

1. Review And Approval Of Minutes From October 10, 2017 Meeting

Documents:

[AMENDED HHS MINUTES FROM OCT 10.PDF](#)

2. Announcements

3. Shelter Design & Planning

Update Draft Design:

- Steve Weatherhead, Winton Scott Architects
- Dawn Stiles, Director of Health and Human Services, City of Portland
- Rob Parritt, Oxford Street Shelter

Second Public Hearing: Community response to changes, design

Committee questions & discussion

Documents:

[1 FLOOR VS 2 HHS COMMITTEE 10.24.PDF](#)
[SHELTER DIAG5 OCT 24 2017.PDF](#)

4. Next Steps



David J. Jackson
Fire Chief, Fire Department

Health & Human Services Committee

**Oct 10th, 2017
5:30 PM / Room 24
City Hall,
Meeting Minutes**

Committee Attendance:

Belinda S. Ray, Chair (District 1), Brian Batson (District 3), Nick Mavodones (At-Large)

City Staff Attendance:

City Manager Jon Jennings, Director of Health & Human Services, Dawn Stiles; Planning & Urban Development Director Jeff Levine, David MacLean; Fire Chief, David Jackson; Police Chief, Michael Sauschuck; Oxford Street Shelter, Rob Parritt
Announcement: Recognized Shelter

AGENDA ITEM 1 – Meeting Called to Order and Minutes Reviewed:

Meeting was called to order at approximately 5:30PM

Chair Ray moved to accept minutes from previous meeting. The motion was seconded with all in favor.

AGENDA ITEM 2 – Small Shelter Zoning: 2nd Public hearing and Committee Vote

Chair Ray gave overview of the background behind this Small Shelter Zoning
Jeff Levine the Planning & Urban Development Director gave detailed overview of zoning, discussed that this will be piggy back on existing ordinances, see handouts:

- Map: 3 colors represent 3; originally had four categories eliminated one
- Gray – Permitted existing emergency shelters, unlimited
- Light blue – Ordinance would add emergency shelters, up to 40 beds per facility, in commercial zones
- Light Green – Ordinance would add emergency shelters, in residential areas, up to 20 beds per facility

Design Standards – smaller shelters are subject to site plan review by the Planning Board,

Public Hearing open at this time:

Steve Herishon – Proposed the question to Rob Parritt – Have there been any demographic studies?
Type of tenant, length of stay, short term and longer term stays?

Will the City have responsibility for management and staffing? Will it work better that way?

Asked to elaborate- Rob will answer at the end of Public Comment.

Laura Cannon - Will the committee look at the density of the shelters- how will the committee address shelters that could become overwhelmed.

Sarah Michniewicz – What services will be offered at smaller shelters? What point in the process will those services get determined what is required?

Also, will the smaller shelters be held to the same best practice standards that the larger shelter will be?

What about having clients taken to shelters versus approaching the shelter? Lastly, the Design standards



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comport or compact?

George Rheault- expressed concern with the large shelter plan, creating a large white elephant, compares it to construction of highway, adding an additional lane to reduce traffic when actually create more usage. He does approve smaller shelter plan, that can tailor services to needs of individual and work one on one versus large shelter which only warehouses and doesn't meet needs of tenants.

He added that the City of Portland has failed in their commitment with HUD annual action plan to do more things. Cite example of 2015 plan, promised HUD that in 12-15 months construction would start on the old traffic management parking lot, there is never any follow through.

He expressed his concern that large shelter will be built first and then small shelter will be built second with left over funds.

- Public Comment Closed at this time

Rob Parritt answered the question pertaining to demographics of shelters. The Shelters do keep track of tenants. Also, they (shelter) are required by funders to submit reports on a quarterly and annual basis, keep track for internal purposes to identify vulnerability and prioritize folks who are struggling. The two growing cohorts in shelters are women and individuals over 55+ years old; they struggle the most.

Chair Ray added further clarification about smaller shelters.

Chair Ray added Preble St, brought the idea to expand zoning for smaller shelters to the attention of the committee, and staffing responsibilities would fall to the agency that developed the shelter.

Preble Street also supports the development of the plan but was unable to attend due to scheduling conflicts.

2nd Question:

Chair asked Jeff to address the limits on the number of smaller shelters that could be located in a given area. Jeff responded with the limits for shelters are not addressed, in this ordinance and may be better addressed through licensing rather than zoning

Councilor Batson – Given the shelter and the services that are there, given the different locations of the shelters, it would helpful to know at the beginning if they were to run into that, instead of trying to figure it out later.

Chair: Perhaps a question for legal counsel- How best to address the density issue

Jeff: It's in the zoning, issues with grandfathering, nonconformity, enforcement, but licensing should know.

Councilor Mavodones – Would like to know what that's going to look like going forward.

Chair: Agrees, it should be on the front end.

Councilor Batson: Also agrees.

3rd Question:

Services that are required, at what point are they determined for the smaller shelters? Flexibility for smaller shelters?

Jeff: Standards work for both larger and smaller shelters.

Rob Parritt: Different benchmarks, ESG funding would have checks and balances.

Chair: To clarify, "the facility shall provide onsite services such as case management, life skills, training, counseling, housing assistance." Is that something that would be decided at the planning board? Have they offered enough services?

Jeff: Yes.



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Chair: OK.

Committee commented that the public asked very good questions.

Chair: Liked the design guidelines. Should we vote on it or bring it before the council again that would be modified? Should we vote on this now or look at to modify the language around density first? The committee discussed its options.

The committee voted unanimously to forward to the ordinance to the Planning Board and to pursue an option for limiting the density of smaller shelters within a given area simultaneously. When this ordinance makes its way to the Council, that piece should be in place along with the recommendations of the Planning Board.

AGENDA ITEM 3- Committee Discussion: Council Guidance on New Shelter Facility

Chair Ray and Committee asked the staff to plan a Council Workshop as soon as possible and invite councilors

Upcoming meetings 10/24 – shelter design presentation

Meeting adjourned at 6:30 p.m.

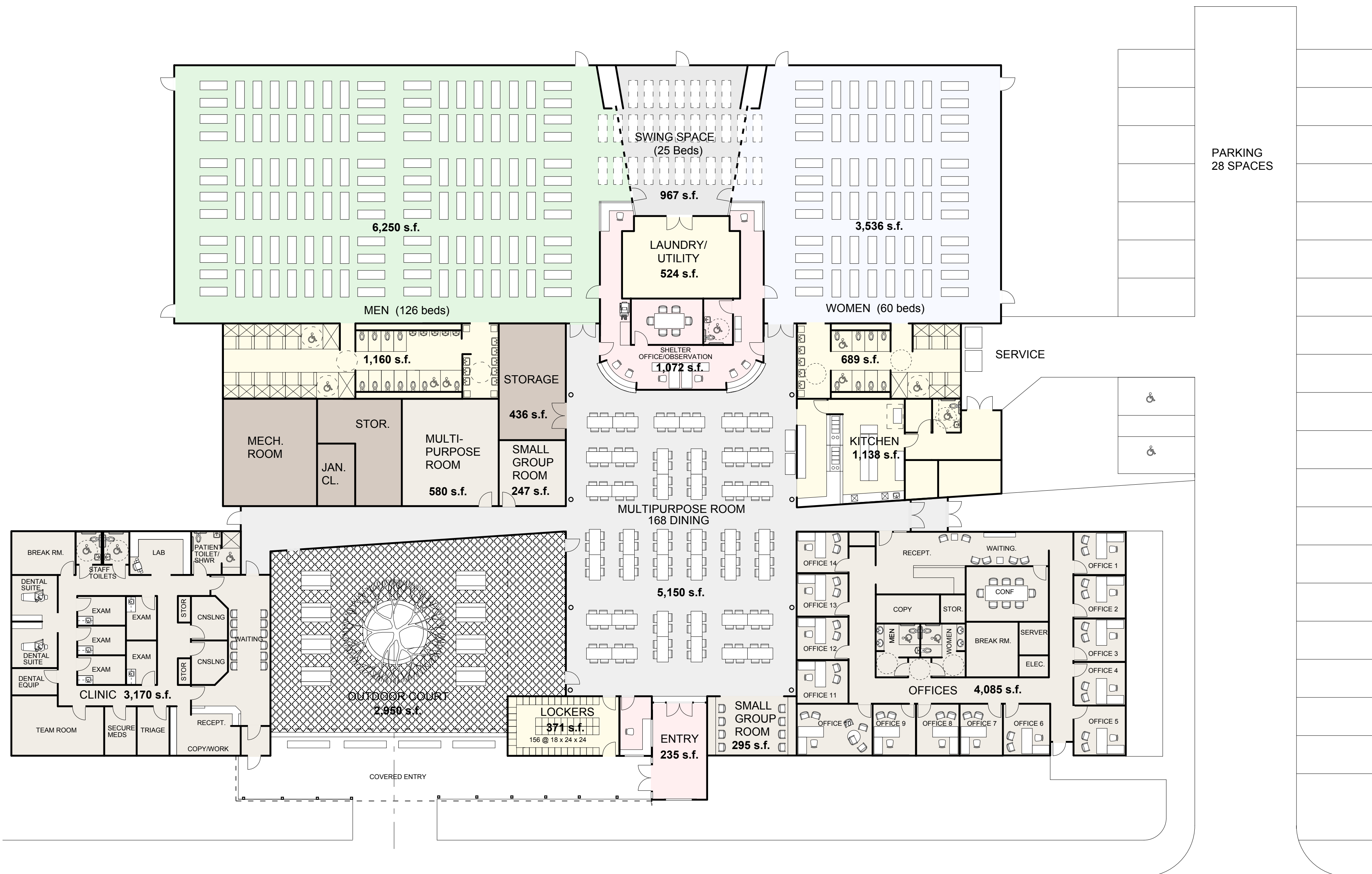


Dawn Stiles
Director, Health & Human Services Department

In selecting the best model floor plan for a new shelter the first priority is on safety – of our shelter guests and the shelter staff. A one floor model provides the best layout to assure there is sufficient staff with direct line of site to all areas of the shelter to which the guests have access during the day and evening hours.

The secondary priority is cost. This is complicated and involves multiple factors. The obvious factor that would argue for a two story building is the smaller “foot print” of the building that would require less land than a one story building. However, that is the only area that may save money among many other factors. In a two story building we would need to add the cost of an elevator and two sets of exit stairs. For maximum efficiency in a two story building the space would need to be equally divided between the first and second floors. This would mean that some of the guest sleeping/programming/dining space would be on both floors requiring additional staff for each floor. A two floor model would also require duplicate bathrooms on both floors – another costly addition that wouldn't be required in a one floor model.

For these reasons we recommend that a single floor model is the preferred choice for the City Shelter.



0 8 16 32 48 64

DRAFT CONCEPT



5 Milk Street, Portland, ME 04101
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Homeless Shelter
Portland, Maine

First Floor Concept Plan

Scale: 1" = 16'-0"

A 1

January 18, 2017
REV. 3.21.17
REV. 7.6.17
REV. 8.23.17
REV. 10.13.17