

Neighborhood Meeting Certification

Attachment O

I, (applicant/consultant) hereby certify that a neighborhood meeting was held on (date) at (location) at (time).

8/7/13 Miucci's 2nd Floor 6pm

I also certify that on (date at least seven days prior to the neighborhood meeting), invitations were mailed to all addresses on the mailing list provided by the Planning Division, including property owners within 500 feet of the proposed development or within 1000 feet of a proposed industrial subdivision or industrial zone change and the residents on the "interested parties" list.

Signed,

William Conway

8/29/13 (date)

Attached to this certification are:

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



July 26, 2013  
13251

Bay House Phase II Project

Dear Neighbor:

Please join us for a neighborhood meeting to discuss our plans for Bay House Phase II a 39 unit residential development located at 113 Newbury Street, Portland ME.

Meeting Location: Micucci's Restaurant  
Meeting Date: August 7, 2013  
Meeting Time: 6:00pm

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

If you have any questions, please call Will Conway at Sebago Technics, Inc. at 207-200-2055.

Sincerely,

SEBAGO TECHNICS, INC

A handwritten signature in black ink that reads "William T. Conway". The signature is written in a cursive style with a large, looping "C" at the end.

William T. Conway, RLA, LEED AP (agent)  
Vice President, Landscape Architecture

WTC:jsf

BAY HOUSE II NEIGHBORHOOD MEETING  
MICUCCI'S 6:00 pm Wednesday August 7, 2013  
SIGN IN SHEET

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NAME

MAILING ADDRESS

EMAIL:

Patricia Eriksen\*

29 Greenwood Street  
Peaks Island ME 04108

whitecapconsulting  
@gmail.com

\* Did not attend but called to request further correspondence (notification to interested parties).

Brandon Mazer

86 Newbury St.  
Portland, ME 04101

bmazer@shipyard.com

Liv Chase?

52 Federal St.  
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William Conway Selago Technics Inc.  
75 John Roberts Road  
So. Portland, ME 04106

wconway@selagotechnics.com

\* See attached letter from David Filipos who could not attend the meeting

David Filipos (Interested Party)  
36 Federal Street  
Portland, Maine 04101  
207-653-0404

8/2/2013

Bay House Phase II Project

Dear Developer:

I am writing this letter in response to your invitation to the neighborhood meeting on August 7 , 2013 that I am not able to attend.

My request is that my name be put on the attendee list for the purpose of being included in any mailed literature regarding your project and invitations to any future meetings.

I would also like to have access to any and all minutes transcribed of the meeting.

My biggest concern regarding the project in addition to my ever shrinking view of the Casco Bay is the the building elevation that you have planned.

I have been living at my current address for the better part of 16 years and have been subjected to the impact of many projects, more specifically the loss of sunlight. In the winter when I need the sun the most for my quality of life and also the passive solar radiation for heat, I have only the southern exposure left of what was originally a 270 degree exposure.

If there has been a sun/shadow study done as it pertains to the impact of surrounding dwellings I would be very interested in discussing this topic.

Please consider this issue.

Sincerely,

David Filipos



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## Neighborhood Meeting Minutes

**Project:** 13251

**Date/Time of Meeting:** August 7, 2013 @ 6:00 PM

**Location:** Micucci's Restaurant, Second Floor Meeting Room

**Minutes Prepared By:** William Conway, Sebago Technics, Inc.

The meeting started shortly after 6:00 pm. David White, Project Architect, presented the project using illustrative renderings of the site plan, building elevations and a 3D rendering of the building as viewed from Newbury/ Hancock Streets. Will Conway of Sebago Technics also attended this meeting; both designers responded to questions from attendees. Eleven people were present including the two design professionals. Mr. White began the meeting with a comprehensive presentation of the project using the renderings provided; a summary of questions asked and responses given were as follows:

<b>Question</b>	What is the height of the proposed building?
<b>Answer</b>	Just under the allowed maximum height of 45 feet, however, a parapet wall will extend approximately 3 feet above that, to screen rooftop mechanical equipment. The allowable height is calculated using the average finish grade at the perimeter of the building. ( Much discussion followed regarding the parapet projecting slightly above the allowed 45 feet , however, neighbors understood that the project is compliant with the City ordinances).
<b>Question</b>	Have shadow studies been done?
<b>Answer</b>	No, shadow studies are not required as we understand it – we are not exceeding the allowable building height.
<b>Question</b>	How does this phase of the project compare with the height of Bay House Phase I?
<b>Answer</b>	This building is approximately 4 feet lower than Phase I.
<b>Question</b>	What is the distance from the building to the Federal Street Condominium building?
<b>Answer</b>	This dimension varies, distance is approximately 50 feet separation.
<b>Question</b>	Can you change the proposed Valley Forge Elm trees to a shorter species?
<b>Answer</b>	Yes, we will do so with final plan submittal.

<b>Question</b>	What is the next step in the approval process?
<b>Answer</b>	We have a Planning Board Workshop on August 13, 2013; a public hearing will be held sometime after the workshop.
<b>Question</b>	Are the overhead power lines in Newbury Street to be removed?
<b>Answer</b>	Yes as part of the Phase I project.
<b>Question</b>	What is the timeframe to start construction?
<b>Answer</b>	November 2013.
<b>Question</b>	What is the duration of construction?
<b>Answer</b>	Approximately one year.
<b>Question</b>	Will this phase be built by the same contractor?
<b>Answer</b>	Yes.
<b>Question</b>	Are you concerned with the condition of the existing site retaining walls?
<b>Answer</b>	Yes, we will evaluate them, but we believe them to be structurally stable.
<b>Question</b>	Will the residences be apartments or condominiums?
<b>Answer</b>	Condominiums.
<b>Question</b>	What is the price range of the units?
<b>Answer</b>	We do not have that information at this time.
<b>Question</b>	Will construction operations cause vibrations at nearby buildings as was the case in Phase I?
<b>Answer</b>	We are uncertain if this site has the same soils and method of construction as Phase I, however, we will determine that as we obtain soils information.

**End of meeting minutes; meeting adjourned at approximately 7:00 pm.**