

# York County Shelter Programs, Inc.

Post Office Box 820 • Shaker Hill Road • Alfred, Maine 04002-0820 • 207-324-1137 • FAX (Admin) 207-324-5290 (Residential) 824-7316

March 5, 2015

Ann Machado  
Acting Zoning Administrator  
Planning and Urban Development Department-Inspections Division  
City of Portland  
389 Congress Street  
Portland, ME 04101

RECEIVED

MAR - 5 2015

RE: Request for Zoning Determination for  
30 Mellen Street  
CBL 047-A-026

Dept. of Building Inspections  
City of Portland Maine

Dear Ms. Machado,

York County Shelter Programs, the nonprofit corporation owner of 30 Mellen Street (also known as Serenity House) is requesting a Zoning Determination letter from the City of Portland that we may use in our application for funding that we are submitting to MaineHousing for the purpose of renovating a vacant portion of 30 Mellen Street into 8 SRO type units. Specifically, MaineHousing is requiring that we obtain a letter from a municipal official that: A) confirms that the proposed project complies with local land use ordinances and B) that the letter also states that the proposed project is permitted within the zone. The section related to municipal compliance from the MaineHousing's Request For Proposals is worded as follows:

#### Municipal Compliance

- a) Has the municipal code enforcement officer (or applicable municipal official) provided a letter confirming that the proposed project complies with the local land use ordinances?
- b) Has the municipal code enforcement officer (or applicable municipal official) provided a letter confirming that the proposed project is a permitted use within the applicable zone?

To receive points for municipal compliance, applicants will need to submit applicable municipal letters with this application.

The 30 Mellen Street building dates to prior to 1900 and since 1971 it has been owned by the nonprofit corporation Community Alcoholism Orientation House, Inc. for the benevolent and charitable purposes of housing and treating persons with alcoholism and other special needs. On April 11, 2012, a nonprofit corporate merger took place and was recorded between Community Alcoholism Orientation House, Inc. (also known as Serenity House) and York County Shelter Programs, Inc. and the real estate

<b>President</b> Roger Prince Scarborough	<b>Vice President</b> Helena Ackerson Wells	<b>Secretary</b> David A. Joy Alfred	<b>Treasurer</b> Erik Urbaneck Portland	Neil Rolde York
Br. Jerome Lessard Alfred	Sally Lewin Eliot			
Scott Lalumiere Portland	Jennifer Hayden, Esq. Biddeford		Lori Black Sanford	<b>Executive Director</b> Robert Dawber

York County Shelter Programs, Inc. does not discriminate in the rental of housing, the provision of services, or in any other matter, based on race, color, age, religion, sex, ancestry, national origin, disability, familial status, sexual orientation or status as a recipient of public assistance.

As to the site and parking related to the addition of eight new units within the structure, we believe that the parking requirements under the current Land Use Ordinance exempts properties located within Historic Districts [14-332.2(d)] to show any more parking spaces than currently are existing on the site. Therefore, our understanding is that the proposed project does require YCSP to provide additional parking on the lot. In reality, the future residents of these additional eight units will be very low-income individuals who will not own cars.

I have attached a previous Zoning Determination letter that we obtained from the City of Portland, when YCSP applied to MaineHousing in 2013 for funding to renovate 30 Mellen Street with 6 new units. That funding application by YCSP was unsuccessful in obtaining funds for the project, and we are now applying again for funds from MaineHousing to complete renovations that would allow for 8 units, instead of 6, because the low-income housing shortage in Portland has become even more acute and critical.

Please contact me if you need any further information or clarification. Thank you for your help with this project.

Sincerely,

A handwritten signature in black ink, appearing to read "David Beseda". The signature is stylized with a large, sweeping initial "D" and a long, horizontal stroke at the end.

David Beseda  
Housing Development Director  
York County Shelter Programs  
207-651-1489  
dbeseda@aol.com

passed, by operation of law, to be owned by York County Shelter Programs, Inc. Our agency will continue to operate the property for benevolent and charitable purposes of housing and treating persons with alcoholism and other special needs, including disabilities and mental health issues.

In addition to 30 Mellen Street, York County Shelter Program owns and manages over 220 permanent housing units at 34 sites in 10 different town and cities in Southern Maine. These apartments are specifically dedicated to providing low-income persons with long-term affordable housing. All of our housing sites provide ongoing supportive services and case management (on an individualized, as needed basis).

At 30 Mellon Street, we are applying for funding from MaineHousing to accomplish interior renovations to the building which would add additional bathrooms, fire safety upgrades, and new flooring, painting and storm windows. The renovation would create 8 units of "special needs independent living units" in parts of the building that are currently vacant and unused. (please existing and proposed floor plans) Each of the eight units would have a private full bathroom, access to common areas for shared refrigerators and microwave ovens, and a fire rated stairway egress to the outside. The residents would also be able to have meals or use of the kitchen that exists in the large main kitchen and dining room on the first floor of the building. The building is already sprinkled and that would be upgraded or expanded as needed or required by code. All other code requirements will also be met, such as upgraded electrical, or any other unit requirements required by code. The footprint of the building will not change. Our architectural firm, Joy and Hamilton, will be submitting a full set of plans and specifications to the Portland Code Office for approval and issuance of a building permit.

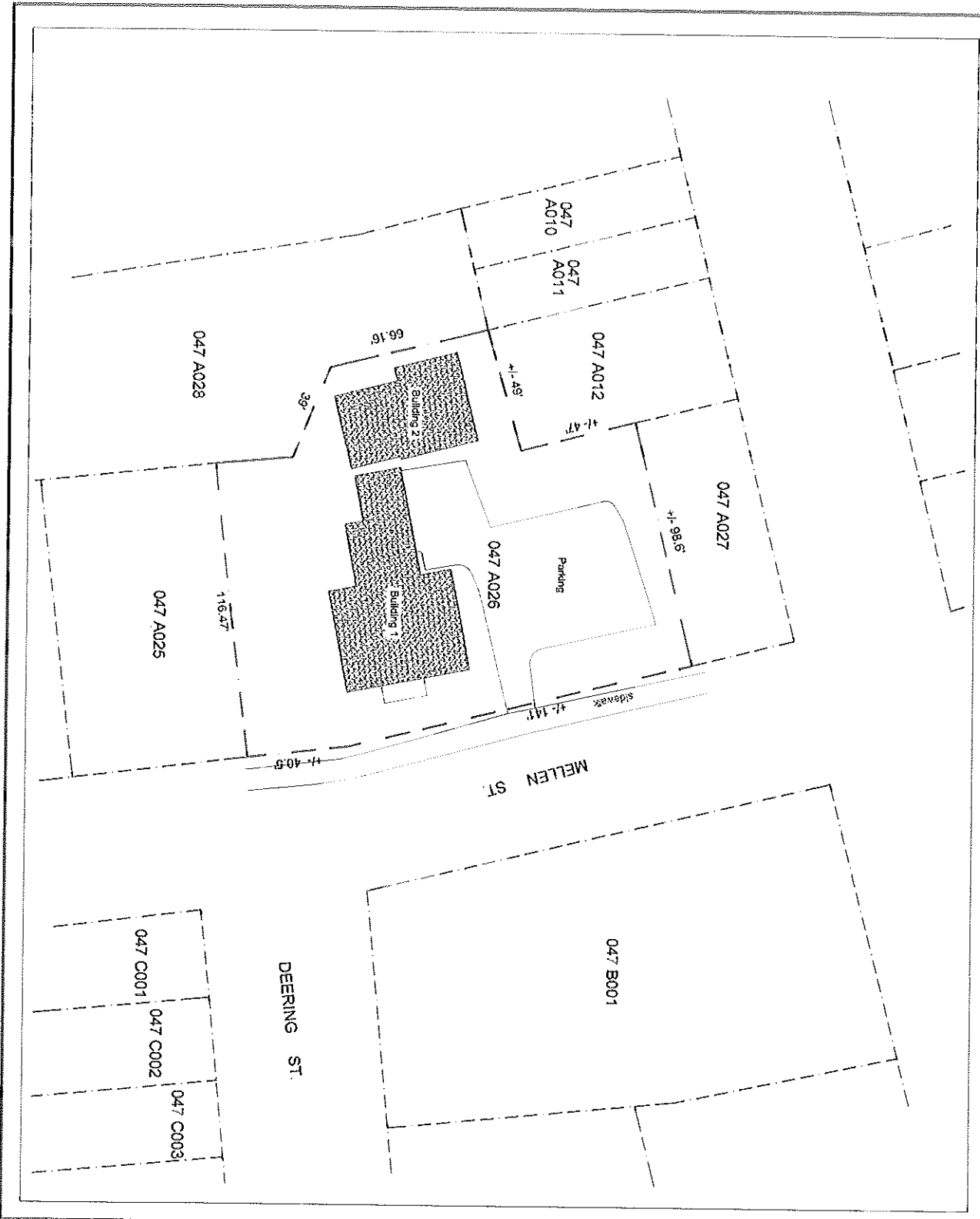
We believe that these additional units that YCSP is proposing will comply with zoning because of the following conditions: A Certificate of Occupancy was issued on February 7, 1985 for the entire premises for an "Alcoholic rehab facility" based upon an approved permit #84-850 issued on July 17, 1984. There are no limiting conditions on the permit or Certificate of Occupancy that restricted the number of residents being served. In 1986 another permit was applied for concerning the detached carriage house. There was a site plan review thru the Planning Division along with a conditional use appeal that approved a maximum of 8 living units in the carriage house for clients of Serenity House. Subsequently, a Certificate of Occupancy was issued for 4 units in the carriage house.

Since the late 1980's, the Land Use Zoning Ordinance was revised. Permitted uses have been changed in the R-6 Zone. However, such changes do not negate the previously approved use(s) for this facility. The use of "Alcoholic rehab facility" is considered a legal nonconforming use and may continue its approved use to the fullest extent approved. Such use of "Alcoholic rehab facility" is not in violation of the current Land Use Zoning Ordinance for the City of Portland, Maine.

The proposed work within the principal structure is to increase the number of beds available with interior work to be done on the existing basement, second and third floors. The number of residents and beds within the principal structure will be increased from 16 to 24. It is our understanding that the proposed current increase in the number of residents and beds would not be a violation of the approved zoning use of this structure. In 1986 the City was aware that up to 31 clients resided in this building. Twenty-four (24) beds are significantly under what was originally approved under the "Alcoholic rehab facility".

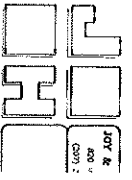
# SITE PLAN

SCALE: 1" = 16'

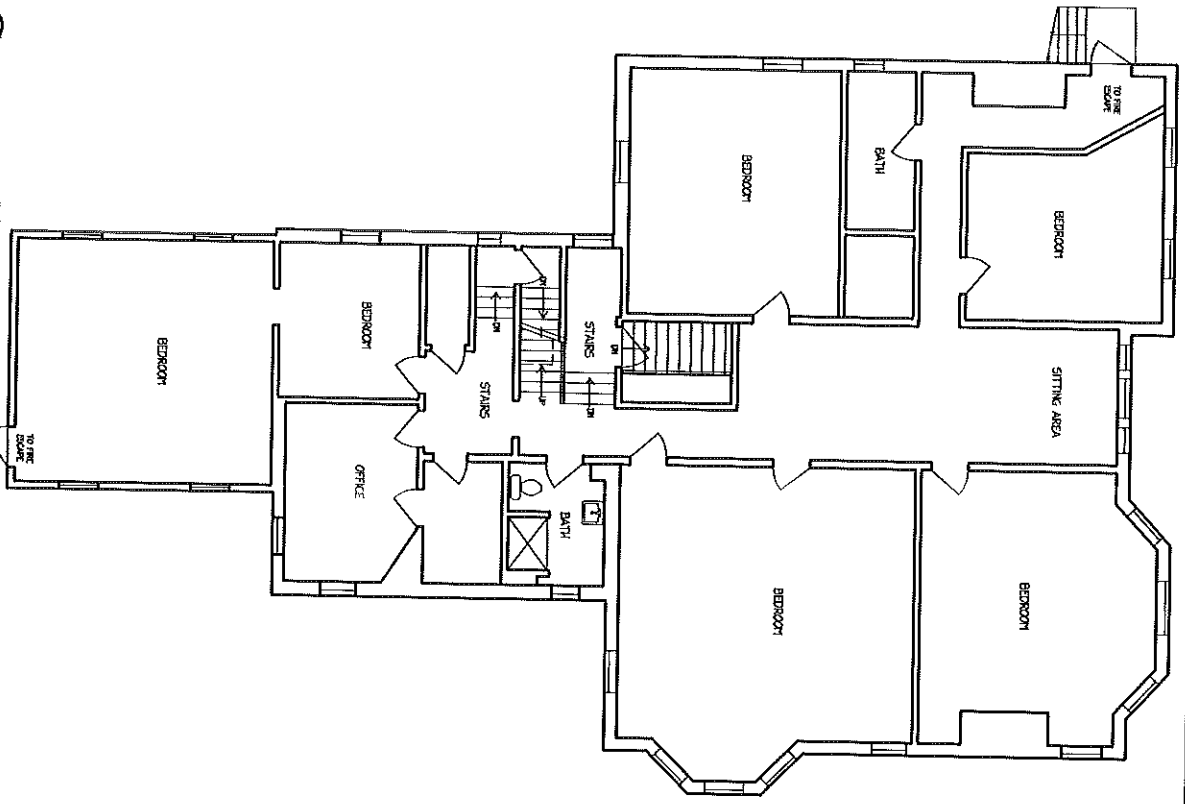


NOTE: Site Plan informa  
mapping system  
buildings.

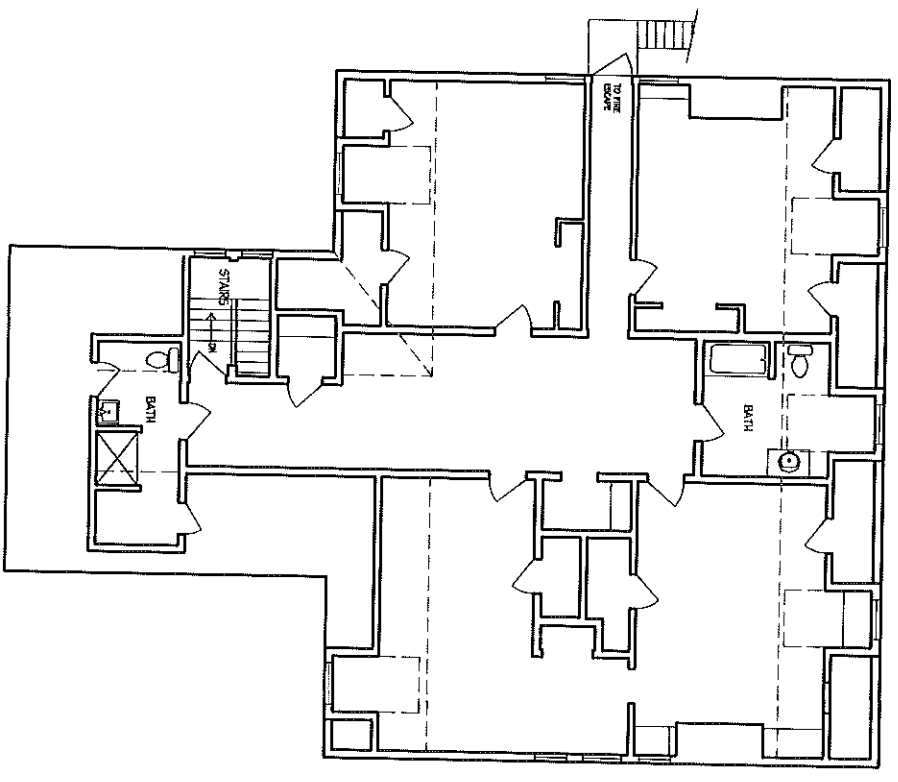
Existing Lot Size:	
Existing Road Fc	
Existing Front Set	
Existing Side Set	
Existing Rear Set	
Zoning District:	
Re-	
W-	



SECOND FLOOR PLAN



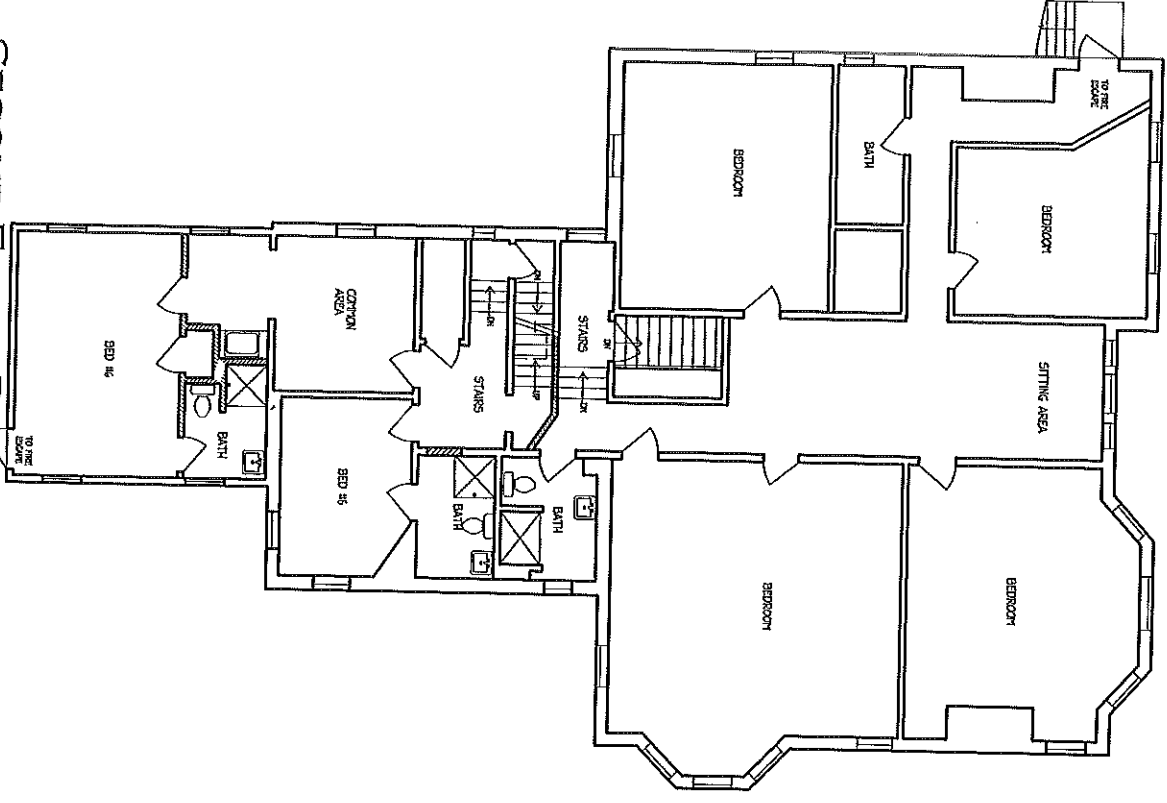
THIRD FLOOR PLAN



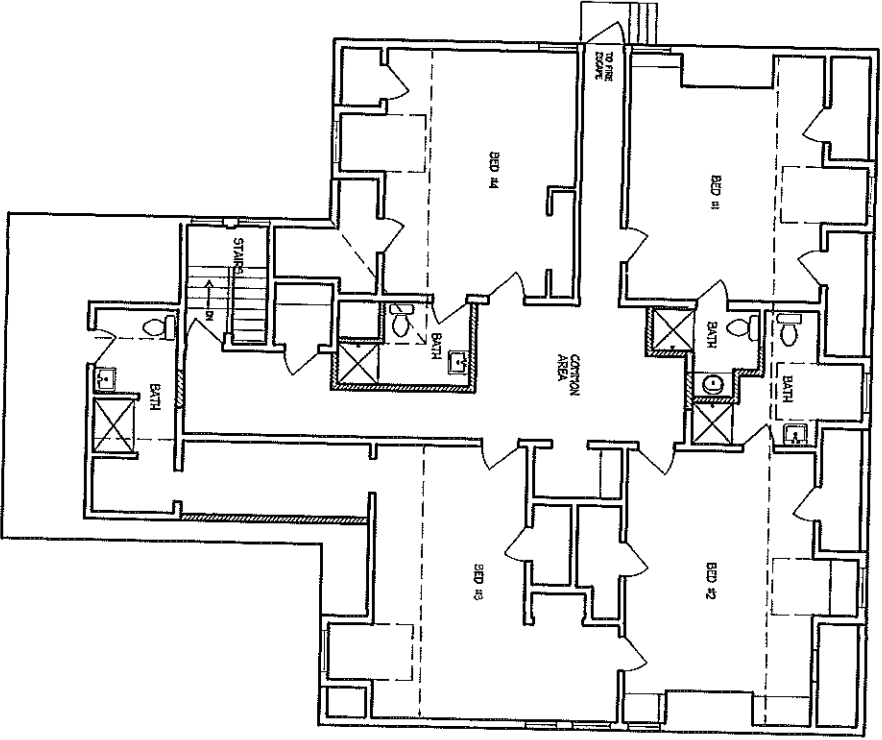
EXISTING PLANS

	JOB # SALVATION ARCHITECTURE, INC. 400 W. 14th STREET, AMSTERDAM, N.Y. 12007 (518) 338-2222	TITLE FLOOR PLANS
	YORK COUNTY SHELTER, INC. 100 W. 14th STREET, AMSTERDAM, N.Y. 12007 (518) 338-2222	DRAWN J. J. J.
PROJECT YORK COUNTY SHELTER 100 W. 14th STREET, AMSTERDAM, N.Y. 12007	SCALE AS SHOWN	

SECOND FLOOR PLAN

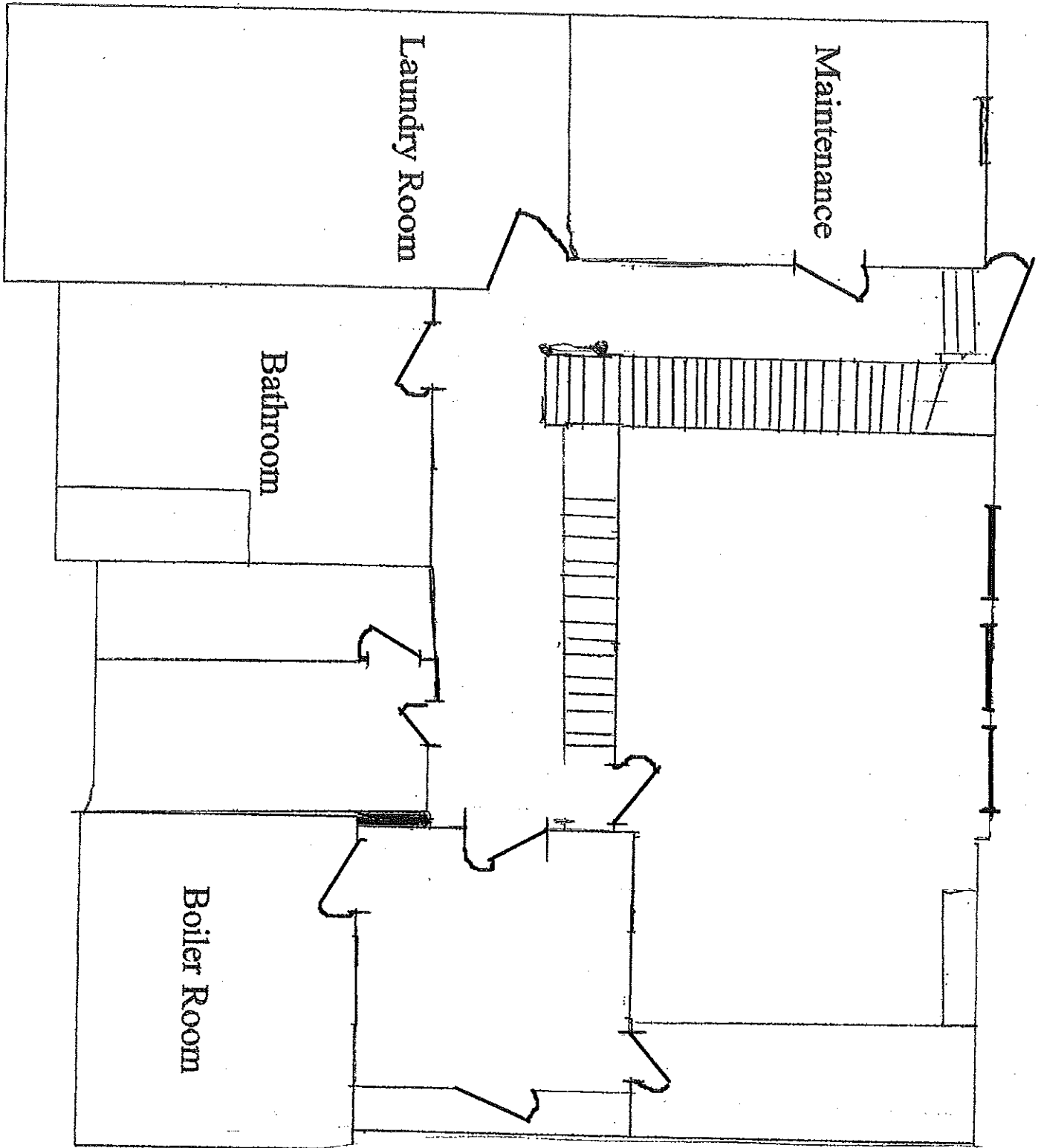


THIRD FLOOR PLAN



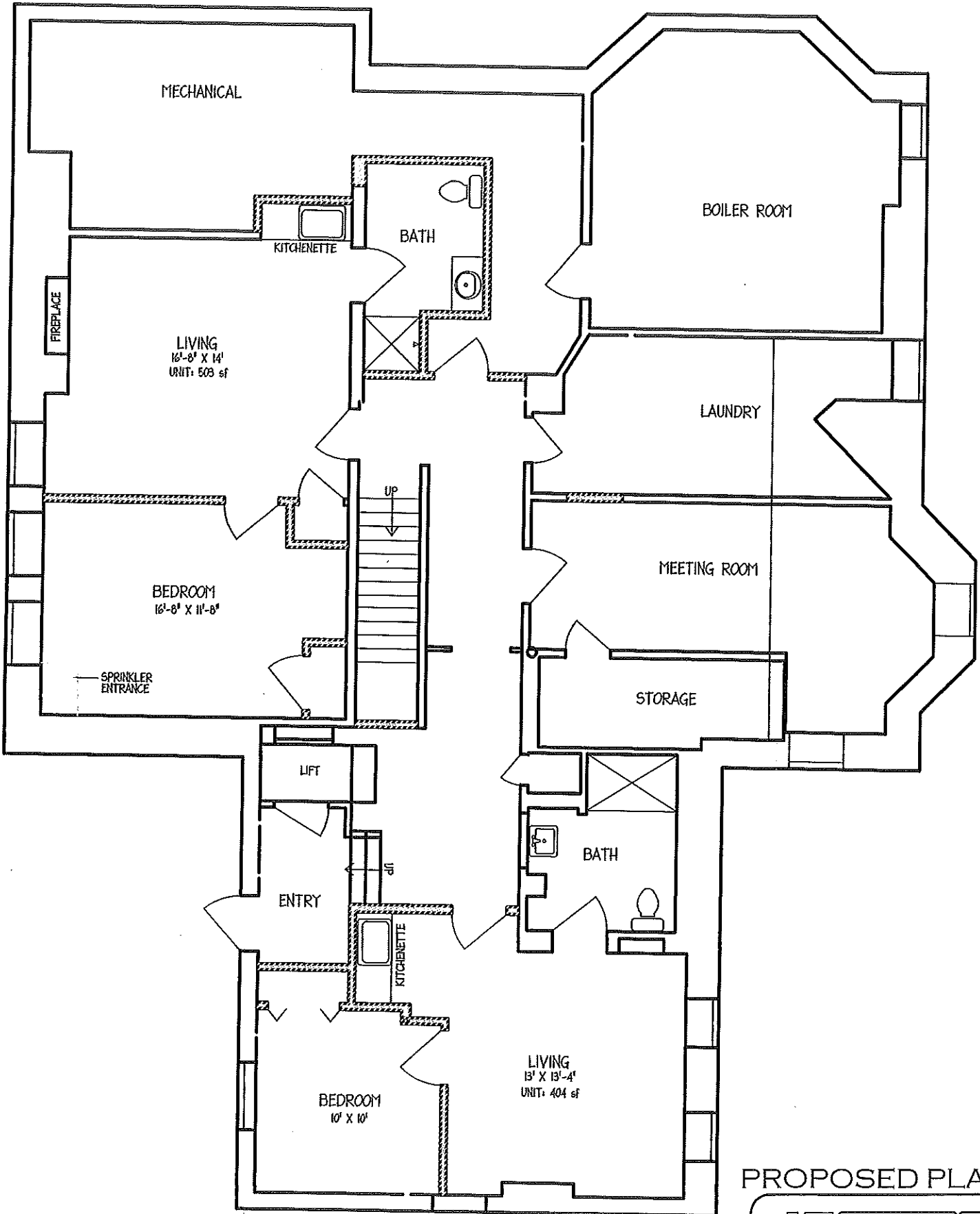
PROPOSED PLANS

	YORK & HANOVER ARCHITECTURAL, INC. 4077 STATE STREET, SALEM, NC 28783 (828) 286-4444	YORK COUNTY SHELTER, INC. 6007 SHELTER DRIVE YORK, NC 28758 (828) 339-1111	SHEET NO. A/2
	YORK & HANOVER ARCHITECTURAL, INC. 4077 STATE STREET, SALEM, NC 28783 (828) 286-4444	YORK COUNTY SHELTER, INC. 6007 SHELTER DRIVE YORK, NC 28758 (828) 339-1111	SHEET NO. A/2



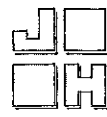
Mellen Street

Basement Existing Plan



# BASEMENT FLOOR PLAN

## PROPOSED PLANS



JOY & BARKER ARCHITECTS, INC. 407 MAIN STREET, GAITHERSBURG, MD. 20878 (301) 946-1812 (301) 946-1213	DATE 02/20/2003	SCALE 1/8" = 1'-0"	0427
York County Shelter, Inc. Severly House Portland, Maine	TYPE PLAN	NO. OF SHEETS 02/20	A/2
	DATE 02/20/03	BY JTB	SCALE 1/8" = 1'-0"



**CITY OF PORTLAND**  
**DEPARTMENT OF PLANNING & URBAN DEVELOPMENT**

389 Congress Street  
 Portland, Maine 04101

**INVOICE OF FEES**

<b>Application No:</b> 0000-2145	<b>Applicant:</b> COMMUNITY ALCOHOLISM ORI
<b>Project Name:</b> 30 MELLEEN ST	<b>Location:</b> 30 MELLEEN ST
<b>CBL:</b> 047 A026001	<b>Application Type:</b> Determination Letter
<b>Invoice Date:</b> 03/05/2015	

<b>Previous Balance</b>	-	<b>Payment Received</b>	+	<b>Current Fees</b>	-	<b>Current Payment</b>	=	<b>Total Due</b>	<b>Payment Due Date</b>
\$0.00		\$0.00		\$150.00		\$150.00		\$0.00	On Receipt

**Previous Balance** \$0.00

<b>Fee Description</b>	<b>Qty</b>	<b>Fee/Deposit Charge</b>
Zoning Determinations	1	\$150.00
		<u>\$150.00</u>
<b>Total Current Fees:</b>	+	\$150.00
<b>Total Current Payments:</b>	-	\$150.00
<b>Amount Due Now:</b>		<u>\$0.00</u>

**CBL** 047 A026001  
**Bill To:** COMMUNITY ALCOHOLISM ORIENTATION HO  
 30 MELLEEN ST  
 PORTLAND, ME 04101

**Application No:** 0000-2145  
**Invoice Date:** 03/05/2015  
**Invoice No:** 48222  
**Total Amt Due:** \$0.00  
**Payment Amount:**

Make checks payable to the *City of Portland*, ATTN: Inspections, 3rd Floor, 389 Congress Street, Portland, ME 04101.  
 Check the status of your permit or schedule an inspection on-line at <http://www.portlandmaine.gov/792/Permit-Status>

[Click Here to Pay On Line](#)