housing Site and (ii) include any and all rights of the Rental Housing Entity over the Co-Op Site (as defined below) or pursuant to any condominium documents.

(iv) Any conveyance to the City pursuant to the City’s option to purchase shall be subject to all mortgages of record placed by Buyer, its successors and assigns, but only if such mortgages secure financing of the development of the Premises (the “Permitted Mortgages”). In the event that there are any Permitted Mortgages on the Property, or portion thereof, at the time City exercises its right to repurchase, the parties agree that the City shall have the option to pay the applicable Repurchase Price and Approved Expenses to the first priority mortgagee. City and its successors and assigns agrees to enter into such agreements on reasonable commercial terms as may be requested by the lenders and/or investors of Buyer, its successors and assigns, to provide such lenders or investors notice and cure rights. In furtherance, but not in limitation of the foregoing, as long as MaineHousing holds a Permitted Mortgage on the Premises, no notice given by the City to the Buyer, its successors and assigns under the City’s deed shall be valid unless and until a copy of the notice is given to MaineHousing at Maine Housing at Maine State Housing Authority, 26 Edison Drive, Augusta, Maine 04330, Attn: Legal Department. MaineHousing shall have the right, but not the obligation, to cure any default or perform any obligation under the City’s deed for thirty (30) days beyond any period during which Buyer, its successors and assigns may cure any default or perform any obligation under the City’s deed. If the City exercises any of the above right to purchase, Buyer or its successor

shall convey the Property to the City, free and clear of all encumbrances other than the Permitted Mortgages and any utility easements granted by Buyers its successors and assigns, and assign to the City all contracts, plans, and other documents related to the design, construction, and regulatory approvals for the Project. The City agrees to make reasonable modifications to the provisions regarding the City's repurchase rights to facilitate mortgage and development financing for the Project. The rights to purchase shall be assignable by the City.

(v) Buyer anticipates that the Co-Op entity will grant a mortgage on the Co-Op Site to a lender or investor to finance the purchase of the Co-Op Site and preconstruction development costs including the Co-Op's \$100,000 portion of the acquisition price, Approved Expenses and related customary and commercially reasonable financing costs (such financing is referred to as the "Pre-Development Mortgage Loan"). Buyer, for itself, its successors, and assigns, including the Co-Op Entity, agrees that it will not encumber the Co-Op Site with mortgages other than the mortgage securing Pre-Development Mortgage Loan and that such mortgage shall not exceed in the aggregate the Co-Op Pre-Development Appraised Value (as defined below) at any time prior to the closing of the full construction financing for the Cooperative Housing Project (the "Co-Op Construction Loan Closing"). Prior to the Co-Op Construction Loan Closing, notwithstanding any other provision of this Agreement, the total amount that the City is required to pay to repurchase the Co-Op Site upon exercise of its option as provided above, including Approved Expenses, shall be limited to the then-outstanding balance of the mortgage securing the Pre-Development Mortgage Loan.

The term "Co-Op Pre-Development Appraised Value" means the appraised value of the Co-Op Site as determined by an appraisal, made in accordance with all applicable professional standards, obtained by the lender making the pre-development mortgage loan to the Co-Op entity. The Co-Op entity agrees to provide a copy of that appraisal to the City prior to entering into such mortgage loan.

The provisions of this Section 11(c)(v) shall cease to apply as of the Co-Op Construction Loan Closing.

- d. For all purposes of this Section 11, construction will be deemed completed for a portion of the Project upon the issuance of a Certificate of Occupancy by the City for that portion. Upon termination of the City's option with respect to a portion of the Project, the City will, at the request of the Buyer, its successors and assigns execute and record an affidavit indicating that the City's option has terminated with respect to all or a portion of the Project. Notwithstanding anything else to the contrary in this Section 11, in the event that the City fails to give the notice exercising the City's option on or before the date that is 31 months after the Closing Date, then the City's

option shall terminate automatically without the need for further writing or recording.

- e. Notwithstanding the above provisions, if after closing, Buyer, or its successors, assigns, or transferees determines that it is not feasible to develop the Property as a rental housing project using Maine State Housing Authority financing or as a cooperative leasing/ownership structure, Buyer may develop the Property using a different financing or leasing/ownership structure so long as the unit mix and affordability criteria provided in this Agreement are satisfied. If the Buyer or its successors does so within the time periods specified, the City shall not have the right to repurchase the Property.
- f. The provisions of this Section 11 will survive closing and will be included in greater detail in the City's deed to Buyer or in a declaration of covenants, conditions and restrictions executed before or at the time of Closing, which shall be recorded in the Cumberland County Registry of Deeds.

- 12. **ENTIRE AGREEMENT.** This Agreement represents the entire and complete Agreement and understanding between the parties and supersedes any prior agreement or understanding, written or oral, between the parties with respect to the acquisition or exchange of the Property hereunder. This Agreement cannot be amended except by written instrument executed by City and Buyer.
- 13. **NON-WAIVER.** No waiver of any breach of any one or more of the conditions of this Agreement by either party shall be deemed to imply or constitute a waiver of any succeeding or other breach hereunder.
- 14. **HEADINGS AND CAPTIONS.** The headings and captions appearing herein are for the convenience of reference only and shall not in any way affect the substantive provisions hereof.
- 15. **BINDING EFFECT.** This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, administrators, successors and assigns.
- 16. **TIME.** The City and Buyer each confirm and agree that each of the time periods set forth herein are essential provisions of the terms of this Agreement.
- 17. **GOVERNING LAW.** This Agreement shall be construed in all respects in accordance with, and governed by, the laws of the State of Maine. All parties hereto hereby consent to the exclusive jurisdiction of the Superior Court for the County of Cumberland in the State of Maine, for all actions, proceedings and litigation arising from or relating directly or indirectly to this Agreement or any of the obligations hereunder, and any dispute not otherwise resolved as provided herein shall be litigated solely in said Court. If any provision of this Agreement is determined to be invalid or unenforceable, it shall not affect the validity or enforcement of the remaining provisions hereof.

18. NOTICE. All notices, demands and other communications hereunder shall be in writing and shall be deemed to have been duly given on the date of service if served personally on the party to whom notice is to be given, or on the first business day after the notice is delivered to an overnight delivery service with delivery confirmation, addressed to the recipients at the addresses set forth below. Either party may change addresses for purposes of this paragraph by giving the other party notice of the new address in the manner described herein.

FOR THE CITY: City of Portland
ATTN: City Manager
389 Congress Street
Portland, ME 04101

With a copy to: The Office of the Corporation Counsel at the same address.

FOR BUYER: Douglass Commons LLC
c/o The Szanton Company
482 Congress, Suite 203
Portland, ME 04101

And to:

Maine Cooperative Development Partners, LLC
c/o Brian Eng
6 City Center, Fl. 3
Portland, ME 04101

With a copy to: John S. Kaminski
Drummond Woodsum
84 Marginal Way, Suite 600
Portland, ME 04101

19. SIGNATURES; MULTIPLE COUNTERPARTS. This Agreement may be executed in any number of counterparts and by different parties in separate counterparts. Each counterpart when so executed shall be deemed to be an original and all of which together shall constitute one and the same agreement.

20. BROKERS. The City and Buyer each represent and warrant that they have not dealt with a real estate broker in connection with this transaction. Buyer agrees to indemnify and hold harmless City from any claims made by any broker should Buyer's representation in this paragraph be false. Subject to the limitations of liability set forth in the Maine Tort Claims Act, City agrees to indemnify and hold harmless Buyer from any claims made by any broker should City's representation in this paragraph be false. The foregoing indemnities shall include all legal fees and costs incurred in defense against any such claim, and shall survive closing.

21. RECITALS INCORPORATED BY REFERENCE. The recitals set forth above are incorporated herein by reference and made a part of this Agreement.

IN WITNESS WHEREOF, the parties have caused this instrument to be executed on their behalf by their duly authorized offices or representatives, on the day and year first written above.


WITNESS

CITY OF PORTLAND


Jon P. Jennings
Its City Manager


WITNESS

DOUGLASS COMMONS, LLC

By: 
Printed Name: Nathan S. Szanton
Its Manager

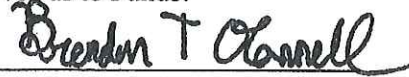
Approved as to Form:


City Corporation Counsel's Office

and

By: 
Printed Name: Brian Eng
Its Manager

Approved as to Funds:


City Finance Department

CITY of PORTLAND, MAINE
Request for Proposals for Disposition of City-Owned Property
Located at 43 & 91 Douglass Street
RFP #20067

I. NOTICE AND SPECIFICATIONS

The City of Portland, Maine seeks proposals from qualified developers for the creation of residential housing at 43 & 91 Douglass Street. The site is designated on the City of Portland Tax Assessor's Map as lot CBL 078 C002 & 078 B007.

Sealed proposals for the project, including an original, seven (7) copies, and one (1) digital copy, as specified herein, will be received by the Purchasing Office, Room 103, City Hall, 389 Congress Street, Portland, Maine 04101, until 3:15 p.m., Tuesday, June 16, 2020, at which time they will be publicly opened.

Proposals shall be submitted, and returned in sealed envelopes plainly marked on the outside "Disposition and Development of Property Located at 43 & 91 Douglass Street".

Proposals that are late, unsigned or submitted via fax will not be accepted. Proposals from individuals not registered with the Purchasing Office may be rejected; receipt of this document directly from the City of Portland indicates registration. Should a person receive this Request from a source other than the City, please contact 207-874-8654 to ensure that you are listed as a recipient for this proposal.

All questions must be submitted in writing to the Purchasing Office. These may be mailed, hand delivered, faxed to (207) 874-8652 or e-mailed to mff@portlandmaine.gov and be received no later than five (5) business days prior to the opening date. Questions received after this time will not be addressed. Any interpretation, correction, or change of this document will be made only by written addenda. Changes in any other manner will not be binding on the City and proposers should not rely on. Proposers should not have contact with any City staff with regard to this proposal unless to obtain general public information as specified in the document.

The disposal of this real estate shall be on the basis of a negotiated proposal, with the City of Portland reserving the right to refuse any and all proposals. *All proposers are advised that the property will be sold "as-is" and "where is", in its existing condition, with no warranties either expressed or implied.* The City makes no representations or warranties about of any of the information about the property set forth herein, which is provided to proposers for their convenience only. The successful proposer shall be responsible to inspect the property, or to hire its own professionals to do so. The City, and its agents, make no representations or warranties with respect to the title of the property, the accuracy of any statement as to boundaries or acreage, or as to any other matters contained in any description of the property, or as to the fitness of the property for a particular purpose, or as to development rights, merchantability, habitability, or as to any other matter, including without limitation, land use, zoning and subdivision issues or the environmental, mechanical, or structural condition of the property. The City disclaims any and all responsibility for injury to proposers, their agents or others while examining the property or at any other time. The City will not be responsible for any broker's commission.

Any and all improvements made to said property must be done in accordance with existing City Codes and Ordinances.

II. GENERAL INFORMATION

Summary of Request:

The City of Portland is committed to providing housing opportunities and has set a goal to evaluate the use of City-owned property to construct housing. As one-step in accomplishing this goal, the City of Portland will accept proposals for the development of housing on the lot located at 43 & 91 Douglass Street, which currently is a vacant lot but was the former site of the West School.

This request for proposals results from the December 16, 2019 approval by the Portland City Council (Resolve 10-19/20) on the recommendation of the Housing Committee to market the City-owned vacant property located at 43 and 91 Douglass Street.

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

Site Information:

- a. Location:** 43 & 91 Douglass Street, as identified in the City of Portland Assessor's records as lot CBL 078 C002 and 078 B007, in the R-5 zone. The lot includes the former site of the West School. The site for disposition includes a portion of 91 Douglass Street, but not the entire lot (See Attachment 2).
- b. Existing Conditions:** 43 & 91 Douglass Street is located on two parcels with frontage on Douglass Street in the Libbytown neighborhood. A right-of-way bisects the two parcels. The surrounding context is predominantly residential with the majority of homes in the area being one and multi-family structures. Dougherty Play Field abuts the property to the north.
- c. Current use:** Vacant lot.
- d. General Dimensions:** 43 Douglass Street (estimated at .3981 acres), and an estimated 2.85-acre portion of 91 Douglass Street.
- e. Current Zoning:** R-5. The minimum lot size in the R-5 zone is 6,000 square feet for residential development (single-family and two-family), 9,000 square feet for a multi-plex development (three-family or more), and 2 acres for a planned residential unit development (PRUD). This parcel would allow for residential, multi-family, and PRUD development. The minimum lot area per unit in a PRUD is 3,000 square feet; the maximum units per building is 12 units. At an estimated 141,570 square feet, the maximum number of residential units that could be developed within a PRUD is 47 units. For complete zoning requirements, please refer to Chapter 14, Land

Use, of the City Code.

- f. **Rezoning:** Higher density zoning that furthers exceptional projects and other city goals as outlined in Section III may be considered. It should be noted that changes to zoning require both Planning Board and City Council approval.
- g. **Condition of the property at the time of sale:** This parcel is the location of a former city-dump, and later the West School. A natural gas line and gas company easement are located in the right-of-way and the 43 Douglass Street parcel thus precluding development over these sites. A 40' wide sewer easement is also identified in the unbuildable portion of the site.
- h. **Environmental Conditions:** A Phase II Environmental Site Assessment (ESA) has been completed to evaluate current environmental conditions. Based on findings, special soil disposal restrictions may be required. Participation in the Maine DEP Voluntary Response Action Program (VRAP) should be considered. The Phase II ESA will be available on-line.
- i. Proposers are urged to investigate water sources and utility connection requirements with the Department of Public Works.

III. CITY GOALS

The City's primary goals for the use of the property are:

1. Developments shall provide mixed income units. All units must be affordable to households earning 60% to 120% of the area median income (AMI). Currently, 60% AMI for a family of four is \$55,800 and 120% AMI for a family of four is \$111,600.

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

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

2. Development of mixed income homeownership or rental housing of excellent building and site design. Design principles should promote efficient use of land to create a development that is compatible with the existing pattern, scale, massing, and materials of the surrounding neighborhood. The development's buildings shall be designed to meet the City's Green Building Code.
3. Rezoning may be considered to support increase housing development opportunities or maximize the number of allowable housing units on the property.
4. Developments shall create housing options that are age inclusive.

The general terms for this real estate transaction include:

- Units must be used as the principal residence of the owner/tenant and owner/tenant shall not use the unit for the conduct of business (except for a home occupation allowed under the City of Portland zoning ordinance) or as an investment property. Units shall not be rented for short-term periods of one to thirty days.
- Property Sale Price. The City expects to receive Fair Market Value (“FMV”) for the property.
- Alternative Ownership Models. Alternative ownership models that will encourage a mixed income community with long term affordability for the maximum number of units, such as limited equity units, co-housing, cooperative, or a community land trust, may be considered in order to ensure the units affordability over time.
- Proposals must outline how they will maintain affordability.
- Other City Incentives. Other city financial incentives may be considered to support increase housing development opportunities or maximize the number of allowable housing units on the property.

IV. PROPOSED SCORING

An internal staff Committee will review proposals received, and will apply the following selection criteria in reviewing and scoring the applications.

Proposed use to achieve the City of Portland's goals

40 points

1. Market Demand - 20 points
 - a. 20 points - all units meet the City’s Goals and Terms noted in Section III
 - b. 15 points - at least 75% of the units meet the City’s Goals and Terms noted in Section III
 - c. 10 points - at least 50% of the units meet the City’s Goals and Terms noted in Section III
 - d. 0 points - project does not meet the City’s Goals and Terms noted in Section III
2. Economic diversity - 10 points
 - a. 10 points - creates housing options which promote economic diversity in the neighborhood in which the development is located
 - b. 0 points - does not promote economic diversity
3. Age Inclusive – 10 points
 - a. 10 points – creates housing which is age inclusive
 - b. 0 points – does not create housing which is age inclusive

Impact on surrounding neighborhood, including design.

25 points

1. Project Design -15 points
 - a. 15 points - the proposal is consistent with design characteristics
 - b. 10 points - the proposal is an adequate fit with neighborhood characteristics
 - c. 0 points - the design is a significant outlier
2. Amenities and unit design - 10 points
 - a. 10 points - amenities & unit design are well thought out and appropriate for residents
 - b. 5 points - amenities & unit design are adequate

- c. 0 points - amenities and unit design raise significant concerns that resident needs will not be adequately addressed

Applicant's ability to complete project, including financial feasibility, development team experience, capacity, and timeframe for completion.

35 points

1. Readiness to proceed - 15 points
 - a. 15 points - all projected sources of funding include letters of commitment or interest are projected at terms and conditions consistent with the City's prior experience with the funder
 - b. 10 points - most projected sources of funding include letters of commitment, letters of interest, or, if no letter is included, are projected at terms and conditions consistent with the City's prior experience with this funder
 - c. 0 points - one or more sources are projected on terms that are not consistent with the City's prior experience with the funder and are not documented by letter(s) from funder(s)
2. Track record of development team - 10 points
 - a. 10 points - every development team member has a successful track record with this type of project and at this scale
 - b. 8 points - all but one development team members have a successful track record with this type of project and at this scale; one development team member has relevant experience but at a smaller scale or not of this project type
 - c. 5 points - two development team members, while having relevant experience, are new to this type of project or this scale of development
 - d. 0 points - the development team does not meet the criteria above
3. Current Capacity of development team - 10 points
 - a. 10 points - development team members have exceptional depth of human and financial resources to complete this project
 - b. 8 points - development team members have the human and financial resources to complete this project
 - c. 5 points - development team has a staffing gap in a significant role and a plan to address that gap, OR there are some concerns about the financial resources of the team to move the development forward
 - d. 0 points - the development team does not meet the criteria described above

SUBMISSION INFORMATION

Interested parties are asked to submit a concept development (including preliminary drawings) and a brief description of the project, no longer than two pages, to include the number and type of units, occupants (owners/renters) to be served, special features, the impact on the neighborhood and other ways the proposal meets the primary goals of the City. A general project budget with projected funding sources, development timeline, and development team qualifications and financial capabilities is also required. This RFP does not require detailed architectural drawings or development pro formas.

Photographs and maps of the site and area are required.

- a) **Developer:** Name, address, telephone, email, fax number of the proposed owner/developer and the name(s) of an alternative contact person(s).
- b) **Proposal:** Each proposal submitted must specifically outline the proposed use of the property and any proposed rezoning requests.

- c) **Financial Feasibility:** Provide a business plan, which shall include prospective and committed sources of funding, development and operating budgets; a letter from a lending institution indicating the applicant's ability to finance the projected costs; and provide examples of prior projects that indicate the proven ability to develop a project of similar type and scale from a fiscal perspective.
- d) **Timetable:** Provide an overview of how the proposal will be implemented. Include approximate schedule for completion of each element, closing, construction start-up, substantial completion, final completion, and occupancy. Include applications for public or private financing.
- e) **Developer Capacity:** Identify the qualifications and experience of the development team for the project including a list of previously completed projects similar to the proposed project. This team may include key staff of the developer, architect, general contractor and future property management. Also, discuss the ability to complete the project including the qualifications of the development team, management plan, experience, capacity, project readiness to proceed, and timeframe for completion.
- f) **Occupancy and Management Plan:** Present a plan detailing the ownership structure (condominium, cooperative, etc.), resale restrictions and resale process, to ensure mixed income and long-term affordability.
- g) **Purchase Price:** Proposed purchase price for the property.
- h) **Copies:** Seven (7) copies, with the original so marked, and one (1) digital copy of each proposal shall be submitted.

V. SALE INFORMATION

After proposals are opened, city staff will make a recommendation to the City Council's Economic Development Committee (EDC) and the Housing Committee (HC). The EDC and HC will make a recommendation to the City Council.

VI. OTHER INFORMATION

Confidentiality: Proposals received by the City shall become a matter of public record, subject to public inspection, except to the extent, which an applicant designates in writing, proprietary data to be confidential and submits that data under separate cover, such information, may, to the extent permitted by law, be held from public inspection, as provided in applicable Maine law, including, without limitation, 5 MRS Sections 13119-A and 13119-B.

VII. LEGAL REQUIREMENTS

The contract for the disposition of the property will be executed only after review and final approval by the City Council.

VIII. RESERVATION of RIGHTS

The City of Portland reserves the right, at its sole discretion, to award as well as reject any and all proposals for the city-owned property, based on the quality and merits of the proposals received, or when it is determined to be in the public interest to do so. Furthermore, the City may extend deadlines and timeframes, as needed.

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

The City of Portland, Maine, reserves the right to waive any informalities in proposals, to accept any proposal or portion thereof, and, to reject any and all proposals, as well as negotiate with the successful proposer(s) should it be in the best interest of the City to do so for a final purchase and sale agreement and ultimate sale of the property.

Pursuant to City procurement policy and ordinance, the City is unable to contract with businesses or individuals who are delinquent in their financial obligations to the City. These obligations may include but are not limited to real estate and personal property taxes and sewer user fees.

Proposers who are delinquent in their financial obligations to the City must do one of the following: bring the obligation current, negotiate a payment plan with the City's Treasury office, or agree to an offset, which shall be established by the contract, which shall be issued to the successful proposer

April 10, 2020

Matthew F. Fitzgerald
Purchasing Manager

Attachments:

- A. Proposal Signature
- B. Portland Assessor's Record
- C Site Map
- D Phase II ESA available online

PROPOSAL**NOTE: THIS PAGE IS TO BE COMPLETED AND RETURNED**

The UNDERSIGNED hereby declares that he/she or they are the only person(s), firm or corporation interested in this proposal as principal, which it is made without any connection with any other person(s), firm or corporation submitting a proposal for the same.

The UNDERSIGNED hereby declares that they have read and understand all conditions as outlined in the Request for Proposals, and that the proposal is made in accordance with same.

The UNDERSIGNED hereby declares that any person(s) employed by the City of Portland, Maine, who has direct or indirect personal or financial interest in this proposal or in any portion of the profits which may be derived therefrom has been identified and the interest disclosed by separate attachment. (Please include in your disclosure any interest which you know of. An example of a direct interest would be a City employee who would be paid to perform services under this proposal. An example of an indirect interest would be a City employee who is related to any officers, employees, principal or shareholders of your firm or to you. If in doubt as to status or interest, please disclose to the extent known).

The proposer acknowledges the receipt of Addenda numbered _____
If Applicable

COMPANY NAME: _____
(Individual, Partnership, Corporation, Joint Venture)

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

PRINT NAME & TITLE: _____

ADDRESS: _____

TELEPHONE: _____ E-MAIL: _____

FEDERAL TAX ID #: _____ DUNS #: _____

STATE OF INCORPORATION _____

(If incorporated in another State, businesses must be authorized to do business in the State of Maine.)

In your organizations preceding completed fiscal year, did the organization receive:

(1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; AND

(2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements? ☐ Yes ☐ No

Does the public have access to information about the compensation of the executives in the organization through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (18 U.S.C. 78m(a), 78o(d) or section 6104 of the Internal Revenue Code of 1986? ☐ Yes ☐ No

NOTE: All bids must bear the handwritten signature of a duly authorized member or employee of the organization making the bid. **This sheet must be signed and returned with the application package.**

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

New Search!

Current Owner Information:

CBL	078 C002001
Land Use Type	GOVERNMENTAL
Verify legal use with Inspections Division	
Property Location	43 DOUGLASS ST
Owner Information	CITY OF PORTLAND 389 CONGRESS ST PORTLAND ME 04101
Book and Page	
Legal Description	78-C-2 DOUGLASS ST 43-53 REAR PROPOSED ST 17340SF
Rental Registration	No
Acres	0.3981

Current Assessed Valuation:

TAX ACCT NO.	10005	OWNER OF RECORD AS OF APRIL 2019
LAND VALUE	\$49,000.00	CITY OF PORTLAND
BUILDING VALUE	\$0.00	389 CONGRESS ST
MUNICIPAL TYPE	(\$49,000.00)	PORTLAND ME 04101
NET TAXABLE - REAL ESTATE	\$0.00	
TAX AMOUNT	\$0.00	

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

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

New Search!

Current Owner Information:

CBL	078 B007001
Land Use Type	GOVERNMENTAL
Verify legal use with Inspections Division	
Property Location	91 DOUGLASS ST
Owner Information	CITY OF PORTLAND 389 CONGRESS ST PORTLAND ME 04101
Book and Page	
Legal Description	78-B-7 DOUGLASS ST 91-105 195648 SF
Rental Registration	No
Acres	4.4915

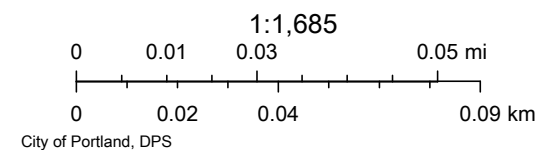
Current Assessed Valuation:

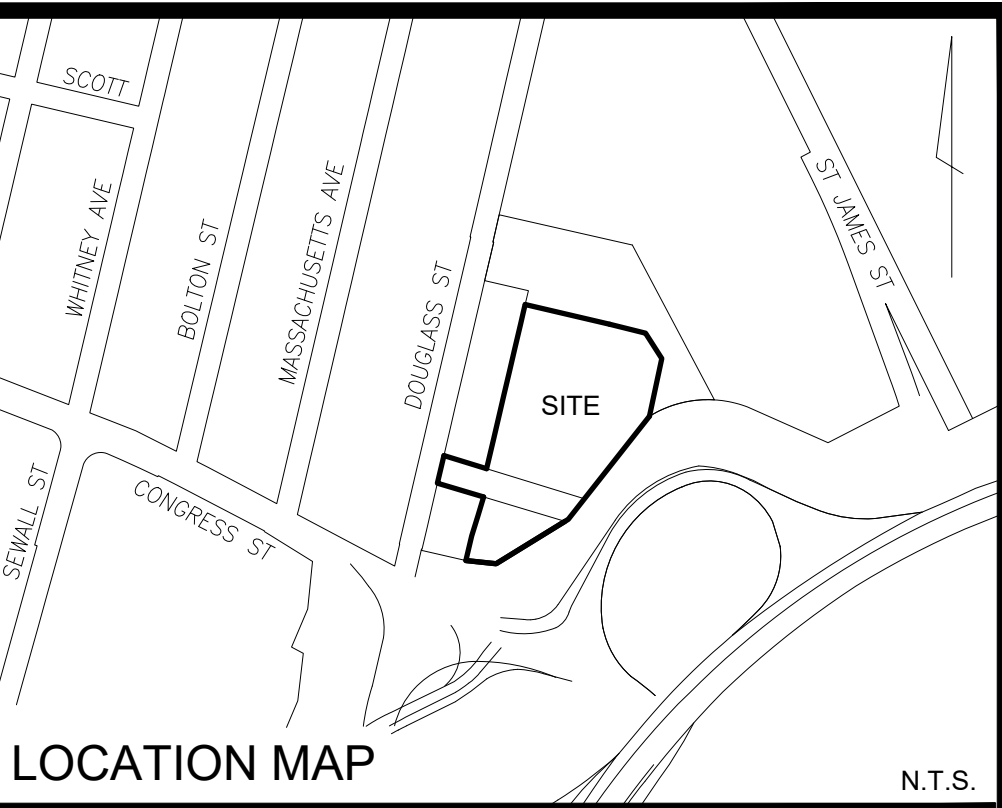
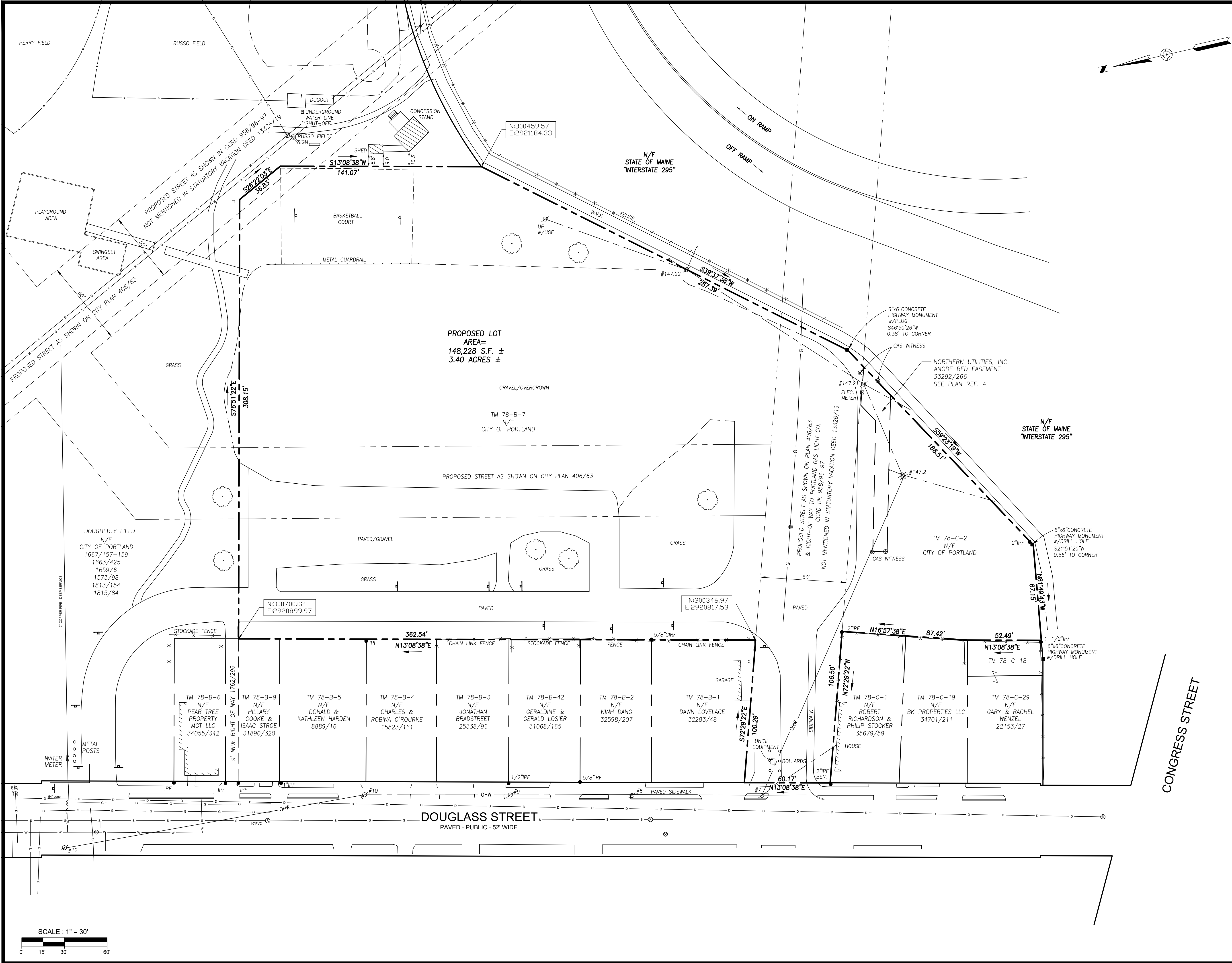
TAX ACCT NO.	10005	OWNER OF RECORD AS OF APRIL 2019
LAND VALUE	\$489,100.00	CITY OF PORTLAND
BUILDING VALUE	\$0.00	389 CONGRESS ST
MUNICIPAL TYPE	(\$489,100.00)	PORTLAND ME 04101
NET TAXABLE - REAL ESTATE	\$0.00	
TAX AMOUNT	\$0.00	

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



 Override 1





LEGEND

●	IRON PIPE OR ROD FOUND	—X—X—	FENCE
■	MONUMENT FOUND	—	CURB
○	UTILITY POLE	—OHW—	OVERHEAD WIRES
⊙	MANHOLE	—D—	STORM DRAIN
⊕	SIGN	—S—	SANITARY SEWER
⊗	WATER VALVE OR SHUTOFF	—G—	GAS LINE
⊙	TREE	—W—	WATER LINE
		—IPF/IRF—	IRON PIPE OR ROD FOUND
		N/F	NOW OR FORMERLY
		000/000	DEED BOOK / PAGE

- PLAN REFERENCES**
- BOUNDARY WORKSHEET OF DOUGHERTY FIELD DOUGLASS STREET, ST. ST. JAMES ST. AND INTERSTATE 295, BY THE CITY OF PORTLAND PUBLIC WORKS DEPARTMENT ENGINEERING SECTION DATED MARCH 2006, CITY PLAN 991/3.
 - PLAN OF PROPERTY IN PORTLAND, MAINE BELONGING TO THE J.B. BROWN & SONS CORP & HEIRS OF ST JOHN SMITH BY E.C. JORDAN & CO., CITY PLAN 463/5.
 - PLAN OF LAND CONGRESS AND DOUGLASS STREETS OWNED BY CITY OF PORTLAND PARK COMMISSION BY CHANDLER H. BARRON C.E. DATED NOVEMBER 1946, CITY PLAN 799/8.
 - ANODE BED EASEMENT DOUGLASS STREET AT DOUGHERTY FIELD BY CITY OF PORTLAND PUBLIC WORKS DEPARTMENT ENGINEERING DIVISION DATED 09/30/2016, CITY PLAN 882/53.
 - MAINE STATE HIGHWAY COMMISSION RIGHT OF WAY MAP STATE HIGHWAY "295" PORTLAND CUMBERLAND COUNTY FEDERAL AID PROJECT NO. 1-295-3(24)8(25) DATED MAY 1967.

- GENERAL NOTES**
- OWNER OF RECORD: CITY OF PORTLAND
389 CONGRESS STREET, PORTLAND, MAINE
TAX MAP 78 BLOCK C LOT 2
TAX MAP 78 BLOCK B LOT 7
 - BEARINGS AND COORDINATES ARE BASED ON MAINE STATE PLANE COORDINATE SYSTEM, WEST ZONE NAD 83 PER PLAN REFERENCE 1.
 - THE SURVEYED PROPERTY IS IN THE R5 RESIDENTIAL ZONE.

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 SURVEY 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.

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.

RANDY R. LOUBIER, PLS #2407

DATE

Boundary Survey
At
43 & 91 Douglass Street, Portland, Maine
Made for
The Szanton Company
482 Congress St., Ste. 203, Portland, Maine

OWEN HASKELL, INC.
PROFESSIONAL LAND SURVEYORS
390 US ROUTE 1, UNIT 10, FALMOUTH, ME 04105 TEL. 207-774-0424

DRAWN BY: RS / JLB DATE: MARCH 1, 2021 JOB NO. 2021-026 P
CHECKED BY: RRL SCALE: 1" = 30' DRWG. NO. 1

A. Developer

RFP#20067

Nathan Szanton
482 Congress, Suite 203
Portland, ME 04101
nszanton@szantoncompany.com
Phone: 207-871-9811
Fax: 207-245-6442

Alternative Contact:
Carl Szanton
cszanton@szantoncompany.com
Phone: 207-712-6191

B. Douglass Commons Proposal

Imagine a neighborhood that has gardens, courtyards, and green alleys where children of diverse backgrounds play and ride their bikes. Where adults chat about how to manage the grounds, while gardening in raised beds. Where in winter, a single mom and a retiree can share a cup of coffee in a warm, plant-filled space, while watching kids on the snowy playground outside. A neighborhood where retirees, immigrant families, and single parents have the option to rent or own their home, at an affordable cost, and share outdoor gardens and play space.

Douglass Commons aims to be that neighborhood, by building a mix of affordable apartments and Limited Equity Ownership homes on the former West School Site in the Libbytown Neighborhood of Portland, Maine. We hope that our vision will become a replicable model of diversity, equity, cooperation, and community throughout the city and region.

Proposed Use to Achieve the City of Portland's Goals: Market Demand (20 Points)

85% of homes will be priced to be affordable for households earning between 60%-100% of Area Median Income (AMI). Affordability restrictions on Limited Equity Co-op units will be permanent, and for the Apartments, the longest period allowed by law, secured by covenants.

Economic Diversity (10 Points) Douglass Street Commons provides housing options which promote economic diversity in the neighborhood by creating a mixed-income community with long-term affordability in both the Apartments and Co-op homes.

	LIHTC Apartments		Co-op Ownership		Apartments + Co-op	
Income Level: % of Area Median Income (AMI)	Homes	%	Homes	%	Homes	%
50% AMI	16	29%	0	0%	16	15%
60% AMI	24	43%	14	27%	38	35%
80% AMI	0	0%	17	33%	17	16%
Market Rate	16	29%	0	0%	16	15%
100% AMI	0	0%	21	40%	21	19%
Total	56	100%	52	100%	108	100%
Total homes between 60-100% AMI					92	85%

Age Inclusive (10 Points) Both the Co-op and Apartments provide housing which is age-inclusive. There will be large homes and play space for families with children, and small homes, social rooms, and gardens for adults of all ages. Cooperative ownership, shared spaces, and management of co-op by the Cooperative Development Institute will help cultivate community cohesion. We estimate 250 new residents, including 100 children.

Impact on Surrounding Neighborhood: Project Design (15 points)

Our proposal is consistent with the existing pattern, scale, massing, and materials of the surrounding neighborhood. The 3.24 acre site is a vacant lot bounded by playing fields, a site for a future playground, single family and multifamily homes, and a highway ramp. We hosted two design charrettes with both existing neighbors and future residents, and won support from the neighborhood association for our design. Douglass Commons will improve the neighborhood by:

- Creating green space and pathways, connecting transit, trails, and sidewalks that are welcoming to existing neighbors, bikers, pedestrians, and children.
- Facing new homes towards the future Douglass Street playground, fields, and skate park, will make them safer for neighborhood children.
- Replacing the road behind the existing homes on Douglass Street with trees.
- Placing new two-story homes near existing homes and larger buildings farther away.
- Providing community meeting space to the existing neighborhood.
- Accommodating storm water runoff with rain gardens.

Amenities and unit design (10 points)

Amenities & unit design have been well thought out and are appropriate for residents. A mix of unit sizes accommodate a wide range of household sizes and types. The Co-op is a combination of townhomes and 12 unit buildings with community rooms that look out onto patios and green spaces for outdoor eating and play, shared guest rooms, balconies, shared cars, garden plots, and EV charging stations. The Apartments will have a fitness room, community room, bike storage room, and an on-site resident services coordinator and property manager. The Apartments and Co-ops buildings will likely be built to passive house standards and have solar panels, exceeding the city's green building standards. The current unit mix estimates for the Apartments are as follows: 28 one-bedroom; 17 two-bedroom; 10 three-bedroom units. The current unit mix for the Co-op is as follows: 18 one-bedroom, 12 two-bedroom, 6 three-bedroom + 16 three-bedroom townhomes.

Applicant's ability to complete the project, including financial feasibility, development team experience, capacity, and timeframe for completion. (35 points total)

- **Readiness to proceed (15 points)** We have letters of commitment or interest from all projected sources of funding except where procurement rules disallow.
- **Track record of development team (10 points)** Every development team member has a successful track record with this type of project and at this scale.
- **Current capacity of development team (10 points)** Our development team members have exceptional depth of human and financial resources to complete this project.
(See attachments for details)

Proposed Re-Zoning

The current zoning, R-5, allows a maximum of 47 units as planned residential unit development (PRUD). Based on the city's stated willingness to rezone to maximize the number of affordable

homes, to allow higher density to further exceptional projects, and to further the city's comprehensive plan, we plan to request a rezone to R-6 to allow for approximately 108 units.

C. Financial Feasibility

Prospective and Committed Sources of Funding & Letters from Lending Institutions

Apartments

- MaineHousing (Affordable housing tax credits, debt) - letter attached
- Northern New England Housing Investment Fund (investment in tax credits) - letter attached
- Bangor Savings Bank (construction loan) - letter attached
- City of Portland Affordable Housing TIF (75% for 30 years)

Co-op

- Centennial Mortgage HUD Section 213 Loan - letter attached
- Cooperative Fund of New England (CFNE) - Pre-development Funds - letter attached
- Share sales from prospective residents - equivalent of down payment on condo (Approximately \$20,000/unit, variable by income level) - letter attached
- City of Portland Affordable Housing TIF (75% for 30 years) - letter not allowed
- City of Portland Housing Trust Fund (\$400,000 est.) - letter not allowed
- Maine Housing Community Solutions Grant (\$400,000 est) - letter not allowed
- GPCOG & EPA Brownfield Funds (up to \$750,000, if needed) - letter now allowed

Attachments:

Attachment 1: Site Images

Site Photographs and Maps

Proposed Site Plan & Rendering

Attachment 2: Letters of Interest and Support

Letters: Libbytown Neighborhood Association, Cooperative Development Institute, Prospective Residents, MaineHousing, Northern New England Housing Investment Fund, Bangor Savings Bank, Centennial Mortgage, Cooperative Fund of New England

Attachment 3: Team Portfolios. Examples of prior projects that indicate the proven ability to develop a project of similar type and scale from a fiscal perspective.

Portfolios: Szanton Company, Maine Cooperative Development Partners, Kaplan Thompson Architects, Aceto Landscape Architects, Archetype Architects, UHAB, Cooperative Development Institute, Acorn Engineering, Credere Associates.

C. Financial Feasibility cont. Development and Operating Budgets

Co-op Development Budget

Project Costs			Project Sources	
Land Acquisition	\$100,000		HUD 213 Loan	\$13,038,000
Construction	\$11,866,328		Co-op Member Equity	\$1,162,050
Brownfields	\$750,000		EPA Brownfields	\$750,000
Professional & Consulting / Soft Costs	\$1,216,198		Housing Trust + Community Solutions Grants	\$800,000
Financing Costs	\$1,022,836			
Architect	\$794,688			
Total	\$15,750,050		Total	\$15,750,050

Co-Op Operating Budget

Annual Income	
Income from Rents	\$1,149,415
AHTIF Income	\$193,000
Total Income	\$1,342,415
Annual Expenses	
Admin: Advertising, legal, software	\$50,500
CDI Resident Services, Training	\$25,000
Utilities: Electricity, Water & Sewer, Internet	\$76,600
Replacement Reserve	\$25,000
Taxes & Insurance	\$277,000
Maintenance: snow, trash, landscape, repairs	\$50,400
Total Expenses before Debt Service	\$504,500
Net Income before Debt Service	\$837,915
Debt Service	\$803,900
Net surplus	\$34,015

C. Financial Feasibility cont. Development and Operating Budgets

Apartments Development Budget

Project Costs		Project Sources	
Land Acquisition	\$375,000	Equity – Federal Housing Tax Credits	\$6,879,312
Construction Including Environmental Remediation	\$10,876,172	Interest-Only Mortgage from Maine Housing	\$6,474,690
Consulting & Professional Fees	\$845,500	Deferred Loan from MaineHousing	\$800,000
Financing Fees & Construction Loan Interest	\$604,398		
Architectural /Engineering	\$457,000		
Operating Escrows	\$609,932		
Legal	\$176,000		
City/State/Federal Fees	\$135,000		
Insurance	\$55,000		
Taxes	\$20,000		
Total	\$14,154,002	Total	\$14,154,002

Apartments Operating Budget

Annual Income	
Annual Residential Rents	\$782,507
Laundry Income	\$13,440
Proposed TIF returned from City	\$75,600
Total Income	\$871,547
Annual Expenses	
Administrative	\$112,579
Utilities	\$75,400
Maintenance	\$105,000
Taxes & Insurance	\$106,400
Debt Service	\$388,482
Required Reserve Contributions	\$25,200
Total Expenses	\$813,061
Annual Cash Flow	\$58,486

D. Timetable:

Provide an overview of how the proposal will be implemented. Include approximate schedule for completion of each element, closing, construction start-up, substantial completion, final completion, and occupancy. Include applications for public or private financing.

Month	Apartments	Co-op
April 2020	RFP Released, Form team	
May 2020	Outreach to future residents, and neighborhood groups for Design Charrettes	
June 2020	RFP Deadline	
Aug 2020	RFP Award, Obtain site control, Apply for new EPA Phase 1, do additional Brownfield tests, apply for CFNE funds for Co-op	
Oct 2020	Apply for EPA Brownfield Grant	
Jan 2021-July 2022	Start TIF request to City of Portland, LIHTC apply for CDBG Funds from Maine DECD, Work on obtaining Zone Change from City of Portland	
Mar 2021	EPA Brownfield Award Notification	
Mar 2021	Market Study, Obtain renewed letters of interest from investor and construction loan support	Apply for Housing Trust Fund and Community Solutions Grant, Start HUD Concept Package
Jun 2021	Planning Board Review	Market Study, Marketing, Start Pre-sales
Jul-Sep 2021	Prepare & submit Tax Credit Application to Maine Housing	Start HUD Phase I application, Design & Permitting, HUD Processing
Nov 2021- Apr 2022	Get results of LIHTC Application Review, Design Development and Construction Documentation	Design Development and Construction Documentation
Dec 2021 - Jan 2022	Interview and select construction manager	Interview and select construction manager
Mar 2022	Start Construction Bidding Process	Start Construction Bidding Process
May 2022	Receive Construction Bids	Receive Construction Bids
Jul 2022	Construction Loan Closing	HUD 213 Loan Closing
Jul 2022- Aug 2023	Construction	Construction
Aug 2023	Doors Open	

E. Developer Capacity:

Identify the qualifications and experience of the development team for the project including a list of previously completed projects similar to the proposed project. This team may include key staff of the developer, architect, general contractor and future property management. Also, discuss the ability to complete the project including the qualifications of the development team, management plan, experience, capacity, project readiness to proceed, and timeframe for completion. Examples of prior projects that indicate the proven ability to develop a project of similar type and scale from a fiscal perspective.

We have assembled an experienced and qualified team where every core member of this team has completed projects of this size and scale. The Szanton Company has an exceptional depth of human and financial resources to complete this project. They have currently completed 9 projects of this size and scale, and their 10th and 11th are currently in construction. The Szanton Company has brought on a number of its specialists to aid with designing this innovative village that excel in green design, site planning, and environmental remediation. The Szanton Company is committed to long-term ownership of its apartment assets. In 2013, it founded Saco Falls Management, its property management arm, to ensure the highest standards of appearance and livability for our residents, neighbors, and communities. The Co-op team has assembled a team of local professionals with excellent reputations, supported by outside consultants to cover every aspect of a new construction limited equity cooperative of this size. The HUD 213 program is designed specifically for cooperatives, and offers favorable terms which support long-term affordability. Project completion is projected for summer 2023. The Apartment and Co-op teams will work together on overall site design, civil engineering, zone change, and brownfields cleanup.

See Attachment 3: Portfolios

Team Member	Company	Role	Similar Projects Completed
Nathan Szanton	The Szanton Company	Apartment Developer President	Casco Terrace, Walker Terrace, 53 Danforth, Furman Block, The Squamscott Block, 48 Hampshire, Huse School Apartments, Mill at Saco Falls, Lofts at Saco Falls, Lofts at Bates Mill
Robert Monks	The Szanton Company	Partner	Created over 6,000 units of affordable housing across the country; In Portland, redeveloped the Portland Performing Arts Center, Baxter Library, and Oak Street Dorms

Amy Cullen	Saco Falls Management	Apartment Management President	Casco Terrace, Walker Terrace, 53 Danforth, Furman Block, The Squamscott Block, Huse School Apartments, Mill at Saco Falls, Lofts at Saco Falls, Lofts at Bates Mill
David Lloyd	Archetype Architects	Apartment Architect	Verdante, Hobson's Landing, 20 Thames Street, Bramhall Row, 118 on Munjoy Row, One Joy Place, Luminato, 81 Danforth, Casco Terrace, Walker Terrace, 53 Danforth, Furman Block, The Squamscott Block
Brian Eng	Partner, Maine Cooperative Development Partners	Co-op Development Team	M North in Orlando, 288-units in Orlando, Florida. (https://www.mnorthorlando.com/) Master developer of city-owned land on the former Maine Energy Recovery Corp. in Biddeford
Liz Trice	Partner, Maine Cooperative Development Partners	Co-op Development Team	645 Congress Street (with Shinberg/Alfond), Danforth on High (Rando Orbit/Peter Bass), 58 Boyd (Portland Housing Authority), all Portland.
Matt Peters	Partner, Maine Cooperative Development Partners	Co-op Development Team	Young St Apartments, South Berwick; Ridgewood II, Gorham One Meeting Pl, Exeter, NH; Meadows, North Hampton, NH; Carleton St, Portland; Bayside Anchor, Portland; Bartlett Woods, Yarmouth
Jesse Thompson	Kaplan Thompson Architects	Co-op Architect	Parris Terraces, Portland ME; Harborview Townhomes, Portland ME; Blackstone Senior Living, Falmouth, ME; Bayside Anchor Apartments, Portland, ME
Nick Aceto	Aceto Landscape	Landscape	The Downs, Scarborough ME (510

	Architects	Architect	Acre Mixed-Use Master Planned Community); Phases 1 & 3; Jackson Laboratory, Bar Harbor ME (37 Acre Employee Co-Housing Community); Cumberland Multi-Gen COmmunity https://www.mainebiz.biz/article/future-proofing-development-designers-are-ready-for-climate-change
Rip Patten	Credere Associates LLC	Brownfield Assessment & Cleanup Consultant	Marada Adams School, 48 Moody Street, Portland; Thornton Heights Commons, 611 Main Street, South Portland; State Street School, 261 Center Street, Brewer
Jonah Fertig-Burd	Cooperative Development Institute	Co-op Formation & Management	Mountainside Cooperative, Camden, ME (52 units); Charter Oaks, Arundel, ME (40 units); Sunset Terrace, Rockland, ME (76 units); Wardtown Cooperative, Freeport, ME (60 units); Halifax Mobile Home Estates Association, Halifax, MA (430 units); Farrington's/North Avenue Co-op, Burlington, VT (117 units)
Andy Reicher	UHAB	Co-op Formation Consultant	In Manhattan: 3603-3605 Broadway, 42 unit conversion, 520, 540-550 West 144th Street, 90 units, 421-555 West 148th Street, 98 units; 110 Madison Ave & Jupiter 21, Off-site Inclusionary
Will Savage	Acorn Engineering	Civil Engineer	Meeting House Hill Park Redevelopment; Munjoy Heights; 200 Valley St - Avesta; Little Dolphin Drive & Jocelyn Place, 89 Anderson; The Hiawatha

F. Occupancy and Management Plan: *Present a plan detailing the ownership structure (condominium, cooperative, etc.), resale restrictions and resale process, to ensure mixed income and long-term affordability.*

The Co-op and Apartments will be managed separately.

The Cooperative Development Institute (CDI) will be responsible for the creation of the cooperative ownership structure, management, and will ensure implementation of the permanent affordability provisions. Andy Reicher, executive director of UHAB in New York City, will be a consultant to set up a structure to train future residents in managing their buildings, and help seed future cooperative ownership projects.

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

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

The Apartments will be managed by Saco Falls Management, which manages all of The Szanton Company's buildings. Saco Falls Management was founded in 2013 to manage properties developed by The Szanton Company, of which Nathan Szanton, Robert C. S. Monks, and Amy Cullen are the primary owners. Upon its founding, Saco Falls Management took over management of six properties with the addition of three properties since its opening. Its portfolio includes Casco Terrace, Walker Terrace, and 53 Danforth in Portland, ME; The Mill at Saco Falls and The Lofts at Saco Falls in Biddeford, ME; The Lofts at Bates Mill and The Hartley Block in Lewiston, ME; The Huse School Apartments in Bath, ME; and The Squamscott Block in Exeter, NH. Nathan Szanton, Robert C. S. Monks, and Amy Cullen are the owners of Saco Falls Management.

Both Apartment and Co-op homes will be principal residences and will not be used to conduct business (except for a home occupation allowed under the City of Portland zoning ordinance) or as investment properties. Units may not be rented for short-term periods of one to thirty days.

G. Purchase Price:

The City expects to receive Fair Market Value (“FMV”) for the property. This is a desirable location with many nearby amenities, but its environmental history makes it a difficult and expensive site to develop housing, especially affordable, quality housing with safe outdoor space for families.

Historically, the former West School site and most of Dougherty Field were part of the salt marsh that ran from Back Cove almost to the Fore River. The site was under water until 1869, then was excavated for its clay to use in brick manufacturing. The site was then used from the early 1900s until the 1950s by the City of Portland as a municipal dump. In 1961, the City planned and built the West School on the site, then used it as an education, continuing education, and community center until 1997. The site still has solid waste buried 18 to 24 inches under the surface and soil contaminated with lead. The former West School building experienced structural and environmental problems from 1981 to 1997, as a result of settling and methane gas from the former landfill. There are also a gas company easement and sewer easement making significant portions of the site unbuildable.

We are committed to avoiding the environmental and site design mistakes that resulted in safety and structural issues for the West School, and creating permanent spaces for future residents, just as we are planning for long-term affordability. Because of the seriousness of the contamination, the environmental remediation costs will be significant.

We began our estimate by assuming a value for clean land in this location of \$450,000/ acre. Of the 141,487 SF of lot area, we currently estimate 40,000 SF of building footprint, and an additional 5,000 SF of areas for community garden and child play that requires clean soil, and an additional 10% for planning, management, and contingency. At an estimated \$20/sf to remove and/or replace soil, our estimate ranges from \$750,000 to \$1,000,000 in anticipated costs. So we estimate \$1,458,000 minus up to \$1,000,000 in remediation costs, many of which won't be known until we are fully committed to the development of the site, and the delay of up to a year's worth of staff time, property taxes, and uncertainty, while we apply for EPA Brownfield funds and conduct remediation.

Taking into account the best interests of the existing and prospective neighbors, and the city's intention to provide affordable housing to families, and development budget feasibility, we are able to offer \$475,000 for the property, which we believe to be Fair Market Value.

PROPOSAL

NOTE: THIS PAGE IS TO BE COMPLETED AND RETURNED

The UNDERSIGNED hereby declares that he/she or they are the only person(s), firm or corporation interested in this proposal as principal, which it is made without any connection with any other person(s), firm or corporation submitting a proposal for the same.

The UNDERSIGNED hereby declares that they have read and understand all conditions as outlined in the Request for Proposals, and that the proposal is made in accordance with same.

The UNDERSIGNED hereby declares that any person(s) employed by the City of Portland, Maine, who has direct or indirect personal or financial interest in this proposal or in any portion of the profits which may be derived therefrom has been identified and the interest disclosed by separate attachment. (Please include in your disclosure any interest which you know of. An example of a direct interest would be a City employee who would be paid to perform services under this proposal. An example of an indirect interest would be a City employee who is related to any officers, employees, principal or shareholders of your firm or to you. If in doubt as to status or interest, please disclose to the extent known).

The proposer acknowledges the receipt of Addenda numbered 1-4
If Applicable

COMPANY NAME: The Szanton Company
(Individual, Partnership, Corporation, Joint Venture)

AUTHORIZED SIGNATURE: Nathan Szanton DATE: 6/15/20
(Officer, Authorized Individual or Owner)

PRINT NAME & TITLE: Nathan Szanton, President

ADDRESS: 482 Congress St, Suite 203, Portland, ME 04101

TELEPHONE: 207-712-6191 E-MAIL: CSzanton@szantoncompany.com

FEDERAL TAX ID #: 01-0533208 DUNS #: 11-700-3073

STATE OF INCORPORATION Maine
(If incorporated in another State, businesses must be authorized to do business in the State of Maine.)

In your organizations preceding completed fiscal year, did the organization receive:

(1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; AND

(2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements? ☐ Yes ☒ No

Does the public have access to information about the compensation of the executives in the organization through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (18 U.S.C. 78m(a), 78o(d) or section 6104 of the Internal Revenue Code of 1986? ☐ Yes ☒ No

NOTE: All bids must bear the handwritten signature of a duly authorized member or employee of the organization making the bid. **This sheet must be signed and returned with the application package.**



June 11, 2020

Honorable Mayor and Councilors:

The Libbytown Neighborhood Association held a special meeting to consider the *Douglass Commons* proposal for the redevelopment of 43 & 91 Douglass Street, aka, the old West School site. The meeting was well attended after a robust discussion, we are pleased to express our support for this proposal. Please factor these recommendations into your consideration of *Design and Amenities* as specified in the *Impact on the Surrounding Neighborhood* section of the RFP score sheet.

With respect to design, the LNA supports projects of quality and distinction which may serve as a neighborhood landmark. Given that the existing fabric and architecture lacks a singular quality, the association would like to see something architecturally notable. Furthermore, the Libbytown Neighborhood is somewhat diverse socio-economically with a prevalence of low to moderate income. The Libbytown Neighborhood Association is strongly supportive of new housing particularly mixed income projects with a focus on low and middle income.

In terms of this projects' design program, we:

- Strongly support this project's *use of site and integration with Park amenities*
- *Modestly Support* this project's interaction with adjacent structures and would advocate for the largest possible set back buffers from adjacent properties on Douglass Street

The area is underserved as it lacks a school, community space, a vibrant commercial corridor, bus shelters, and other staples of urban life. As such, in terms of amenities we:

- Strongly support community *garden/food forest*
- Strongly support the overall commitment to *housing affordability* especially the commitment to mixed incomes and to low to moderate income housing



- Strongly support the commitment to *ethnic diversity* and the possibility of thereof (such as ESL training)
- Strongly support this projects commitment to *sustainability* especially the solar arrays, passive house standards and *tree & shrub* planting
- Strongly support quality *community space* that is open and accessible
- Strongly supports *shared street concept* or piazza concept which can become a flexible community gathering space
- Support commitment to *active transport* and the integration of transit, limited parking, and commitment to traffic demand management

The following items are community priorities in design and amenities that may be part of the program but that we did not see as explicit in this proposal. We believe that a strong commitment to the following would make the project better:

- Implementations of the recommendations of the Libbytown traffic study
- Streetscape and bicycle/pedestrian improvements along Congress Street
- Acknowledgement to the history of the site in terms of project name and building materials (e.g., the site sits on or near a former brick foundry)
- Public transit (such as trolley cars), car share, and other reductions to parking
- Stormwater design
- Environmental mitigation of the site
- ADA access within the site to community spaces in winter months

Overall we **highly recommend** this proposal for its commitment to neighborhood design improvements and amenities.

The Libbytown Neighborhood is grateful for your consideration of this proposal.

Sincerely,

Maureen Morse

Chair



COOPERATIVE DEVELOPMENT INSTITUTE

P.O. Box 1051, Northampton, Massachusetts 01061-1051
PH 413-665-1271 • FX 413-541-8300 • www.cdi.coop • info@cdi.coop

June 8, 2020

To whom it may concern:

The Cooperative Development Institute (CDI) is happy to support the proposal for the creation of a new construction limited equity co-op on Douglass Street.

CDI is a 501(c)3 nonprofit founded in 1994 by co-op leaders to work with people in the Northeast to create cooperative businesses and networks that grow a prosperous, equitable economy.

CDI provides expert assistance, organizational development, and support to groups undertaking cooperative development. In the past decade, CDI has helped create 47 new Resident Owned Communities (ROCs) in New England, representing 4,479 households. 8 of the ROCs are conversions of manufactured home parks in Maine. CDI's role is to help form new cooperatives, train residents, and ensure that the cooperative has the support it needs to remain permanently affordable.

Our intention is that at Douglass Street, CDI will:

- Lead the creation of the new Co-op entity.
- Lead resident training and resident participation in the construction phase.
- Create and administer a long-term management plan that would meet the city's TIF requirements to ensure that the property meets the city's affordability metrics for at least 30 years.
- Be the long term training & support organization for the Co-op.

We are pleased with the proposal and the development team, and hope to be part of this exciting project!

Sincerely,

Noémi Giszpenc
Executive Director

THE SOURCE FOR COOPERATIVE BUSINESS DEVELOPMENT IN NEW ENGLAND & NEW YORK

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination write USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, DC 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (voice and TDD).

Future Residents of Douglass Commons Co-op

June 2020

To whom it may concern:

We are writing in support of the Douglass Commons proposal to build housing on the parcel put to RFP by the City of Portland.

Many of us have been meeting for the last 2 years to explore strategies to build affordable home ownership housing in Portland that builds community among people of different ages, incomes, and cultural backgrounds. Several months ago, we came to the conclusion that Limited Equity Cooperative Housing was the best way to accomplish this. Limited Equity Cooperatives combines the accessibility of renting with the long-term stability and autonomy of homeownership.

We are delighted that this development team has come together to bring Limited Equity Cooperative Housing to Portland and enthusiastically support their projects. We are especially excited about the effort to create designs that will maximize interaction with outdoor spaces, gardens and shared spaces that can be used by residents. We also appreciate their effort to include us and existing neighbors in their early design efforts.

We are excited about the location, and hope that we will have the opportunity to become future residents!

Sincerely,

1. Rachel Ackoff & Lee Leviter, 19 Lewis St Apt 1F Portland, ME 04102
2. Eric Muteba Kalala, 11 Massachusetts Avenue Apt #2 Portland, ME 04102
3. Cynthia A. Grier, 1227 Westbrook Street, Apt #2, Portland, ME 04102
4. Elisabeth C. Heij, 97 Pitt Street, Portland, ME 04103
5. Valerie and Matthew Todd, 68 Black Sparrow Drive, Portland, ME 04102
6. Nicole Ivins and Richard Bennett, 93 Pitt St #1, Portland, Me 04103
7. Jules Mutoni & Yvette Unezase, 77 Grant St Apt B13, Portland, ME 04101
8. Wendy Herbert & Peter Ackoff 112 Park St. #2, Portland, Me
9. Apollo Karara, 326 Auburn Street #16, Portland, ME 04103
10. Andrea Levinsky 39 Cumberland Rd Apartment 1 South Portland, ME
11. Jacques Kubwimana & Ange Christelle Abaribeza 61 Deering St.Apt #E 04101
12. Arthur Sabeti & Vanice Busingye, 240 Cumberland st, Westbrook 04092 ME
13. Jackson Ntambara & Peace Kobusinge, 2 Walker Street # 1203 Westbrook 04092 ME

June 1, 2020

Matthew F. Fitzgerald
Purchasing Manager
The City of Portland
389 Congress Street
Portland, ME 04101

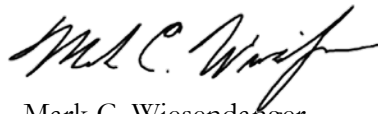
RE: Request for Proposals for 43 & 91 Douglass Street

Dear Mr. Fitzgerald:

MaineHousing is pleased to provide this letter of interest for The Szanton Company's proposal to redevelop a portion of the former West School site. Our understanding is that there will be a mixed-income housing project constructed on the site, potentially financed in part by MaineHousing resources. In our 24-year relationship with The Szanton Company, the applicant has demonstrated an exceptional track record in navigating the processes of market research, site acquisition, design, regulatory approvals, financing, construction, and marketing of a high-quality housing product.

While this letter of interest is not a commitment to allocate affordable housing tax credits, MaineHousing would welcome an application in connection with this project. Based on The Szanton Company's track record, an application would have a strong likelihood of success. Please feel free to contact me directly with any questions.

Sincerely,



Mark C. Wiesendanger
Director of Development



NORTHERN NEW ENGLAND
HOUSING INVESTMENT FUND

5/28/2020

Carl Szanton
Development Associate
482 Congress Street, Suite 203
Portland, ME 04101

RE: Letter of Interest – Douglass Street Project ("Partnership")

Dear Carl:

We are pleased to provide this letter of interest for the creation of affordable and market rate housing in Portland, Maine. As you know, Northern New England Housing Investment Fund ("NNEHIF") invests in community-based projects receiving the Federal Low Income Housing Tax Credit. We understand that you anticipate generating approximately \$800,000 in annual Low Income Housing Tax Credits.

Upon satisfactory resolution of any funding requirements and satisfactory completion of our due diligence we would be interested in investing \$6,878,980 in exchange for a 99.99% limited partnership interest in the Partnership. Approximately 50% of these funds may be available from closing and throughout construction.

This letter of interest is conditioned on the Fund conducting all customary underwriting and due diligence and receipt a final pro-forma, approved by MaineHousing, that addresses any additional loans, grants, fees or other sources.

A more detailed letter of interest will be provided once all the capital sources have been committed.

We wish you great success in your application and look forward to our continued work together.

Sincerely,

Mark Brooks
VP of Underwriting
Northern New England Housing Investment Fund



May 27, 2020

The City of Portland
Planning Department
389 Congress Street
Portland, ME 04101

RE: 43 & 91 Douglass Street

To Whom It May Concern:

On behalf of Bangor Savings Bank I am pleased to provide this letter in support of The Szanton Company for the above-referenced project. Based on our review of the financial elements of the proposal for the development site, we believe that that the applicant has the ability to finance projected costs and develop a project of similar type and scale from a fiscal perspective.

While this letter of support is not a commitment to lend, Bangor Savings Bank would welcome the opportunity to be a resource to The Szanton Company for financing and sponsorship of any equity awards necessary in connection with this project. Please feel free to call me with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Ronald B. Hunt". The signature is fluid and cursive, with a stylized "H" and a trailing flourish.

Ronald B Hunt
Vice President
Bangor Savings Bank - Commercial Lending
280 Fore Street, Suite 200
Portland, ME 04101
(207) 420-3967



June 12, 2020

Liz Trice
Principal
Maine Co-op Development Partners
795 Congress Street
Portland, ME 04102

RE: Douglas Commons Cooperative

To whom it may concern:

Centennial Mortgage has been engaged by Maine Co-op Development Partners to secure mortgage insurance through the FHA 213 program for cooperative housing and fund a construction/permanent mortgage for Douglas Commons Cooperative, a new cooperative housing project in Portland, ME. We have reviewed a financing request, including initial plans, pro forma operating budget, the construction budget and initial market information for Douglas Commons Cooperative in Portland, ME. In addition, we have reviewed the experience of the overall development team. Based on this review, we feel that this project is an excellent candidate for financing and will conform to all the requirements to qualify for construction and permanent financing through the FHA 213 program. We feel that this is the right time and place to create a new affordable cooperative given the advantages this particular form of housing provide to its members, primarily affordable home ownership and a greater sense of community.

We have now entered the formal application stage for the FHA 213 mortgage insurance and believe that Douglas Commons Cooperative has a high likelihood of obtaining a 40 year, low interest loan for the project of \$13,308,200. Additional subordinated financing would serve to further increase that likelihood. We also believe that success at Douglas Commons Cooperative will open an entirely new avenue for affordable housing finance in the state of Maine by making the FHA 213 program finance accepted in the market.

Centennial Mortgage has substantial expertise and experience completing FHA financing transactions. We are very active in lending to cooperative housing projects throughout the country. Personally, I have been involved in cooperative housing for over 20 years, through financing and serving on the board of the National Association of Housing Cooperatives.

We encourage other funding sources to join us in supporting this innovative project and creating up to 98% leverage for future projects through this program. Please let me know should you have any questions or require any additional information.

Sincerely,

A handwritten signature in blue ink, appearing to read "H. Jeffers", is written over a faint, light blue circular stamp.

Hugh Jeffers
Vice President of Originations



June 12, 2020

Liz Trice, Principal
Maine Co-op Development Partners
795 Congress Street
Portland, ME 04102

Dear Liz:

Please let this letter serve as an expression of interest in working with Maine Co-op Development Partners to provide financing for the land purchase and predevelopment costs associated with the development of "Douglass Village" cooperatively-owned limited equity housing in Portland, Maine.

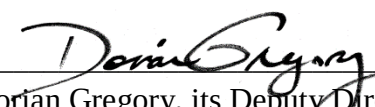
Since CFNE's founding in 1975, we have made over 1,000 loans, totaling over \$60 million, including many loans to support the purchase of cooperatively-owned real estate property. We look forward to seriously consider an application to provide a loan of up to \$855,000 for the above-mentioned purpose.

The terms of any loan would depend on the strengths of the application, collateral, other funders and financing, and the project's *pro forma* for expected cash flow and ability to make payments. Our customary range for interest is 5 -7% and most loans are made with terms of 5-10 years, with a longer amortization possible so that the actual loan payment amounts are affordable.

Our loan committee meets the second or third Thursday of each month, and the deadline for an application is the 15th of the previous month. The process for consideration takes a total of three to four weeks, though sometimes longer, and includes a site visit. My colleague, Deborah Hawkins, will be your loan outreach officer and will usher your application through our committee.

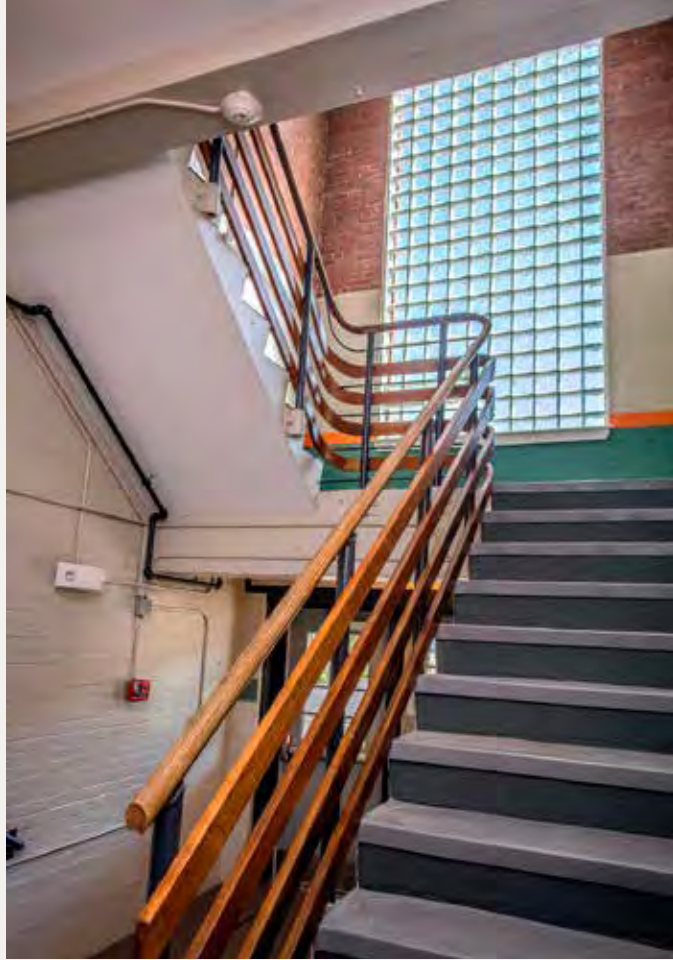
Please let us know if we can provide any other information and we look forward to working with your loan application and other capital needs. Thank you for using the services of the Cooperative Fund.

COOPERATIVE FUND OF NEW ENGLAND, INC.

By: 
Dorian Gregory, its Deputy Director

THE SZANTON COMPANY

an Affiliate of the Monks Companies



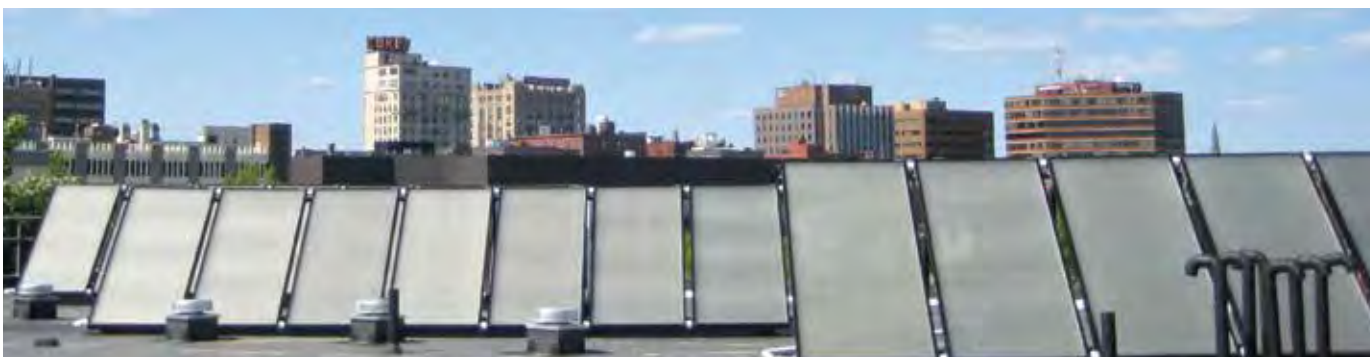
ABOUT THE SZANTON COMPANY

The Szanton Company, an affiliate of the Monks Companies, specializes in developing mixed-income rental housing in or near downtowns. We have completed eight apartment projects in Maine and New Hampshire totaling 393 units.

The mission of The Szanton Company is to create attractive and affordable rental housing that our residents are proud to call home. We do this by:

- Creating beautiful apartments of high quality in locations in or near downtowns, adding vitality to our cities and towns;
- Developing properties which provide a consistent, long-term return to their owners, thus ensuring their stability for residents, lenders, and neighborhoods;
- Serving people with diverse incomes;
- Creating amenities for our residents which enhance the quality of their lives;
- Incorporating environmental and energy sustainability in our properties, thereby reducing their impact on the earth's environment.

The Szanton Company is committed to long-term ownership of our apartment assets. In 2013, we founded Saco Falls Management, our property management arm, to ensure the highest standards of visual appearance and livability for our residents, neighbors, and communities.



Rooftop solar panels at 53 Danforth



PRINCIPALS & STAFF

NATHAN SZANTON, PRESIDENT

Nathan founded the company in 1996. Since then he has been responsible for developing 617 apartment units in 24 projects. As manager or principal partner in these projects, Nathan has successfully navigated the process of market research, site acquisition, design, regulatory approvals, financing, construction, and marketing.

He has committed himself to creating comfortable and affordable rental homes for residents with diverse incomes. Some of these have been adaptive reuses for underused historic buildings; others have been thoughtfully designed new construction. Nathan holds a B.A. from Harvard University and a J.D. from the University of Maine School of Law.



ROBERT C.S. MONKS, PRINCIPAL

Robert C.S. Monks is an active capital partner and also provides a deep understanding of real estate development and financing. Throughout his career he has founded, led, and grown 19 businesses in the financial services, real estate, technology and communications sectors.

In 2011, Bobby became an owner and Chairman of Spinnaker Trust, a Maine based trust company managing over \$1 billion in assets. Bobby attended Duke University and graduated from the University of Southern Maine with a Bachelor's Degree in Political Science.

Above: Walker Terrace
Left: The Mill at Saco Falls

Facing Page: The Lofts at Bates Mill

AMY CULLEN, VICE PRESIDENT AND PROJECT PARTNER

Amy joined The Szanton Company in 2006. Her responsibilities include: discovering new project locations, creating financing packages, and working with all development team members to help projects come to life.

Amy also serves as president of our sister company, Saco Falls Management, where she oversees all operations.

Prior to joining The Szanton Company, Amy was on active duty with the U.S. Army for six years, and served as a Training Program Manager for the Department of Defense in Minneapolis, MN. She holds a Bachelors of Science Degree in Accounting from Husson University.

KRISTIN MARTIN, DEVELOPMENT OFFICER

Kristin joined our company in 2013. Her responsibilities include finding and researching sites for new projects, preparing financial analyses, and evaluating development options. She coordinates with lenders, attorneys, architects, engineers, contractors and others on all aspects of The Szanton Company's development projects from concept to completion.

Prior to joining The Szanton Company as a Development Officer, Kristin worked for Saco Falls Management as an Assistant Development Officer, Property Manager and Director of Property Management. She holds a Bachelor of Health Science and a Masters of Occupational Therapy from Quinnipiac University.



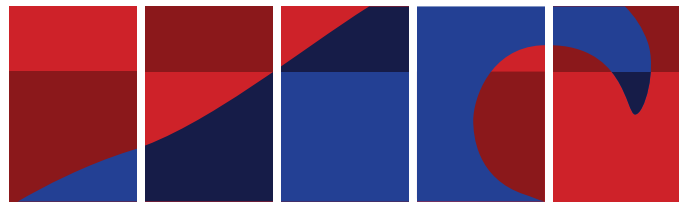
ABOUT SACO FALLS MANAGEMENT

HISTORY

Saco Falls Management is a full-service management company formed by The Szanton Company in 2013 to manage its rental properties, both residential and retail. Since then, the physical condition of the buildings has improved, tenant satisfaction has increased, and the profitability of the properties has grown. We are committed to managing our properties for the long-term with the highest sense of responsibility to our residents, financial partners, and host communities.

OUR MISSION

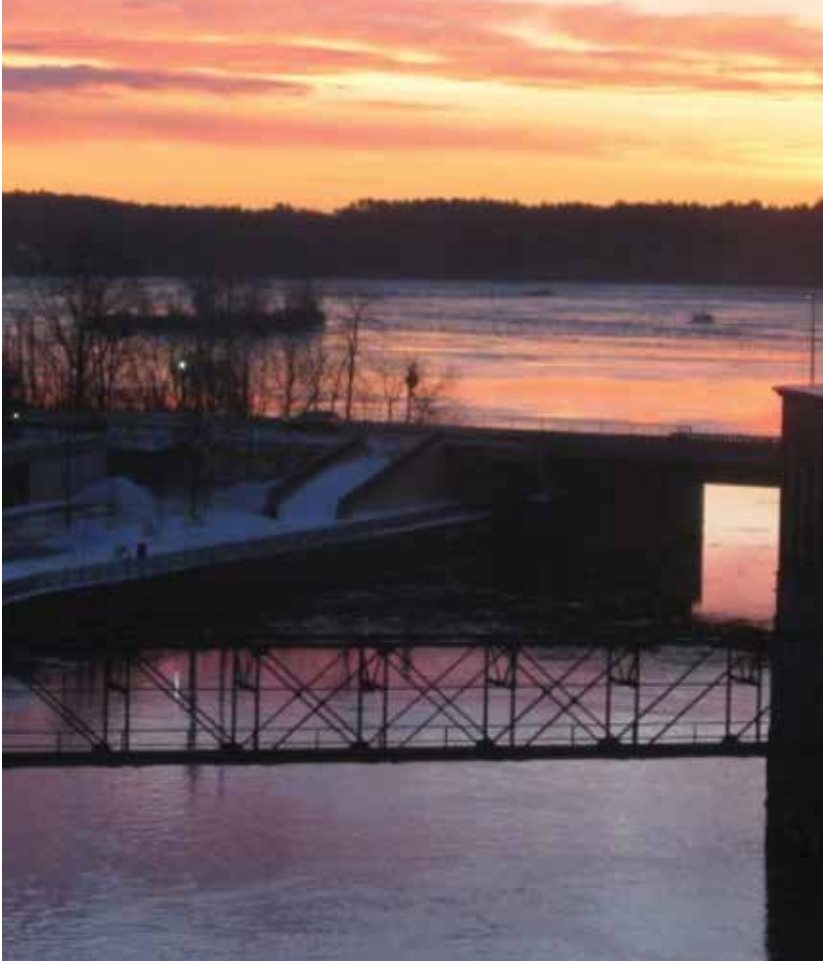
Our mission is creating rental properties that exceed expectations. We are guided by the following core values: honesty, integrity, candor, high standards of quality, respect for all with whom we deal, openness to new ideas, and a culture of continuous learning and enhancement of our knowledge and skills.



SACO FALLS MANAGEMENT



Walker Terrace



View from an apartment at The Mill at Saco Falls

RESIDENT SELECTION

Saco Falls Management Company complies with all state, local, and federal laws regarding fair housing practices or occupancy and resident selection procedures. In addition to program-specific requirements, all adult applicants are screened by our management staff. To be considered for residency at one of our properties, all applicants must have:

- References from prior landlords that show a history of good tenancy. This includes paying rent on time, keeping their unit in good repair and being a good neighbor by following the community rules.
- A favorable credit report.
- An absence of criminal history. We run a criminal background check on all applicants. Any applicant with a history of public disturbances, arrests, criminal activity, listing on the sex offender registry or other law enforcement problems that may indicate behavior inconsistent with lease obligations will be denied.



LEWISTON
AUBURN

BATH

MAINE

PORTLAND

BIDDEFORD

NEW
HAMPSHIRE

EXETER

BATH, MAINE



Huse School Apartments (2017)

LEWISTON, MAINE



The Lofts At Bates Mill (2012)



The Hartley Block (2019)

AUBURN, MAINE



48 Hampshire (2020)

PORTLAND, MAINE



Casco Terrace (2004)



Walker Terrace (2006)



53 Danforth (2009)



The Furman Block (2020)

BIDDEFORD, MAINE



The Mill At Saco Falls (2010)



The Lofts At Saco Falls (2016)

EXETER, NEW HAMPSHIRE



The Squamscott Block (2007)

CASCO TERRACE

41 STATE STREET, PORTLAND, MAINE



Above Left: Casco Terrace, after. Right: Casco Terrace, before

*Facing page: Top: Casco Terrace from State Street
Bottom: Casco Terrace interior*

**“...CITY OFFICIALS SAY THE STATE-FINANCED PROJECT IS THE
KIND OF DEVELOPMENT PORTLAND NEEDS...”** —*Portland Press Herald*

CASCO TERRACE is a 27-unit vertical addition on an existing 27-car parking garage (see before and after photos opposite). The pre-construction newspaper story below describes the project's highlights and the need it addresses in a city desperate for affordable housing.

From the *Portland Press Herald*, May 28, 2003:

“It began as one of the first parking garages in Portland, at a time when few people owned cars ...

...City officials say the state-financed project is the kind of development Portland needs to help stem suburban sprawl and provide affordable rental housing for its workforce. They also give it high marks for being attractive and practical, and making the most of an under-used lot with desirable views of the waterfront.

...‘It’s a project with a lot going for it’, said Mark Adelson, Executive Director, Portland Housing Authority.”

YEAR COMPLETED: 2004

UNITS: 27 (14 Market-Rate + 13 Income-Restricted)

ARCHITECT: Archetype, P.A.

CONSTRUCTION MANAGER: Wright-Ryan Construction

FINANCING: MaineHousing and TD Bank



WALKER TERRACE

1 WALKER STREET, PORTLAND, MAINE



WALKER TERRACE is a six-story building that replaced an abandoned gas station, transforming the site and the neighborhood around it. It also helps to fulfill the city's goal of providing greater housing density along public transportation arteries. Walker Terrace is the first apartment building in Maine built to Maine State Housing Authority's Green Building Standards.

From the *Portland Press Herald*, September 21, 2004:

"Eager for any smart-growth infill opportunity to augment urban housing and curb Greater Portland sprawl, the Portland City Council unanimously let developer Nathan Szanton build 40 varied-income rental units on 0.4 acres of a former gas station in the West End, more than twice the number the current zoning allows, with Mayor Nathan Smith saying, 'This project does just about everything we as a city have been asking for.'"



YEAR COMPLETED: 2006

UNITS: 40 (18 Market-Rate + 22 Income-Restricted)

ARCHITECT: Archetype, P.A.

CONSTRUCTION MANAGER: Portland Builders

FINANCING: MaineHousing; the City of Portland;
Centerline Capital; Bank of America.

**“...THIS PROJECT DOES JUST ABOUT EVERYTHING WE AS A CITY
HAVE BEEN ASKING FOR...”** —Portland Mayor Nathan Smith



Above: Walker Terrace, after
Left: Walker Terrace, before

Previous page: Top: Walker Terrace Sidewalk Gallery
Bottom: Walker Terrace interior

“THIS IS AN AWESOME PROJECT FOR DOWNTOWN.” —Sylvia Von Aulock, Town Planner
Exeter News-Letter 2/22/05

THE SQUAMSCOTT BLOCK addresses the severe lack of affordable rental housing in Seacoast New Hampshire; adds vitality to Exeter’s downtown district; fills a gap in the streetscape of one of Exeter’s most important and beautiful streets; and promotes smart growth by adding density near public infrastructure.

Previously a surface parking lot next to Exeter’s historic 1856 Town Hall, the Squamscott Block is on the site of two historic structures torn down in the mid-20th century to make way for parking. The four-story building features 2,600 square feet of retail space along busy Water Street, currently housing an art gallery and a therapeutic salt cave. Two hidden levels of parking provide 36 spaces for the residents and 58 spaces for neighboring businesses.

YEAR COMPLETED: 2007

UNITS: 30 (14 Market-Rate + 16 Income-Restricted)

ARCHITECT: Archetype, P.A.

CONSTRUCTION MANAGER: North Branch Construction

FINANCING: New Hampshire Housing; the Town of Exeter, New Hampshire; the New Hampshire Community Development Finance Authority; TD Bank; Unitil; and HUD.



53 DANFORTH

53 DANFORTH STREET, PORTLAND, MAINE



Above Left: 53 Danforth, after. Right: 53 Danforth, before

**“THE BUILDING AT 53 DANFORTH STREET WILL HELP MAKE PORTLAND
THE MOST LIVABLE CITY IN AMERICA.”** —Portland Mayor Jill Duson, *Portland Press Herald* 8/13/09

53 DANFORTH is located in the heart of the Portland Peninsula, a few blocks from downtown, the Arts District, the Old Port, the West End, and the Waterfront. It replaced a 50 year-old one-story garage and gravel parking lot. It includes 35 one-bedroom apartments, 8 two-bedroom apartments, and covered on-site parking. Many of the units boast views of Portland’s harbor and downtown Portland. This was our first project to include solar energy.



YEAR COMPLETED: 2009
UNITS: 43 (13 Market-Rate + 30 Income-Restricted)
ARCHITECT: Archetype, P.A.
CONSTRUCTION MANAGER: Wright-Ryan Construction
FINANCING: MaineHousing; TD Bank;
and the City of Portland, Maine.



Above: 53 Danforth interior
Bottom: Rooftop solar panels, 53 Danforth

THE MILL AT SACO FALLS

100 SACO FALLS WAY, BIDDEFORD, MAINE



YEAR COMPLETED: 2010

UNITS: 66 (26 Market-Rate + 40 Income-Restricted)

ARCHITECT: Archetype, P.A.

CONSTRUCTION MANAGER: Wright-Ryan Construction

FINANCING: MaineHousing; TD Bank; HUD; Northern New England Housing Investment Fund; the City of Biddeford; and The America Recovery and Reinvestment Act of 2009.

THE MILL AT SACO FALLS is an adaptive re-use of an 1845 textile mill building adjacent to the Saco River falls in Biddeford. It is a key component of the Biddeford Mill District renaissance—from a collection of aging industrial buildings to a vibrant, mixed-use neighborhood featuring public access to the Saco River.

Features of the project include magnificent views of the Saco River and falls, and a short walk to both the Amtrak station on Saco Island and Biddeford's historic downtown. Residents enjoy a fitness center, outdoor play area, home theater room, and community room with computers.



“THE PROPERTY WILL BE A PHENOMENAL ASSET TO THE CITY AND REFLECTS THE COMMUNITY’S WORKING MILL TRADITION.” –City Council President Bob Mills, *The Courier* 1/28/10



Above: The Mill at Saco Falls, after
Left: The Mill at Saco Falls, before

Previous Page: Left: The Mill at Saco Falls corridor
with mill artifact steel door
Right: The Mill at Saco Falls interior

THE LOFTS AT BATES MILL

36 CHESTNUT STREET, LEWISTON, MAINE



*Bottom Left: The Lofts at Bates Mill, west facade and Fountain Park, before
Above: Same view, after renovations*

Facing page:

Top: The Lofts at Bates Mill entrance

Bottom: Lobby with display of historic artifacts

**“THE QUALITY HOUSING IS AN ESSENTIAL COMPONENT OF
THE DOWNTOWN REVITALIZATION.”** –Mayor Bob MacDonald at his Grand Opening speech

THE LOFTS AT BATES MILL, the Szanton Company’s first Lewiston project, is the adaptive re-use of an 1854 Bates Manufacturing Company textile mill, Mill #2. The Lofts at Bates Mill features 25 one-bedroom, 16 two-bedroom, and 7 three-bedroom apartments. The Lofts at Bates Mill is the first apartment housing built in Lewiston’s Mill District.

The project completely transformed the west facade of this classic red-brick mill structure. Features of the project include 13-foot ceilings, exposed timber framing, large windows with abundant natural light, and an expansive view across Fountain Park and the Bates Mill Complex to the Androscoggin River. The project is a short three-block walk to the services in downtown Lewiston and is on a local bus line. Residents enjoy complimentary wi-fi, fitness center and spacious community room with computer.



YEAR COMPLETED: 2012

UNITS: 48 (15 Market-Rate + 33 Income-Restricted)

ARCHITECT: Platz Associates

CONSTRUCTION MANAGER: Platz Associates

**FINANCING: MaineHousing, The City of Lewiston, People’s
United Bank, Hunt Capital Partners, and Maine Preservation.**

THE LOFTS AT SACO FALLS

75 SACO FALLS WAY, BIDDEFORD, MAINE



Right: The Lofts at Saco Falls, before
Above: Completed project

Facing Page:
The Lofts at Saco Falls renovated interiors



**“IT’S A THRILL TO SEE OLD MILL BUILDINGS BEING RENOVATED.....TODAY WE LOOK
AT MILLS AS BEING SPECIAL, ARCHITECTURALLY AND EVEN CULTURALLY.”**

—Mayor Alan Casavant at his Groundbreaking speech

THE LOFTS AT SACO FALLS is the newest in a series of adaptive re-use projects which The Szanton Company began in 2010. It consists of two connected buildings, built in 1842 and 1867, totaling 92,000 square feet and sitting directly adjacent to our 2010 project, The Mill at Saco Falls.

The Lofts offers 80 (mostly 1-bedroom) apartments, as well as a landscaped courtyard, fitness center, waterfront park next door, and a short walk to downtown Biddeford and Saco. It also includes the features typical of historic New England mill buildings: high ceilings, large windows, revealed brick and exposed timber framing.



YEAR COMPLETED: 2016

UNITS: 80 (14 Market-Rate + 66 Income-Restricted)

ARCHITECT: Archetype, P.A.

CONSTRUCTION MANAGER: Wright-Ryan Construction

FINANCING: MaineHousing; Northern New England Housing Investment Fund; People’s United Bank; Coastal Enterprises; Genesis Fund; City of Biddeford; Southern Maine Planning and Development Commission.

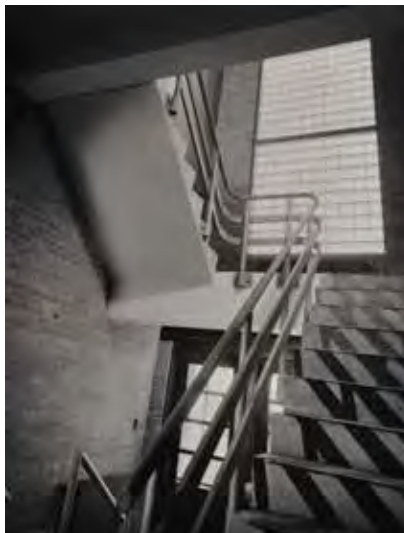
HUSE SCHOOL APARTMENTS

39 ANDREWS ROAD, BATH, MAINE



Above: Renovated Huse School gym

Right: Original design elements such as this stairwell have been maintained in the renovated space.



HUSE SCHOOL APARTMENTS involved the renovation and rehabilitation of the former John E.L. Huse Memorial School, built in 1942 and 1949. We re-purposed this elementary school to create 31 apartments and added a new construction wing with 28 apartments, for a total of 59 units.

The existing building was restored to its original 1942 appearance, designed by notable Maine architect and Bath native, Alonzo Harriman. Included are new windows consistent with the originals, restored masonry, and new signage which reproduced the original distinctive design. The apartments in the existing building feature original wood floors, high ceilings, and large windows with abundant natural light. Building amenities include wi-fi, fitness center, community room, and secure bike storage.

The Huse School Apartments are located steps from the modern YMCA, the 5-mile Whiskeag Trail, and a short walk to downtown Bath with its variety of shops, restaurants, library and more.

YEAR COMPLETED: 2017

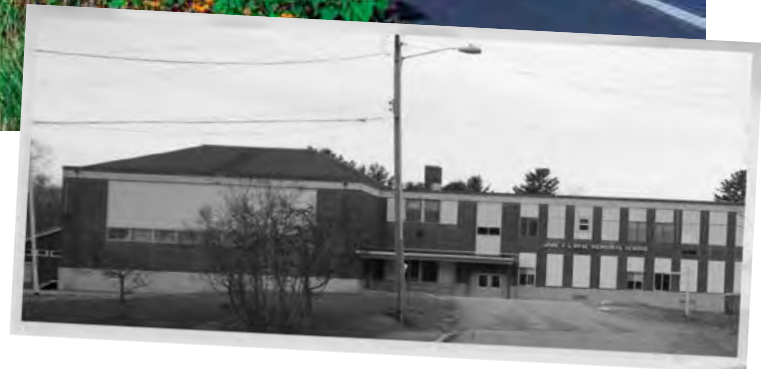
UNITS: 59 (16 Market-Rate + 43 Income-Restricted)

ARCHITECT: Archetype, P.A.

CONSTRUCTION MANAGER: Zachau Construction

FINANCING: MaineHousing; Northern New England Housing Investment Fund; Bangor Savings Bank; Coastal Enterprises; Maine Department of Economic and Community Development.

“THE PROJECT PROTECTS AND SAVES THIS HISTORICAL BUILDING...AND WILL PROVIDE PROPERTY TAX REVENUES FOR THE CITY...” –Lorena Coffin, Director of Sagadahoc Preservation Inc.



Top: Huse School Apartments
Above: Before renovation
Left: Interior of renovated Huse School apartment

THE HARTLEY BLOCK

155 LISBON STREET, LEWISTON, MAINE



Above: The Hartley Block
Left: Historic images of same location

Facing Page Top: The Hartley Block façade
Facing Page Bottom: Before construction

“WE ARE THRILLED THAT THE SZANTON COMPANY WILL BE REINFORCING OUR DOWNTOWN HISTORIC AND COMMERCIAL CORRIDOR BY BUILDING THIS IMPORTANT PROJECT.”

—Lewiston Mayor Shane Bouchard

THE HARTLEY BLOCK brings new life to a prominent 175' x 100' empty lot on downtown Lewiston's Lisbon Street. In 2004 and 2006, four connected historic buildings on Lisbon Street suffered extensive fire damage and were condemned and demolished, leaving a gaping hole in the city's most iconic street. One of the buildings was the site of the 1906 art studio of Marsden Hartley, an important early modern American painter born and raised in Lewiston.

A mixed-use, mixed-income project, The Hartley Block features 63 apartments aimed at a diversity of income groups and 4,000 sq. ft. of retail space along Lisbon Street. The project includes a fitness center, community room, children's playroom, dedicated bike storage, wi-fi and covered parking directly behind the building. The site is within easy walking distance of the public library (across the street), shops, restaurants, cafes, and two major parks.

This project adds momentum to downtown Lewiston's resurgence, including street-level public art at the entrance. Two 9-foot mosaic tile works, after Marsden Hartley paintings, animate its façade.



YEAR COMPLETED: 2019

UNITS: 63 (22 Market-Rate + 41 Income-Restricted)

ARCHITECT: Platz Associates

CONSTRUCTION MANAGER: Hebert Construction

FINANCING: MaineHousing; TD Bank; Northern New England Housing Investment Fund; City of Lewiston.

48 HAMPSHIRE

48 HAMPSHIRE STREET, AUBURN, MAINE



Located at the corner of Hampshire and Troy Streets, 48 HAMPSHIRE will aid the revitalization of downtown Auburn's important Hampshire Street corridor by bringing 53 high-quality new apartments to the neighborhood.

These will be a mixture of one, two and three-bedroom units, varying in size from 590-950 square feet. Included in the rent are heat and hot water, off-street parking, wi-fi, fitness center, community room and indoor bike storage.

48 Hampshire is located within easy walking distance of the public library, YMCA, shops, restaurants, grocery store, drugstores, and all the amenities of downtown Auburn.

The Szanton Company broke ground in March 2019 and expects to open to residents in April 2020.



Above: Rendering of completed project
Left: Same location, prior to construction

“WE ARE LOOKING FORWARD TO WATCHING YET ANOTHER MAJOR CONSTRUCTION PROJECT IN OUR DOWNTOWN TAKE SHAPE — ONE THAT WILL PROVIDE QUALITY WORKFORCE HOUSING, INJECT CAPITAL INTO OUR LOCAL ECONOMY, AND ENHANCE THE IMAGE OF AUBURN AS WE BECOME THE BEST SMALL CITY IN NEW ENGLAND”

—Auburn Mayor Jason Levesque



Above: Rendering of East elevation

PROJECTED COMPLETION: 2020

UNITS: 53 (11 Market-Rate + 42 Income-Restricted)

ARCHITECT: Platz Associates

CONSTRUCTION MANAGER: Benchmark Construction

FINANCING: MaineHousing; Boston Financial;
NBT Bank; City of Auburn.

THE FURMAN BLOCK

100 PARRIS STREET, PORTLAND, MAINE



Above: Rendering of completed project, from corner of Kennebec and Brattle Streets

Right: Before construction, Nathan Szanton and Amy Cullen on project site



“I THINK THIS IS THE NEXT BIG STEP IN CREATING A MULTI-USE NEIGHBORHOOD IN THIS PART OF BAYSIDE. IT’S PRETTY EXCITING TO GET THIS MOVING.”

—Portland City Councilor David Brenerman

THE FURMAN BLOCK is The Szanton Company’s first mixed-income project specifically for seniors, ages 55 and over. Located in the heart of Portland’s West Bayside neighborhood, it’s a short walk to Whole Foods and Trader Joe’s, small restaurants and delis, the 3.5 mile trail that loops around Back Cove and a few blocks from downtown Congress Street’s arts, business, and shopping district.

The property will feature 46 1-bedroom and five studio apartments. Some residents will have water views of Back Cove; others will enjoy views of Deering Oaks Park or Portland’s downtown. All will have abundant natural light. Included in rent are heat and hot water, a fitness center, indoor bike storage and wi-fi. The property also features a community room and coin-op laundry. The street-level commercial space, to be owned and managed by Ross Furman, will be a combination of artists’ studios and gallery space.

Repurposing an empty gravel lot at the corner of Parris and Kennebec Streets, The Furman Block contributes to the revitalization of this former industrial neighborhood.

PROJECTED COMPLETION: 2020

UNITS: 51 (11 Market-Rate + 40 Income-Restricted)

ARCHITECT: Archetype, P.A.

CONSTRUCTION MANAGER: Hebert Construction

FINANCING: MaineHousing; Northern New England Housing Investment Fund; City of Portland.



Above: Rendering of completed project, from corner of Kennebec and Parris Streets

REFERENCES

AUBURN

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City Manager

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MICHAEL CHAMMINGS

Director of Economic and Community Development

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PETER OWEN

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JOHN BUBIER

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ALAN CASAVANT

Mayor

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Town Manager

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DOUG EASTMAN

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ED BARRETT

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NICK MAVODONES

City Councilor

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Maine Cooperative Development Partners

MAINE COOPERATIVE DEVELOPMENT PARTNERS

build neighborhoods where the elements that constitute quality of life—access to green space, healthy lifestyles, community, privacy, and affordability—are not at odds with each other. Grounding principles for this work are creating equitable communities; complementing walkable neighborhoods; building healthy buildings; and celebrating beauty, art, and the natural environment. We use Limited Equity Cooperatives as a form of ownership to create options for people of all ages, backgrounds, and incomes to live in harmony with nature and their neighbors.

WE ENVISION small towns, urban neighborhoods, and suburban neighborhood centers that are walkable to daily needs and adjacent to recreational facilities, trails, and transit corridors; homes that use energy efficient construction, and shared gardens, patios, and play spaces for people to get to know and enjoy their neighbors.

WE GIVE BACK by partnering with organizations that support trails and green space, transit, local businesses, social equity, and efforts to mainstream energy efficient building and land use.



PRINCIPALS



MATTHEW PETERS has been involved in the completion of over 20 new construction, major rehab, and acquisition deals. Matt worked for eight years at Avesta Housing, one of Northern New England's largest non-profit housing developers and owners, project managing affordable housing developments, building out and overseeing the Asset Management department, and ending in an executive role overseeing the entire development and acquisitions pipeline as Vice President of Real Estate Services. In 2018 he began to consult for Housing Authorities, housing non-profits, and Community Development Finance Institutions in Maine supporting these organizations in acquisition, ground-up development, and underwriting of affordable housing properties. Matt also is the Executive Director of Freeport Housing Trust based in Freeport, Maine. He has strong working relationships with MaineHousing, Rural Development, lenders, tax credit syndicators, and other professionals in the design and construction field, holds a Masters in Urban Planning from the University of Washington, and certifications such as Spectrum's C3P and Rural Development STAR trainings and LEED Accredited Professional.



BRIAN ENG is a real estate investor who has worked on commercial projects in Florida, Connecticut, New Jersey, and Maine. He has worked as a principal on developments of over 200 units, is a principal on redeveloping the MERC site in Biddeford, and has redeveloped several smaller properties in Portland. He brings strong expertise in financials, fundraising, advocacy, and public speaking. He grew up in a co-op in New York City, and is on the board of UHAB, the entity that manages 20,000 units of cooperative housing in New York.



LIZ TRICE is a policy professional who builds multidisciplinary partnerships across real estate, economic development, entrepreneurship, and public health. Liz holds a masters degree in Public Policy & Management with a certificate in Community Planning & Development from the Muskie School at the University of Southern Maine. She has worked on multi-unit projects in Portland to obtain zone changes, lead the public engagement process with neighboring residents and businesses, apply for TIFs and grants, and direct the design of shared spaces. Her work includes award-winning research on the regulatory barriers to people living alone achieving home ownership, leading the process to redesign Bramhall Square, and working with medical and economic development institutions to develop strategic plans. Her projects to re-envision urban spaces for livability and natural ecosystems won two of three awards given by the 2019 Portland Society of Architecture's Complete City Competition. Liz trained as a cohousing developer and Passive House Design Consultant and has visited over 20 cohousing developments in the United States. She is currently the owner of PelotonLabs, a coworking space in Portland.



PROJECTS



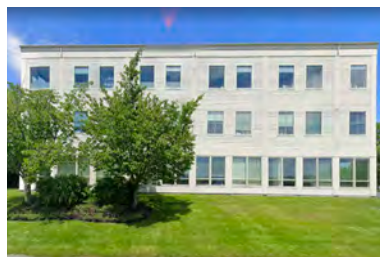
M NORTH ORLANDO—As a principal of Clay Cove Capital, Brian was the control capital partner in the ground-up development of M North in Orlando, a \$37.1M, 288-unit multifamily development in Orlando, Florida. www.mnorthorlando.com



BIDDEFORD MERC REDEVELOPMENT Brian worked with Jim Brady of Fathom Companies, to serve as master developer of city-owned land on the former Maine Energy Recovery Corp. incinerator through a public-private partnership with the City of Biddeford.



6 CITY CENTER IN PORTLAND—Brian redeveloped and retenanted a largely vacant Old Port mixed use building including executive office suites. www.sixcitycenter.com, and bringing in a law firm condo, law firm tenant, Lio Restaurant, and HE Paintbar nail salon.



1685 CONGRESS IN PORTLAND—Brian redeveloped a 50% vacant office/medical building and retenanted it including Maine Plastic Surgery Center and Maxim Healthcare. www.maineplasticsurgery.com

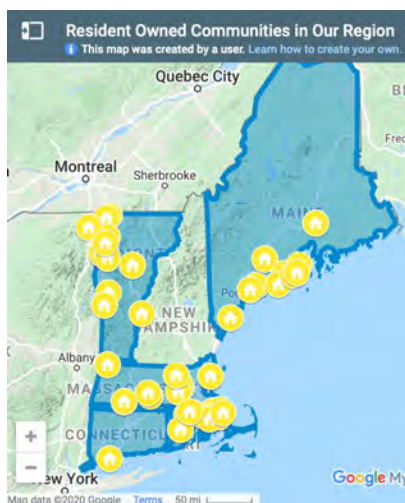


645 CONGRESS STREET—This former downtown college dormitory was converted to 55 one-bedroom and studio apartments with retail on the first floor. Liz worked for developers Shinberg and Alford on the initial concept, conducted a market analysis, developed relationships and communication with neighbors and businesses, creating a bike storage and parking plan, created a community management plan, and assisted with lease-up.



The Cooperative Development Institute (CDI) is a regional 501(c)3 non-profit founded in 1994 by co-op leaders in the Northeast. CDI's mission is to build a cooperative economy through the creation and development of successful cooperative enterprises. We are transforming ownership of our economy, so all people can meet their basic needs. CDI has 30 staff across the Northeast including six staff members in Southern Maine.

New England Resident Owned Community Projects (NEROC)



One of our primary activities is creating cooperative housing in Maine and the Northeast. When a park is for sale we help residents form a cooperative, get financing to buy the park, and learn how to run it with democratic resident control. This program gives residents control of the land beneath their homes and protects the affordability of their housing.

The Resident Owned Community (ROC) model began in NH with the NH Community Loan Fund and became a national model with the formation of ROC USA in 2008. The program has helped people in over 50 parks – comprising more than 4,800 homes — convert to resident ownership. Those communities are part of the ROC USA Network, which has helped secure over 15,000 units of affordable housing

nation-wide. CDI provides ongoing support as trainers and advisers for the ROCs and other cooperatives in the region. We assist in governance, management, financial oversight, communications, conflict resolution, compliance, and securing financing.

Charter Oaks Village Cooperative



With the support and technical assistance of the Cooperative Development Institute (CDI), the residents of Charter Oaks Village acquired the land on the 40 unit Arundel manufactured housing park on June 11, 2019 for \$1,170,000, helping to preserve the affordable housing community within it.

Charter Oaks Village joins nine other Maine manufactured housing communities supported by CDI and financed by Genesis Community Loan Fund, representing 440 homes now under resident control. The newly formed housing cooperative was a recipient of a GrowSmart Maine's honorary 2019 Smart Growth Award.

Mountainside Community Cooperative



CDI's newest Maine Cooperative is the 52-unit Mountainside Community Cooperative in Camden, Maine. Securing affordable housing in a community like Camden is increasingly challenging as housing costs escalate and its population ages. The residents of Mountainside Community purchased the community on December 11, 2019 for \$1,900,000 with financing provided by Camden National Bank, Genesis Community Loan Fund and the Local Enterprise

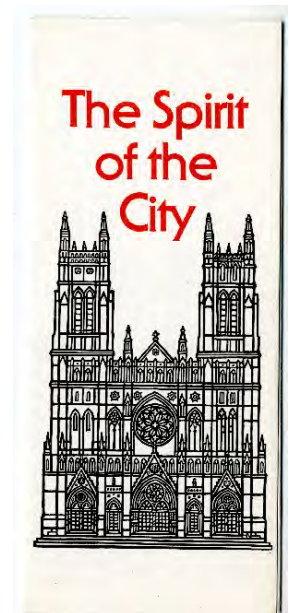
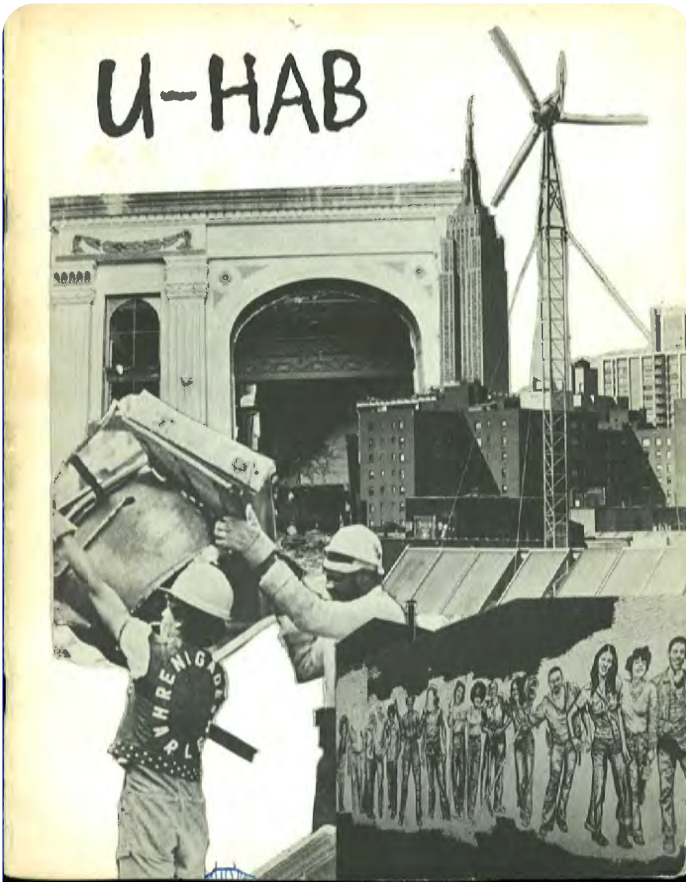
Assistance Fund. "We are so pleased to be able to help the residents of the Mountainside Community Cooperative become property owners today," said Bill Floyd, Executive Director of the Genesis Fund.

Wardtown Mobile Home Cooperative



The residents of the 60-unit Wardtown Mobile Home Cooperative voted to form the cooperative and purchase the community in May 2015, with assistance from CDI, and combined financing from Maine State Housing and The Genesis Community Loan Fund. As with all of the CDI's Resident Owned Communities (ROCs), Wardtown members continue to engage in extensive training and organizational development. As Bill Hodgkins, Cooperative Treasurer explains, "We all gained valuable new skill sets as we went through the process of establishing and financing our

cooperative...Now we have a very strong board of directors and feel very organized, to the point we are able to assist other ROC mobile home parks with advice about the process."



2019 UHAB ANNUAL REPORT

Building for Us

This year, UHAB made a considerable effort to build an archive. In doing so, the lesson we learned from decades of growth is very simple: what has always mattered most for affordable housing is community. It is the strength and support that comes from the community inside a co-op that is just as essential as the affordable housing itself.

With this in mind, UHAB is proud to offer new and expanded programs to low-income homeowners with a refined lens on our work. We have more data and research than ever on the long-term impacts of redlining policies and how communities of color have been resilient in their efforts to remain in their homes, whether in the 1970s or today. By building new affordable co-ops, strengthening tenants' rights statewide, making share loans through our HomeOwnership Lending program, and working in cooperation with our Interboro Community Land Trust partners to create the first Citywide CLT in New York City, we are actively working to dismantle the detrimental legacies of redlining and community disinvestment.

As we look toward the future, our work is expanding in several ways. We are offering more services like Co-ops Go Solar and our energy programs that are tackling the most pressing issue of our lifetime: the climate crisis. Without renewable energy and carbon reduction, low-income residents more than anyone will be affected. Most importantly, we need to recognize that it is not just low-income communities, but people of color in particular who are disproportionately affected by this crisis, just as they have been marginalized from fair and stable housing. UHAB's CDFI, HomeOwnership Lending, helps ensure that a family is not denied the opportunity to purchase because they don't have the money to be an all cash buyer. This program makes small loans where other lenders are reluctant and in this way supporting our HDLC and Mitchell Lama co-op communities in continuing to provide affordable housing.

The interest in co-ops and our work is expanding not just in New York City, but in upstate New York where residents can securely remain in their mobile homes; to New Haven, CT where the nearly 50-year old Seabury Co-op struggles to keep up with its aging infrastructure; and to Seattle, WA where a new permanently affordable co-op is being created. UHAB is excited to be assisting a new City financed co-op development program in Oakland, CA and we continue to meet with organizations and officials in other cities who are seriously considering the limited-equity model.

We have come a long way and welcome our next chapter of growth.

Sincerely,

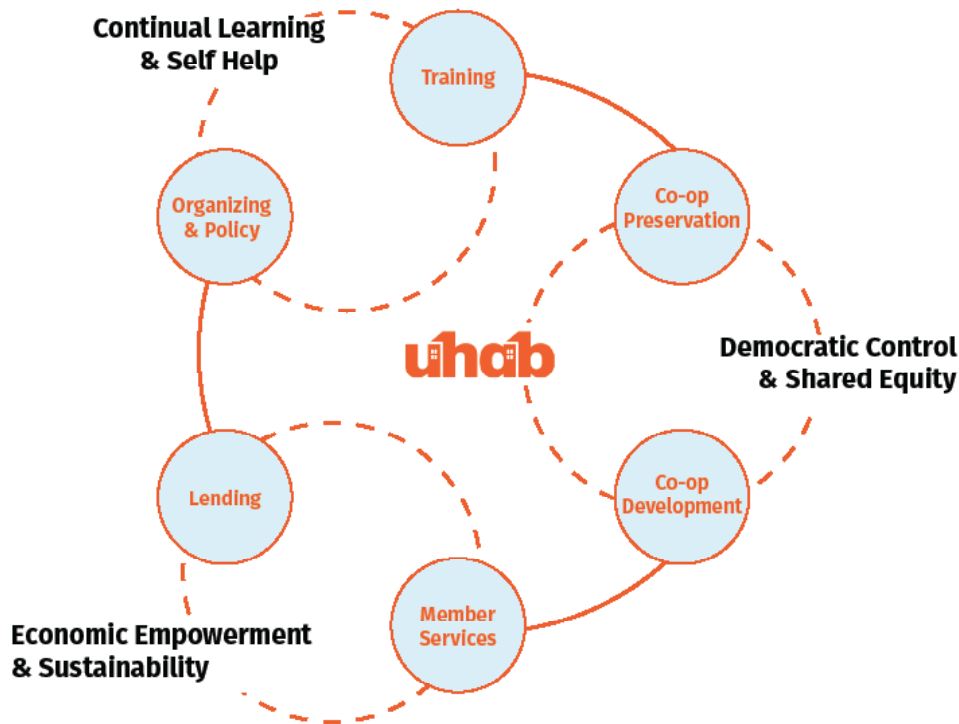
A handwritten signature in blue ink, appearing to read 'A. Reicher', with a stylized flourish at the end.

Andrew Reicher, Executive Director

Community through Cooperation

UHAB empowers low- to moderate-income residents to take control of their housing and enhance communities by creating strong tenant associations and lasting affordable co-ops.

Our Principles



I. Continual Learning & Self Help

When residents take the lead on everything from creating, managing, and preserving their own co-ops to advocating for affordable housing policy reform, this not only improves buildings and neighborhoods, but it transforms lives as well. Ongoing education and training is the key to preserving affordable housing cooperatives and strong tenant associations.

II. Democratic Residential Control & Shared Equity

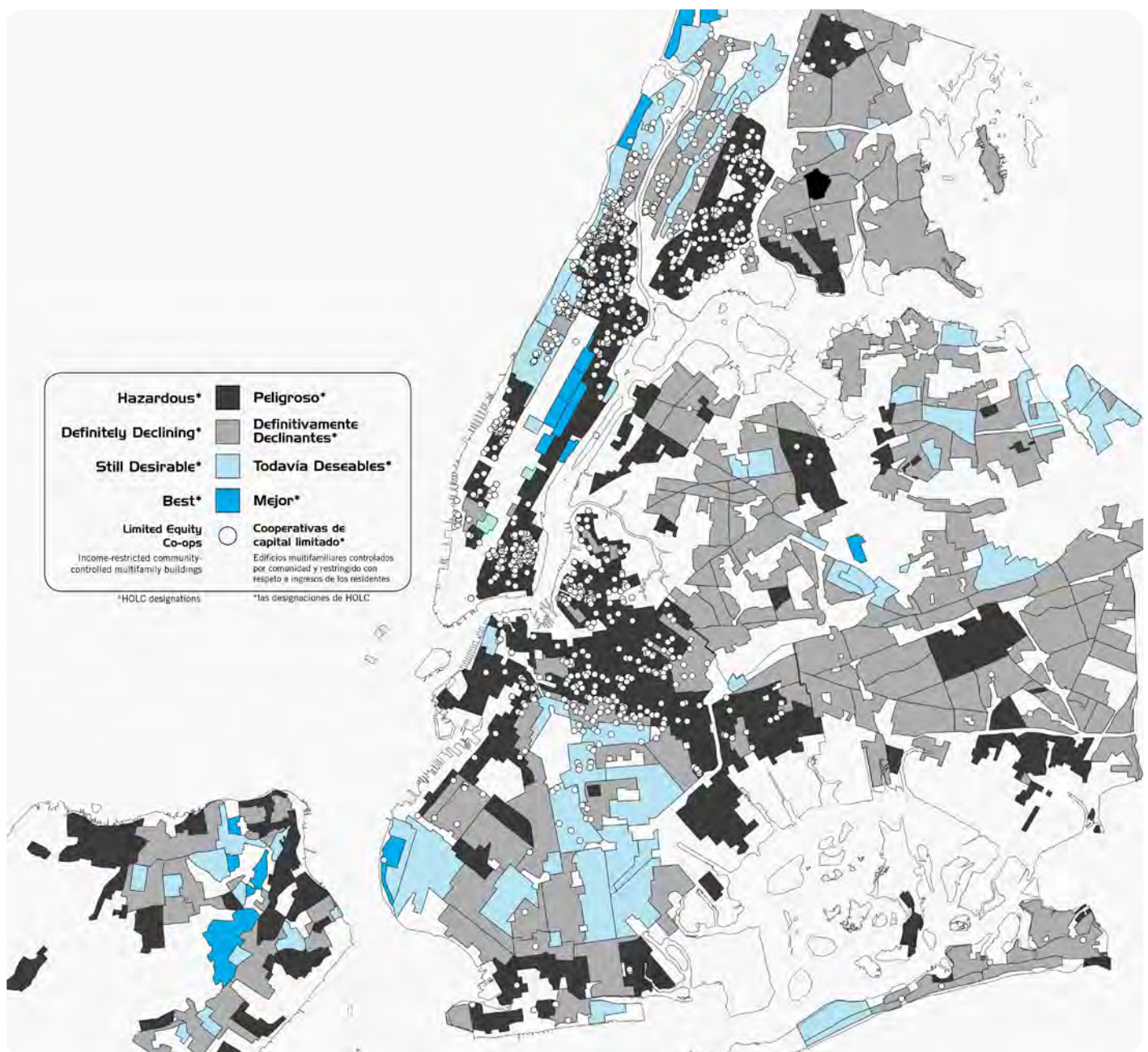
Transparent leadership and the participation of a majority of residents—each contributing unique skills and perspectives—make democratic governing and organizing possible. This collective control of housing helps prioritize a shared equity that keeps affordability manageable for future incoming residents.

III. Economic Empowerment & Sustainability

UHAB provides access to affordable, high-quality resources covering areas of energy, finance, democratic participation and education. These tools help residents maintain lower costs of living while helping to demystify financial technicalities. With support and guidance, all residents should be able to read and manage their finances, in order to make informed decisions about their operating costs.

Housing Justice is Racial Justice

This map overlays the location of modern-day HDFC co-ops with redlined neighborhoods from the 1930s. Redlining was a discriminatory housing practice that devalued neighborhoods where people of color lived and made it difficult for people of color to secure safe, affordable housing. In this map, the deepest shade of grey represents the least economically desirable neighborhoods. In the 1970s and 1980s, landlord abandonment and arson led to City foreclosure on thousands of occupied buildings in these same neighborhoods, creating the conditions for the self-help housing movement and the creation of thousands of HDFCs.



Through organizing and self-help initiatives, community-controlled housing arose as a way for low-income people and people of color to take control of their housing solutions when the government and private sector would not. Today, neighborhoods like Harlem, the South Bronx, and Central Brooklyn still struggle with the legacy of redlining; high air pollution, increased heat waves, higher poverty rates, and gentrification all threaten to displace longtime residents from neighborhoods that were once widely abandoned.

Through it all, community control remains a tool to provide New Yorkers with decent, affordable housing. HDFC co-ops are anchors in their neighborhoods, providing a safe haven to raise families and age in place. Tenant unions build power among renters and win victories like stronger rent laws.



Through our work, UHAB helps people of color control, manage, and improve their homes. We know from experience that most of the low- to moderate- income residents in the buildings we serve are Black or Latinx. Our goal is to have as many people from the communities we serve reflected in our organization's leadership and programs.

Currently, around 60% of our Board and program staff are people of color, and more than half of our organization is bilingual in English and Spanish, fulfilling an essential need for our Spanish-speaking HDFC board members and residents. We provide our technical assistance, homeownership advisement, energy advisement, bookkeeping services, quarterly newsletter, and entire training curriculum in both English and Spanish.

UHAB BY THE NUMBERS: 2019

125 fair elections monitored
in practice of democratic
community control



9 HDFCs
adopted solar,
bringing the total
number to
28

3,500,000 tenants protected
under stronger rent laws



115 budgets planned to
preserve HDFCs' financial
stability & affordability



5
affordable
homeowner-
ship loans
totaling
\$242,011

203
trainings for
affordable
co-op
residents



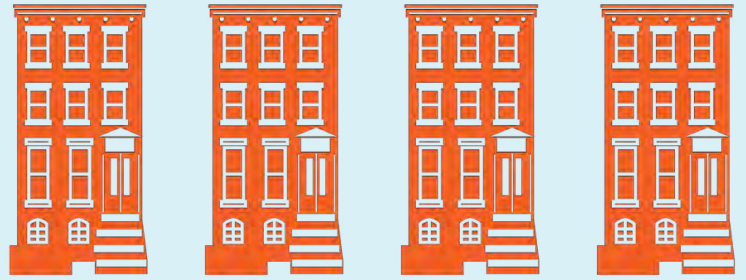
\$9,197,000
secured in loans to
help HDFCs make
capital
improvements



Our Co-op
Preservation
team helped
15 co-ops
secure necessary
loans to avoid City
foreclosure last year.

This represents over
350 families

that were able to
retain their equity
and control of their
homes through
technical assistance
and guidance
from
UHAB staff.



To date, UHAB is the
foremost developer of
limited-equity housing
co-ops in NYC. we have
developed **over**
1,300 units of
affordable housing
with the support of a
variety of City and State
programs.



FIRM BIO



ACETO LANDSCAPE ARCHITECTS

ALA is a process-driven, landscape architecture and urban design firm committed to thoughtful, creative intervention at the intersection of environment, economics, art, and culture. ALA was founded on the notion that great design is a product of careful listening, inclusive decision-making, and unrelenting passion for enduring built spaces. We believe landscape architecture lies at the nexus of the built form and the ephemeral qualities of an ever-changing environment. ALA's team offers a unique set of skills and perspective, well-equipped to harmonize and reconcile the roles and value systems of varied design disciplines. We integrate expertise and intuition to craft powerful places, built upon a commitment to resiliency and sustainability. Our studio's passion for craft and technical savvy affords us the opportunity to collaborate across a broad geographic range and myriad project scales from intimate private spaces to large-tract master plans.

ALA was founded in 2014 by Principal, Nick Aceto. ALA has 5 employees, all of which are landscape architects, licensed in the states of Maine, Massachusetts, New York and Colorado.

PROJECT TEAM KEY PERSONNEL



NICK ACETO, PLA, ASLA

ACETO LANDSCAPE ARCHITECTS

FOUNDING PARTNER, LANDSCAPE ARCHITECT | NA@ACETOLA.COM

Nick is a licensed landscape architect and urban designer with a deep passion for the creative process. Nick believes in landscape as a framework for organizing the patterns and behaviors through which we live. From the private garden to the region, Nick has the ability to recognize and translate patterns into visual narratives which tell the unique story of a place through built form. Nick grew up in Portland, Maine where he developed a deep appreciation for the rich and varied New England landscape, from rocky shorelines of the Atlantic to the forested peaks of the Appalachians. As both a consummate urbanist and adventure-seeking outdoorsman, Nick is intrigued by the interplay between urban form, economics, wild nature, and ecology.



CAITLIN ACETO, PLA, ASLA

ACETO LANDSCAPE ARCHITECTS

FOUNDING PARTNER, LANDSCAPE ARCHITECT | CA@ACETOLA.COM

Caitlin is a licensed landscape architect in the states of Maine, New Hampshire, and Colorado, who's passion for art and design began in the Chicagoland area where she was exposed to the architectural works of Frank Lloyd Wright and Olmsted's historic planned community of Riverside. Caitlin's project experience ranges in scale from circulation and wayfinding design at Grand Canyon National Park, to security barrier conceptualization for the Thomas Jefferson Memorial, to signage programming and design. Caitlin brings a distilled clarity to design that strives to embody the contextual heritage, textural richness and cultural integrity of place.



SETH KIMBALL, PLA, ASLA

ACETO LANDSCAPE ARCHITECTS

PRINCIPAL, LANDSCAPE ARCHITECT | SK@ACETOLA.COM

Seth has been practicing Landscape Architecture for over 15 years. He has a Bachelor's degree in Landscape Architecture from the University of Massachusetts Amherst. Seth's project experience includes serving as project manager/lead designer for a master plan for the new Al Guhair University in Dubai, the Al Ain Oasis Cultural Quarter Master Plan in Abu Dhabi, institutional experience including Phillips Andover Academy, Bates College, George Stevens Academy, and Southern New Hampshire University, and a range of residential projects including homes in Texas, Idaho, Montana, New York, Arizona, and several throughout the northeast. Seth joined ALA in 2018, bringing to the practice his experience in civic, institutional, and residential projects. further ALA's commitment to achieve sustainable and resilient project outcomes.



LIST OF SELECT CURRENT & ONGOING OR COMPLETED ALA PROJECTS

ALA has been fortunate to have made meaningful contributions to a vast array of projects across a wide gamut of scales over the last 5-6 years. Below is an abbreviated list of select project examples intended to provide a sense of our professional skill set, experience, and range as a design studio. We would be happy to provide more information about any of the below projects upon request.

RESIDENTIAL

DBX 11 RESIDENCE	ASPEN, CO
WHITE HORSE SPRINGS RESIDENCE	ASPEN, CO
TELLURIDE AGUIRRE ROAD RESIDENCE	TELLURIDE, CO
PRIVATE RESIDENCE	SOUTH FREEPORT, ME
SHADOW MOUNTAIN CONDOMINIUMS	ASPEN, CO
SMYTH RESIDENCE	SNOWMASS, CO

COMMERCIAL/CAMPUS

100 FORE STREET OFFICE BUILDING	PORTLAND, ME
66 STATE STREET	PORTLAND, ME
LAAM 525 LIVE-WORK	BASALT, CO
HOTEL ASPEN	ASPEN, CO
MEMORIAL PLAZA	QUANTICO, VA
CUMBERLAND CLUB SITE PLAN	PORTLAND, ME
RIVERSIDE LIVE-WORK	PORTLAND, ME
WILLITS BEND LIVE-WORK	BASALT, CO
RED HAWK ELEMENTARY SCHOOL	ERIE, CO
CSU UNDERPASS STUDY	FORT COLLINS, CO
ANDERSON RANCH ARTS CAMPUS	SNOWMASS VILLAGE, CO

HOUSING & DEVELOPMENT

SCARBOROUGH DOWNS MASTER PLAN	SCARBOROUGH, ME
THE TREE FARM	BASALT CO
66 STATE STREET	PORTLAND, ME
BLOCK 11 MASTER PLAN	BRECKENRIDGE, CO
BROKEN COMPASS BREWERY	BRECKENRIDGE, CO
RIVERBEND COMMERCIAL CENTER	TIMNATH, CO
CUMBERLAND MULTI-GEN	CUMBERLAND, ME

PUBLIC

COMMERCIAL STREET TRANS. STUDY	PORTLAND, ME
LIBBYTOWN PLAYSCAPE	PORTLAND, ME
PORTLAND DOWNTOWN SQUARE	PORTLAND, ME
BASALT POST SIGNAGE	BASALT, CO
TOWN WAYFINDING SIGNAGE	BASALT, CO
BAYSIDE ADAPTS MASTER PLAN	PORTLAND, ME
ARBANEY PARK MASTER PLAN	BASALT, CO
BASALT OUR TOWN	BASALT, CO
TIMNATH COMMUNITY PARK	TIMNATH, CO
PACTS SMART CORRIDOR STUDY	PORTLAND, ME
LIBBYTOWN VISIONING	PORTLAND, ME
BERTHOUD PARKS & OPEN SPACE PLAN	BERTHOUD, CO

REFERENCES

CAITLIN CAMERON

CITY OF PORTLAND, URBAN DESIGNER
207-874-8901
CCAMERON@PORTLANDMAINE.GOV

"In my capacity as Urban Designer for the City of Portland, I interacted with Aceto Landscape Architects (ALA) on the 100 Fore Street project where they demonstrated thoughtful and creative design strategies for a challenging urban site. Speaking from my experience working with a diversity of landscape and urban design professionals in Southern Maine, I found ALA to have an innovative approach that demonstrates a value for and understanding of the role of public space and urban landscape for the livability and resiliency of cities and towns." - Caitlin Cameron

BRUCE HYMAN

CITY OF PORTLAND, TRANSPORTATION PROGRAM MANAGER
207-874-8717
BHYMAN@PORTLANDMAINE.GOV

"Aceto Landscape Architecture's compelling graphics as part of the Portland-South Portland Smart Corridor Plan effort in 2017 enabled the public to readily visualize the benefits and trade-offs of various transportation alternatives being considered and highlighted the opportunities those alternatives could also have for placemaking, a key goal of the Plan." - Bruce Hyman

RICH CIECIUCH

PROJECT WORKSHOP
970-729-0126
RICH@PROJECT-WORKSHOP.COM

"ALA is a key design collaborator in our design build approach, helping to navigate complex approval issues, participating seamlessly in the iterative design process that succeeds best when site attribute identification and organization melds with building design concepts. They are excellent listeners and always come back with creative and unexpected solutions. Community and Neighbor impacts of any development must be carefully contemplated and negotiated to a successful outcome, and ALA has all the skills and experience to shape and illustrate how new projects relate to the existing fabric of community and neighborhoods." - Rich Ciecuch

DAN BACON

DEVELOPMENT DIRECTOR MR.HOLDINGS
207.232.5154
DBACON@MR.HOLDINGS

MARK RUDOLF

PRINCIPAL / OWNER VELLUM ARCHITECTS
970 618 1889
MARK@VELLUMAD.COM

JAY CHACE

PLANNING DIRECTOR, TOWN OF SCARBOROUGH
207-730-4042
JCHACE@SCARBOROUGHMAINE.ORG

TROY MOON

CITY OF PORTLAND SUSTAINABILITY COORDINATOR
THM@PORTLANDMAINE.GOV
207.756.8362



THE DOWNS | 510-ACRE MASTER PLAN & TOWN CENTER SCARBOROUGH ME

ALA has worked collaboratively with Gorrell Palmer Consulting Engineers along with a large team of consultants and stakeholders in developing a master plan for this 500+ acre former harness racing facility. The project was recently granted a TIF agreement based in large part on the attributes ALA visualized in their plans for the proposed Town Center which included a 4 acre community park with music venue, playground, and sport courts.

KEY STAFF SERVICES STATUS REFERENCE

Nick Aceto, Seth Kimball
Master Planning, Urban Design, Landscape Architecture, Visualization
Planned
Jay Chace, Planning Director, Town of Scarborough | Jchace@Scarboroughmaine.org

ALA worked closely with an experienced Southern Maine builder to develop a neighborhood plan which begins to challenge conventional subdivision development rules with a compact pattern and highly walkable streetscape organized around a central woodland preserve which serves as a neighborhood playscape.

KEY STAFF	Nick Aceto, Seth Kimball
SERVICES	Master Planning, Urban Design, Landscape Architecture, Visualization
STATUS	Completed Fall 2019
REFERENCE	Jay Chace, Planning Director, Town of Scarborough Jchace@Scarboro



FRONTRUNNER PARK SCARBOROUGH ME

This third phase of The Downs master plan includes over 200 homes across a broad range of affordability including compact, lane-loaded single family and pocket homes as well as more than 75 apartment units and ground floor office space. The plan is organized around a series of small parks and a highly-walkable street grid.

KEY STAFF	Nick Aceto, Seth Kimball
SERVICES	Master Planning, Urban Design, Landscape Architecture, Visualization
STATUS	Permitted, Expected Construction Fall 2020
REFERENCE	Jay Chace, Planning Director, Town of Scarborough Jchace@Scarboroughmaine.org



LAAM 525

BASALT CO

Aceto Landscape Architects worked closely with architect, owner and contractor on this urban infill development, providing creative streetscape and urban plaza design interventions. The project included 8 affordable residential units, 5,000 SF of commercial / light industrial space, parking, and integration with the town's transit system.

KEY STAFF

Caitlin Aceto, Nick Aceto

SERVICES

Landscape Architecture, Urban Design

STATUS

Under Way Summer 2020

REFERENCE

Glenn Rappaport | grappa@blackshack.net



FREEPORT LIVE-WORK

FREEPORT ME

Freeport Live-Work is a community master plan envisioned as a series of mixed-density neighborhoods including more compact, single-family pocket homes as well as mixed-use townhomes and commercial-office buildings

KEY STAFF	Nick Aceto, Caitlin Aceto
SERVICES	Landscape Architecture, Urban Design, Planning
STATUS	Planned
REFERENCE	Undisclosed



BASALT ON-CALL PLANNING

BASALT CO

ALA was tasked with the study of two parcels within the Town of Basalt Growth Management Area for feasibility of alternative 'affordable' housing development options. ALA explored options for pocket neighborhoods, compact lot scenarios, and consolidation of infrastructure as a means to offset development cost and in turn reduce home pricing.

KEY STAFF

Lisa Cowan, Caitlin Aceto

SERVICES

Landscape Architecture, Visualization

STATUS

Planning Document Complete 2016

REFERENCE

Undisclosed | Undisclosed

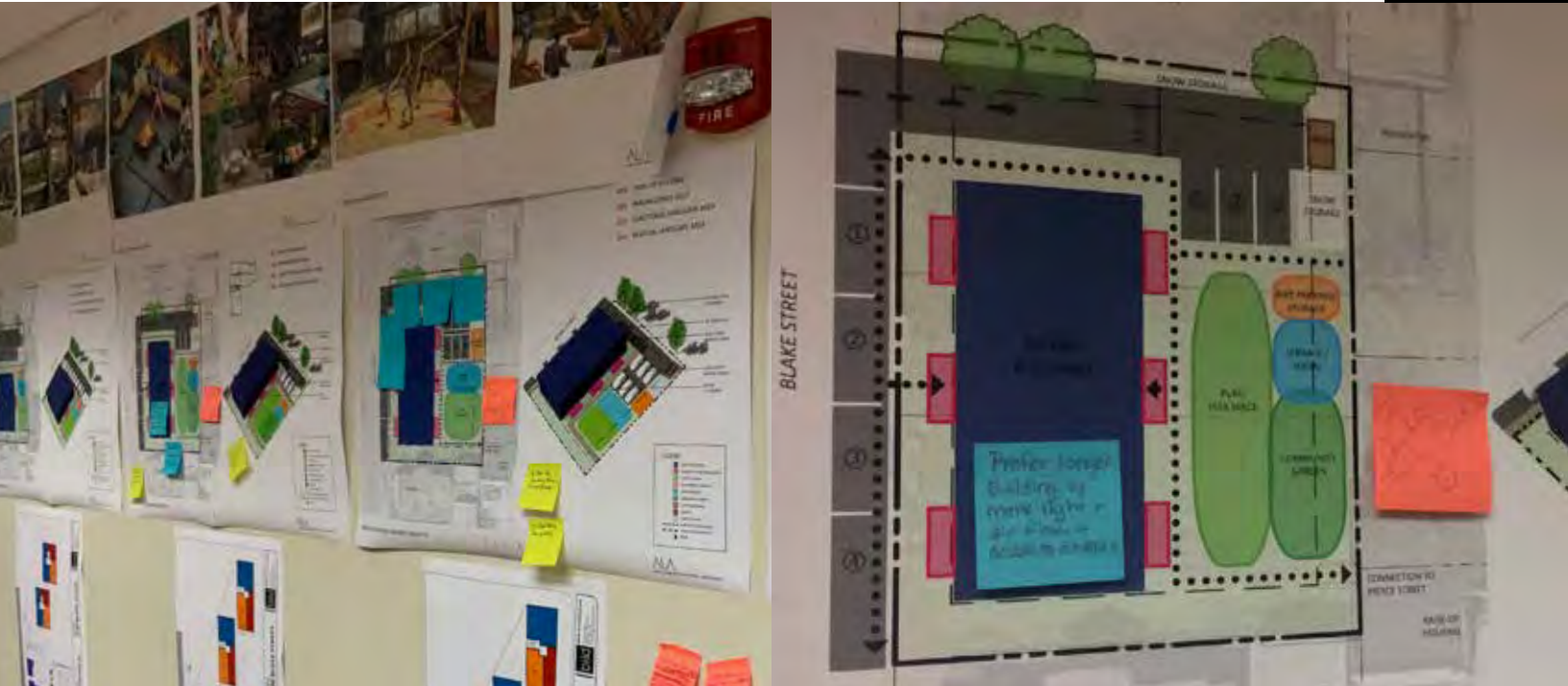


BRECKENRIDGE SUSTAINABLE COMMUNITY

BRECKENRIDGE CO

ALA provided master planning, urban design and landscape architecture services for the larger mixed-use community surrounding the Broken Compass Brewery site in Breckenridge, Colorado.

KEY STAFF	Nick Aceto, Caitlin Aceto
SERVICES	Landscape Architecture, Visualization
STATUS	On-Hold
REFERENCE	Rich Ciuciuch, Project Workshop



RAISE-OP | BLAKE STREET CHARETTE LEWISTON ME

ALA worked collaboratively with this Lewiston CO-OP via a series of charrettes and workshops to help develop a plan for a new CO-OP building which could be replicated across a number of typical infill sites across Lewiston. Working with residents, ALA and BILD Architecture built consensus around parking, site utilization, program, and amenities.

KEY STAFF	Nick Aceto, Caitlin Aceto
SERVICES	Site Planning, Urban Design, Public Engagement
STATUS	Planned, On-Hold
REFERENCE	Craig Saddlemire, Evan Carroll



RAILROAD SQUARE LIVE-WORK YARMOUTH ME

Situated on a former commercial shipping yard between an existing railroad corridor and historic Main Street, Railroad Square is conceived as a compact, walkable, mixed-use residential community which celebrates the site's historic commercial character while testing new models for living and working.

KEY STAFF	Nick Aceto, Caitlin Aceto
SERVICES	Landscape Architecture, Site Planning
STATUS	Planned
REFERENCE	Kevin Bunker, Alex Jaegerman



JAX SCHOONER HEAD EAST CO-HOUSING

BAR HARBOR, ME

The Jackson Laboratories is an institution with a long history in Bar Harbor and one of the State of Maine's largest employers. ALA was tasked with developing a site inventory and analysis and conceptual master and site plans for employee and guest housing on a 36.5 acre parcel directly adjacent to the main campus.

KEY STAFF	Nick Aceto
SERVICES	Site Planning, Urban Design
STATUS	Planned, Under Way
REFERENCE	John Fitzpatrick



WILLITS BEND | LIVE-WORK COMMUNITY

BASALT CO

ALA has worked closely with Black Shack Office to develop plans and visualization for expansion of this live-work community in Basalt, CO. The community is comprised of 6 buildings with commercial, light-industrial space on the ground floor with tenant-finish residences above.

KEY STAFF	Nick Aceto
SERVICES	Master Planning, Urban Design, Landscape Architecture, Visualization
STATUS	Completed 2019
REFERENCE	Glenn Rappaport



LIBBYTOWN PLAYSCAPE PORTLAND ME

ALA worked closely with the Libbytown Neighborhood Association to provide conceptual design and visuals for a new playground planned in Dougherty Field Park in Portland. Due in large part to ALA's imaginative design in conjunction with the neighborhood association's proposal, the project was awarded more than \$130,000 in CDBG funding in 2018 through the competitive selection process with the City of Portland.

KEY STAFF	Nick Aceto, Caitlin Aceto
SERVICES	Landscape Architecture, Visualization
STATUS	Under Way Summer 2020
REFERENCE	Ethan Hipple, Zack Barowitz

Blackstone Senior Living

Location: Falmouth, Maine

Completion Date: February 2018

Size: 15,000 square feet new

Program: 19 units new, 1-bedroom, and 2- bedroom apartments to Passive House performance levels; plus significant rehabilitation of 20 existing units

Cost: \$185 / sf

Scope: New Construction and rehabilitation

Reference:

Catherine Elliott

Avesta Housing

(207) 553-7780

CElliott@avestahousing.org





48 Union Wharf | Portland, ME. 04101 | tel. 207.772.6022

www.archetype-architects.com

Company Background and History

Archetype Architects has, since 1983, developed an extensive portfolio of building projects in Maine and New England. We are a commercial architectural firm specializing in business, retail and housing developments. Our areas of service include master- planning, architectural design, and interior design. Prior to 1983 David Lloyd and Bill Hopkins maintained separate practices after having begun their careers in Boston and New York, respectively.

Archetype regularly designs and completes commercial projects in a very diverse field of typologies. Everything from hospitality and multi-family residential to offices and light industrial projects is well within our purview.

Personnel:

Principals: David Lloyd
William Hopkins

Architects: David Mele
Barry Yudaken
Virginie Stanley
Katherine Detmer
James Broadbent

Architectural Associates: Michael Hutchins
Mike Coyne
Devin Cough

Architectural Interns: Maryna Nelson
Sam Berry

Interior Designer: Sally Anderson

Office Manager: Susan Geffers

Registration Status:

Maine, New Hampshire, Massachusetts, Connecticut, New York, New Jersey, RI and US Virgin Islands

Professional Affiliations:

National Council of Architectural Registration Board
International Building Code
National Fire Protection Association

RELATED PROJECT EXPERIENCE

Archetype has provided Design Services for the following residential projects.

Project & Location	Type of Project	Client
Osprey Circle S. Portland, ME	48 Units Apartments 2 large multi-unit buildings	Kevin Bunker - Developers Collaborative (207) 766-1632 - bunker.kevin@gmail.com
Oriole Way Ellsworth, ME	50 Units Apartments 7 Buildings, Flats and Townhouses	Kevin Bunker - Developers Collaborative (207) 766-1632 - bunker.kevin@gmail.com
Webster Point Orono, ME	15 Units Condos 7 Buildings Townhouses	Kevin Bunker - Developers Collaborative (207) 766-1632 - bunker.kevin@gmail.com
Summer Street Gardiner, ME	15 Units Apartments 2 Buildings, Flats and Townhouses	Kevin Bunker - Developers Collaborative (207) 766-1632 - bunker.kevin@gmail.com
Minot Ave. Auburn, ME	36 Units Apartments 3 Buildings, Flats and Townhouses	Kevin Bunker - Developers Collaborative (207) 766-1632 - bunker.kevin@gmail.com
Maple Street Augusta, ME	29 Units Apartments 3 Buildings, Flats and Townhouses	Kevin Bunker - Developers Collaborative (207) 766-1632 - bunker.kevin@gmail.com
Deering Place Portland, ME	75 Units Apartments	Avesta Housing (207) 553-7780
Motherhouse Portland, ME	88 Units Elderly Apartments	Kevin Bunker - Developers Collaborative (207) 766-1632 - bunker.kevin@gmail.com
Fox School S. Paris, ME	12 Units Elderly Apartments	Avesta Housing (207) 553-7780
Larrabee Commons Westbrook, ME	38 Units Elderly Apartments	Christopher LaRoche – Westbrook Housing (207) 854-6805-claroche@westbrookhousing.org
Millbrook Estates Westbrook, ME	38 Units Elderly Apartments	Christopher LaRoche – Westbrook Housing (207) 854-6805-claroche@westbrookhousing.org
St. Ignatius Sanford, ME	66 Units Apartments	Kevin Bunker - Developers Collaborative (207) 766-1632 - bunker.kevin@gmail.com
Eliot Housing Eliot, ME	38 Units Elderly Apartments HUD	David Bateman - Bateman Partners, LLC (207) 772-2992-David@batemanpartnersllc.com
Carleton Street Portland, ME	37 Units Apartments	Avesta Housing (207) 553-7780
Huse School Bath, ME	58 Units Apartments	Nathan Szanton - The Szanton Company (207) 8719811- nszanton@szantoncompany.com
Hodgkins School Augusta, Me	47 Units Apartments	Amanda Bartlett - Augusta Housing amanda.bartlett@augustahousing.org
134 Washington Ave. Portland, ME	18 Units Veterans Housing	Avesta Housing (207) 553-7780

RELATED PROJECT EXPERIENCE

Archetype has provided Design Services for the following residential projects.

Project & Location	Type of Project	Client
Village Green Cumberland, ME	38 Units Apartments	David Bateman - Bateman Partners, LLC (207) 772-2992-David@batemanpartnersllc.com
Sanford Mill Sanford, ME	36 Units Apartments	Northland Enterprises, LLC Rex Bell
Danforth on High Portland, ME	30 Units Apartments	Random Orbit, Inc. Peter Bass
Hyacinth Place Westbrook, ME	37 Units Apartments	Avesta Housing (207) 553-7780
Sullivan School Apartments South Berwick, ME	34 Units Apartments	David Bateman - Bateman Partners, LLC (207) 772-2992-David@batemanpartnersllc.com
Emery School Apartments Biddeford, ME	24 Units Apartments	Avesta Housing (207) 553-7780
The Mill at Saco Falls Biddeford, ME	66 Units Apartments	The Szanton Company (207) 8719811- nszanton@szantoncompany.com
Spring Crossing Elderly Housing Westbrook, ME	34 Elderly Apartments	Christopher LaRoche – Westbrook Housing (207) 854-6805-claroche@westbrookhousing.org
53 Danforth Portland, ME	43 Units Apartments	The Szanton Company (207) 8719811- nszanton@szantoncompany.com
Walker Terrace Portland, ME	40 Units Apartments	The Szanton Company (207) 8719811- nszanton@szantoncompany.com
Casco Terrace Portland, ME	27 Units Apartments	The Szanton Company (207) 8719811- nszanton@szantoncompany.com















Acorn Engineering, Inc. is a Portland-based civil and environmental engineering firm of nine full-time employees and four construction inspectors. Acorn's team has a diverse portfolio providing Maine with quality engineering and environmental services as well as state-wide construction administration on behalf of the Maine Department of Transportation.

A cornerstone of Acorn Engineering is the attention to quality and exceptional level of service on every project, regardless of size. Our engineers and scientists pride themselves on their extensive experience, which is backed by a broad knowledge of civil and environmental engineering practices from smaller residential projects to larger commercial projects that integrate environmental assessment and site redevelopment.

Acorn Engineering has demonstrated the ability to breakdown and synthesize widely disseminated regulations into accepted engineering practices and practical site assessment and development. As a result of Acorn's efforts, the Cumberland County Soil & Water Conservation District recently recognized Acorn as the Contractor of the Year. This was the first award associated with the nationally recognized Long Creek Restoration Project and the first time the Cumberland County Soil & Water Conservation District ever recognized an engineering firm as their Contractor of the Year.

Acorn's expertise covers the areas of: civil/site design, evaluation, development, and permitting; and construction phase services such as construction administration, construction documents, project bidding, and site inspection including erosion and sedimentation control. Acorn's experience also includes the field of environmental engineering and compliance such as: Phase I and Phase II environmental site assessments, soil and groundwater remediation planning and design; Maine's Voluntary Response Action Program (VRAP); and stormwater treatment system design and permitting.

Acorn's engineers have designed, permitted, and overseen construction on numerous single-family and multifamily residential projects including traditional subdivision designs featuring on-site sewage/septic disposal and drilled wells. Furthermore, Acorn has demonstrated extensive experience and capabilities with municipalities, the Maine Department of Transportation (MDOT), Maine Department of Environmental Protection (MDEP), soil & water conservation districts, conservation commissions, municipalities, and the private sector on environmental and site development projects as demonstrated by the following:

- Listed on Maine DEP's Pre-Qualified Vendor List for Environmental Consulting Services
- Listed on Maine DOT's Pre-Qualified Consultants for eight service areas (listed under Section I.D)
- Cumberland County Soil & Water Conservation District Contractor of the Year for work on the Long Creek Restoration Project

- **Public Works Redevelopment – Meeting House Hill**

Over the past two years, Acorn Engineering has worked in close association with the City of South Portland, neighbors, and private clients on the redevelopment of the former Public Works facility. The 6-acre site is nestled in the middle of the Meeting House Hill residential neighborhood and is currently



a mix of storage buildings, fuel fill stations, miscellaneous stockpiles, and pavement. The site will be redeveloped into a mix of multifamily townhomes and single-family dwellings comprising 38 units along with a public park and community gardens.

In addition to the environmental remediation, Voluntary Response Action Program (VRAP), and other environmental considerations given the previous land use, the project is subject to a Maine DEP stormwater management law. The redevelopment design results in a reduction in impervious area of over 50% and reduces land use intensity across the site. Though not required, several stormwater BMP's have been implemented into the site as a best practice, further attenuating and treating stormwater runoff. In addition to the significant redevelopment plan, Acorn has designed an infrastructure plan to separate the storm and sewer mains. This will include installing 400 feet of new storm drain along the existing O'Neil Street right-of-way and 700 feet of new storm drain along the proposed O'Neil Street right-of-way extension. Overall, this effort will reduce the effects of combined sewer overflows (CSO) into Casco Bay which occur due to wet-weather events and the wastewater treatment plant's inability to provide capacity for both storm and sanitary sewer flows.

As part of this project, Acorn held a multitude of meetings with the City including the assistant City manager, the former Mayor, the entire planning division, and the chief engineer of Public Works. Furthermore, Acorn has collaborated with department heads of the Fire, Parks, Public Works, and Water Resource departments to ensure a feasible and ideal project for all parties. As a result, the process was truly a collaborative effort with a number of stakeholders weighing in on the design.

- **Munjoy Heights**

Acorn provided civil/site engineering and permitting for the design of Munjoy Heights – a six townhome, 29-unit development on the steep slopes of Munjoy Hill in the City of Portland. Acorn designed and developed construction drawings for the sanitary sewers, storm drains, water mains, driveways and pedestrian circulation, retaining wall locations, building locations, and drainage infrastructure to be built in compliance with City standards.



A key component to the project was coordinating with the City on the future combined sewer separation project and the site's overall stormwater management. Additionally, discussions with neighbors and stakeholders were paramount in the project's success.

The innovative urban infill project compliments the Munjoy Hill neighborhood with a communal design and plentiful native landscaping that replaced invasive species which previously dominated the eroding banks prior to the development. The \$22 million project features a courtyard, terraced landscaping, a Portland Trails-maintained path that connects the redevelopment to the existing trail system, and low impact development (LID) techniques that meet MDEP Chapter 500 regulations. The stormwater management includes an underdrained sand filter and chambers that detain and treat stormwater on site in tandem with strategically placed rain gardens.

The project required extensive coordination and collaboration between the client, City of Portland, Portland Trails, the structural engineer, the architect, and the contractor to successfully complete the project with the first "woonerf" in the state and maintaining the existing public walking path through the property.

- **200 Valley St**

Working with Avesta Housing, Acorn Engineering provided civil engineering and permitting for Avesta's 60-unit project in the St. John Valley neighborhood. This urban infill project replaces the existing single-family house and abutting vacant lots into new affordable housing opportunities with two levels of covered parking, amenities, and a rebuilt project frontage with new sidewalks, street trees, and bicycle hitches.



As part of the project, Acorn developed a transportation and parking analysis to ensure that the provided parking will adequately serve the redevelopment. Furthermore, the design team identified and implemented multiple strategies to encourage residents to efficiently utilize the many modes of transportation available on the Portland peninsula.

- **Little Dolphin Drive & Jocelyn Place**

In collaboration with the South Portland Housing Authority and Risbara Holdings, Acorn provided civil engineering design and permitting of a multi-use subdivision at the end of Little Dolphin Drive in Scarborough. Proposed uses include a two-story office building and a three-story 60-unit senior housing facility with associated parking and landscaped areas.



In addition to a voluntary neighborhood meeting, the project went through a 3-step master plan phase with the Town of Scarborough in which the project was collaborated on with Planning Staff, the Planning Board, and neighbors.

The project is subject to Maine DEP and US Army Corps permits. To adequately treat stormwater on the site, Acorn has designed multiple stormwater BMPs meeting Maine DEP Chapter 500 regulations resulting in a low impact design.

- **89 Anderson Street**

In collaboration with Redfern properties and the East Bayside neighborhood, Acorn developed the civil/site engineering design of a mixed use 53-unit redevelopment of an existing under-utilized, urban infill lot in the East Bayside neighborhood. Acorn's scope of services included in the initial phase applying for and obtaining a zone change and



conducting Phase I and Phase II Environmental Site Assessments to evaluate potential environmental contamination at the site.

After conducting the environmental remediation efforts, Acorn developed the site layout and design of sanitary sewers, storm drains, water mains, site driveway, retaining wall locations, building locations, parking lot design, building drainage structures, utility connections and landscaping plan (with a landscape architecture subconsultant) to meet the City of Portland Technical Standards. Acorn also integrated sidewalk and improvements associated with the project into the City's Anderson Street ByWay project. Furthermore, the project team worked with a non-profit organization, the Telling Room, to provide public art along the Fox Street streetcape in lieu of traditional fencing.

Overall, the project established an important mixed use building on a prominent corner lot adjacent to Kennedy Park which contains popular recreation space. The building houses a restaurant and the Gear Hub bicycle school on the first floor with residential apartments above which encourages an active street presence with housing, goods, and services that help tie the neighborhood together and keep eyes on the street.

- **667 Congress Street – The Hiawatha**

The \$28 million project included the civil/site engineering design for the 8-story, first floor retail and 139-unit apartment building on Congress Street in Portland. Vehicle parking is served by two levels with separate access from Vernon and Avon St. The project featured building and site design in an historic district adjacent to Longfellow Square.

Services included, but is not limited to, permitting with the City of Portland, layout and design of sanitary sewers, storm drains, water mains, pedestrian and vehicle entrances, building locations, parking lot design, and parking garage grading and drainage. Acorn provided significant coordination between the Architect, Structural Engineer, Geotechnical Engineer, Construction Management Company, Owner, and the City.





CREDERE

ASSOCIATES, LLC

Brownfield Assessment & Cleanup

Credere specializes in redevelopment planning, engineering, and environmental sciences with a goal of providing services that positively impact the community, economy, and environment using Smart Growth principles. Credere is SBA certified 8(a); DOT certified DBE in ME, NH and MA; and Self-Certified EDWOSB/WOSB.

The word “credere” means “to believe” in Italian. Credere is also an acronym for community revitalization, economic development, environmental remediation, and engineering. It was very important to Theresa and Rip Patten when naming the company that the name communicates something more than crediting the owners. The name should embody the company mission: what the company believes, what it aspires to do for its clients, and the means through which it can be achieved. To us, Credere is the perfect name. We believe that we can use our engineering education and our knowledge of environmental remediation to help our clients achieve community revitalization by successful completion of redevelopment projects. It is our small way to make the world a little better. Credere works with planning commissions, municipalities, economic development boards, private developers, and local and federal government agencies to overcome environmental issues that are hindering the redevelopment process.

Credere’s mission is to provide services that positively impact the community, economy, and environment that our clients and employees work, live and play.

Credere has extensive experience in completing long-term, sustainable Brownfields Programs and private redevelopment projects, which use smart growth principles. The projects include various tasks, such as, environmental assessment, re-use planning and remediation and redevelopment engineering.



Marada Adams School – 48 Moody Street, Portland, Maine

The 1.5-acre Marada Adams Community School was used as an educational facility from 1958 until 2006, when the school was closed and the property was vacated. Historically, the property contained a complex of buildings occupied by the Portland Railroad Company and a trolley railroad crossed the middle of the site. During the late 1800s, a portion

of the property was also used as the Burgess, Forbes & Company White Lead & Color Works facility (a can and hand grenade manufacturer). Credere performed a Phase I assessment at the property in anticipation of a transfer of ownership from the City of Portland to a private non-profit affordable housing developer, AVESTA Housing. Following the sale of the property, Credere performed Phase II activities to investigate potential hazardous building materials and contaminated soil. Based on the Phase II data, the developer was able to anticipate concerns with worker and future residential exposure, and waste soil disposal. Credere helped the development team minimize the financial and logistical impact of these issues through the re-design of the site layout, enrollment in the Maine DEP VRAP program, and attainment of a \$200,000 Brownfields cleanup grant. Between 2012 and 2013, Credere oversaw the remediation of hazardous building materials, contaminated soils, and the redevelopment of this site into 16 units of affordable homeownership housing, a public greenway and a playground. The project transformed an underutilized Brownfields site located in an otherwise vibrant neighborhood and returned it to the community.



Thornton Heights Commons – 611 Main Street, South Portland, Maine

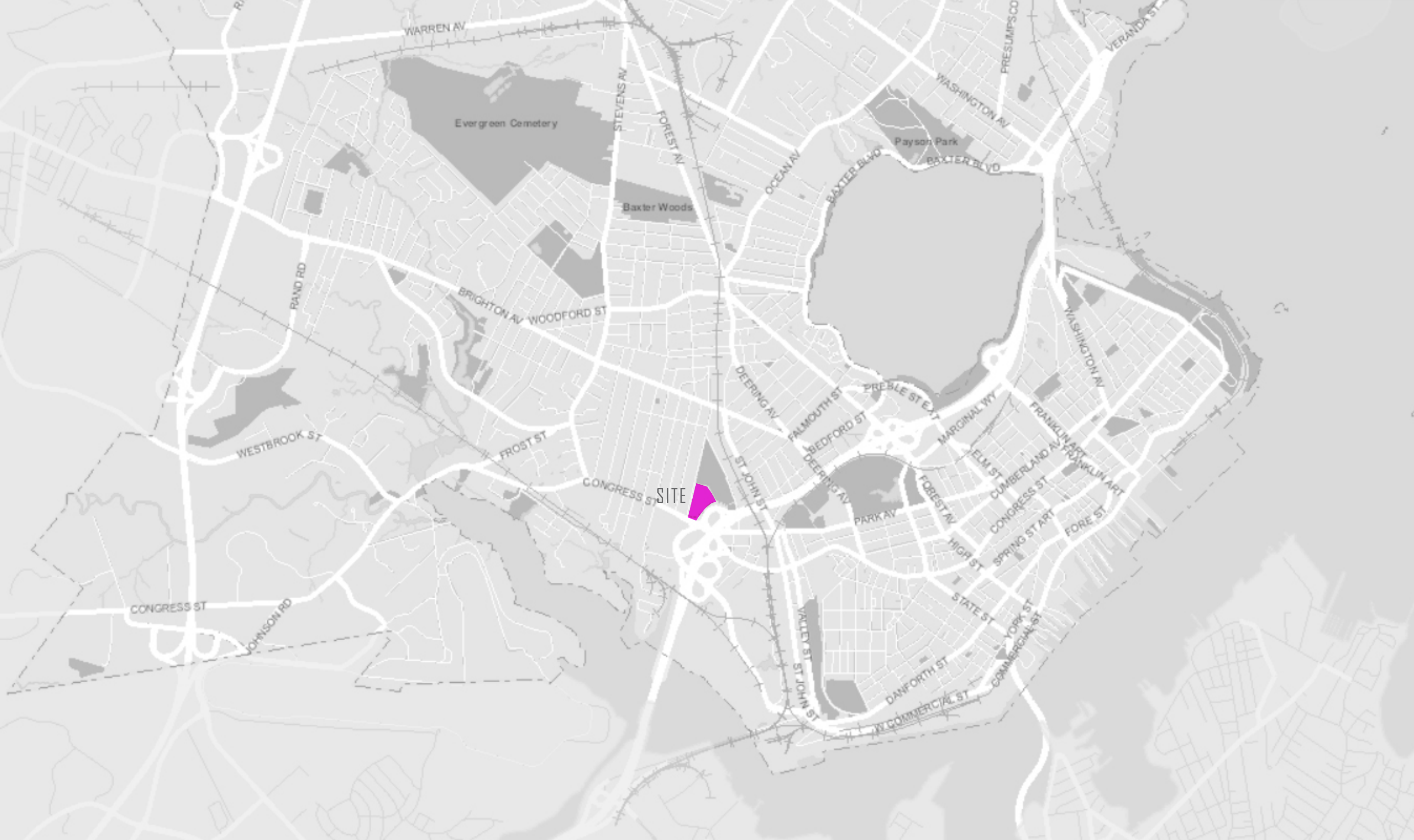
The South Portland Housing Authority acquired the former St. John parish church, rectory (i.e. a residence for clergy), and a church school in Thornton Heights or South Portland, Maine. The buildings on the 1.81-acre site were severely dilapidated and contained substantial hazardous

building materials including lead, asbestos, and PCBs, and soil was contaminated from lead paint around all of the Site buildings. Credere performed several phases of environmental investigation, geotechnical investigation, assisted the housing authority in obtaining a \$500,000 EPA Brownfields cleanup grant, and cleanup and redevelopment planning. In 2020, Credere oversaw the solicitation of bids from cleanup contractors and subsequently implemented the abatement and remediation of the site, demolition of the Site buildings, and preparation of the site for redevelopment. The project is currently moving to construction of a 46,000 square foot four-story mixed-use affordable housing projected that will include parking for seventy vehicles,

a 10,000 s.f. community open space, and three new single-family house lots. The building will consist of 42 apartments on the three upper floors, a community space, and 7,000 s.f. of commercial space on the ground floor.

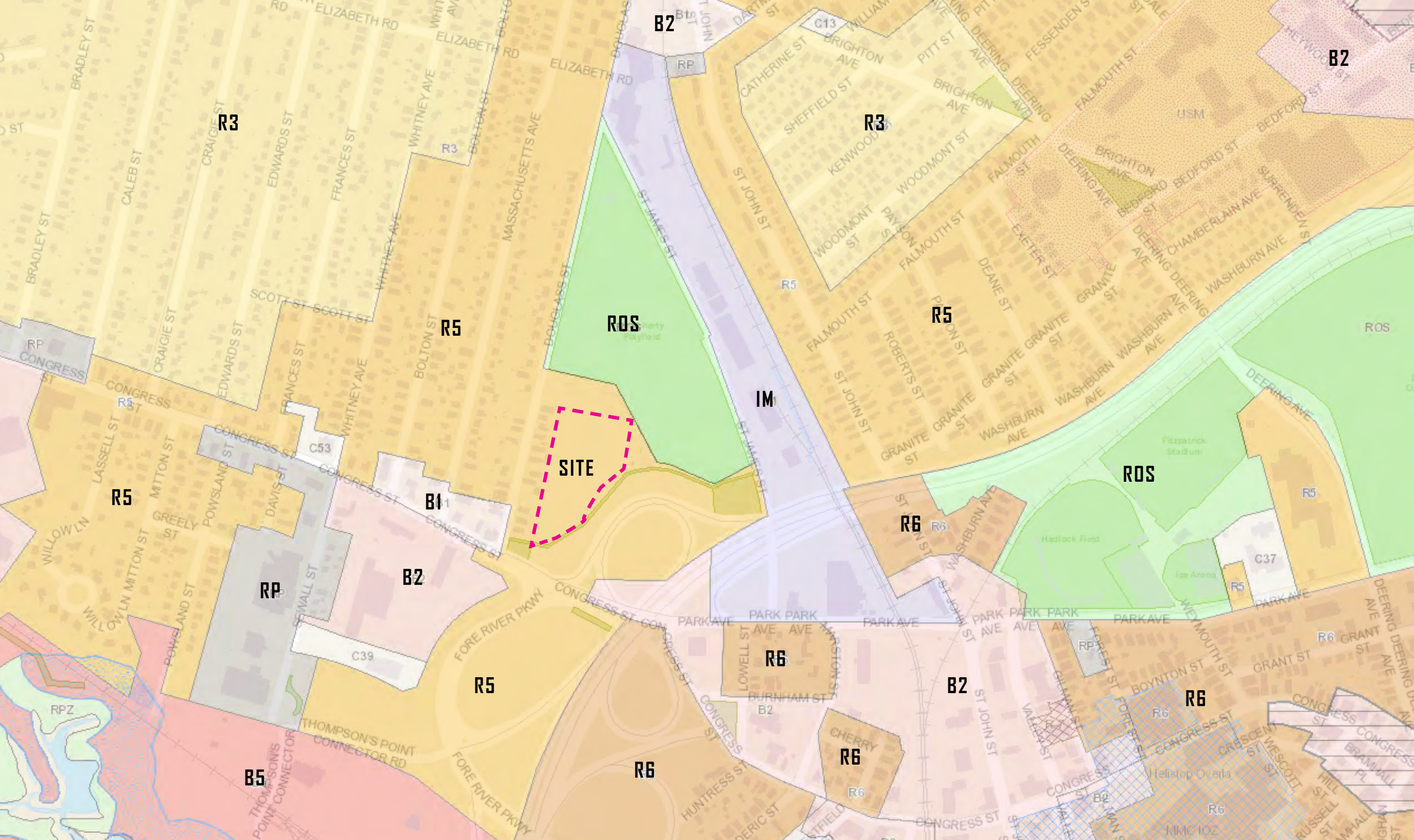
State Street School – 261 Center Street, Brewer, Maine

The State Street School was a 6,630-square foot two-story building that was constructed in 1948. The Site building was operated as an elementary school from 1948 until June 2011 and was vacant thereafter. Based on assessment work completed at the Site by Credere and others, asbestos, lead, and universal and/or hazardous waste were considered to be contaminants of concern. Credere assisted the City in remediation planning and environmental clean activities, which included abatement and removal of asbestos; universal, special, and hazardous waste; and lead-based paint building debris in accordance with the Maine DEP VRAP. To support the redevelopment of the Site, Credere completed a geotechnical engineering evaluation and provided recommendations for the design and construction of the 48-unit Community Housing of Maine (CHOM) affordable housing development. This was the first multi-family passive building in ME and in New England, and at the time, was the largest passive housing building anywhere in the country. As part of this work, Credere conducted a subsurface exploration program, which included laboratory testing, evaluating subsurface conditions, and completing geotechnical engineering analyses including settlement and bearing capacity calculations and limited stability assessment of proposed excavations.





SITE





SITE

TRANSIT STOP

TRANSIT STOP







LAND USE SUMMARY			
BLDG	HT	UNITS	GSF
A (CO-OP)	3ST.	12	~11,760
B (CO-OP)	2 ST.	4	~4,080
C (CO-OP)	2 ST.	4	~4,080
D (CO-OP)	2 ST.	4	~4,080
E (CO-OP)	2 ST.	4	~4,080
F (CO-OP)	3 ST.	12	~11,760
G (CO-OP)	3 ST.	12	~11,760
H (CO-OP)	4 ST.	56	~63,964
TOTAL		108	~115,564

PARKING SUMMARY	
81 SPACES	(.75/UNIT)

LOT COVERAGE	
TOTAL ENVELOPE	~3.08 AC.
TOTAL BLDG COVERAGE	~40,230 SF
TOTAL IMPERVIOUS PAVING	~40,163 SF
TOTAL LOT COVERAGE	80,393 SF (~60%)

DOUGLASS COMMONS CO-OP+
OVERALL SITE PLAN

NORTH

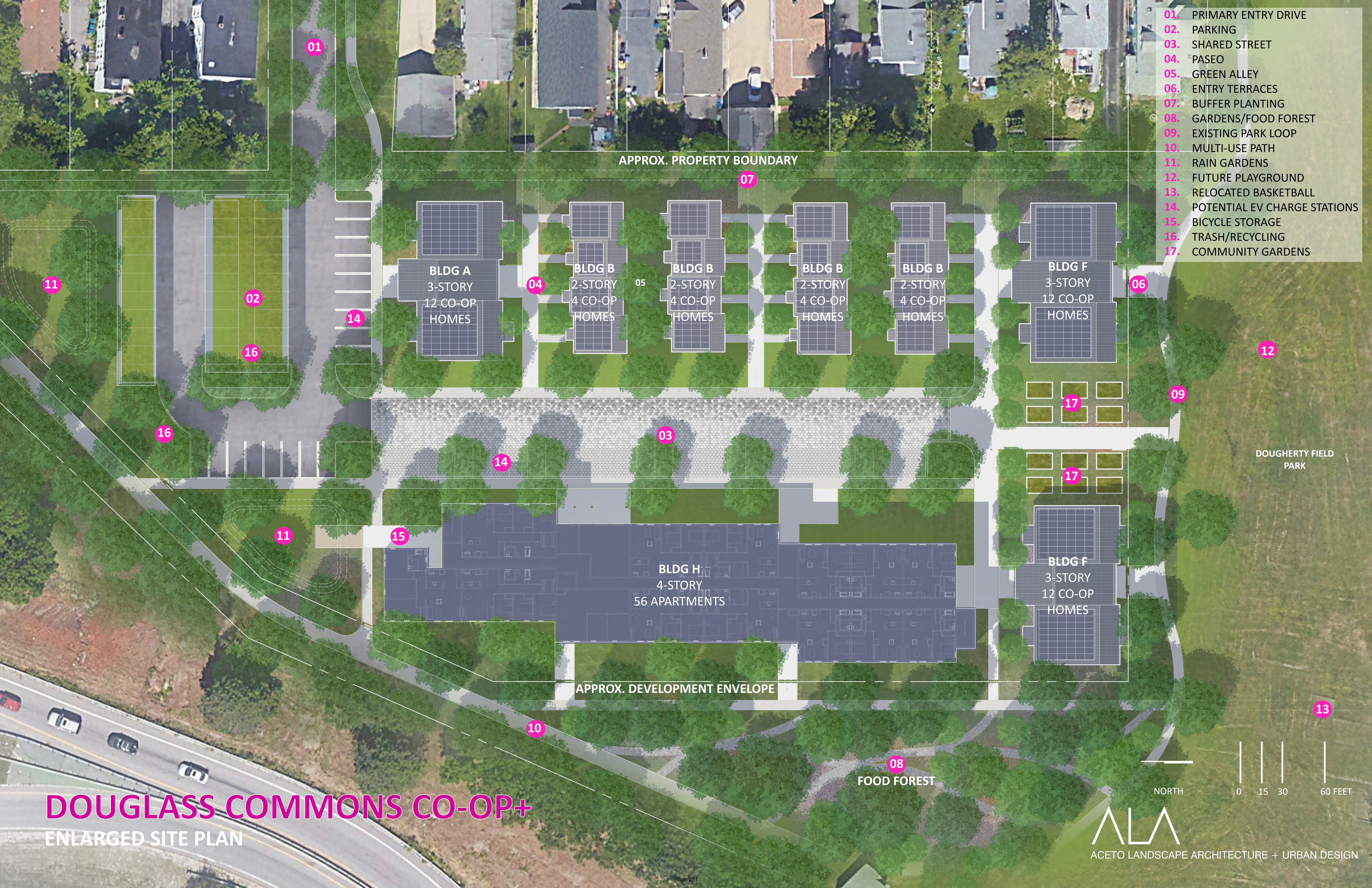
0153060 FEET

EXISTING LITTLE LEAGUE FIELD

ACETO LANDSCAPE ARCHITECTURE + URBAN DESIGN

0153060

- 01. PRIMARY ENTRY DRIVE
- 02. PARKING
- 03. SHARED STREET
- 04. PASEO
- 05. GREEN ALLEY
- 06. ENTRY TERRACES
- 07. BUFFER PLANTING
- 08. GARDENS/FOOD FOREST
- 09. EXISTING PARK LOOP
- 10. MULTI-USE PATH
- 11. RAIN GARDENS
- 12. FUTURE PLAYGROUND
- 13. RELOCATED BASKETBALL
- 14. POTENTIAL EV CHARGE STATIONS
- 15. BICYCLE STORAGE
- 16. TRASH/RECYCLING
- 17. COMMUNITY GARDENS



DOUGLASS COMMONS CO-OP+

ENLARGED SITE PLAN

08
FOOD FOREST

NORTH

0 15 30 60 FEET



ACETO LANDSCAPE ARCHITECTURE + URBAN DESIGN



EXHIBIT D

Minimum Household Size and Maximum Allowable Monthly Rent Calculation

The Minimum household size for a unit is based on the number of bedrooms in the unit, as set forth in the table below. The maximum allowable monthly rent for a unit is 1/12 of 30% of the Area Median Income, based on the minimum household size for a unit, less the occupant's costs for utilities.

	Studio/One-Bedroom Unit	Two-Bedroom Unit	Three-Bedroom Unit	Four-Bedroom Unit
Minimum Household Size	1	2	3	4

For Example, utilizing 2020 AMI levels, and assuming no out of pocket utility costs, the maximum allowable monthly rent would be as follows:

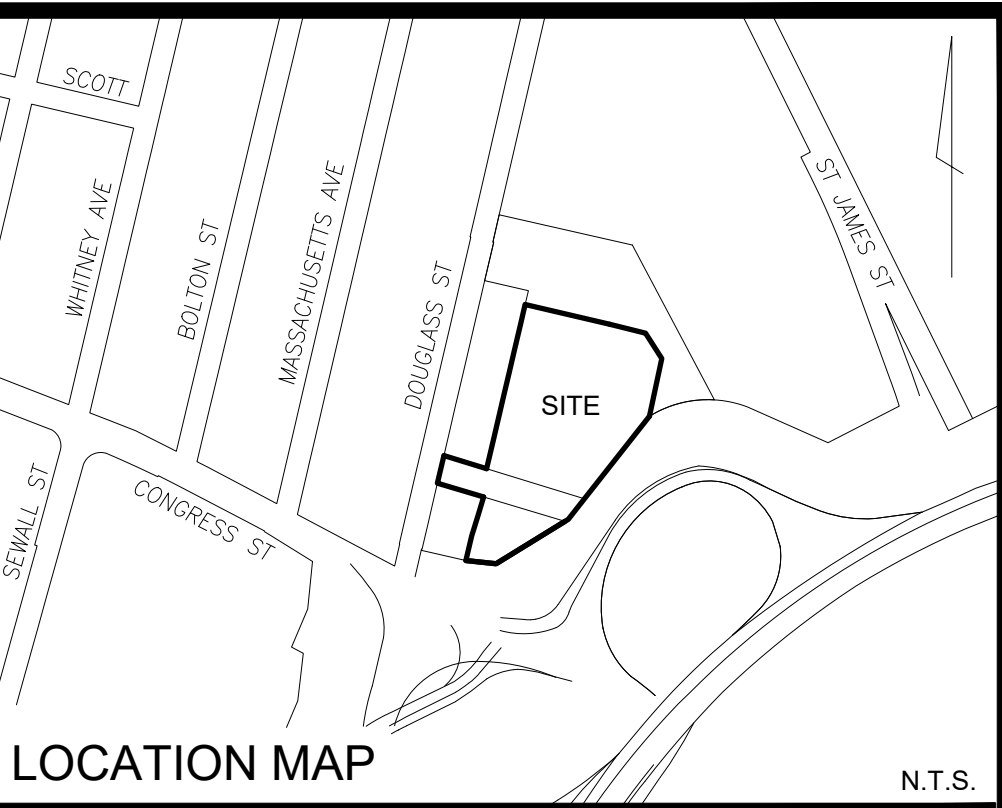
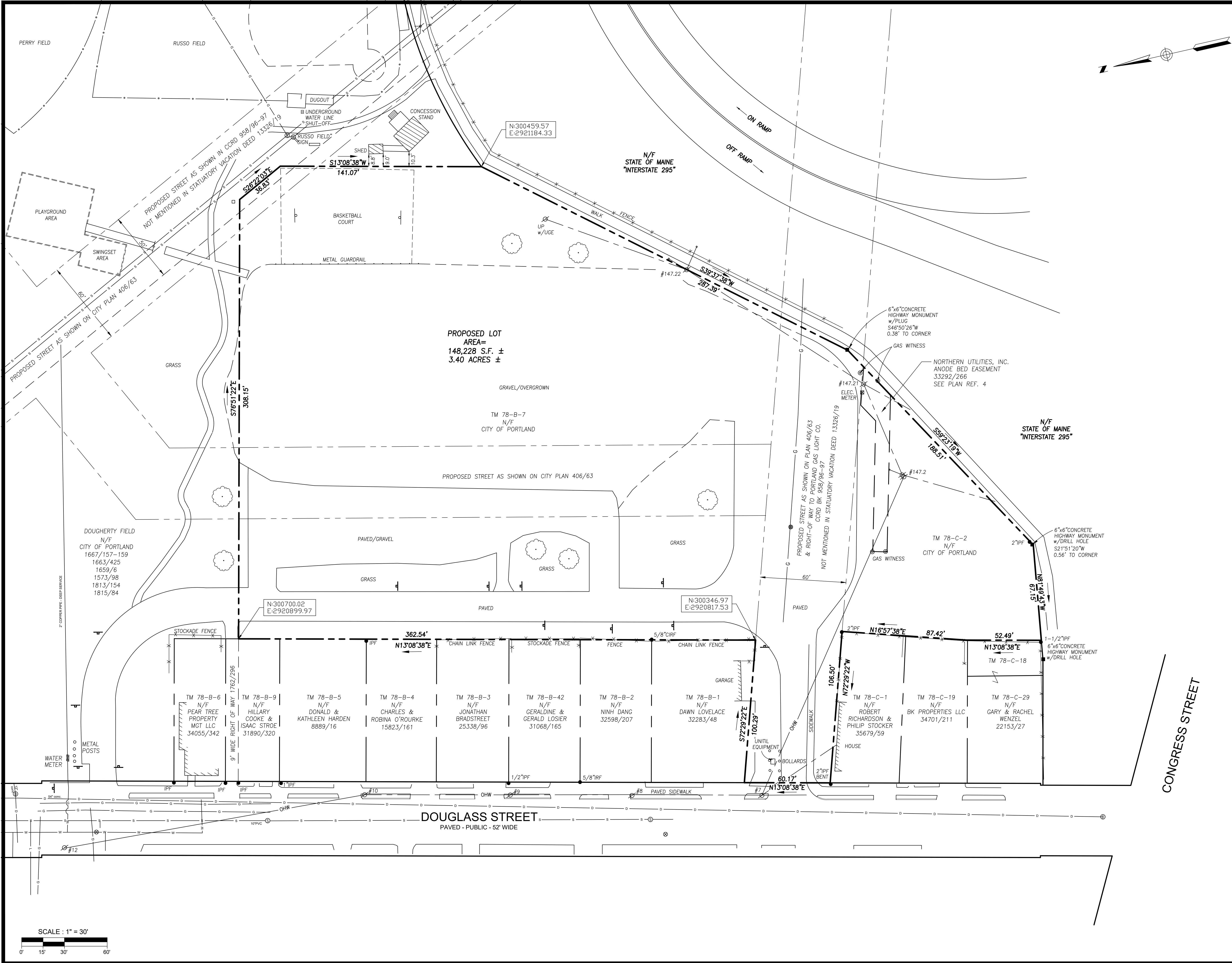
Studio/One Bedroom Unit: $1/12(0.30 \times \$70,630) = \$1,765.75$

Two Bedroom Unit: $1/12(0.30 \times \$80,720) = \$2,018.00$

Three Bedroom Unit: $1/12(0.30 \times \$90,810) = \$2,270.25$

In the event that the occupant has out of pocket utility expenses, the maximum allowable monthly rent would be decreased by the amount of those utility expenses. For example, for a two bedroom unit with \$300 in monthly utility expenses, the maximum allowable monthly rent would be $\$2,018.00 - \$300 = \$1,718.00$.

Utility allowance will be calculated in one of two ways: (1) using the utility allowance established by the Portland Housing Authority or (2) based on actual documented utility usage at the property.



LEGEND

●	IRON PIPE OR ROD FOUND	—X—X—	FENCE
■	MONUMENT FOUND	———	CURB
○	UTILITY POLE	—OHW—	OVERHEAD WIRES
⊙	MANHOLE	—D—	STORM DRAIN
⊕	SIGN	—S—	SANITARY SEWER
⊗	WATER VALVE OR SHUTOFF	—G—	GAS LINE
⊙	TREE	—W—	WATER LINE
		IPF/IRF	IRON PIPE OR ROD FOUND
		N/F	NOW OR FORMERLY
		000/000	DEED BOOK / PAGE

- PLAN REFERENCES**
- BOUNDARY WORKSHEET OF DOUGHERTY FIELD DOUGLASS STREET, ST. ST. JAMES ST. AND INTERSTATE 295, BY THE CITY OF PORTLAND PUBLIC WORKS DEPARTMENT ENGINEERING SECTION DATED MARCH 2006, CITY PLAN 991/3.
 - PLAN OF PROPERTY IN PORTLAND, MAINE BELONGING TO THE J.B. BROWN & SONS CORP & HEIRS OF ST JOHN SMITH BY E.C. JORDAN & CO., CITY PLAN 463/5.
 - PLAN OF LAND CONGRESS AND DOUGLASS STREETS OWNED BY CITY OF PORTLAND PARK COMMISSION BY CHANDLER H. BARRON C.E. DATED NOVEMBER 1946, CITY PLAN 799/8.
 - ANODE BED EASEMENT DOUGLASS STREET AT DOUGHERTY FIELD BY CITY OF PORTLAND PUBLIC WORKS DEPARTMENT ENGINEERING DIVISION DATED 09/30/2016, CITY PLAN 882/53.
 - MAINE STATE HIGHWAY COMMISSION RIGHT OF WAY MAP STATE HIGHWAY "295" PORTLAND CUMBERLAND COUNTY FEDERAL AID PROJECT NO. 1-295-3(24)8(25) DATED MAY 1967.

- GENERAL NOTES**
- OWNER OF RECORD: CITY OF PORTLAND
389 CONGRESS STREET, PORTLAND, MAINE
TAX MAP 78 BLOCK C LOT 2
TAX MAP 78 BLOCK B LOT 7
 - BEARINGS AND COORDINATES ARE BASED ON MAINE STATE PLANE COORDINATE SYSTEM, WEST ZONE NAD 83 PER PLAN REFERENCE 1.
 - THE SURVEYED PROPERTY IS IN THE R5 RESIDENTIAL ZONE.

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 SURVEY HAS NOT PHYSICALLY LOCATION 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.

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.

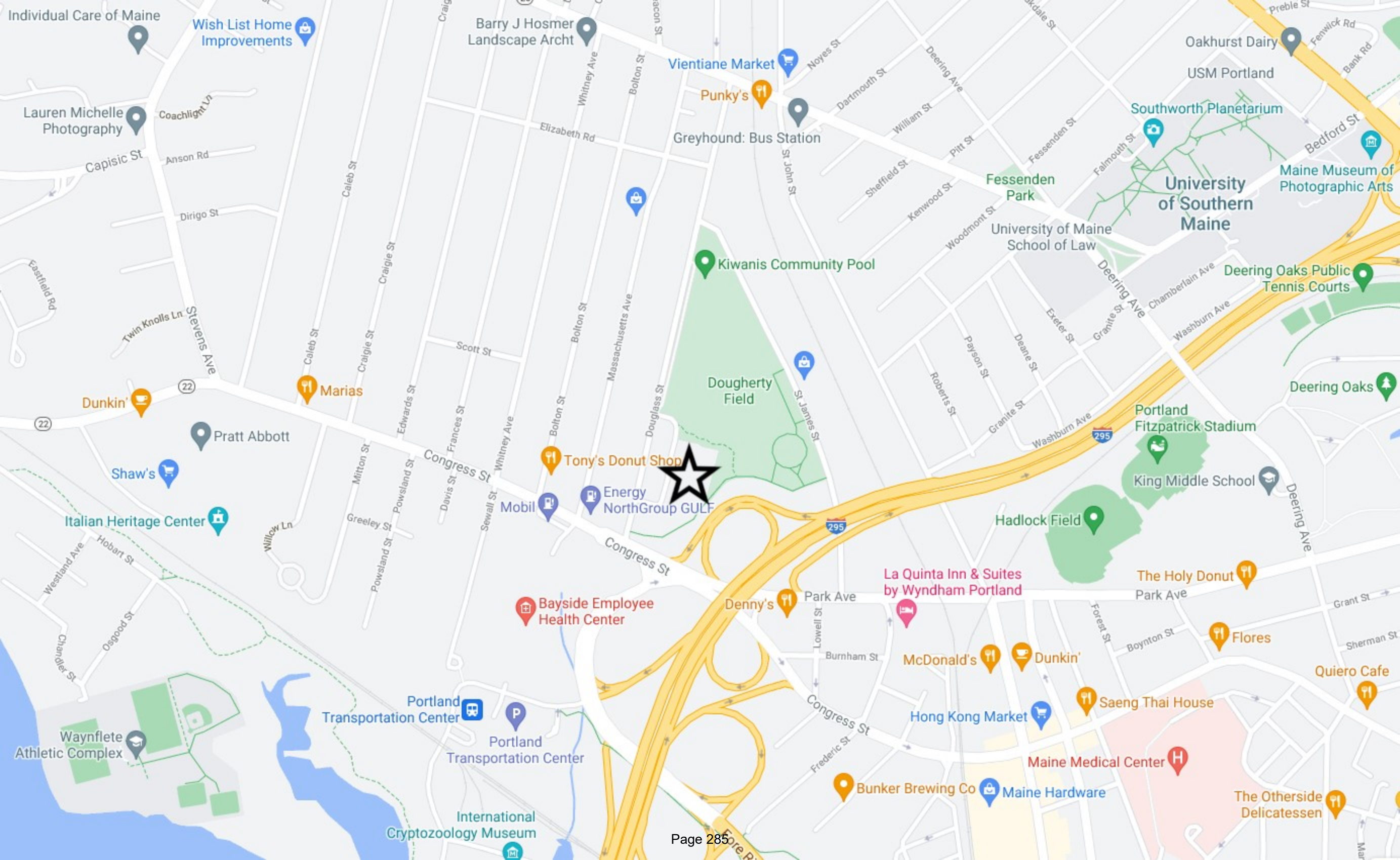
RANDY R. LOUBIER, PLS #2407

DATE

Boundary Survey
At
43 & 91 Douglass Street, Portland, Maine
Made for
The Szanton Company
482 Congress St., Ste. 203, Portland, Maine

OWEN HASKELL, INC.
PROFESSIONAL LAND SURVEYORS
390 US ROUTE 1, UNIT 10, FALMOUTH, ME 04105 TEL. 207-774-0424

DRAWN BY: RS / JLB DATE: MARCH 1, 2021 JOB NO. 2021-026 P
CHECKED BY: RRL SCALE: 1" = 30' DRWG. NO. 1









DOUGLASS COMMONS CO-OP+
PERSPECTIVE

Memorandum

Planning and Urban Development Department



To: Chair Mazer & Members of the Planning Board
From: Kevin Kraft, Deputy Director
Date: July 23, 2021
Re: Remote Participation in Planning Board Meetings
Meeting Date: July 27, 2021

The Governor's Emergency Orders and the temporary changes made by the Legislature to Maine's public meeting laws to allow remote public meetings during COVID-19 is set to expire on July 30, 2021. Therefore, starting in August, Maine communities will no longer be allowed to have fully remote meetings.

The Legislature did pass a law that has made remote participation in public board meetings permissible on a permanent basis, but only under limited circumstances. Under the new law board members are expected to be physically present for meetings, but may attend board meetings via remote methods of participation in the case of an emergency or urgent issue. The public, City staff and applicants before the Board will be provided a meaningful opportunity to attend via remote methods when any member of the Board participates via remote methods or when remote methods are available and operational at a given Board meeting.

To enable remote participation, a board must first, after a public notice and hearing, adopt a written policy governing remote participation by board members and the public that contains the limitations.

Attached is the policy statement itself. At Tuesday's meeting, the Board will be asked to vote on the policy.

Remote Board Meetings Now OK'd Permanently

The Legislature has made remote participation in public board meetings permissible on a permanent basis, but only under limited circumstances. PL 2021, c. 290, was enacted as an emergency measure and took effect on June 21, 2021, with the Governor's signature. It adds a new provision (§ 403-B) to Maine's Freedom of Access Act or FOAA (1 M.R.S. §§ 400-414).

Meanwhile, FOAA's temporary provision (§ 403-A) authorizing remote participation in public board meetings during the COVID-19 pandemic remains in effect until July 30, 2021.

Under the new law board members are expected to be physically present for meetings, but may attend board meetings via remote methods of participation in the case of an emergency or urgent issue that requires the board itself to meet remotely, or an illness or temporary absence that causes a board member significant difficulties in traveling to a meeting.

The public must have a meaningful opportunity to attend via remote methods when board members participate via remote methods. If public input is allowed or required at a meeting, an effective means of communication between the board and the public must also be provided. A board must provide a location where members of the public may attend in person. A board may not limit public attendance to remote methods only except in case of an emergency that requires the board itself to meet remotely.

Remote methods include telephonic or video technology allowing simultaneous reception of information and also permits other means necessary to accommodate disabled persons. But remote participation cannot be by text-only means such as e-mail, text messages, or chat functions

To enable remote participation, a board must first, after public notice and hearing, adopt a written policy governing remote participation by board members and the public that contains the limitations noted above.

Notice of all board meetings is required as usual (see § 406). When the public may attend via remote methods, notice must include the means by which the public may access the meeting remotely, and a location for the public to attend in person (except in case of an emergency).

A board must make all documents and materials to be considered by the board available, electronically or otherwise, to the public who attend remotely to the same extent customarily available to the public who attend in person, provided no additional costs are incurred by the board.

All votes during a board meeting using remote methods must be by roll call vote that can be seen and heard if using video technology, or heard if using audio technology only, by other board members and the public. A board member who participates remotely is considered present for purposes of a quorum and voting.

Remote participation is not permitted for town meetings or regional school unit budget meetings.

As we noted above, FOAA's temporary provision authorizing remote board meetings, which does not require adoption of a local policy, remains in effect until July 30, 2021 (see § 403-A). After that date, boards are not authorized to permit remote participation without first adopting a written policy in compliance with the new law (see § 403-B). For a sample remote participation policy, see this link: _____ (*By R.P.F.*)

REMOTE PARTICIPATION POLICY
OF THE
CITY OF PORTLAND PLANNING BOARD

[To be considered JULY 27, 2021]

Pursuant to 1 M.R.S. § 403-B, and after public notice and a hearing, the Portland Planning Board hereby adopts the following policy to govern the participation, via remote methods, in public proceedings or meetings of the Portland Planning Board (hereinafter referred to as “Board”).

Members of the Board are expected to be physically present for meetings except when not practicable, such as in the case of an emergency or urgent issue that requires the Board to meet via remote methods, or an illness or temporary absence of a Board member that causes significant difficulty traveling to the meeting location. The Chair or other presiding officer, in consultation with other members of the Board if appropriate and possible, will make a determination that remote methods of participation are necessary in as timely a manner as possible under the circumstances. And a Board member who is unable to attend a meeting in person will notify the Chair or other presiding officer as far in advance as possible.

Remote methods of participation may include telephonic or video technology allowing simultaneous reception of information and may include other means necessary to accommodate disabled persons. Remote participation will not be by text-only means such as e-mail, text messages, or chat functions.

The public, City staff and applicants before the Board will be provided a meaningful opportunity to attend via remote methods when any member of the Board participates via remote methods or when remote methods are available and operational at a given Board meeting. If public input via remote methods is allowed or required at a meeting, an effective means of communication between the Board and the public will also be provided. The public will additionally be provided an opportunity to attend the meeting in person unless there is an emergency or urgent issue that requires the entire Board to meet using remote methods.

Notice of all Board meetings will be provided in accordance with 1 M.R.S. § 406, and the City Charter, City Code or policy, if applicable. When the public may attend via remote methods, the notice will include the means by which the public may access the meeting remotely and will provide a method for disabled persons to request necessary accommodation to access the meeting. Notice will also identify the location where the public may attend the meeting in person. The Board will not restrict public attendance to remote methods except in the case of an emergency or urgent issue that requires it to meet using remote methods of attendance.

The Board will make all documents and materials to be considered by it during a meeting available, electronically or otherwise, to the public who attend remotely to the same extent customarily available to the public who attend in person, provided no additional costs are incurred.

All votes taken during a Board meeting using remote methods will be by roll call vote that can be seen and heard if using video technology, or heard if using audio technology only, by other members of the Board and the public. A member of the Board who participates remotely will be considered present for purposes of establishing a quorum and voting. This policy will remain in force indefinitely unless amended by the Board.