



### Neighborhood Meeting Certification

I, Evan Carroll, hereby certify that a neighborhood meeting was held on Thursday, January 21, 2016 at the Cummings Community Center, 134 Congress St, Portland, ME at 6:00pm.

I also certify that on (date at least ten (10) days prior to the neighborhood meeting), invitations were mailed to the following:

1. All addresses on the mailing list provided by the Planning Division which includes property owners within 500 feet of the proposed development or within 1000 feet of a proposed industrial subdivision or industrial zone change.
2. Residents on the "interested parties" list.
3. A digital copy of the notice was also provided to the Planning Division ([jmy@portlandmaine.gov](mailto:jmy@portlandmaine.gov) and [ldobson@portlandmaine.gov](mailto:ldobson@portlandmaine.gov)) and the assigned planner to be forwarded to those on the interested citizen list who receive e-mail notices.

Signed,

A handwritten signature in blue ink that reads "Evan A. Carroll".

Evan Carroll, AIA, LEED AP BC+D

1/26/2016

(date)

Attached to this certification are:

1. Copy of the invitation sent
2. Sign-in sheet
3. Meeting minutes



ingenuity thoughtfulness empathy

**Neighborhood Meeting Invitation: DATE & LOCATION CHANGE**

January 6, 2015

Dear Neighbor:

Please join us for a neighborhood meeting as we share plans for the construction of 8 income restricted condominium units at 65 Munjoy Street in Portland.

This is the second letter for this event as we have had a DATE & LOCATION CHANGE. Please note the correct date, and location below. We apologize for any inconvenience.

**Meeting Location:** Cummings Community Center, 134 Congress St, Portland, ME  
**Meeting Date:** Thursday, January 21, 2016  
**Meeting Time:** 6:00pm

The City code requires that property owners within 500 feet (1000 feet for proposed industrial subdivisions and industrial zone changes) of the proposed development and residents on an "interested parties list", be invited to participate in a neighborhood meeting. A sign-in sheet will be circulated and minutes of the meeting will be taken. Both the sign-in sheet and minutes will be submitted to the Planning Board.

If you have any questions, please call Ethan Boxer-Macomber at 207-272-8550. Or email at [ethan@anew-development.com](mailto:ethan@anew-development.com)

Sincerely,

A handwritten signature in blue ink that reads "Evan A. Carroll".

Evan Carroll  
Maine Licensed Architect

**Note:**

Under Section 14-32(C) and 14-524(a)d of the City Code of Ordinances, an applicant for a Level III development, subdivision of over five lots/units, or zone change is required to hold a neighborhood meeting within 30 days of submitting a preliminary application or 21 days of submitting a final site plan application, if a preliminary plans was not submitted. The neighborhood meeting must be held at least seven days prior to the Planning Board public hearing on the proposal. Should you wish to offer additional comments on this proposed development, you may contact the Planning Division at 874-8721 or send written correspondence to the Planning and Urban Development Department, Planning Division 4th Floor, 389 Congress Street Portland, ME 04101 or by email: to [bab@portland.gov](mailto:bab@portland.gov)





## 65 Munjoy Street Neighborhood Meeting Minutes

6:00pm Thursday, January 21, 2016

### Presenting:

- Evan Carroll, bild Architecture (EC)
- John Mahoney, Ransom Engineering (JM)
- Ethan Boxer-Macomber, Adam's Apple Development (EB)
- Peter Bass, Adam's Apple Development (PB)

### Attendees:

- See attached sign-in sheet (ATT below, unless named)

### Meeting Notes:

EC Welcome and agenda

- Intros
- Presentation
- Public Comment
- Done by 7:15pm
- Can stick around for unit sales information

### Introductions:

All All presenters and attendees introduced themselves

### Team Presentation:

EB General presentation of project

- Ethan has worked on visioning for this block in the past as part of the Adam's School Redevelopment Committee initiative.
- Ethan was the project manager and developer at Avesta for the original Adam's school condo's project.
- The parcel for 65 Munjoy was left out of that project, and the City put out an RFP for the development of the lot.
- The city RFP showed that middle class housing was a council priority.
- The goal of the RFP was to balance number of units with the urban context, so the RFP preferred a 3-story building over a zoning-allowed 4-story building.

JM Site Presentation:

- Illustrated orientation of project to street, park and neighboring buildings.
- Discussed goals of landscaping, including street trees, parking buffer trees, granite placement, and patio at rear of building.
- Described drainage philosophy which is to maintain or improve existing drainage patterns while avoiding use of limited storm-drain infrastructure. This is done utilizing two rain gardens at the rear of the building.

- The rain gardens and the patio at the rear of the building provide a private space that is also oriented to the existing city park.
- Explained that parking is in a six-space open sided carport with two uncovered spaces, and that zoning only requires 5 spaces.

EC Building Design Presentation:

- The proposed building will have (4) one-bedroom units, (2) two-bedroom units, and (2) three-bedroom units.
- Building is based around the use of one stair and efficient layout of spaces around this stair.
- The exterior design concept is in response to the original RFP from the City which expressed a preference for two separate buildings. The front of the building is expressed as two facades connected by a third material. The two facades are proportionally designed to evoke the common triple decker apartment building.
- The building detailing is more contemporary with the use of rough cut natural cedar as an authentic material.
- The front entrance faced the street and has three steps to the front door as is common throughout the neighborhood. The steps are sheltered by a canopy which is also common for neighboring porches.
- The parking for cars and bicycles is found in the open car port where the functional entrance is accessible and goes directly to the main stair.
- The building height of three stories is common in the neighborhood which generally ranges from 1 ½ stories to 4 stories.

ATT /Public Comment (ATT used when source of comment was not noted)

- Jan: She plans to make a decision whether or not to purchase her condo this evening and feels that she will not do so, and will move out of town as a result of the 65 Munjoy project occurring.
- Jan: Parking is a major concern with this project as it removes and does not replace parking spaces. Couples need to each have their own car and as such the project isn't providing enough parking spaces for tenants.
  - EB: We believe that the parking may not even be fully utilized.
- Jan: The proposed building will be directly outside Jan's back window, reducing her sunlight and privacy. (After the formal neighborhood meeting was completed, EC and Jan looked at the shadow study together and discovered that her kitchen window was not affected in the summer, and was shaded in mornings in the winter. This was less shading than she had feared.)
  - EC: We can look at the shadow study after the meeting if you would like.
- Jan: When the original Adam's School row houses were built a cloud of dust covered her vegetable garden. Please strive to prevent this from happening during construction.
- Eric: Don't like square windows, which seem to be out of context with traditional window proportions.
- Eric: Building doesn't need three siding colors. It's too small.
  - EC: Similar comments were provided by the City.
- Liv: Glad that parapet height is minimal. A project near Liv has a very tall artificial parapet.

- Jamie: Will anything be done with the “mound” portion of the park? It was never intended to be green space.
  - EB: No, it wasn’t part of the RFP.
- Doug: Can you talk further about the “toxic” site cleanup?
  - EB: The soils are not “toxic.” Based on the environmental sampling information available, these soils are considered Special Waste and not Hazardous Waste. They contain ash, petroleum products and metals from previous uses of the site. The soils will be remediated under VRAP (Voluntary Response Action Program) Agreement. Excavated soils will be removed from the site and cleaned/disposed of according to applicable State and Federal regulations. Soils that remain onsite will be capped with clean fill or pavement and covered with a geotextile warning layer to make future excavators aware that they are entering contaminated soils. Public notices and public comment will be part of this process as well.
- ATT: Clapboards and/or cedar shakes are preferred over board and batten.
- Jamie: In favor of this project. Housing is better than parking. The active entry with bench and canopy makes for a welcoming entrance. Canopy supports seem too thin, while ones on Avesta project are huge.
- Rita: Canopy posts could be pre-manufactured round columns.
- Eric: The project should be either more contemporary or more traditional. What about bay windows? Perhaps add more window articulation.
- Jocelyn: How much will the units cost?
  - EB: Condo prices may range from mid-200k to low-300k. Condo prices are based on what people can afford at certain income levels compared to the Area-Medium-Income.