

FEDERLE | MAHONEY

Jennifer Yeaton, Office Manager
Planning and Urban Development
City of Portland
389 Congress St., 4th Floor
Portland, ME 04101

January 6, 2014

RE: Neighborhood Meeting Certification/ Site Plan Application

Dear Jennifer:

I, Thomas B. Federle, on behalf of 118 Condominiums, LLC, hereby certify that a Neighborhood Meeting was held on December 18, 2013 at the East End Community Center, 195 North Street, Portland Maine at 6pm.

I also certify that on December 6, 2013, I mailed invitations to this meeting to all addresses on the mailing list provided by the Planning Department, including property owners within 500 feet of the proposed development and the residents on the "interested parties" list.

I am enclosing a copy of the invitation sent, the sign-in sheet, and the meeting minutes.

Best Regards,

Thomas B. Federle
118 Condominiums, LLC

Enc.: Copy of invitation sent; sign-in sheet; meeting minutes

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Neighborhood Meeting Invitation

December 6, 2013

Dear Neighbor:

On behalf of 118 on Munjoy Hill, I am writing to invite you to join a neighborhood meeting to discuss a Site Plan Application relating to a mixed-use redevelopment of property located at 118 Congress Street. **The meeting information is as follows:**

Meeting location: East End Community Center, 195 North Street

Meeting date: December 18, 2013

Meeting time: 6:00 pm

The City land use ordinance requires that property owners within 500 feet of the proposed development and residents on an “interested party” 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 me at 207.899-0155.

Regards,

Thomas B. Federle

Note: Under Section 14-32(C) and 14-525 of the City Code of Ordinances, an applicant for a Level III development, subdivision of over five lots/units, or zone change is required to hold a neighborhood meeting within three weeks of submitting a preliminary application or two weeks of submitting a final site plan application, if a preliminary plan was not submitted. The neighborhood meeting must be held at least seven days prior to the Planning Board public hearing on the proposal. Should you wish to offer additional comments on this proposed development, you may contact the Planning Division at 874-8721 or send written correspondence to the Planning and Urban Development Department, Planning Division 4th Floor, 389 Congress Street, Portland, ME 04101 or by email to: bab@portlandmaine.gov

118 on Munjoy Hill
Site Plan Application

NEIGHBORHOOD MEETING

118 Congress Street
December 18, 2013

6:00 pm

Sign-in Sheet

<u>Name</u>	<u>Address</u>	<u>email address</u>
1. KATHLEEN BENDER	11 NORTH	Kabendr@yahoo.com
2. Peggy Johnson	30 Lafayette	longlegfly@aol.com
3. Eliza Ginn	96 St Lawrence St	eliza.ginn@gmail.com
4. Linda Tyler	52 Saint Lawrence	ltyler8@gmail.com
5. JAMIE ISAAC	71 ST. LAWRENCE	swogdi@earthlink.net
6. Susan Baker-Kaplan	PO Box 7308 04112	
7. MARIAN HI LONG	67 Atlantic	mhl04629@hotmail.com
8. Pat Tryon	1 St. Lawrence St.	ptryon44@hotmail.com
9. Deirdre Niece St Lawrence	76 Congress	deirdre.niece@stlawrence.org
10. Elke Muller	94 St. Lawrence St	
11. Jane Parker	73 Atlantic St	
12.		
13.		

Site Plan Application Neighborhood Meeting

118 Condominiums, LLC

Meeting Minutes

12/18/13

Location: East End Community Center, 195 North Street

11 people signed in to attend the meeting.

Meeting began at approximately 6:00 pm

Ed Theriault opened the meeting and introduced his partner in the redevelopment, Chip Newell.

Chip used a projector to walk the attendees through the same presentation that had been given the day before to the Planning Board at a Planning Board Workshop.

Chip then opened the meeting up to discussion.

A general comment was made at the start of the discussion by an attendee that it seemed, based on the previous day's workshop, as though the Planning Board members generally supported the project and thus questioned what the purpose of the neighborhood meeting was. Chip indicated that the development team was still exploring improvements to the project, was considering comments made by planning staff and by Planning Board members, was listening to neighbors, and remained open to good ideas. In this vein, the conversation focused primarily on design and at various turns focused upon matters of scale, size, parking, construction management, neighborhood compatibility, height, nature of commercial activity on the first floor, and neighborhood notices relating to construction activities.

The discussion ended shortly after 7pm.