

EXAMPLE: Neighborhood Meeting Certification

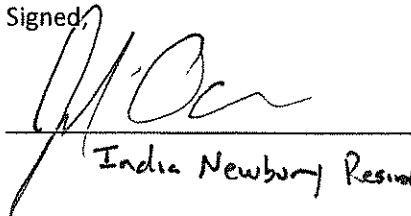
TAB 4

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

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 and ldobson@portlandmaine.gov) and the assigned planner to be forwarded to those on the interested citizen list who receive e-mail notices.

Signed,



India Newbury Resolutions LLC

\_\_\_\_\_ (date)

Attached to this certification are:

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



March 14, 2016  
14164

**Subdivision and Site Plan Application**  
**62 India Street, Portland, Maine**

Dear Neighbor:

Please join us for a neighborhood meeting to discuss our plans for a mixed use building and associated parking at 62 India Street in Portland, Maine.

Meeting Location: Portland Regency Hotel, 20 Milk Street, Portland, Maine 04101

Meeting Date: March 24, 2016

Meeting Time: 6:00 p.m.

If you have any questions, please call me 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, looped initial "W".

William T. Conway, RLA / LEED AP  
Vice President Landscape Architecture

WTC/tdp  
Enc.

Neighborhood Meeting Sign In Sheet

62 India Street Mixed Use Project

March 24, 2016 Portland Regency Hotel 6:00 Pm

Name and Address

Johanne Eble	146 Newbury St Unit B	Portland ME 04101			
Gene Fetteroll	15 Middle St #204	" "	"	"	"
Jan Luedke	" " " 307	" "	"	"	"
ARI'S KERSTAD	22 HANCOCK ST #306	" "	"	"	"
Bill Campbell	22 HANCOCK ST #306	" "	"	"	"
Jordan [unclear]	15 Middle St	" "	"	"	"
Matt Provencal	MARK MOELLER ARCHITECTS				
Bob Fowler	MILESTONE FOUNDATION	65 INDIA ST	"	"	"
Arthur Fink	145 Newbury St				
	arthur @ arthurfink.com				
Bridget Chamberlain	70 INDIA STREET				
David Chamberlain	70 India / 137 Newbury #1				

Neighborhood Meeting Minutes  
62 India Street Mixed Use Project  
March 24, 2016 Portland Regency Hotel 6:00 PM

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The meeting convened with an introduction to the project by Joseph Dasco, representative of India Newbury Residences LLC. Mr. Dasco's introduction was followed by site plan and architectural design presentations by William Conway, Sebago Technics and Mark Mueller and Matthew Provencal, Mark Mueller Architects.

Approximately ten members of the public attended the meeting ; following are the topics discussed :

1. Neighbors are concerned with the loss of 1-2 parking spaces on Newbury Street created by the entrance to parking for the project. The applicant explained that this will be offset by increasing street parking on India Street, as two curb cuts will be closed in that location. Neighbors noted that parking on India is limited to 15 minutes vs. 2 hours on Newbury. It was agreed that the applicant will discuss with the City the possibility of changing the India parking limit to 2 hours. It was also noted that many residents use street parking for overnight hours.
2. Neighbors asked in which direction does the second level common patio face. The applicant clarified that this patio faces the direction to the south, and is enclosed by the U-shaped configuration of upper floors.
3. Neighbors asked about the size of the common patio; it was estimated to be 20 feet by 30 feet.
4. Concerns were stated about the design of parapets at the Bay House ( varying heights, number of jogs, use of multiple colors). The applicant explained that the parapet heights for this new building are uniform, and, importantly, are set back from the building façade. This design holds drifting snow and helps to screen rooftop HVAC equipment. It was also noted that the height of the building along India Street will be 5 feet below the allowed height.
5. Neighbors asked about impacts on Ribolyta restaurant on Middle Street. The applicant explained that there will be sufficient separation between the two buildings, and that 62 India will be providing Ribolyta with pedestrian access to the rear of the building.
6. Neighbors have heard rumors that Newbury Street may become a one way street. The applicant stated it has no knowledge of this possibility.

7. Neighbors inquired about the unit mix and price range of the residential units. The applicant explained that there will be approximately (10) one bedroom units, (15) two bedroom units, and (4) three bedroom units. Price range to be \$300,000.00 – 700,000.00.
8. Neighbors asked how many parking spaces will be included in the project; the applicant stated 27 spaces.
9. Neighbors asked how many parking spaces exist in the current leased parking lot; the applicant stated about 40 spaces, however, were not certain .

The meeting concluded at approximately 7:00 PM.