

64-F-20  
190 Vauvey St.  
Florence House  
Avesta Florence House

FURTHER HOUSE

Issue of bin for sidewalk

2/23

Raise  
again city's policy

Patsy Melrose (Atty + Deb Council attend)

due to snow)

City not using these bins - quality

costly to lay  
shipping

att. changed this summer

policy is to use new std.

\* City won't accept damaged bins to reload as sidewalk

so costly to take up. Any new bin in Row must be

new std.

any purchase has to be new std bin

can use whatever they want on their own property

city no takebacks back but how well

let them use on their own property

Todd will go to Roder/Kathy for approval to

let them reuse bins take up ● Todd rec.

they clearly have many good bins + then

work out where best to use existing good bins

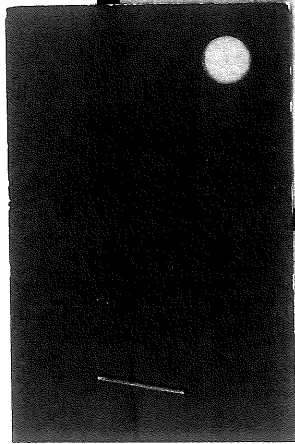
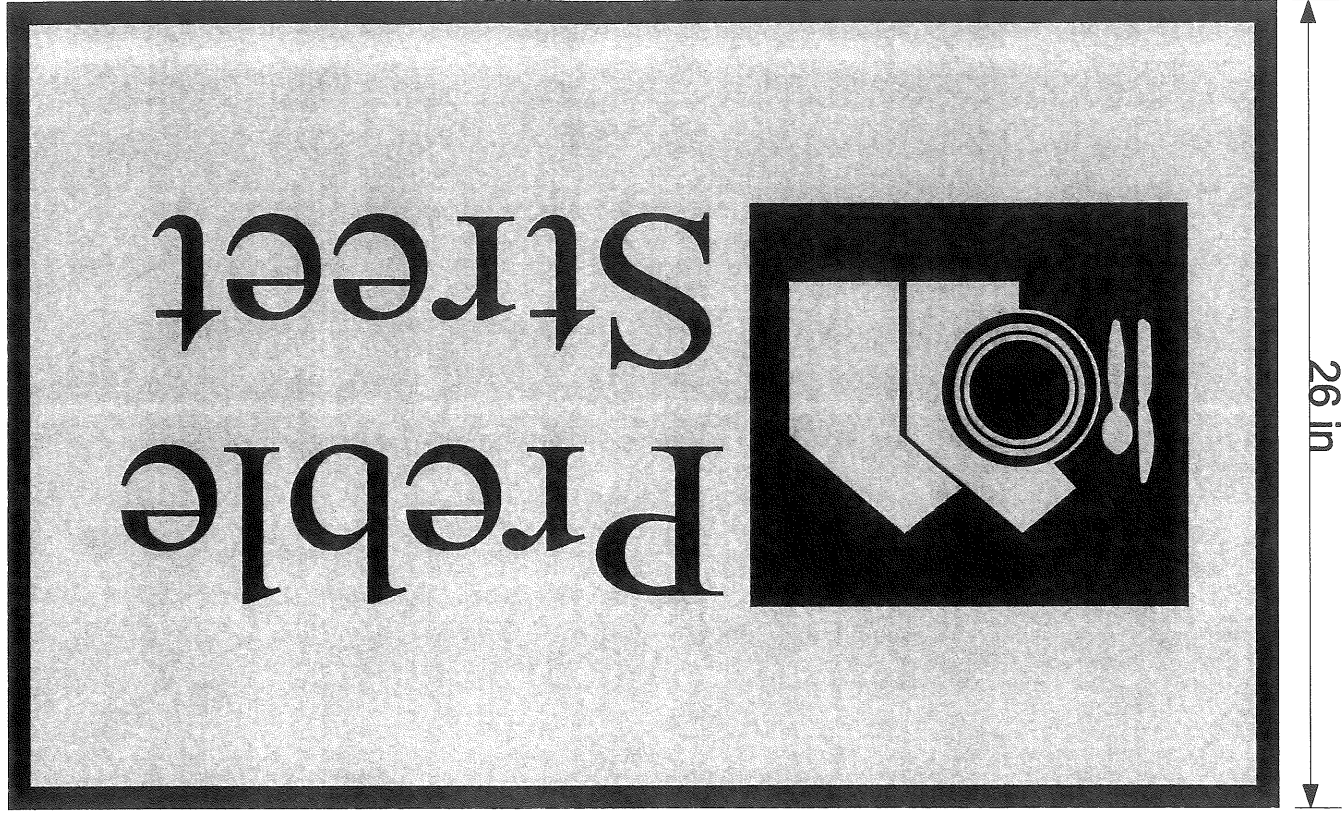
in Row (since Todd expects at least 50% to

be reusable)

Todd also called for clar. re tip of sidewalk by door

to kitchen - Roder to discuss + get back to Phil

2024/10/17



color clip from Avesta given range 5 to dark navy



# Signage/Awning Permit Application Checklist

All of the following information is required and must be submitted. Checking off each item as you prepare your application package will ensure your package is complete and will help to expedite the permitting process.

- NA* Certificate of Liability listing the City as additional insured if any portion of the sign abuts or encroaches on any public right of way, or can fall into any public right of way.
- NA* Letter of permission from the owner indicating the permissions granted and the tenant/space building frontage.
- A sketch plan of lot indicating location of buildings, driveways and any abutting streets or rights of way, lengths of building frontages, street frontages and all existing setbacks. Please indicate on the plan all existing and proposed signs with their dimensions and specific locations. Be sure to include distance from the ground and building facade dimensions for any signage attached to the building.
- NA* A sketch or photo of any proposed sign(s) indicating content, dimensions, materials, source of illumination, construction method as well as specifics of installation/attachment.
- NA* Certificate of flammability required for awning or canopy. *STRA CANOPY*
- NA* A UL# is required for lighted signs at the time of final inspection.
- Pre-application questionnaire completed and attached.
- NA* Photos of existing signage
- NA* Details for sign fastening, attachment or mounting in the ground.

Permit fee for signage or awning-with-signage: \$30.00 plus \$2.00 per square foot of sign.  
Permit fee for awning-without-signage is based on cost of work:  
\$30.00 for the first \$1,000.00, \$10.00 per additional \$1,000.00 of cost.  
Base application fee for any Historic District signage is \$65.00.



Carving - Gold leaf - Pin striping - Vehicle & Boat Lettering - Logo Design - Graphics - Banners - Non Illuminated & Illuminated Signs - Fabrication - Installation - Service

Name **Avesta Housing**  
 Contact **Debora Keller**

Address **307 Cumberland Ave., Portland, ME, 04101**

Phone **553.7780**  
 Fax **553.7780**  
 Project Name **Plaques**

2 aluminum cast plaques 41.17" w x 26" h x 1" t. Single line border with sand background and satin raised text and graphics. <sup>test + crink</sup> ~~background color to be PMS match to signs.~~ Mounting with blind mount-standard studs. Price includes installation.

#3919.68

Additional Notes

- (1) Terms of payment: 50% deposit with balance due at time of completion. All applicable taxes will be billed to the customer at the time of invoicing.
- (2) Client is responsible for supply circuit and final connection to illuminated signs.
- (3) Prices are based on current materials cost and are good for 30 days only from the quotation date.
- (4) Unless specifically stated, prices do not include freight, installation, shop drawings, cost of permits, color sample, disposal of removed signage, storage, or applicable taxes. Costs will be added at the time of final invoicing.
- (5) A site survey is required for all projects that are installed by Blackbear Signs.

SIGNATURE REQUIRED - I agree to the pricing, specifications and payment conditions as stated.  
 Date \_\_\_\_\_

Permits - Customer Signature  
 You are authorized to proceed with this order PRIOR to receipt of permits. The responsibility for permits and the legality of this signage is that of the BUYER. Copies of permits will be forwarded to Blackbear Signs.

Permit - Customer Signature  
 Blackbear Signs will secure permits at a cost of \$85.00 per permit, plus city/town fees. Any permit which cannot be secured by mail will be subject to the additional charge of \$65.00 per hour, including travel time.

19 Industrial Park Road, Saco, Maine 04072  
 Phone 207.286.8004 Fax 207.286.8102  
 E.mail - blackbearsigns@maine.rr.com Web - www.blackbearsigns.com

ATTN: D

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**Jean Fraser - Signage for Florence House**

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**From:** Jean Fraser  
**To:** Schmuckal, Marge  
**Date:** 2/16/2010 2:35 PM  
**Subject:** Signage for Florence House

Marge,

I have discussed Deb Keller's note (it was copied to you ) with both Alex and Barbara and have the following comments:

1. The underlying zone for Florence House is B2;
  2. The proposed revisions (as described) to the signage address the concerns that staff had during the original review and are an improvement;
  3. I understand that Deb Keller will be making a formal sign permit application direct to you; if this does require any waivers Planning will be willing to sign off on these quickly; the applicant is seeking a final CO very soon so time is of the essence.
  4. I have the color sample for the lettering on the plaques and will give to you at Dev Rev tomorrow.
- I would be grateful to be kept in the loop so that I am clear as to how this condition of approval is playing out.
- thanks  
Jean

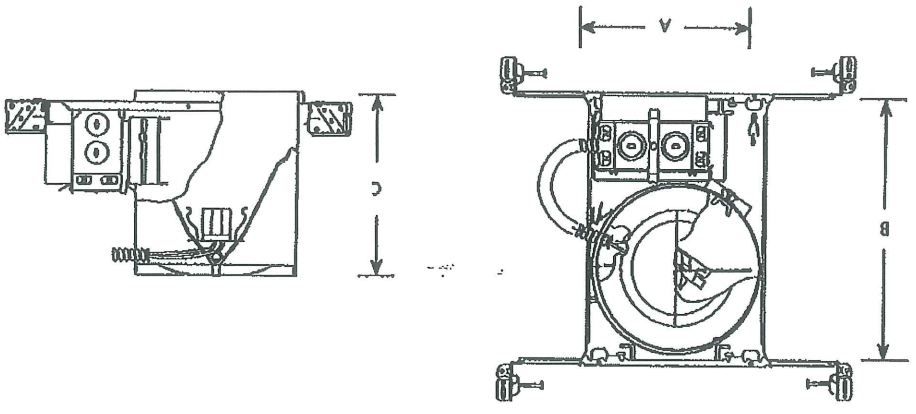
Compact Fluorescent  
6" Single Vertical Lamp  
Housing  
IC/Air-Tight/Energy Star  
Recessed



FLORBNCE HOUSE  
TYPE K  
PROGRESS  
P83-26ICAT/P8062-28  
REXEL NE PROJECTS GROUP

CITY OF PORTLAND  
APPROVED SITE PLAN  
Subject to Dept. Conditions  
Date of Approval: \_\_\_\_\_

Dimensions (Inches)	Lamping	Catalog No.
A	(1) 26w Triple CF (4-pin)	P83-26ICAT
B		
C		
	7-7/8 10-3/4 7-1/2	
	Ceiling Opening 6-7/8	



**Specifications:**

- Lock to secure housing
- Caplve with extension stop tab
- 90-degree mounting for tight spaces
- Joint alignment tab
- UL-CUL listed for damp locations
- Not rated for through branch wiring, but can be daisy chained
- Complies with Washington State Energy Code (WSEC) requirement for Air tight
- Complies with California Title 24 Legislation
- Complies with Energy Star
- IC rated
- LampTrim
- Trim-Lok® action forces trim to fit snugly against the ceiling
- Socket mounts to trim for optimum performance, and provides consistent vertical lamp position
- Single-lamp vertical 26w (4-pin) G24q-3 or GX24q-3 compact fluorescent
- Foil gasket included to complete air-tight installation

- Universal junction box with snap-out sides
- Removable housing for field inspection of wiring
- Grounding pigtail
- Knockout free Romex clamps
- 1/2" & 3/4" Knock outs for rigid or BX fittings
- Electronic NPF 120-volt ballast with end of life protection
- Pre-installed 4-port wire quick connects
- Construction
- Notched housing for chalkline alignment
- Full wrap-around plaster frame
- Removable K.O. for remodel use (P8607-01 plaster frame clips also required)
- Galvanized steel construction
- Toolless adjustment for 1/2" to 2-1/2" thick ceilings
- Bar Hangers
- Integral II ga. fluted nail for wood joist construction
- Integral snap-on T-bar mounting clip
- Rigid male/female design spans 24" for suspended ceilings

Progress Lighting  
701 Millennium Blvd.  
Greenville, South Carolina  
29607  
www.progresslighting.com





Compact Fluorescent 6" Fresnel Lens Shower Light with Reflector IC & Non-IC Recessed

FLORENCE HOUSE

TYPE K

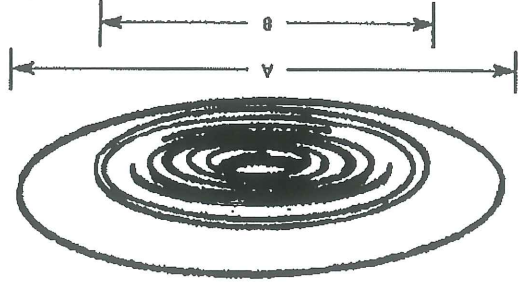
PROGRESS

P83-26ICAT/P8062-28

RXBL NB PROJCTS GROUP

CITY OF PORTLAND  
 APPROVED SITE PLAN  
 Subject to Dept. Conditions  
 Date of Approval: \_\_\_\_\_

Catalog No.	P8062
Finish	White
Dimensions (Inches)	A 7-3/4 B 5-3/16



Lamp Wattage	IC	Non-IC
Housing	P83-AT	13w 4-pin Triple-tube CF
	P83-ICAT	13w 4-pin Quad/Triple-tube CF
	P88-ICAT	18w 4-pin Quad/Triple-tube CF
	P183-EB	13w 4-pin Triple-tube CF
	P83-26ICAT	26w 4-pin Triple-tube CF
	P62-F8	N/A

Specifications:

- Flange**
- Bright white powdered painted metal flange
  - No light leaks around trim flange
  - Covers irregular ceiling openings
- Trim**
- Steel Construction
  - Built-in bracket to accept Trim-Lok spring
  - Trim-Lok action forces trim to fit snugly against the ceiling
  - Full internal aluminum reflector
  - Socket mounts to trim for optimum performance and consistent lamp position
- Lamps**
- Maximum overall length of lamp cannot exceed 4.8" (4-1/16")
  - Available in Progress 7808-01 (26w) Labels
  - UL-CUL wet location listed

Progress Lighting  
 Post Office Box 5704  
 Spartanburg, South Carolina  
 29304-5704

www.progresslighting.com  
 Patent # 5,758,977



FLORENCE HOUSE  
TYPE K  
PROGRESS  
P83-26ICAT/P8062-28  
REXBL NE PROJCTS GROUP

P83  
P83 WITH 8062-28  
Report No. 98043

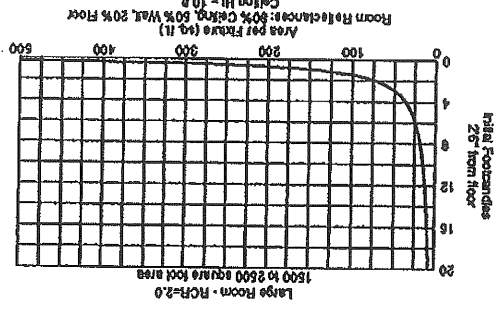
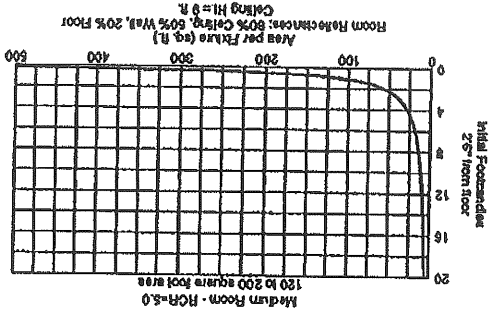
No. Lamps: 1 Type Lamp: 13W QUAD CF - GE Total Lumens: 860  
Fixture Efficiency: 17.7%  
S/MH Ratio: 1.1

Single Fixture Data

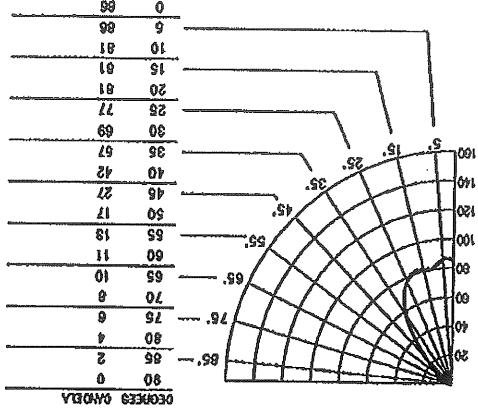
Ceiling Ht.(ft.)	Beam Angle - 91°		Ft.-C Beam Dia.	Ft.-C Beam Dia.	Ft.-C Beam Dia.	Ft.-C Beam Dia.
	10% Values	Zero				
16	0.0	28	0.5	0.5	0.5	0.5
14	0.1	24	0.6	0.6	0.6	0.6
12	0.1	18	0.9	0.9	0.9	0.9
10	0.2	15	1.5	1.5	1.5	1.5
8	0.3	11	2.8	2.8	2.8	2.8
7			1.4	1.4	1.4	1.4
16			0.5	0.5	0.5	0.5

Ft.-C (Footcandles) are initial and measured 2'-0" from floor

Quick Calculator Charts



DISTRIBUTION CURVE



INTENSITY DATA

90	0
85	2
80	4
75	6
70	8
65	10
60	11
55	13
50	17
45	22
40	27
35	36
30	42
25	47
20	50
15	52
10	53
5	54
0	54

ZONAL COEFFICIENTS OF UTILIZATION

FC	70	80	90
0	21	21	21
1	19	19	19
2	18	17	17
3	17	17	17
4	16	16	16
5	15	15	15
6	14	14	14
7	13	13	13
8	12	12	12
9	11	11	11
10	11	11	11
11	11	11	11
12	11	11	11
13	11	11	11
14	11	11	11
15	11	11	11
16	11	11	11
17	11	11	11
18	11	11	11
19	11	11	11
20	11	11	11
21	11	11	11

Effective Floor Cavity Reflectance 0.20

**Jean Fraser - Re: Photometrics**

**From:** Jean Fraser  
**To:** BMeIrose@mitcheIlassociates.biz; Keller, Debora  
**Date:** 3/26/2010 4:56 PM  
**Subject:** Re: Photometrics  
**CC:** DiPierro, Phillip

To all:

I write to confirm that the revised Photometric Plan received today (L401 Rev 13 dated 3.24.2010), and associated cut sheets for the small lights near doors in four locations (which weren't included in the original approval), is approved as a de minimus amendment to the originally approved Photometric Plan.

Please let me know if you want anything more formal to document this approval for your records; we are all set.

thank you  
 Jean

Jean Fraser, Planner  
 City of Portland  
 874 8728

>>> Debora Keller <dkeller@avestahousing.org> 3/26/2010 8:03 AM >>>  
 Good morning,

I understand that Betsy Melrose has provided to Jean the requested information on the canopy lights at the rear patio at Florence House. Please let us know if you have any questions.

-Deb

Debora Keller, Director of Development  
 Avesta Housing  
 307 Cumberland Avenue  
 Portland, ME 04101  
 dkeller@avestahousing.org  
 www.avestahousing.org  
 (207)553-7780 ext 228

)	MICHAEL BRENNER, DANIEL S.
)	CHASE, TIM Q. LY, MATTHEW
)	PETERS, and ALAN PROSSER,
)	Plaintiffs
)	v.
)	THE CITY OF PORTLAND, MAINE,
)	AVESTA HOUSING DEVELOPMENT
)	CORPORATION, AVESTA FLORENCE
)	HOUSE LP, FLORENCE HOUSE
)	HOUSING CORPORATION, INC, and
)	FLORENCE HOUSE CONDOMINIUM
)	ASSOCIATION,
)	Defendants

**COMPLAINT FOR REVIEW OF GOVERNMENTAL ACTION AND FOR  
DECLARATORY JUDGMENT**

Plaintiffs Michael Brenner, Daniel S. Chase, Tim Q. Ly, Matthew Peters, and Alan Prosser complain against Defendants the City of Portland, Avesta Housing Development Corporation, Avesta Florence House, LP, Florence House Housing Corporation, Inc., and Florence House Condominium Association, as follows:

**PARTIES**

1. Plaintiff Michael Brenner is the owner and managing member of Brenner Properties, LLC, a Maine limited liability company, which owns property at 205 St. John Street, Portland, County of Cumberland, and State of Maine.

2. Plaintiff Daniel S. Chase manages and maintains a professional engineering office in property owned by his wife at 210 St. John Street, Portland, County of Cumberland, and State of Maine.

3. Plaintiff Tim Q. Ly is the owner of property located at 212 St. John Street, Portland, County of Cumberland, and State of Maine.

4. Plaintiff Matthew Peters is the owner of property located on St. John Street, Portland, County of Cumberland, and State of Maine.

5. Plaintiff Alan Prosser is the owner of property located at 195 St. John Street, Portland, County of Cumberland, and State of Maine.

6. Defendant the City of Portland, Maine (hereafter the "City") is a Maine municipality located in the County of Cumberland, and State of Maine.

7. Defendant Avesta Housing Development Corporation (hereafter "Avesta Housing") is a Maine non-profit corporation with a registered office at 307 Cumberland Avenue, Portland, County of Cumberland, and State of Maine.

8. Defendant Avesta Florence House LP is a Maine limited partnership with a registered office at 307 Cumberland Avenue, Portland, County of Cumberland, and State of Maine.

9. According to Defendant Avesta Housing, Defendant Florence Housing Corporation is a Maine non-profit corporation with a place of business in Portland, County of Cumberland, and State of Maine. As of the date of this complaint, no such entity is registered with the Maine Bureau of Corporations, Elections, and Commissions.

10. According to Defendant Avesta Housing, Defendant Florence House Condominium Association is a Maine non-profit corporation. As of the date of this

complaint, no such entity is registered with the Maine Bureau of Corporations, Elections, and Commissions.

### FACTS

11. On or about April 2, 2007, Defendant Avesta Housing applied to the Planning Board of the Defendant City of Portland for approval of a Contract Zoning Agreement (hereafter the "CZA") that would allow the construction and operation of a project to be known as "Florence House."

12. The proposed Florence House would be sited at 190 Valley Street, Portland, Maine, on parcels identified on the City of Portland Tax Maps as Chart 64/Block F/Lot 20 and Chart 68/Block A/Lot 11 (hereafter the "Project Site"). The Project Site is located between St. John Street and Valley Street. The Project Site effectively consists of a single lot that is only 25,000 square feet in area. Florence House would be a four-story building enclosing approximately 31,272 square feet of floor space.

13. As described in the aforesaid application, Florence House consists of two

separate facilities, in separate condominium units, owned by two separate business entities.

14. Condominium Unit 1, comprising the basement and first floor, would be

owned by Defendant Florence Housing Corporation. In the basement level would be located staff support areas and utility apparatus. On the first floor would be operated a

facility consisting of 15 so-called "safe haven" beds, 10 "emergency beds," a commercial

kitchen, and a communal dining room.

15. Condominium Unit 2, comprising the second and third floors, would be

owned by Defendant Avesta Florence House LP while Condominium Unit 2 would include

and. On the second and third floors would be located 25 "single room occupancy (SRO)

apartments."

16. Each of those two facilities would be open 24 hours per day, seven days per

week, serving a population of homeless women. Defendant Avesta Housing stressed the

importance of keeping the occupants of the SRO apartments on the second and third floors

separated from the occupants of the first floor so that the former could focus on their goal of

learning to live independently.

17. The respective owners of Condominium Units 1 and 2 would have sole

discretion about the level of social services they would supply to the occupants of their

separate units. Moreover, if the owner of one Unit defaults on its obligations under the CZA,

the owner of the other Unit will suffer no adverse consequences as a result of that default.

18. For the reasons set forth in Paragraphs 13 through 17 of Plaintiff's Complaint,

there is no practical reason to include the "safe haven" and "emergency beds" in the same

building with the SRO apartments, other than to reduce costs for the proponents of the

project; and in turn, no reason for the proposed Florence House structure to be as large as

proposed.

19. In the Planning Staff's report to the Planning Board dated August 14, 2007,

the Planning Staff noted that:

a. "the Massing and Shadow Studies clarify that the proposed building does rise substantially above the adjacent 2-3 story houses;"

b. with respect to a home located at 213 St. John Street, the impact of Florence House on shadowing would be as follows: "In the autumn and the spring the impact is an extended shadow of about 2 to 2.5 hours, and in the summer the increase in shadow time is about 3 hours;"

c. "the scale of the use (related to the number of residents, their visitors and others coming to the building to access services) will inevitably lead to more activity;" and

d. Defendant Avesta Housing had refused to consider any further reduction in the massing of the building "due to the programmatic requirements of the project" as defined solely by Avesta Housing.

20. In the aforesaid application, Defendant Avesta Housing stated that it would

"enter into a contract with Preble Street [a Maine non-profit corporation experienced in

providing food, clothing, shelter, and support services to low-income and homeless

populations] for the coordination and provision of services to all residents of Florence

House." The application disclosed no details concerning the duration or any other terms of

the proposed contract between Defendant Avesta Housing and Preble Street; and on

information and belief, no such contract is contained within the records of either the Planning

Board or the City Council.

21. On or about August 14, 2007, the Planning Board of the Defendant City voted

to recommend that the City Council approve the proposed CZA. The proposed signatories to

the CZA were Defendants Avesta Florence House LP, Florence House Housing Corporation,

and Florence House Condominium Association. Defendant Avesta Housing, the original

applicant for the CZA, is not a signatory to the CZA.

22. On or about September 17, 2007, the Portland City Council voted to approve

the CZA. Before voting to approve the CZA, several of the City Councilors indicated that

they were concerned that the occupants of Florence House could potentially have a negative

impact upon the residents of Valley Street and St. John Street, and that their support for the

project was predicated upon the technical expertise and track record of Preble Street in

general, and Mr. Mark Swan in particular. In addition, different City Councilors commented that, among other things,

- a. Review of the Florence House project would have been better handled under the City's "Neighborhood-Based Zoning Process," and that a CZA is an inappropriate tool for attempting to integrate a facility the size and type of Florence House into an older residential neighborhood;
- b. Although the urgency of providing shelter for homeless women caused them to vote for the CZA, they nevertheless recognized that Florence House was out of scale with, and did not fit into, the existing Valley Street Neighborhood;
- c. The CZA depended upon a "management plan" for operating Florence House that did not then exist and which the City Council would not have an opportunity to review until *after* (1) the Council approved the CZA and (2) the Planning Board granted Florence House Site Plan approval; and
- d. Logan Place, a similar facility for homeless men located on Frederick Street and operated by Defendant Avesta Housing, had caused an increase in calls for emergency services and had changed the character of that neighborhood.

23. The CZA's only finding with respect to the consistency of the proposed

contract zone with the City's Comprehensive Plan was that "the Portland City Council has determined that the rezoning and proposed development would provide needed housing in the City for low income individuals as is consistent with the Housing Component of the Comprehensive Plan."

24. Plaintiffs participated in the Planning Board and City Council meetings that

culminated in the City Council's approval of the CZA on September 17, 2007. Plaintiffs will suffer particularized injury from the City Council's approval of the CZA in the form of,

among other things, increased noise, increased pedestrian and vehicular traffic, diminution in



the fair market value of their property, and, in the case of Plaintiff Alan Prosser, substantially increased use of a right-of-way across his property.

### COUNT I

#### Violation of Contract Zoning Standards

25. Plaintiff repeats the allegations contained in Paragraphs 1 through 24 of this Complaint as if more fully set forth herein.
26. 30-A.M.R.S.A. § 4352(2) provides, in pertinent part, that "A zoning ordinance must be pursuant to and consistent with a comprehensive plan adopted by the municipal legislative body..."

27. 30-A.M.R.S.A. § 4352(8) provides, in pertinent part, as follows:  
A zoning ordinance may include provisions for conditional or contract zoning. All rezoning under this subsection must:

A. Be consistent with the growth management program adopted under this chapter; [and]

B. Establish rezoned areas that are consistent with the existing and permitted uses within the original zones.... (emphasis added)

28. Sec. 14-60 of the Portland Land Use Code provides, in pertinent part, as follows:

...conditional or contract zoning is hereby authorized for rezoning of property where, for reasons such as the unusual nature or unique location of the development proposed, the city council finds it necessary or appropriate to impose... certain conditions or restrictions in order to ensure that the rezoning is consistent with the city's comprehensive plan. ... Nothing in this division shall authorize either an agreement to change or retain a zone or a rezoning which is inconsistent with the city's comprehensive plan.

29. The CZA conflicts with the City of Portland's combined Comprehensive Plan and Growth Management Program (hereafter the "Comprehensive Plan") in the following respects, among others:

- a. Contrary to the Town Council's findings and the language of the CZA, the Housing Component of the Comprehensive Plan does not purport to authorize the construction of low-income housing on every parcel within City limits, regardless of the circumstances of the surrounding neighborhood; and in any event, an emergency shelter is not "low income housing;"
- b. The Comprehensive Plan recommends alterations to the existing Land Use Code by City-wide amendments to the Land Use Code, not by ad hoc Contract Zones that alter the zoning regulations for a single lot so as to allow development that would otherwise be prohibited.

c. The CZA conflicts with other policies set forth in the Housing Component of the Comprehensive Plan, including, but not limited to, the following:

(1) (Part of Policy #1): "Identify vacant land and redevelopment opportunities throughout the City to facilitate the construction of new housing.

(a) "Real Estate Inventory": Coordinate with Land Bank Commission to create a real estate inventory where housing can be developed in each neighborhood. (emphasis added)

(2) Policy #3: "Maintain and enhance the livability of Portland's neighborhoods as the city grows and evolves through careful land use regulation, design and public participation that respects neighborhood integrity.

(a) While accommodating needed services and facilities protect the stability of Portland's residential neighborhoods from excessive encroachment by inappropriately scaled and obtrusive commercial, institutional, governmental, and other non-residential uses....

(b) Encourage innovative new housing development, which is designed to be compatible with the scale, character, and traditional development patterns of the City's residential neighborhoods. ...

- (c) *Ensure the integrity and economic value of Portland's neighborhoods. ...*
- (d) Encourage Portland's neighborhoods to address the City's housing issues through the *Neighborhood Based Planning Process*. (emphasis added)

d. The Comprehensive Plan nowhere authorizes rezoning based, even in part, upon the special technical competence of specific individuals associated with the rezoning request.

30. When Defendant Avesta Housing filed the aforesaid application, the Project Site was located within the B-2 Community Business Zone (hereafter the "B-2 Zone") described in the City of Portland Land Use Code (hereafter the "Code"). Under the Code, any residential uses located within the B-2 Zone are required to meet the standards of the nearest residential zone: in this case, the R-6 Zone.

31. By memorandum dated April 19, 2007, the Zoning Coordinator for the Defendant City opined that (a) although the emergency shelter proposed for Florence House was a permitted use elsewhere within the City [i.e., the B-3 Zone], it was not a permitted use within the B-2 or R-6 Zones; (b) although a "sheltered day care home" was a conditional use within the R-6 Zone, the proposed 15-bed "safe haven" could not be approved as a

conditional use because the Code limited the occupancy of such a facility to 12 beds; (c) the "safe haven" did not actually meet the definition of a "sheltered day care home" because it would provide care for handicapped individuals; and (d) the proposed "safe haven" did not really fit the description of any use currently allowed in the City of Portland.

32. By memorandum dated July 19, 2007, the Zoning Coordinator for the Defendant City opined that whereas the aforesaid application proposed only 16 parking spaces, the aggregate uses contained within Florence House would require a total of 69 parking spaces.

33. The so-called "SRQ Apartments" constitute "special needs living units" as defined by the Code. Special needs living units are not permitted in the B-2 Zone, and are not considered a "residential use" within the R-6 Zone. Even if "special needs living units" were considered a residential use in the R-6 Zone, then under Section 14-136(b)(7) of the Code, they cannot be situated in the same building with any other residential or permitted uses, as is proposed in the case of Florence House.

34. Emergency shelters are allowed only in the B-3 Zone, as a conditional use, and even in that zone are not classified as a "residential use."

35. In the aforesaid application, Defendant Avesta Housing conceded that it could not construct the proposed Florence House if it were required to comply with the existing dimensional standards of the B-2 and/or R-6 Zones. Therefore, in order to allow Florence House to be built, the City Council was compelled to approve, in the CZA, the following

reductions in the dimensional standards applicable to Florence House:

a. a reduction of the minimum 20' rear setback to only 11';

b. a reduction of the minimum 10' side setback to only 5';

c. an increase of the maximum residential density in the R-6 zone from 21 apartments only, to 25 apartments plus 40 additional persons not housed in the apartments;

d. a reduction of the minimum open space requirement from 30% to 26%; and

e. a reduction of the minimum required parking spaces from 69 to 16.

36. The use and dimensional modifications authorized by the CZA are

inconsistent with the permitted, and especially the *existing*, uses within the original R-6 and

B-2 zones.

37. Plaintiffs are interested in the CZA because of its adverse impact upon the fair market value of their properties, their ability to obtain tenants for their properties, and/or their personal enjoyment thereof. Plaintiffs' properties are within an area officially mapped by the City of Portland as the "Valley Street Neighborhood."

38. Under 14 M.R.S.A. § 5954, any person whose rights, status, or other legal relations are affected by a deed, statute, or other legal instrument may have determined any question of construction or validity arising under the deed, statute, or legal instrument and obtain a declaration of his or her rights, status, or other legal relations thereunder.

39. A real case and controversy exists between the parties by virtue of the Defendant City's approval of the CZA.

40. To the extent that Rule 80B of the Maine Rules of Civil Procedure is applicable to this action, the City Council's vote to approve the CZA was arbitrary, capricious, legally erroneous, and unsupported by competent evidence in the record. WHEREFORE, Plaintiffs respectfully request the Court to (a) vacate the City Council's vote to approve the CZA; (b) enter judgment declaring the CZA null and void as being beyond the Defendant City's legislative authority; (c) award Plaintiffs the reasonable costs they incur in bringing this action, and (d) grant such other and further relief as the Court may deem appropriate.

## COUNT II Illegal Spot Zoning

41. Plaintiff repeats the allegations contained in Paragraphs 1 through 40 of this Complaint as if more fully set forth herein.

42. The CZA is designed to benefit the Project Site specifically, which consists of a single parcel with a total area of only 25,000 square feet.

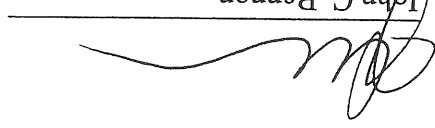
43. The CZA singles out a small parcel of land for a use classification substantially different from that of the surrounding area, for the benefit of the Avesta Defendants and to the detriment of Plaintiffs and other property owners in the Valley Street Neighborhood.

44. The CZA is inconsistent with the Comprehensive Plan.

45. To the extent that Rule 80B of the Maine Rules of Civil Procedure is applicable to this action, the City Council's vote to approve the CZA was arbitrary, capricious, legally erroneous, and unsupported by competent evidence in the record.

WHEREFORE, Plaintiffs respectfully request the Court to (a) vacate the City Council's vote to approve the CZA; (b) enter judgment declaring the CZA null and void as being beyond the Defendant City's legislative authority; (c) award Plaintiffs the reasonable costs they incur in bringing this action, and (d) grant such other and further relief as the Court may deem appropriate.

Date: October 16, 2007

  
John C. Bannon  
Maine Bar No. 2312  
Attorney for Plaintiff

MURRAY, PLUMB & MURRAY  
75 Pearl Street  
P.O. Box 9785  
Portland, Maine 04104-5085  
(207) 773-5651

down annotated copy

SUPERIOR COURT  
CIVIL ACTION  
DOCKET NO. AP-07-

STATE OF MAINE  
CUMBERLAND, ss.

)	MICHAEL BRENNER, DANIEL S.
)	CHASE, TIM Q. LY, MATTHEW
)	PETERS, and ALAN PROSSER,
)	Plaintiffs
)	v.
)	THE CITY OF PORTLAND, MAINE,
)	AVESTA HOUSING DEVELOPMENT
)	CORPORATION, AVESTA FLORENCE
)	HOUSE LP, FLORENCE HOUSE
)	HOUSING CORPORATION, INC, and
)	FLORENCE HOUSE CONDOMINIUM
)	ASSOCIATION,
)	Defendants

April 24, workshop  
memo to Bergen +  
Rakusanon.  
Dannell@west-church

**COMPLAINT FOR REVIEW OF GOVERNMENTAL ACTION AND FOR  
DECLARATORY JUDGMENT**

Plaintiffs Michael Brenner, Daniel S. Chase, Tim Q. Ly, Matthew Peters, and Alan  
Prosser complain against Defendants the City of Portland, Avesta Housing Development  
Corporation, Avesta Florence House, LP, Florence House Housing Corporation, Inc., and  
Florence House Condominium Association, as follows:

**PARTIES**

1. Plaintiff Michael Brenner is the owner and managing member of Brenner  
Properties, LLC, a Maine limited liability company, which owns property at 205 St. John  
Street, Portland, County of Cumberland, and State of Maine.

2. Plaintiff Daniel S. Chase manages and maintains a professional engineering office in property owned by his wife at 210 St. John Street, Portland, County of Cumberland, and State of Maine.

3. Plaintiff Tim Q. Ly is the owner of property located at 212 St. John Street, Portland, County of Cumberland, and State of Maine.

4. Plaintiff Mathew Peters is the owner of property located on St. John Street, Portland, County of Cumberland, and State of Maine.

5. Plaintiff Alan Prosser is the owner of property located at 195 St. John Street, Portland, County of Cumberland, and State of Maine.

6. Defendant the City of Portland, Maine (hereafter the "City") is a Maine municipality located in the County of Cumberland, and State of Maine.

7. Defendant Avesta Housing Development Corporation (hereafter "Avesta Housing") is a Maine non-profit corporation with a registered office at 307 Cumberland Avenue, Portland, County of Cumberland, and State of Maine.

8. Defendant Avesta Florence House LP is a Maine limited partnership with a registered office at 307 Cumberland Avenue, Portland, County of Cumberland, and State of Maine.

9. According to Defendant Avesta Housing, Defendant Florence House Housing Corporation is a Maine non-profit corporation with a place of business in Portland, County of Cumberland, and State of Maine.

10. According to Defendant Avesta Housing, Defendant Florence House Condominium Association is a Maine non-profit corporation. As of the date of this

registered with the Maine Bureau of Corporations, Elections, and Commissions.

Cumberland, and State of Maine. As of the date of this complaint, no such entity is



complaint, no such entity is registered with the Maine Bureau of Corporations, Elections, and Commissions.

## FACTS

11. On or about April 2, 2007, Defendant Avesta Housing applied to the Planning Board of the Defendant City of Portland for approval of a Contract Zoning Agreement (hereafter the "CZA") that would allow the construction and operation of a project to be known as "Florence House."

12. The proposed Florence House would be sited at 190 Valley Street, Portland, Maine, on parcels identified on the City of Portland Tax Maps as Chart 64/Block F/Lot 20 and Chart 68/Block A/Lot 11 (hereafter the "Project Site"). The Project Site is located between St. John Street and Valley Street. The Project Site effectively consists of a single lot that is only 25,000 square feet in area. Florence House would be a four-story building enclosing approximately 31,272 square feet of floor space.

13. As described in the aforesaid application, Florence House consists of two separate facilities, in separate condominium units, owned by two separate business entities. 14. Condominium Unit 1, comprising the basement and first floor, would be owned by Defendant Florence Housing Corporation. In the basement level would be located staff support areas and utility apparatus. On the first floor would be operated a facility consisting of 15 so-called "safe haven" beds, 10 "emergency beds," a commercial kitchen, and a communal dining room.

15. Condominium Unit 2, comprising the second and third floors, would be owned by Defendant Avesta Florence House LP while Condominium Unit 2 would include

and. On the second and third floors would be located 25 "single room occupancy (SRO) apartments."

16. Each of those two facilities would be open 24 hours per day, seven days per week, serving a population of homeless women. Defendant Avesta Housing stressed the importance of keeping the occupants of the SRO apartments on the second and third floors separated from the occupants of the first floor so that the former could focus on their goal of learning to live independently.

17. The respective owners of Condominium Units 1 and 2 would have sole discretion about the level of social services they would supply to the occupants of their separate units. Moreover, if the owner of one Unit defaults on its obligations under the CZA, the owner of the other Unit will suffer no adverse consequences as a result of that default.

18. For the reasons set forth in Paragraphs 13 through 17 of Plaintiff's Complaint, there is no practical reason to include the "safe haven" and "emergency beds" in the same building with the SRO apartments, other than to reduce costs for the proponents of the project; and in turn, no reason for the proposed Florence House structure to be as large as proposed.

19. In the Planning Staff's report to the Planning Board dated August 14, 2007, the Planning Staff noted that:

- a. "the Massing and Shadow Studies clarify that the proposed building does rise substantially above the adjacent 2-3 story houses;"
- b. with respect to a home located at 213 St. John Street, the impact of Florence House on shadowing would be as follows: "In the autumn and the spring the impact is an extended shadow of about 2 to 2.5 hours, and in the summer the increase in shadow time is about 3 hours;"

22. On or about September 17, 2007, the Portland City Council voted to approve the CZA. Before voting to approve the CZA, several of the City Councilors indicated that they were concerned that the occupants of Florence House could potentially have a negative impact upon the residents of Valley Street and St. John Street, and that their support for the project was predicated upon the technical expertise and track record of Preble Street in

*Assess is not*

applicant for the CZA, is not a signatory to the CZA. and Florence House Condominium Association. Defendant Avesta Housing, the original the CZA were Defendants Avesta Florence House LP, Florence House Housing Corporation, to recommend that the City Council approve the proposed CZA. The proposed signatories to 21. On or about August 14, 2007, the Planning Board of the Defendant City voted

Board or the City Council.

information and belief, no such contract is contained within the records of either the Planning the proposed contract between Defendant Avesta Housing and Preble Street, and on House." The application disclosed no details concerning the duration or any other terms of populations] for the coordination and provision of services to all residents of Florence providing food, clothing, shelter, and support services to low-income and homeless "enter into a contract with Preble Street [a Maine non-profit corporation experienced in 20. In the aforesaid application, Defendant Avesta Housing stated that it would

*not a quote*

- c. "the scale of the use (related to the number of residents, their visitors and others coming to the building to access services) will inevitably lead to more activity;" and
- d. Defendant Avesta Housing had refused to consider any further reduction in the massing of the building "due to the programmatic requirements of the project" as defined solely by Avesta Housing.

general, and Mr. Mark Swan in particular. In addition, different City Councilors commented that, among other things,

a. Review of the Florence House project would have been better handled under the City's "Neighborhood-Based Zoning Process," and that a CZA is an inappropriate tool for attempting to integrate a facility the size and type of Florence House into an older residential neighborhood;

b. Although the urgency of providing shelter for homeless women caused them to vote for the CZA, they nevertheless recognized that Florence House was out of scale with, and did not fit into, the existing Valley Street Neighborhood;

c. The CZA depended upon a "management plan" for operating Florence House that did not then exist and which the City Council would not have an opportunity to review until *after* (1) the Council approved the CZA and (2) the Planning Board granted Florence House Site Plan approval; and

d. Logan Place, a similar facility for homeless men located on Frederick Street and operated by Defendant Avesta Housing, had caused an increase in calls for emergency services and had changed the character of that neighborhood.

23. The CZA's only finding with respect to the consistency of the proposed

contract zone with the City's Comprehensive Plan was that "the Portland City Council has

determined that the rezoning and proposed development would provide needed housing in

the City for low income individuals as is consistent with the Housing Component of the

Comprehensive Plan."

24. Plaintiffs participated in the Planning Board and City Council meetings that

culminated in the City Council's approval of the CZA on September 17, 2007. Plaintiffs will

suffer particularized injury from the City Council's approval of the CZA in the form of,

among other things, increased noise, increased pedestrian and vehicular traffic, diminution in

*but reports were more expansive*

*is correct*

*is there a type of council mtg*

the fair market value of their property, and, in the case of Plaintiff Alan Prosser, substantially increased use of a right-of-way across his property.

COUNT I

Violation of Contract Zoning Standards

25. Plaintiff repeats the allegations contained in Paragraphs 1 through 24 of this

Complaint as if more fully set forth herein.

26. 30-A M.R.S.A. § 4352(2) provides, in pertinent part, that "A zoning ordinance

must be pursuant to and consistent with a comprehensive plan adopted by the municipal

legislative body..."

27. 30-A M.R.S.A. § 4352(8) provides, in pertinent part, as follows:

A zoning ordinance may include provisions for conditional or contract zoning. All rezoning under this subsection must:

A. Be consistent with the growth management program adopted under this chapter; [and]

B. Establish rezoned areas that are consistent with the existing and permitted uses within the original zones... (emphasis added)

28. Sec. 14-60 of the Portland Land Use Code provides, in pertinent part, as

follows:

...conditional or contract zoning is hereby authorized for rezoning of property where, for reasons such as the unusual nature or unique location of the development proposed, the city council finds it necessary or appropriate to impose... certain conditions or restrictions in order to ensure that the rezoning is consistent with the city's comprehensive plan. . . Nothing in this division shall authorize either an agreement to change or retain a zone or a rezoning which is inconsistent with the city's comprehensive plan.

Handwritten notes: "The arguments need to check his submissions" with a circled asterisk symbol.

29. The CZA conflicts with the City of Portland's combined Comprehensive Plan and Growth Management Program (hereafter the "Comprehensive Plan") in the following respects, among others:

- a. Contrary to the Town Council's findings and the language of the CZA, the Housing Component of the Comprehensive Plan does not purport to authorize the construction of low-income housing on every parcel within City limits, regardless of the circumstances of the surrounding neighborhood; and in any event, an emergency shelter is not "low income housing;"
- b. The Comprehensive Plan recommends alterations to the existing Land Use Code by City-wide amendments to the Land Use Code, not by ad hoc Contract Zones that alter the zoning regulations for a single lot so as to allow development that would otherwise be prohibited.
- c. The CZA conflicts with other policies set forth in the Housing Component of the Comprehensive Plan, including, but not limited to, the following:

(1) (Part of Policy #1): "Identify vacant land and redevelopment opportunities throughout the City to facilitate the construction of new housing.

(a) "Real Estate Inventory": Coordinate with Land Bank Commission to create a real estate inventory where housing can be developed in each neighborhood. (emphasis added)

(2) Policy #3: "Maintain and enhance the livability of Portland's neighborhoods as the city grows and evolves through careful land use regulation, design and public participation that respects neighborhood integrity.

(a) While accommodating needed services and facilities protect the stability of Portland's residential neighborhoods from excessive encroachment by inappropriately scaled and obtrusive commercial, institutional, governmental, and other non-residential uses....

(b) Encourage innovative new housing development, which is designed to be compatible with the scale, character, and traditional development patterns of the City's residential neighborhoods. ...

(c) *Ensure the integrity and economic value of Portland's neighborhoods. ...*

(d) Encourage Portland's neighborhoods to address the City's housing issues through the *Neighborhood Based Planning Process*. (emphasis added)

d. The Comprehensive Plan nowhere authorizes rezoning based, even in part, upon the special technical competence of specific individuals associated with the rezoning request.

30. When Defendant Avesta Housing filed the aforesaid application, the Project Site was located within the B-2 Community Business Zone (hereafter the "B-2 Zone") described in the City of Portland Land Use Code (hereafter the "Code"). Under the Code, any residential uses located within the B-2 Zone are required to meet the standards of the nearest residential zone: in this case, the R-6 Zone.

31. By memorandum dated April 19, 2007, the Zoning Coordinator for the Defendant City opined that (a) although the emergency shelter proposed for Florence House was a permitted use elsewhere within the City [i.e., the B-3 Zone], it was not a permitted use within the B-2 or R-6 Zones; (b) although a "sheltered day care home" was a conditional use within the R-6 Zone, the proposed 15-bed "safe haven" could not be approved as a conditional use because the Code limited the occupancy of such a facility to 12 beds; (c) the "safe haven" did not actually meet the definition of a "sheltered day care home" because it would provide care for handicapped individuals; and (d) the proposed "safe haven" did not really fit the description of any use currently allowed in the City of Portland.

32. By memorandum dated July 19, 2007, the Zoning Coordinator for the Defendant City opined that whereas the aforesaid application proposed only 16 parking spaces, the aggregate uses contained within Florence House would require a total of 69 parking spaces.

*Review conducted on 15 from appl.*

*How can we determine violation?*

33. The so-called "SRO Apartments" constitute "special needs living units" as defined by the Code. Special needs living units are not permitted in the B-2 Zone, and are not considered a "residential use" within the R-6 Zone. Even if "special needs living units" were considered a residential use in the R-6 Zone, then under Section 14-136(b)(7) of the Code, they cannot be situated in the same building with any other residential or permitted uses, as is proposed in the case of Florence House.

34. Emergency shelters are allowed only in the B-3 Zone, as a conditional use, and even in that zone are not classified as a "residential use."

35. In the aforesaid application, Defendant Avesta Housing conceded that it could not construct the proposed Florence House if it were required to comply with the existing dimensional standards of the B-2 and/or R-6 Zones. Therefore, in order to allow Florence House to be built, the City Council was compelled to approve, in the CZA, the following reductions in the dimensional standards applicable to Florence House:

- a. a reduction of the minimum 20' rear setback to only 11';
- b. a reduction of the minimum 10' side setback to only 5';
- c. an increase of the maximum residential density in the R-6 zone from 21 apartments only, to 25 apartments plus 40 additional persons not housed in the apartments;
- d. a reduction of the minimum open space requirement from 30% to 26%; and
- e. a reduction of the minimum required parking spaces from 69 to 16.

36. The use and dimensional modifications authorized by the CZA are

inconsistent with the permitted, and especially the *existing*, uses within the original R-6 and

B-2 zones.

*no change*  
*changed*



37. Plaintiffs are interested in the CZA because of its adverse impact upon the fair market value of their properties, their ability to obtain tenants for their properties, and/or their personal enjoyment thereof. Plaintiffs' properties are within an area officially mapped by the City of Portland as the "Valley Street Neighborhood."

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substantially different from that of the surrounding area, for the benefit of the Avesta

Defendants and to the detriment of Plaintiffs and other property owners in the Valley Street

Neighborhood.

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45. To the extent that Rule 80B of the Maine Rules of Civil Procedure is

applicable to this action, the City Council's vote to approve the CZA was arbitrary,

capricious, legally erroneous, and unsupported by competent evidence in the record.

WHEREFORE, Plaintiffs respectfully request the Court to (a) vacate the City

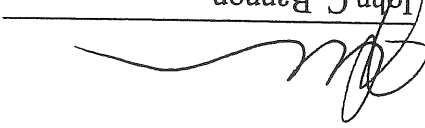
Council's vote to approve the CZA; (b) enter judgment declaring the CZA null and void as

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Date: October 16, 2007

  
John C. Bannon  
Maine Bar No. 2312  
Attorney for Plaintiff

MURRAY, PLUMB & MURRAY  
75 Pearl Street  
P.O. Box 9785  
Portland, Maine 04104-5085  
(207) 773-5651



Sent Via Email May 3, 2010  
Original copy sent by mail

May 3, 2010

Barbara Barhydt  
Development Review Manager  
City of Portland  
389 Congress Street  
Portland, ME 04101

RE: Request for Lifting of Stop Work Order at 204 Valley Street  
CBL 064 F008001

Dear Barbara,

This letter is in follow up to our phone conversation this past Friday afternoon between me, you, and Deb Keller. On that call you expressed the City's concerns about the clean up activity that is in progress on Avesta's vacant lot at 204 Valley Street and informed us that the City has issued a Stop Work Order until it can be determined that the work does not constitute a violation of any City ordinance.

It would seem that there may have been some confusion as to whether the site at 204 Valley was part of the adjacent Florence House development at 190 Valley Street which was reviewed and approved by the Planning Board in 2007. Avesta Housing Development Corporation purchased 204 Valley Street in June of 2009 to land bank the property for potential future development. Avesta granted permission to the Partnership that owns Florence House to use 204 Valley as a staging area during construction. In exchange, the Florence House owners pledged to clear, loam and seed the site once construction was complete. Please be aware that the two properties are under separate ownership.

Before starting the current clean up project, Avesta consulted the City's site plan ordinance and saw no aspects of the work to trigger review under §14-522 or §14-523.

At this moment in time, the site has been cleared of all vegetation and Ganneston Construction had scheduled this morning to loam, seed, and hay the lot. We are eager to execute this final stage of the clean up in order to ensure that soils do not erode. To that end, we ask that the City please lift the Stop Work Order and allow us to stabilize the slope.

Beyond slope stabilization and in the interim period before the site is developed, Avesta has considered allowing the residents of Florence House to access 204 Valley Street to plant flower and vegetable gardens on the very limited portion of the site which is level. Avesta has



reached out to the St. John Valley Neighborhood Association as well as East Brown Cow, the other direct abutter to the site with regard to all of our plans for the site and each has been highly supportive. While no garden plans or agreements have been finalized to date, Avesta is committed to sharing any such plans with the Planning Division prior to installation to confirm whether any site plan review is warranted.

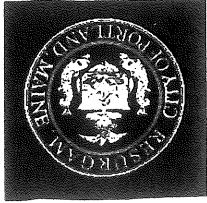
Please do not hesitate to contact me if you have any questions or if you require additional information.

Sincerely,



Ethan Boxer-Macomber  
Development Officer

Cc: Deb Keller, Development Director  
Mike Adams, Ganneston Construction



*Strengthening a Remarkable City, Building a Community for Life • www.portlandmaine.gov*

Director of Planning and Urban Development  
Penny St. Louis Littlell  
Planning Division, Director  
Alexander Jaegerman

May 3, 2010

Ethan Boxer-Macomber  
Development Officer  
307 Cumberland Avenue  
Portland, Maine 04101

Dear Ethan:

Phil DiPietro inspected the site next to Florence House today. He confirmed that the site has been cleared of vegetation. He also confirmed that it appears there is no alteration of a watercourse, drain or swale, thus the site work does not trigger site plan review. Based upon his assessment, we recommend that you complete the stabilization of the site as soon as possible.

A stop work order was not placed on the project, but we did ask that no work be performed on the site over the weekend. We appreciate that Avesta and your contractor adhered to our request and you provided a more detailed summary of the pending site work. We look forward to seeing the plans for the community garden.

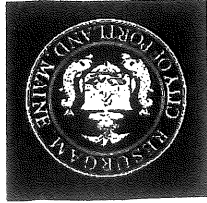
Thank you for the information in your May 3, 2010 letter and if you have any questions, please contact me.

Sincerely,

*Barbara Barthyd*  
Barbara Barthyd  
Development Review Services Manager

Cc: Deb Keller, Development Director  
Mike Adams, Ganneston Construction  
Alexander Jaegerman, Planning Division Director  
Jean Fraser, Planner

389 Congress Street, Portland, Maine 04101-3509 Ph (207)874-8721 or 874-8719 Fax 756-8258 TTY 874-8936  
O:\PLANNDev Rev\Valley St. - 190 (Florence House)\letter5-3-10.doc



*Strengthening a Remarkable City, Building a Community for Life • www.portlandmaine.gov*

Director of Planning and Urban Development  
Penny St. Louis Littlell  
Planning Division, Director  
Alexander Jaegerman

May 3, 2010

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Development Officer  
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Portland, Maine 04101

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Thank you for the information in your May 3, 2010 letter and if you have any questions, please contact me.

Sincerely,

*Barbara Barthdt*  
Barbara Barthdt

Development Review Services Manager

Cc: Deb Keller, Development Director  
Mike Adams, Ganneston Construction  
Alexander Jaegerman, Planning Division Director  
Jean Fraser, Planner

389 Congress Street, Portland, Maine 04101-3509 Ph (207)874-8721 or 874-8719 Fax 756-8258 TTY 874-8936

O:\PLANNING\Dev Rev\Valley St. - 190 (Florence House)\letters-3-10.doc



February 10, 2010

TO: Jean Fraser, Planner

CC: Marge Schmuckel, Zoning Administrator

FROM: Debora Keller 

RE: Florence House Signage

In the November 9, 2007 Site Plan/Subdivision Approval Letter for Florence House, located at 190 Valley Street, there is a condition of approval related to signage. The letter specifically states, "that the applicant shall submit for review and approval by the Planning Authority, prior to the issuance of a Certificate of Occupancy, the location, size and design details of all signage". We have spent a considerable amount of time trying to come up with signage that works with the exterior elevations and architectural elements on the building – and serves the goal of letting people know what and where Florence House is.

To fulfill this condition, I am submitting the Signage/Awning Permit Application along with the following materials for your review and approval:

- Exhibit A: Building Elevation (A401) from original approval plan set
- Exhibit B: REVISED Building Elevation (A401) showing proposed signage changes
- Exhibit C: Renderings and dimensions of proposed building-mounted signage
- Exhibit D: Information from BlackBear Signworks re materials and installation methods.

To summarize, the proposed signage:

- 1) Adds "190" at two sides of the front entrance column (color match to sample provided)
- 2) Deletes the sign light and any signage from the upper level of the building exterior on Valley Street
- 3) Adds two blind-mount building-mounted aluminum cast plaques identifying Avesta Housing and Preble Street to the brick wall on the Valley Street side. PLEASE NOTE that colors of text and graphics will be PMS matched to color sample provided (Pium Island) and background will be color matched to pre-cast band around building.
- 4) Changes the lettering on the front canopy from MAIN ENTRANCE to FLORENCE HOUSE in color to match sample provided).



Permit signed at  
3-1-10.

# Signage/Awning Permit Application



If you or the property owner owes real estate or personal property taxes or user charges on any property within the City, payment arrangements must be made before permits of any kind are accepted.

Location/Address of Construction: <b>190 VARNER STREET</b>	
Tax Assessor's Chart, Block & Lot Chart# Block# Lot#	<b>064F02.001:0002</b>
Owner: FRANK FORBANK HOUSE LP FRANK FORBANK HOUSE CORP	<b>553 7780 4228</b>
Telephone:	
Contractor name, address & telephone: Total s.f. of signage x \$2.00 Per s.f. plus \$30.00/\$65.00 For H.D. signage= Total Fee: \$ Awning Fee= cost of work Total Fee: \$	<b>6 ANIMASTON CONSTRUCTION</b>
Lessee/Buyer's Name (If Applicable)	

Who should we contact when the permit is ready: **DEB LEUER** phone: **553 7780 4228**

Tenant/allocated building space frontage (feet): Length: \_\_\_\_\_ Height: \_\_\_\_\_  
Single Tenant or Multi Tenant Lot: **2 CONDO UNITS**

Current Specific use: **FORBANK HOUSE (CONDO CONSTRUCTION)**

If vacant, what was prior use: \_\_\_\_\_  
Proposed Use: \_\_\_\_\_

**Information on proposed sign(s):**  
 Freestanding (e.g., pole) sign? Yes  No   
 Bldg. wall sign? (attached to bldg) Yes  No   
 Dimensions proposed: \_\_\_\_\_  
 Height from grade: \_\_\_\_\_  
 Is awning backlit? Yes  No   
 Height of awning: \_\_\_\_\_  
 Length of awning: \_\_\_\_\_  
 Depth: \_\_\_\_\_  
 Is there any communication, message, trademark or symbol on it? Yes  No   
 If yes, total s.f. of panels w/communications, message, trademark or symbol: \_\_\_\_\_ s.f.

**Information on existing and previously permitted sign(s):**  
 Freestanding (e.g., pole) sign? Yes  No   
 Dimensions: \_\_\_\_\_  
 Bldg. wall sign? (attached to bldg) Yes  No   
 Dimensions: \_\_\_\_\_  
 Awning? Yes  No   
 Sq. ft. area of awning w/communication: \_\_\_\_\_

**APPROVED PLANS INCLUDED**  
**DIFFERENT AWNING**  
**RETURNING.**

Please submit all of the information outlined in the Sign/Awning Application Checklist. Failure to do so may result in the automatic denial of your permit.

In order to be sure the City fully understands the full scope of the project, the Planning and Development Department may request additional information prior to the issuance of a permit. For further information visit us on-line at [www.portlandmaine.gov](http://www.portlandmaine.gov), stop by the Building Inspections office, room 315 City Hall or call 874-8703.

I hereby certify that I am the Owner of record of the named property, or that the owner of record authorizes the proposed work and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the Code Official's authorized representative shall have the authority to enter all areas covered by this permit at any reasonable hour to enforce the provisions of the codes applicable to this permit.

Signature of applicant: \_\_\_\_\_  
Date: **2/10/2010**

This is not a permit; you may not commence ANY work until the permit is issued.



**From:** Jean Fraser  
**To:** Keller, Deb of Avesta  
**Date:** 12/3/2008 4:14:25 PM  
**Subject:** Status of Conditions of Approval

Deb,

The following items need to be completed prior to the release of the subdivision plat for recording and prior to the issuance of the building permit:

1. [Licence and condo doc approvals from Legal. I think these are OK but Legal have docs]
2. Payment of Performance Guarantee [via Phil DiPierro]
3. Payment of Inspection Fees [via Phil DiPierro]
4. Payment of the contributions specified in the approval letter: \$3000 for trees; \$5000 for traffic calming (two separate checks; via me).

All other conditions that need to be met prior to the issuance of the Building Permit have been met.

The revised Subdivision Plat (referring to CZA amendment on Nov 17, 2008) has been signed by the four eligible Planning Board Members and can be released for recording (and copies to us) when the above items are completed.

Please note that there are a few "standard" requirements (more copies of plans; preconstruction meeting with Planning, PS and Inspections; agreement of construction schedule (including pedestrian safety on sidewalks)) etc but these are not legal issues - just need to be remembered.

Please let me know if you need any further confirmations/clarification.

Jean (Fraser)  
Planner  
874 8728

**From:** Jean Fraser  
**To:** Keller, Deb of Avesta  
**Date:** 11/21/2008 4:31:59 PM  
**Subject:** Building Permit prior to closing - Florence House

Deb

I have made some enquiries about whether you ned to make one or two BF applications and about fees. I think you will need to talk to Tammy Munson (just appointed as the director of inspections) and maybe Penny Littlell as to how this would work.

Tammy is on 874 8706 or [TM@portlandmaine.gov](mailto:TM@portlandmaine.gov)

I am away until Dec 3 so hope they can help you.

Jean

**CC:** Barhydt, Barbara; Munson, Tammy

**From:** Barbara Barhydt  
**To:** DiPierro, Phillip; Fraser, Jean  
**Date:** 11/17/2008 3:27:06 PM  
**Subject:** Re: Florence House Timetable

The Building Permit questions should be referred to Inspections. I know we have issued these before, but I do not know the status of the building reviews. I would recommend starting with Jeanne Bourke or she could recommend who should be the contact.

Thanks.

Barbara

>>> Jean Fraser Monday, November 17, 2008 3:15 PM >>>

Further to today's discussion, the closing is scheduled for Dec 18th.

A few days before then (after the 30 day appeal period has passed) they will pay the inspection fee and infrastructure contributions.

Immediately after the closing they will pay the Performance Guarantee (have sent in an estimate which we need to confirm is OK and they will draft the letter of credit) and then we can release the signed Plat [ once they record and get us copies we can issue the final Building Permit].

Barbara - Deb wants to know (I said I would find all this out):

Do they need to make a formal building permit application to get the BP for the Maine State Housing closing? Their contractor will submit the application for the "real" building permit in a week or so; would that be a separate application? Who downstairs would deal with this? Just need to know how to do the paperwork to minimize any confusion.

19/20/21 Nov  
 o - may exchange  
 w/ Jeanne Bourke  
 who rec. Tammy  
 about out

City of Portland  
Planning Division

OCT 15 2008

RECEIVED

Denmy - Public Services is OK  
with the license + agreement

JMP

~~NOTE # 15 STATES the City has  
already given an agreement of license  
the Dept is very im-clear  
on what the impact is  
separately needs clarification.~~

Morice  
Hesse

**Betsy M**

**From:** Mike Smith [msmith@gpmetrobus.com]  
**Sent:** Wednesday, September 05, 2007 9:24 AM  
**To:** Betsy M  
**Subject:** Re: Metro Service for Florence House

Hello Betsy,  
It was a pleasure speaking with you yesterday afternoon. As we've discussed in the past Metro will continue to explore every opportunity in order to provide quality accessible public transportation at or near your proposed Florence House project.  
Please feel free to contact us if you have any further transit questions as you move forward on this exciting project.  
Warmest Regards,  
Michael Smith  
Assistant Transportation Manager

----- Original Message -----

**From:** Betsy M  
**To:** msmith@gpmetrobus.com  
**Sent:** Tuesday, September 04, 2007 12:57 PM  
**Subject:** Metro Service for Florence House

Hello Michael-

The Florence House project is moving forward with our next phase of the approval process. Site Plan and Subdivision review. This phase will require closer examination of site requirements and amenities.

Based on our recent discussion, we understand that Metro will continue to work with us to provide the best service for our site. We have discussed the addition of a stop on Valley Street by the intersection with D Street. We appreciate your efforts and your offer to appear at meetings, should your attendance be requested.

Betsy Melrose  
Mitchell & Associates  
70 Center Street  
Portland, Maine 04101  
Phone: 207.774.4427  
Fax: 207.874.2460

Submission D &

(3 pages)

**Mitchell & Associates**  
LANDSCAPE ARCHITECTS

October 16, 2007

Ms. Jean Fraser, Planner  
and Board Members  
City of Portland  
389 Congress Street, 4<sup>th</sup> Floor  
Portland, Maine 04101

**Re: Florence House  
190 Valley Street  
Site Plan and Subdivision Plan Application**

Dear Jean and Board Members:

On behalf of Avesta Florence House, LP, Florence House Housing Corporation and Florence House Condominium Association, which are affiliated with AVESTA Housing, we are pleased to submit the enclosed additional information for the Florence House Site Plan and Subdivision Plan Review Application.

Based on your recent e-mail message, dated October 11, the following responses have been prepared:

**1. Dumpster.**

**a. Enclosure.** The dumpster enclosure area has been enhanced with additional bollards within the walls and sleeves where the main gates can be secured open or closed, depending upon use. The enclosure has a pedestrian entrance on the western side, where the majority of activity will occur. The dumpster area is included in the security camera viewing area and the facility has 24 hour staffing, which will prevent vandalism and misuse of the structure. The hinges have been upgraded to improve durability. A revised layout plan will be submitted this Thursday.

**b. Dumpster.** A cut-sheet for the dumpster will be included in the submission on Thursday. The dumpster is approximately 6 feet high, 6 feet wide and 6 feet deep. It has a lid on the front half of the top of the structure which would be used for emptying the dumpster. A sliding

door located on the side of the structure just inside the pedestrian access door, would be the primary access point for residents and staff.

**2. Commercial Parking and Fire Hydrant.** Two "No Parking" signs have been located on Valley Street in front of the hydrant and to the south of the designated delivery area. These signs create a 20 foot no parking area on the street. The revised layout plan will be submitted this Thursday.

**3. Proposals within the ROW.** A license area has been designated along the entire front property line on Valley Street. This area is five feet deep, extending to the sidewalk, and contains an area of 1,250 SF. The license area will cover all maintenance of hardscape and plant material located within the public right-of-way. Documentation of this area will be submitted to the City for review. The island located in the drop off area was discussed at a staff meeting a few weeks ago. It was suggested that the island be constructed of vertical granite curb, where possible, to prevent vehicles from mounting this area when using the drop off area. The plan was revised to address this comment.

**4. Handicapped Parking Space.** A person exiting a vehicle at the handicapped parking space will be on a flush curb/sidewalk area. The flush curb extends the full length of the parking space and through the accessible ramp on the Valley Street sidewalk. The flush curb slopes up from these points to vertical granite curb. The pedestrian route from the parking space has accessible grades. The line which I assume you are referring to is a differentiation in paving materials from brick sidewalk which surrounds the drop off to the concrete walkway in front of the main entry.

**5. "Birds Eye View."** The crabapple trees have been added to this rendering. An updated view will be submitted this Thursday.

**6. Location of Surveillance Cameras.** The location of surveillance cameras has been discussed with the Police Department. One camera has been relocated from our most recent submission. The camera at the western side of the building has been moved to the northwestern corner of the L part of the building, south of the terraces. These cameras will be mounted at a minimum of ten feet in height, to prevent vandalism. They will be mounted on the building, when possible, or mounted on proposed light poles to minimize the visual impact of the cameras.

An additional view of the rear property line buffering is in the process of being created from another viewpoint. This rendering will be submitted this Thursday.

Ms. Jean Fraser  
and Planning Board Members  
Page 3 of 3

We look forward to hearing additional staff comments from your meeting today.  
Should you have any comments and or questions, please do not hesitate to call  
me.

Sincerely,  
Mitchell & Associates



Betsy Melrose

Enclosure

cc. Deb Keller, Avesta Housing  
Mark Swan, Preble Street Resource Center  
Cito Selinger, Curtis, Thaxter, Stevens, Broder & Micollean LLC  
Rebecca Dillon, Gawron-Turgeon Architects  
Rachel Rourke Sunnell, Gawron-Turgeon Architects



The Staples School  
70 Center Street  
Portland, Maine 04101  
P: 207.774.4427  
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www.mitchellassociates.biz

Submission B 3

(25 pages)

**Mitchell & Associates**  
LANDSCAPE ARCHITECTS

October 18, 2007

Ms. Jean Fraser, Planner  
and Board Members  
City of Portland  
389 Congress Street, 4<sup>th</sup> Floor  
Portland, Maine 04101

**Re: Florence House  
190 Valley Street  
Site Plan and Subdivision Plan Application**

Dear Jean and Board Members:

On behalf of Avesta Florence House, LP, Florence House Housing Corporation and Florence House Condominium Association, which are affiliated with AVESTA Housing, we are pleased to submit the enclosed additional information for the Florence House Site Plan and Subdivision Plan Review Application.

Based on comments received from the Development Review Team, the following information is submitted, in addition to the letter dated October 16, 2007.

**1. Management Plan.** The Management Plan has been reviewed and approved by the City, as required in the Conditional Zone Agreement. The Plan is included in this submission.

**2. Condominium Documents.** The Condominium Documents are being reviewed by Corporation Council and final acceptance will be considered a condition of approval.

**3. Neighborhood Meeting.** A neighborhood meeting was held on October 9th at 5pm at West School. Please see attached meeting certification, invitation, sign-in sheet and minutes. One item which was discussed was the installation of a crosswalk to the north of the project site at a crest in Valley Street. The applicant is making a \$5,000 contribution toward traffic calming improvements on Valley Street between Commercial Street and Congress Street. Tom Errico has noted that this recommendation will be considered when an engineering study is conducted and improvements are designed.

4. **Dumpster and Enclosure.** Plan and detail revisions for the dumpster enclosure include: location of keepers on plan to pin doors open/closed, increased durability of hinges, and increased enclosure height from 6 feet to 7 feet. Pine Tree Waste reviewed the plan and noted that additional bollards should not be added, please see attached e-mail message. Please see Sheet 2, Layout and Lighting Plan and Sheet 8, Site Details for revisions. A cut-sheet of the dumpster has also been included to illustrate the cover and access points.
5. **Views Along Rear Property Line.** The "Bird's Eye View Along Rear Property Line" has been updated to incorporate the three Spring Snow Crabapples along the building. An additional rendering has been created to view the parking lot area, titled "View from Heald Driveway." Please see attached renderings.
6. **Plan Revisions.** The following plans have been revised based upon comments received by the Development Review Team and are included in this submission. Plan revisions are listed as follows:
  - a. **Sheet 1 - Existing Conditions and Demolition Plan.** Additional information has been added to the plan per request of Michael Farmer, Project Engineer at the Department of Public Works. Two tie lines, with distances and bearings, have been added to the plan so that the parcel can be integrated into the City GIS database.
  - b. **Sheet 1 - Subdivision Plat.** Tie lines, as noted above, have been added to the plan. The Subdivision Plat has been revised according to comments received. Unnecessary notes, utility information and contours have been removed. A chart noting dwelling units and bed location by floor has been added. A License Area extending five (5) feet from the Valley Street property line, along the full property line, has been added to the plan. The License Area and terms are under review by Corporation Council. The license will be used by the applicant for installation and maintenance in of hardscape and vegetation within the public right-of-way.
  - c. **Sheet 2 - Layout and Lighting Plan.** The dumpster enclosure area has been revised. The security camera to the west of the building has been relocated and approved by the Police Department. A License Area, as described above, has been added to the plan. Two "No Parking" signs have been added to Valley Street in front of the fire hydrant to designate 20 feet of no parking area.

- d. **Sheet 5 - Landscape and Planting Plan.** Jeff Tarling, City Arborist, requested increasing the size of the Freeman Maple to 2.5" caliper and the Lilac to a larger size. These revisions have been incorporated on the plan.
- e. **Sheet 8 – Site Details.** The Dumpster Enclosure Detail has been revised. The height of the enclosure was increased from six feet to seven feet, keeper locations have been added to keep the doors open/closed as necessary, and the hinges have been upgraded. An outline of the dumpster size has been added to the plan for reference.
- f. **Sheet 14 – Landscape Details.** The Safety Rail detail (G8) has been revised to remove the flat banding, for consistency with the Bird's Eye View renderings.

### Submission

The following items are included with this submission:

1. Management Plan
2. Neighborhood Meeting Documentation
  - Neighborhood Meeting Certification
  - Neighborhood Meeting Invitation
  - Sign-In Sheet
  - Meeting Minutes
2. Dumpster
  - E-mail from Dan Johnson, Pine Tree Waste Services
  - Cut-Sheet
3. Rendered Views Along Rear Property Line
  - View from Vicinity of Right-of-Way
  - View from Ms. Heald's Property
4. Plans (1 – Full Size and 1 – 11x17)
  - Sheet 1 – Existing Conditions and Demolition Plan
  - Sheet 1 – Subdivision Plat
  - Sheet 2 – Layout and Lighting Plan
  - Sheet 5 – Landscape and Planting Plan
  - Sheet 8 – Site Details
  - Sheet 14 – Landscape Details

Ms. Jean Fraser  
and Planning Board Members  
Page 4 of 4

We look forward to meeting with the Planning Board at the Public Hearing on  
October 23<sup>rd</sup>. Should you have any comments and or questions, please do not  
hesitate to call me.

Sincerely,  
Mitchell & Associates



Betsy Melrose

Enclosure

cc. Deb Keller, Avesta Housing  
Mark Swan, Preble Street Resource Center  
Cito Selinger, Curtis, Thaxter, Stevens, Broder & Micollean LLC  
Rebecca Dillon, Gawron-Turgeon Architects  
Rachel Rourke Sunnell, Gawron-Turgeon Architects

## FLORENCE HOUSE MANAGEMENT PLAN

### RESPONSIBILITIES

Florence House is a collaboration between Preble Street and Avesta Housing Development Corporation.

Avesta Housing is the developer/sponsor of the project, and Preble Street will provide social services. The project will be set up as a two unit condominium owned by Florence House Housing Corporation and Avesta Florence House LP. Both entities are affiliated with Avesta Housing. The Florence House Condominium Association will be established pursuant to the Maine Condominium Act, 33 M.R.S.A Sections 1601-101 et seq. Florence House Condominium Association will be responsible for maintaining all common elements as indicated in the Plat and Plans in the Declaration of Condominium of the Florence House Condominium Association. This includes, but is not limited to driveways, open spaces and walkways, light fixtures on the property, water feeder lines, sewer lines, meters and drainage systems. In addition, the Association will be responsible for removal of solid waste, and snowplowing, salting, and sanding all driveways, walkways and parking areas. Florence House Condominium Association is responsible for implementing and enforcing this Management Plan.

Preble Street is the on-site social service provider at Florence House and is responsible for day to day operations including social work and on site support provided to residents of Florence House. Avesta Housing, through its affiliated management company, is responsible for tenant selection and income qualification, with consultation from Preble Street.

### STAFFING

Preble Street has made a commitment to a minimum of three awake staff people on-site at all times. Attached is a proposed staffing plan and staffing schedule.

Florence House will be overseen by a Program Coordinator with experience in management of programs working with homeless women as well as extensive training in mental health and substance abuse issues. The Coordinator will be accountable for hiring and firing staff, assuring that all staff meet training requirements, for coordinating with Avesta, and for developing and implementing policies and procedures aimed at maintaining a safe environment and furnishing of quality social services at Florence House.

The Coordinator will be supported by a Clinical Supervisor who will assist in the development of clinical policies, directly supervise part of the Housing Support staff, lead case review meetings, and be the primary liaison with the many mental health, substance abuse, and health providers who will be working with Florence House residents.

Housing Support Workers will work directly with Florence House residents to assure that basic needs are met, that supports are available, that referrals and appointments in the community are made, and in developing individual service plans with residents who are ready to do so. In addition these staff will be responsible for monitoring safety in the building and on the property. Safety will be monitored through staffing of the front desk, requiring that all persons who enter the building sign in and exhibit safe behavior, and by staff doing frequent walks throughout the facility.

Housing Support Workers will receive training that meets the residential standards for mental health programs and then additional training to understand the complex issues that face chronically homeless individuals. This training will include: CPR, First Aid, intervention in potentially violent situations, mental health, substance abuse, co-occurring disorders, homelessness, Housing First, crisis intervention, and essential community resources. Three team leaders will be responsible for providing leadership for other housing support staff throughout the shifts. Team leaders will receive additional training in supervision, policy implementation, and crisis intervention and will be directly supervised by the Program Coordinator.

## ACCESS RESTRICTIONS

Both the physical design of the building and the program design will act in tandem to control access to the building. The front desk staff person is responsible for monitoring entry into and exit from the building.

There are four access points to the building:

- The primary entrance is at the south-east corner of the building on Valley Street. This entry consists of two sets of doors. The first set is un-locked and leads into a small vestibule. The second set is locked and leads to the staffed front desk in the main lobby. This front desk will be constantly staffed by Preble Street employees. All people entering the building will have to be buzzed in by Preble Street staff.
- There is a basement level door at the south-west corner of the building. This door provides limited access only to staff and residents with cars. This door will be monitored through a video intercom system monitored at the front desk. This system will include electronic door unlocking for entry. The Valley Street delivery entrance at the northern end of the building is designed for staff and delivery use only. This door will be monitored through a video intercom system monitored at the front desk. This system will include electronic door unlocking for entry. Residents will not have access to this door.
- There is a door located at the rear terrace. This door will be used by residents and staff to access the patio.
- The rear yard area is fenced off with a 6 foot high wooden fence. A locked gate is located near the parking lot.

In addition, there are two egress doors – one located at the basement level door and the other located at the delivery area. Both doors lead directly into stairwells and are designed for emergency exit of the building, not as entrance points.

#### *Resident Access*

Florence House is accessible to residents twenty-four hours a day. Unlike traditional shelters that close in the morning for cleaning, residents may stay in the building at all times.

#### *Visitor Policy*

Residents in the apartments on the second and third floors can have visitors. All visitors are required to be signed in and signed out at the front desk. Visitors cannot be intoxicated and cannot bring any alcohol or non-prescription drugs into Florence House. Any behavior that appears threatening or inappropriate will be managed as outlined below in the CONTROLS OF BEHAVIORS; CONTROL OF NOISE LEVELS section of this plan.

### **SURVEILLANCE**

Four functional surveillance cameras will be situated in order to monitor the outer perimeter of the property and will be directed to avoid monitoring any neighboring properties unless explicitly agreed with the owner of that property. Exact mounting locations will be selected to maximize viewing coverage; mounting height will be a minimum of 10 feet above the ground to prevent vandalism. The cameras are part of a digital video security system that will allow for live viewing of each camera from a central computer as well as the recording of data. Front desk staff will be responsible for monitoring the cameras. Any changes in camera locations will be in consultation with the Portland Police Department.

### **SAFETY MEASURES**

Working closely with the Portland Police Department and other public safety departments, Preble Street provides extensive trainings to all staff on basic safety including CPR, First Aid, intervention with potentially violent situations, how to communicate with crisis services and with 911, and the role of police and Medcu in on site situations. Preble Street have developed specific safety protocols and regularly communicate with the Portland Police and other emergency personnel. Attached is an outline of the Preble Street training material.

### **CONTROLS OF BEHAVIORS; CONTROL OF NOISE LEVELS**

Residents' behavior is expected to be safe and appropriate. Residents may not unreasonably disturb others, use the premises for any purpose deemed hazardous, conduct any activity or occupation which is illegal, noisy or dangerous, nor cause any

damage or waste to the premises. No alcohol is permitted in any indoor or outdoor public area. Expectations will be detailed in the tenant agreement that is part of the lease. An excerpt of a sample Avesta Housing lease is attached.

Loitering of non-residents around Florence House is not permitted nor is any behavior that is disruptive or unsafe. Any behavior that does not meet safety and noise expectations as well as any loitering will be addressed by procedures that will vary based on the severity and the responsibility of the person whose behavior is being inappropriate:

- First, the individual(s) is asked to leave the area and staff use any existing relationship as well as offers of alternative resources, if needed, to make sure that the individual(s) leave the area and understand the need to change this behavior in the future.
- Second, in the event that the person returns to the area or refuses to leave, Treble Street staff will serve the individual(s) with paperwork approved by the City that lets them know that they are restricted from a specific area around the building.

- Third, if the individual(s) still does not leave the area or returns, the police will be notified to move the individual(s) along and/or to make an arrest for trespassing. Treble Street staff follow up with the Police Department to ensure that individuals do not return to the area and that they understand that continued trespassing can result in incarceration.

## MONITORING REPORTS

Treble Street will submit regular reports to the funding sources of Florence House, as required (HUD, United Way, State of Maine, Maine State Housing Authority, etc). In addition, both Avesta Housing and Treble Street are active members of two planning and monitoring entities – the local Emergency Shelter Assessment Committee and the Region One Homeless Council. Treble Street and Avesta Housing will regularly report on Florence House at those meetings. In addition, the Association will submit reports to the City on a quarterly basis during the first year of occupancy at Florence House and annually thereafter.

This Management Plan is subject to periodic updating and review. Any changes to this Management Plan must be mutually agreed upon by the City of Portland, acting through the Planning Authority, and the Florence House Condominium Association. This Management Plan is subject to the Conditional Zoning Agreement approved by the City of Portland on September 17, 2007.

## ATTACHMENTS

1. Staffing Plan and Staffing Schedule
2. Treble Street Training Material Outline
3. Excerpt from sample Avesta Housing lease (re apartments only)
4. Excerpt from sample Avesta Housing resident selection policy (re apartments only)



## Attachment 1: Staffing Plan and Staffing Schedule

The Florence House staffing team will be led by a Program Coordinator with experience in management of programs working with homeless women as well as extensive training in mental health and substance abuse issues. A Clinical Supervisor will provide additional support for staff regarding the challenges of implementing the housing first model. Team leaders with extensive experience in homeless and/or residential services will take responsibility for task supervision during weekend and overnight shifts and will report directly to the program Coordinator. Housing Support Workers will receive extensive training in crisis intervention, mental illness and substance abuse issues, CPR, First Aid, housing first, and harm reduction as well as an orientation to Preble Street's low barrier model and Portland resources. It is anticipated that all staff will receive three weeks of training and assisting in other Preble Street sites before Florence House opens.

To summarize, the proposed staffing team includes:

- 1 Program Coordinator
- 1 Clinical Supervisor
- 3 Team Leaders
- 13 FTE Life Skills Worker
- 1 Program Assistant
- Meal & Volunteer Program Manager
- Janitorial
- Per diem staff to cover gaps during staff vacation/holiday time

### *Typical Day Staffing Pattern*

Staffing will take place in three shifts each day – a daytime shift, an evening shift, and an overnight shift. All staff members will be awake at all times. There will never be fewer than three staff members present on site. Most day and evening shifts will include five or six staff members present on site, including one supervisor or team leader and three line staff. Overnight shifts will have a minimum of three staff. There is also the possibility of one or two meal volunteers during the day shifts.

The following chart outlines the basic staffing pattern.

**Florence House Schedule**

	SUN	MON	TUES	WED	THUR	FRI	SAT
<b>8am-4pm "daytime"</b>	FT#1 FT#3 FT#4	FT#1 FT#3 FT#4	FT#1 FT#2 FT#4	FT#1 FT#2 FT#3	FT#1 FT#2 FT#3	FT#2 FT#3 LS	FT#2 FT#3 LS
	Sup/TL	Sup/TL	Sup/TL	Sup/TL	Sup/TL	Sup/TL	TL
	Coord	Coord	Coord	Coord	Coord		
	F&V mgr	F&V mgr	F&V mgr	F&V mgr		F&V mgr	
<b>4pm-midnt "evening"</b>	FT#7 FT#8	FT#5 FT#8	FT#5 FT#6	FT#5 FT#6	FT#5 FT#6	FT#5 FT#6	FT#6 FT#7
	LS	LS	Sup/TL	Sup/TL	Sup/TL	Sup/TL	Sup/TL
	TL	TL		Coord	Coord	Coord	
<b>midnt-8am "overnit"</b>	FT#12 FT#9	FT#12 FT#9	FT#9 FT#10	FT#9 FT#10	FT#9 FT#10	FT#9 FT#10	FT#11 FT#12
	TL	TL	F&V mgr	F&V mgr	F&V mgr	F&V mgr	

FT - Full-time Housing Support Worker  
 PT - Part-time Housing Support Worker  
 Sup - Clinical Supervisor  
 Coord. - Program Coordinator  
 TL - Team Leader

Please Note:  
 The Food and Volunteer Manager and the Program Coordinator will have varying schedules.

**Attachment 2: Preble Street Training Material Outline**

**I. Preble Street Required Training for All Staff**

Step 1: Orientation: Preble Street Handbook and Policies

Confidentiality Policy and Unlawful Harassment Policy

Exposure Risk Policies (Universal Precautions, Bloodborne and Airborne Pathogens)

Incident and Accident reporting, Worker's Compensation, and Trauma Protocol

Step 2: Maintaining a Safe Work Environment:

Boundaries & Confidentiality, Steps for Safety, Conflict Resolution, Challenging Behaviors,

Emergency Services Intervention Basics, Weapon Policy and Trauma Procedures

Step 3: Mental Health & Suicide Intervention:

Emergency & Non-Emergency Procedures, Mental Health Crisis Intervention, Suicide

Intervention

Additional Annually Training: Unlawful Harassment & Safety Training, Video Display Terminal

Training (for office staff)

**II. Specific Program Training**

**Adult Services**

**Logan Place/Florence House:**

History & Logan Place/Florence House Policies

Harm Reduction

Social Services Tour

Police Interaction Protocol/Referral Guidelines

Personal Safety & De-escalation Techniques

Boundaries & Confidentiality

Challenging and Unsafe Behaviors

Steps for Safe Interactions

Co-occurring Mental Health and Substance Use Disorders

Mental Health Intervention Training

Developing Positive Relationships

Assessing for Suicide

Stages of Alcoholism/Withdrawal/Overdose/Recovery

Substance Abuse and Victimization

History and Principles of Supportive Housing

**Women's Shelter/Florence House:**

Shelter Procedures and Policies (including Intake Procedures, On Call Procedures, Illegal

Substance Policy, & Overflow Plan)

Emergency Interventions/Police and Meduc Protocols

De-escalating & Addressing Difficult Behaviors

Boundaries & Confidentiality

Suicide Intervention

Coordinator and Program Assistant (HMIS Training)

Sexual Abuse Training (SARS)

**Adult Day Shelter:**

Day Shelter Policies (including Drug & Alcohol Policies, Weapon Policy & Trauma

Protocol)

Social Work and Safety in the Day Shelter

Emergency Interventions/Police and Meduc Protocols

De-escalating & Addressing Difficult Behaviors

Casework –Working with Clients & Paperwork

Weekend Breakfast Protocols/On Call Procedures

**Teen Services**

**Teen Drop in Center:**

Agency Overview

Drop in Policies/Rules/ Regulations

Confidentiality

Consumer Needs, Issues, and Characteristics

Boundaries

Harm Reduction/Drugs & Alcohol

Case Management/Paperwork/Resources

Child Abuse Reporting (DHHS/CPS Training)

Crisis Intervention

Outreach

Program Assistant (HMIS Training)

**Lighthouse:**

Lighthouse Policies /Rules

Intake/ Discharge Procedures

Confidentiality

Child Abuse Reporting (DHHS/CPS Training)

Police/Medcu/Fire Department Procedure

Emergency & Evacuation Procedure

Emergency Preparedness Plan/Overflow

Suicide Prevention

**Upon Hire and as required by license:**

Physical for staff

TB testing

First Aide/CPR (American Red Cross)

**III. Additional Training from Outside Sources:**

University Of Maine: 40-42 course slots (days) for staff each year

Ethical Decision Making, Motivational Interviewing, Communicating One on One, Using

Feedback Effectively, Constructive Conflict Resolution, Anger as Information, The Practice of

Supervision, Assessing the Risk of Violence, Stepping Up to Supervisor, Critical Thinking,

Compassion Fatigue, Managerial Courage, Negotiation Skills, Coaching to Enhance & Improve

Performance

Co-Occurring Collaborative of Southern Maine – some examples are: Multi-Cultural

Responsiveness in Maine, Co-Occurring Disorders and the Criminal Justice System, Meth on the

Move, Psychiatric Care of Patients in the ER Department, Treatment & Recovery Philosophies

Sexual Assault Response Services of Southern Maine – 4 Trainings contracted per year on

sexual assault, medical and legal issues.

American Red Cross – First Aide and CPR for Lighthouse staff upon hire and annually.

DHHS – Intake and Referral - Mandatory Reporting

David Mandt & Associates – Mandt System Training

Amstad – Mental Health Trainings

Day One- Teen Center Training

Portland Police Department – Police Interaction and Relationships, CIT Officers and Crisis

Intervention

Maine Medical Center – Ethics in the Health & Mental Health Care

Attachment 3: Excerpt from sample Avesta Housing lease (re apartments only)

RESIDENT'S OBLIGATIONS

Resident shall:

- A. Use the Premises only for a private dwelling as stated above and for no other purpose.
- B. Keep the Premises in a decent, safe and sanitary condition.
- C. Pay the Resident's Monthly Rent to the Owner pursuant to Paragraph 3 above.
- D. Promptly notify the Owner of any conditions that require repair or maintenance, including infestation with rodents, vermin or insects.
- E. Permit the Owner to inspect the Dwelling Unit annually and at other such times as the Owner deems necessary to ascertain the conditions of the Dwelling Unit and to determine if repairs or improvements are necessary.
- F. Reimburse the Owner within 30 days of his expenditures for all repairs, redecorating or replacement of furnishings and appliances necessitated by neglect or intentional conduct of Resident, or visitors
- G. Be responsible for the conduct of any visitors on the Premises
- H. Limit overnight visitors/guests to no more than 5 nights in a month. (All visitors must sign in at the front desk.)
- I. Follow such rules and regulations governing the use and occupancy of the Premises as may be promulgated by the Owner pursuant to Paragraph 12 below.
- J. Leave the Premises upon termination of this Lease Agreement in as good condition as at the date the Resident moved in, reasonable wear and tear excepted.

Resident shall not:

1. Unreasonably disturb other residents, staff or volunteers, or neighbors with loud noises or other nuisances.
2. Make any alterations, additions, or improvements to the Premises, without prior written consent of the Owner.
3. Use the Premises for any purpose deemed hazardous by the Owner's insurance company or place combustible materials in storage areas.
4. Keep any article or substance on the premises or conduct any activity or occupation which is illegal, noisy or dangerous.
5. Hang items on the walls of the Premises other than with picture hooks, without the Owner's prior written approval.
6. Assign this Lease Agreement or sublet the unit.
7. Install washing machine or dryer, electric space heater, or other major appliance.
8. Cause any damage or waste to the Premises.
9. Cause Premises to be overcrowded.
10. Permit any guests/visitors to remain overnight unless that guest/visitor has signed in at the front desk.

**Attachment 4: Excerpt from sample Avesta Housing tenant selection policy (re apartments only)**

**Determination of Eligibility and Screening Criteria**

Avesta Housing and Portland Housing Authority (PHA), in order to make the application process as low-barrier as possible, will provide a single application for Logan Place which will provide information for Avesta and PHA to determine eligibility for their respective program requirements. Preble Street will assist all referred applicants with completion of the Avesta/PHA Application.

To determine final Eligibility, verified information will be secured and evaluated and a determination will be made with respect to:

1. Eligibility of the Applicant as disabled and chronically homeless,
2. Eligibility of the Applicant with respect to Low-Income Housing Tax Credit and HOME Income Limits for admission;
3. Must not be, or intend to be a full-time student
4. Apartment size and design and whether an accessible or modified apartment is required for the household;
5. Qualification of the Applicant with respect to the Applicant Screening Criteria.

**Screening Criteria**

All Applicants for Logan Place will be screened according to the criteria set forth below.

- The Applicant must have the ability to pay the rent, i.e. apply for and be approved for a Portland Housing Authority Section 8 project based voucher.
- The Applicant must not owe money related to a previous HUD housing subsidy.
- The Applicant will be subject to a criminal history background check sufficient to determine whether he or she has a record of violent criminal history or for a pattern of criminal behavior.
- Persons convicted of sexual offenses and subject to a lifetime Sexual Offender registration requirement are permanently prohibited from admission to Logan Place. Avesta Housing will conduct criminal history background checks sufficient to determine whether any applicant member is subject to such a registration requirement.
- Persons that have been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally-assisted housing are permanently prohibited from admission to Logan Place.
- The Applicant must not have a history or illustrate a concern in which their behavior may interfere with other residents in such a manner as to diminish their peaceful enjoyment of the premises by adversely affecting their health, safety, or welfare;
- The Applicant must not have a history of, or illustrate a concern in which they may violate the civil rights of any person, while on the premises of Logan Place;
- The Applicant will not require services from Avesta Housing staff that would alter

the fundamental nature of the Logan Place program requirements.

- Illegal use of a controlled substance; or
- The Applicant must not give Avesta Housing reasonable cause to believe that the illegal use (or pattern of illegal use) of a controlled substance, or abuse (or pattern of abuse) of alcohol may interfere with the health, safety or right to peaceful enjoyment of the premises by other residents.

Avesta Housing together with PS will analyze the results of the screening process. PS will be responsible for making recommendations to Avesta Housing for admission of an applicant who is considered in default of any of the criteria set forth.

If the recommendation of an Applicant is not in violation of federal regulations and includes the provision of supportive services that in the opinion of PS will address the area(s) of concern, then the applicant will be considered qualified for placement at Logan Place. Avesta will make the final determination of Program Eligibility.

NEIGHBORHOOD MEETING CERTIFICATION

I hereby certify that a neighborhood meeting was held on Tuesday, October 9, 2007 at the West School, 57 Douglass Street, Portland, ME at 5:00 pm.  
I also certify that on September 27, 2007, 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 and the residents on the "interested parties" list.

Signed,

Debra Keller  
Debra Keller, Development Officer

Avesta Housing  
on behalf of Avesta Florence House LP,  
Florence House Housing Corporation, and  
Florence House Condominium Association

Attached to this certification are:  
1. Copy of invitation sent  
2. Sign-in sheet  
3. Meeting minutes

Date

10/10/2007





*Neighborhood Meeting Invitation*

September 27, 2007

Dear Neighbor:

Please join us for a neighborhood meeting to discuss plans for the development of Florence House to be located at 190 Valley Street, Portland, Maine. Representatives of Avesta Housing, Preble Street, and the design team will be available to answer your questions.

**Meeting Location:** West School (Portland Adult Education)

Gymnasium  
57 Douglass Street, Portland, ME

**Meeting Date:**

Tuesday, October 9, 2007

**Meeting Time:**

5:00 pm

Light refreshments will be served

The City Code requires that property owners within 500 feet 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 Debora Keller at Avesta Housing, 553-7777.

Sincerely,

*Avesta Housing*

**Note:** Under Section 14-32(C) of the City Code of Ordinances, an applicant for a major development, subdivision of over five lots/units, or zone change is required to hold a neighborhood meeting at least seven days prior to the Planning Board public hearing on the proposal.

Quality Affordable Living

www.avestahousing.org

307 Cumberland Avenue, Portland, Maine 04101 • P: 1-800 339-6516 • 207-553-7777 • F: 207-553-7778  
Equal Housing Opportunity

SIGN-IN SHEET

October 9, 2007 Neighborhood Meeting, 5:00 pm, West School Gymnasium  
Florence House, 190 Valley Street, Portland, ME

NAME ADDRESS PHONE/E-MAIL

FRANCE KELLY  
~~SHERA KELLY~~

ELIOT BURTON

Jim Burdick  
Det/Head

Dr. Bob Beaman

Bill Salmon

Fd System

233 Valley St

415.2459

preley@maine.rr.com

23 Walton St. 874-0053

Pratt St

213 Atkin St 773.9632

cheal@otc  
maine.rr.com

213 St John St 773.7632  
h2omano@  
maine.rr.com

42 Federal St. 272-4049  
bill@bkstpico

46 Kennebunk

621-6320

esustons@postbox

maine.rr.com

Florence House  
Neighborhood Meeting  
5pm West School  
October 9, 2007

PRESENTATION

- Deb Keller-Avesta
- Introduction of Project Team
- Introduction to Project
- Overview of Timeline

Betsy Melrose – Mitchell & Associates

- Project Site

Rebecca Dillon – Gawron Turgeon Architects

- Building Architecture
- Building Program/Functions

Jon Bradley – Preble Street

- Day-to-Day Operations

PUBLIC COMMENT/QUESTIONS

Q: Who can access the building at the rear?  
A: Staff and residents with cars.

Q: What mechanicals will go on the roof? How noisy will they be?  
A: There is an air handling that will go on the roof as it will not fit in the basement. It projects up and out and should not be too loud. (Dillon)

Q: What is the smoking policy? Is smoking allowed on the patio?  
A: Residents of the apartments can smoke in their units but not in common space. Smoking is prohibited on the basement and first floor of the building. Residents will be able to smoke outside the building in the rear patio or the front drop-off area. (Keller)

Q: How tall are the trees at the rear of the building on the tall wall?  
A: They are crabapples that will grow to 20' or 25'. (Melrose)

Q: When will this start? When will people move in?  
A: The expectation is that construction will start in April 2008. The construction period is 10 – 12 months. Under this timeline, residents would begin moving in spring 2009. (Keller)

Q: Are there plans to sit with neighbors closer to the opening?

A: We will host an open house for neighbors. At Logan Place, we host neighborhood events including barbeques and open houses. We are also planning a neighborhood clean-up project this fall. We encourage neighbors to call with any comment, questions, or issues. Florence House will be staffed 24-hours a day, so there will always be someone to answer the call. (Bradley)

Q: What ways can Florence House be part of the Portland Community? How can we get involved at Florence House?

A: There will be many ways for people to be involved at Florence House. Preble Street will serve 3 meals a day, 7 days a week, providing many opportunities for volunteers. There will also be opportunities to help residents with furnishing their apartments when the facility first opens. (Bradley and Keller)

Q: As a women's facility, will men be allowed to volunteer? Is there a volunteer screening or orientation?

A: At this point, we think men will be allowed to volunteer. Preble Streets has a volunteer orientation and also screens all volunteers. (Bradley)

C: There is a rise in Valley Street that concerns me because it causes a blind spot for people crossing the street.

R: We will check with the City to find out whether the Valley Street calming initiative is dealing with this issue. (Keller)

C: Ed Suslovic introduced himself and reinforced the City's commitment to the Valley Street traffic calming initiative.

Q: What is the incident rate at the shelter?

A: At the women's shelter, there hasn't been a big issue. We actually expected more relationship issues than we have seen. At Logan Place, we initially had an issue with visitors that we were able to address quickly. There is a real appreciation for safety. We also believe the tenants will invest in this space. (Bradley)

Q: Will there be additional neighborhood meetings to avoid any escalating problems. As outlined previously, we will work hard to be in communication with the neighborhood. Neighbors will know how to reach us. (Bradley)

Q: Will there be an increase in police traffic?

A: We will have police and Medcu calls. Mostly, these are internal calls. We work with the police and Medcu on a no siren policy. But there will be an increased police presence. We have found that most tenant issues are inside the building. (Bradley)

Q: What will life be like for the residents of Florence House once they have stable housing?

A: It differs for each person. We have found that people do all sorts of different things from playing cards, watching movies, socializing, walking, etc. Staff works with the residents to help them achieve greater levels of self-sufficiency. (Bradley)

Q: There is a lack of outdoor space for residents. How will you accommodate?  
A: This is a reality of an urban site on the Portland peninsula. We have worked hard to make the outdoor spaces usable for the residents. The site is easily accessible to the Western Promenade. (Keller)

Q: Can residents have overnight visitors?  
A: Residents of the apartments are able to have overnight visitors but the terms and limitations to this are incorporated in their lease. (Bradley)

Q: Describe the staffing.  
A: A minimum of three staff will be in the building at all times. The front desk will always be staffed. Remaining staff members will conduct frequent walk-throughs of the entire building. (Bradley)

**Betsy M**

**From:** Dan Johnson [Dan.Johnson@casella.com]

**Sent:** Thursday, October 18, 2007 9:04 AM

**To:** Betsy M

**Subject:** Re: Florence House Review

Sure thing Betsy. As I mentioned in our discussions earlier today, our truck maneuvers forward and backward during the process of emptying the dumpsters. It does not move left or right at all. The bollards at the rear of the coral make sense as they will protect the back wall from any potential damage. The left and right bollards will serve no purpose in protecting the side walls and will only narrow the foot print available to place the dumpster on.

I hope this is helpful and please do not hesitate to call me should you have the need. Thank you for including us in this process.

Daniel E. Johnson  
Sales Manager  
Pine Tree Waste Services  
Scarborough, ME 04074  
(207) 883-9777 Ext. 126  
"Betsy M" <BMeIrose@mitcheIlassociates.biz>

"Betsy M" <BMeIrose@mitcheIlassociates.biz>  
To <dan.johnson@casella.com>  
cc  
Subject Florence House Review  
10/18/2007 08:58 AM

Hello Dan-

Could you please send me an e-mail noting the truck operations and how additional bollards on the sides of the enclosure would create more difficulties? I would like to include this in our packet so that planning staff better understands the situation.

Thanks.

Betsy Melrose

Mitchell & Associates

70 Center Street

Portland, Maine 04101

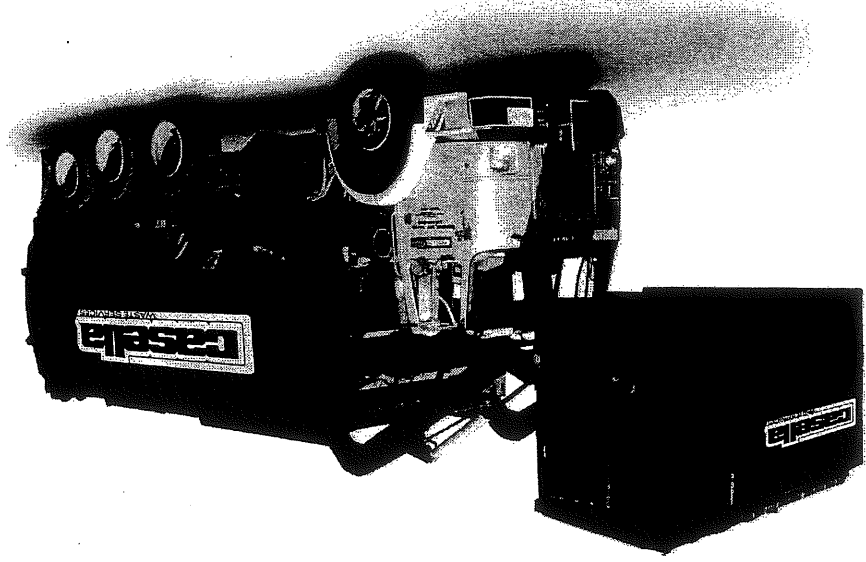
Phone: 207.774.4427

Fax: 207.874.2460

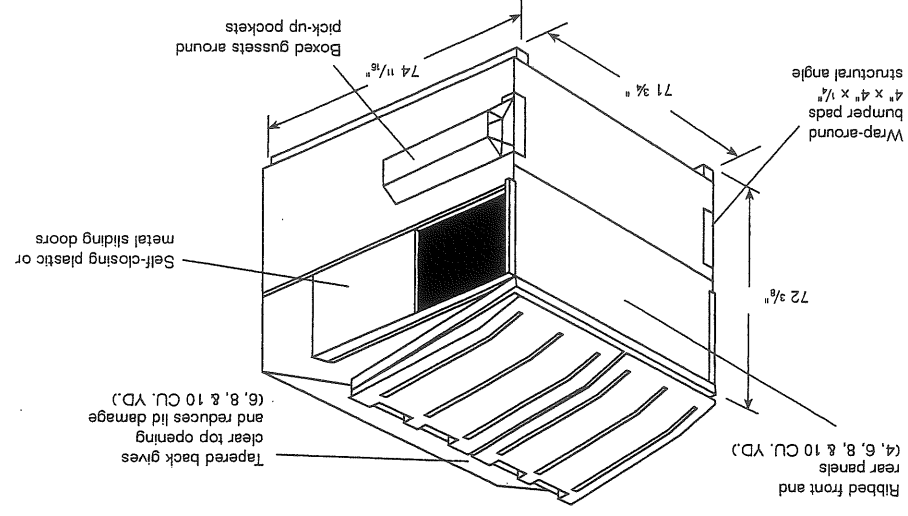
10/18/2007

# Front-load CONTAINERS

Versatile front load containers range from 2 to 10 cubic yards are often combined to give customers the right capacity to match their waste volumes



## ▲ 8 YARD FRONT-LOAD BOX



Betsy M

---

**From:** Mike Smith [msmith@gpmetrobus.com]  
**Sent:** Wednesday, September 05, 2007 9:24 AM  
**To:** Betsy M  
**Subject:** Re: Metro Service for Florence House

Hello Betsy,  
It was a pleasure speaking with you yesterday afternoon. As we've discussed in the past Metro will continue to explore every opportunity in order to provide quality accessible public transportation at or near your proposed Florence House project.  
Please feel free to contact us if you have any further transit questions as you move forward on this exciting project.  
Warmest Regards,  
Michael Smith  
Assistant Transportation Manager

----- Original Message -----

**From:** Betsy M  
**To:** msmith@gpmetrobus.com  
**Sent:** Tuesday, September 04, 2007 12:57 PM  
**Subject:** Metro Service for Florence House

Hello Michael-

The Florence House project is moving forward with our next phase of the approval process, Site Plan and Subdivision review. This phase will require closer examination of site requirements and amenities.

Based on our recent discussion, we understand that Metro will continue to work with us to provide the best service for our site. We have discussed the addition of a stop on Valley Street by the intersection with D Street. We appreciate your efforts and your offer to appear at meetings, should your attendance be requested.

Betsy Melrose  
Mitchell & Associates  
70 Center Street  
Portland, Maine 04101  
Phone: 207.774.4427  
Fax: 207.874.2460



(3 pages)

Submission D &

October 16, 2007

Ms. Jean Fraser, Planner  
and Board Members  
City of Portland  
389 Congress Street, 4<sup>th</sup> Floor  
Portland, Maine 04101

**Re: Florence House  
190 Valley Street  
Site Plan and Subdivision Plan Application**

Dear Jean and Board Members:

On behalf of Avesta Florence House, LP, Florence House Housing Corporation and Florence House Condominium Association, which are affiliated with AVESTA Housing, we are pleased to submit the enclosed additional information for the Florence House Site Plan and Subdivision Plan Review Application.

Based on your recent e-mail message, dated October 11, the following responses have been prepared:

**1. Dumpster.**

**a. Enclosure.** The dumpster enclosure area has been enhanced with additional bollards within the walls and sleeves where the main gates can be secured open or closed, depending upon use. The enclosure has a pedestrian entrance on the western side, where the majority of activity will occur. The dumpster area is included in the security camera viewing area and the facility has 24 hour staffing, which will prevent vandalism and misuse of the structure. The hinges have been upgraded to improve durability. A revised layout plan will be submitted this Thursday.

**b. Dumpster.** A cut-sheet for the dumpster will be included in the submission on Thursday. The dumpster is approximately 6 feet high, 6 feet wide and 6 feet deep. It has a lid on the front half of the top of the structure which would be used for emptying the dumpster. A sliding

door located on the side of the structure just inside the pedestrian access door, would be the primary access point for residents and staff.

**2. Commercial Parking and Fire Hydrant.** Two "No Parking" signs have been located on Valley Street in front of the hydrant and to the south of the designated delivery area. These signs create a 20 foot no parking area on the street. The revised layout plan will be submitted this Thursday.

**3. Proposals within the ROW.** A license area has been designated along the entire front property line on Valley Street. This area is five feet deep, extending to the sidewalk, and contains an area of 1,250 SF. The license area will cover all maintenance of hardscape and plant material located within the public right-of-way. Documentation of this area will be submitted to the City for review. The island located in the drop off area was discussed at a staff meeting a few weeks ago. It was suggested that the island be constructed of vertical granite curb, where possible, to prevent vehicles from mounting this area when using the drop off area. The plan was revised to address this comment.

**4. Handicapped Parking Space.** A person exiting a vehicle at the handicapped parking space will be on a flush curb/sidewalk area. The flush curb extends the full length of the parking space and through the accessible ramp on the Valley Street sidewalk. The flush curb slopes up from these points to vertical granite curb. The pedestrian route from the parking space has accessible grades. The line which I assume you are referring to is a differentiation in paving materials from brick sidewalk which surrounds the drop off to the concrete walkway in front of the main entry.

**5. "Birds Eye View."** The crabapple trees have been added to this rendering. An updated view will be submitted this Thursday.

**6. Location of Surveillance Cameras.** The location of surveillance cameras has been discussed with the Police Department. One camera has been relocated from our most recent submission. The camera at the western side of the building has been moved to the northwestern corner of the L part of the building, south of the terraces. These cameras will be mounted at a minimum of ten feet in height, to prevent vandalism. They will be mounted on the building, when possible, or mounted on proposed light poles to minimize the visual impact of the cameras.

An additional view of the rear property line buffering is in the process of being created from another viewpoint. This rendering will be submitted this Thursday.

Ms. Jean Fraser  
and Planning Board Members  
Page 3 of 3

We look forward to hearing additional staff comments from your meeting today.  
Should you have any comments and or questions, please do not hesitate to call  
me.

Sincerely,  
Mitchell & Associates



Betsy Melrose

Enclosure

cc. Deb Keller, Avesta Housing  
Mark Swan, Preble Street Resource Center  
Cito Selinger, Curtis, Thaxter, Stevens, Broder & Micollean LLC  
Rebecca Dillon, Gawron-Turgeon Architects  
Rachel Rourke Sunnell, Gawron-Turgeon Architects

Submission B 3

**Mitchell & Associates**  
LANDSCAPE ARCHITECTS

The Staples School  
70 Center Street  
Portland, Maine 04101  
P: 207.774.4427  
F: 207.874.2460  
www.mitchellassociates.biz

October 18, 2007

Ms. Jean Fraser, Planner  
and Board Members  
City of Portland  
389 Congress Street, 4<sup>th</sup> Floor  
Portland, Maine 04101

**Re: Florence House  
190 Valley Street  
Site Plan and Subdivision Plan Application**

Dear Jean and Board Members:

On behalf of Avesta Florence House, LP, Florence House Housing Corporation and Florence House Condominium Association, which are affiliated with AVESTA Housing, we are pleased to submit the enclosed additional information for the Florence House Site Plan and Subdivision Plan Review Application.

Based on comments received from the Development Review Team, the following information is submitted, in addition to the letter dated October 16, 2007.

**1. Management Plan.** The Management Plan has been reviewed and approved by the City, as required in the Conditional Zone Agreement. The Plan is included in this submission.

**2. Condominium Documents.** The Condominium Documents are being reviewed by Corporation Council and final acceptance will be considered a condition of approval.

**3. Neighborhood Meeting.** A neighborhood meeting was held on October 9th at 5pm at West School. Please see attached meeting certification, invitation, sign-in sheet and minutes. One item which was discussed was the installation of a crosswalk to the north of the project site at a crest in Valley Street. The applicant is making a \$5,000 contribution toward traffic calming improvements on Valley Street between Commercial Street and Congress Street. Tom Errico has noted that this recommendation will be considered when an engineering study is conducted and improvements are designed.

- 4. Dumpster and Enclosure.** Plan and detail revisions for the dumpster enclosure include: location of keepers on plan to pin doors open/closed, increased durability of hinges, and increased enclosure height from 6 feet to 7 feet. Pine Tree Waste reviewed the plan and noted that additional bollards should not be added, please see attached e-mail message. Please see Sheet 2, Layout and Lighting Plan and Sheet 8, Site Details for revisions. A cut-sheet of the dumpster has also been included to illustrate the cover and access points.
- 5. Views Along Rear Property Line.** The "Bird's Eye View Along Rear Property Line" has been updated to incorporate the three Spring Snow Crabapples along the building. An additional rendering has been created to view the parking lot area, titled "View from Heald Driveway." Please see attached renderings.
- 6. Plan Revisions.** The following plans have been revised based upon comments received by the Development Review Team and are included in this submission. Plan revisions are listed as follows:

**a. Sheet 1 - Existing Conditions and Demolition Plan.** Additional information has been added to the plan per request of Michael Farmer, Project Engineer at the Department of Public Works. Two tie lines, with distances and bearings, have been added to the plan so that the parcel can be integrated into the City GIS database.

**b. Sheet 1 - Subdivision Plat.** Tie lines, as noted above, have been added to the plan. The Subdivision Plat has been revised according to comments received. Unnecessary notes, utility information and contours have been removed. A chart noting dwelling units and bed location by floor has been added. A License Area extending five (5) feet from the Valley Street property line, along the full property line, has been added to the plan. The License Area and terms are under review by Corporation Council. The license will be used by the applicant for installation and maintenance in of hardscape and vegetation within the public right-of-way.

**c. Sheet 2 - Layout and Lighting Plan.** The dumpster enclosure area has been revised. The security camera to the west of the building has been relocated and approved by the Police Department. A License Area, as described above, has been added to the plan. Two "No Parking" signs have been added to Valley Street in front of the fire hydrant to designate 20 feet of no parking area.

- d. **Sheet 5 - Landscape and Planting Plan.** Jeff Tarling, City Arborist, requested increasing the size of the Freeman Maple to 2.5" caliper and the Lilac to a larger size. These revisions have been incorporated on the plan.
- e. **Sheet 8 – Site Details.** The Dumpster Enclosure Detail has been revised. The height of the enclosure was increased from six feet to seven feet, keeper locations have been added to keep the doors open/closed as necessary, and the hinges have been upgraded. An outline of the dumpster size has been added to the plan for reference.
- f. **Sheet 14 – Landscape Details.** The Safety Rail detail (G8) has been revised to remove the flat banding, for consistency with the Bird's Eye View renderings.

### Submission

The following items are included with this submission:

- 1. Management Plan
- 2. Neighborhood Meeting Documentation
  - Neighborhood Meeting Certification
  - Neighborhood Meeting Invitation
  - Sign-In Sheet
  - Meeting Minutes
- 2. Dumpster
  - E-mail from Dan Johnson, Pine Tree Waste Services
  - Cut-Sheet
- 3. Rendered Views Along Rear Property Line
  - View from Vicinity of Right-of-Way
  - View from Ms. Heald's Property
- 4. Plans (1 – Full Size and 1 – 11x17)
  - Sheet 1 – Existing Conditions and Demolition Plan
  - Sheet 1 – Subdivision Plat
  - Sheet 2 – Layout and Lighting Plan
  - Sheet 5 – Landscape and Planting Plan
  - Sheet 8 – Site Details
  - Sheet 14 – Landscape Details

Ms. Jean Fraser  
and Planning Board Members  
Page 4 of 4

We look forward to meeting with the Planning Board at the Public Hearing on  
October 23<sup>rd</sup>. Should you have any comments and or questions, please do not  
hesitate to call me.

Sincerely,  
Mitchell & Associates



Betsy Melrose

Enclosure

cc. Deb Keller, Avesta Housing  
Mark Swan, Preble Street Resource Center  
Cito Selinger, Curtis, Thaxter, Stevens, Broder & Micollean LLC  
Rebecca Dillon, Gawron-Turgeon Architects  
Rachel Rourke Sunnell, Gawron-Turgeon Architects

## FLORENCE HOUSE MANAGEMENT PLAN

### RESPONSIBILITIES

Florence House is a collaboration between Preble Street and Avesta Housing Development Corporation.

Avesta Housing is the developer/sponsor of the project, and Preble Street will provide social services. The project will be set up as a two unit condominium owned by Florence House Housing Corporation and Avesta Florence House LP. Both entities are affiliated with Avesta Housing. The Florence House Condominium Association will be established pursuant to the Maine Condominium Act, 33 M.R.S.A Sections 1601-101 et seq. Florence House Condominium Association will be responsible for maintaining all common elements as indicated in the Plat and Plans in the Declaration of Condominium of the Florence House Condominium Association. This includes, but is not limited to driveways, open spaces and walkways, light fixtures on the property, water feeder lines, sewer lines, meters and drainage systems. In addition, the Association will be responsible for removal of solid waste, and snowplowing, salting, and sanding all driveways, walkways and parking areas. Florence House Condominium Association is responsible for implementing and enforcing this Management Plan.

Preble Street is the on-site social service provider at Florence House and is responsible for day to day operations including social work and on site support provided to residents of Florence House. Avesta Housing, through its affiliated management company, is responsible for tenant selection and income qualification, with consultation from Preble Street.

### STAFFING

Preble Street has made a commitment to a minimum of three awake staff people on-site at all times. Attached is a proposed staffing plan and staffing schedule.

Florence House will be overseen by a Program Coordinator with experience in management of programs working with homeless women as well as extensive training in mental health and substance abuse issues. The Coordinator will be accountable for hiring and firing staff, assuring that all staff meet training requirements, for coordinating with Avesta, and for developing and implementing policies and procedures aimed at maintaining a safe environment and furnishing of quality social services at Florence House.

The Coordinator will be supported by a Clinical Supervisor who will assist in the development of clinical policies, directly supervise part of the Housing Support staff, lead case review meetings, and be the primary liaison with the many mental health, substance abuse, and health providers who will be working with Florence House residents.



Housing Support Workers will work directly with Florence House residents to assure that basic needs are met, that supports are available, that referrals and appointments in the community are made, and in developing individual service plans with residents who are ready to do so. In addition these staff will be responsible for monitoring safety in the building and on the property. Safety will be monitored through staffing of the front desk, requiring that all persons who enter the building sign in and exhibit safe behavior, and by staff doing frequent walks throughout the facility.

Housing Support Workers will receive training that meets the residential standards for mental health programs and then additional training to understand the complex issues that face chronically homeless individuals. This training will include: CPR, First Aid, intervention in potentially violent situations, mental health, substance abuse, co-occurring disorders, homelessness, Housing First, crisis intervention, and essential community resources. Three team leaders will be responsible for providing leadership for other housing support staff throughout the shifts. Team leaders will receive additional training in supervision, policy implementation, and crisis intervention and will be directly supervised by the Program Coordinator.

## ACCESS RESTRICTIONS

Both the physical design of the building and the program design will act in tandem to control access to the building. The front desk staff person is responsible for monitoring entry into and exit from the building.

There are four access points to the building:

- The primary entrance is at the south-east corner of the building on Valley Street. This entry consists of two sets of doors. The first set is un-locked and leads into a small vestibule. The second set is locked and leads to the staffed front desk in the main lobby. This front desk will be constantly staffed by Preble Street employees. All people entering the building will have to be buzzed in by Preble Street staff.
- There is a basement level door at the south-west corner of the building. This door provides limited access only to staff and residents with cars. This door will be monitored through a video intercom system monitored at the front desk. This system will include electronic door unlocking for entry.
- The Valley Street delivery entrance at the northern end of the building is designed for staff and delivery use only. This door will be monitored through a video intercom system monitored at the front desk. This system will include electronic door unlocking for entry. Residents will not have access to this door.
- There is a door located at the rear terrace. This door will be used by residents and staff to access the patio.
- The rear yard area is fenced off with a 6 foot high wooden fence. A locked gate is located near the parking lot.

In addition, there are two egress doors – one located at the basement level door and the other located at the delivery area. Both doors lead directly into stairwells and are designed for emergency exit of the building, not as entrance points.

#### *Resident Access*

Florence House is accessible to residents twenty-four hours a day. Unlike traditional shelters that close in the morning for cleaning, residents may stay in the building at all times.

#### *Visitor Policy*

Residents in the apartments on the second and third floors can have visitors. All visitors are required to be signed in and signed out at the front desk. Visitors cannot be intoxicated and cannot bring any alcohol or non-prescription drugs into Florence House. Any behavior that appears threatening or inappropriate will be managed as outlined below in the CONTROLS OF BEHAVIORS; CONTROL OF NOISE LEVELS section of this plan.

### **SURVEILLANCE**

Four functional surveillance cameras will be situated in order to monitor the outer perimeter of the property and will be directed to avoid monitoring any neighboring properties unless explicitly agreed with the owner of that property. Exact mounting locations will be selected to maximize viewing coverage; mounting height will be a minimum of 10 feet above the ground to prevent vandalism. The cameras are part of a digital video security system that will allow for live viewing of each camera from a central computer as well as the recording of data. Front desk staff will be responsible for monitoring the cameras. Any changes in camera locations will be in consultation with the Portland Police Department.

### **SAFETY MEASURES**

Working closely with the Portland Police Department and other public safety departments, Preble Street provides extensive trainings to all staff on basic safety including CPR, First Aid, intervention with potentially violent situations, how to communicate with crisis services and with 911, and the role of police and Medcu in on site situations. Preble Street have developed specific safety protocols and regularly communicate with the Portland Police and other emergency personnel. Attached is an outline of the Preble Street training material.

### **CONTROLS OF BEHAVIORS; CONTROL OF NOISE LEVELS**

Residents' behavior is expected to be safe and appropriate. Residents may not unreasonably disturb others, use the premises for any purpose deemed hazardous, conduct any activity or occupation which is illegal, noisy or dangerous, nor cause any

damage or waste to the premises. No alcohol is permitted in any indoor or outdoor public area. Expectations will be detailed in the tenant agreement that is part of the lease. An excerpt of a sample Avesta Housing lease is attached.

Loitering of non-residents around Florence House is not permitted nor is any behavior that is disruptive or unsafe. Any behavior that does not meet safety and noise expectations as well as any loitering will be addressed by procedures that will vary based on the severity and the responsibility of the person whose behavior is being inappropriate:

- First, the individual(s) is asked to leave the area and staff use any existing relationship as well as offers of alternative resources, if needed, to make sure that the individual(s) leave the area and understand the need to change this behavior in the future.
- Second, in the event that the person returns to the area or refuses to leave, Preble Street staff will serve the individual(s) with paperwork approved by the City that lets them know that they are restricted from a specific area around the building.

• Third, if the individual(s) still does not leave the area or returns, the police will be notified to move the individual(s) along and/or to make an arrest for trespassing. Preble Street staff follow up with the Police Department to ensure that individuals do not return to the area and that they understand that continued trespassing can result in incarceration.

## MONITORING REPORTS

Preble Street will submit regular reports to the funding sources of Florence House, as required (HUD, United Way, State of Maine, Maine State Housing Authority, etc). In addition, both Avesta Housing and Preble Street are active members of two planning and monitoring entities – the local Emergency Shelter Assessment Committee and the Region One Homeless Council. Preble Street and Avesta Housing will regularly report on Florence House at those meetings. In addition, the Association will submit reports to the City on a quarterly basis during the first year of occupancy at Florence House and annually thereafter.

This Management Plan is subject to periodic updating and review. Any changes to this Management Plan must be mutually agreed upon by the City of Portland, acting through the Planning Authority, and the Florence House Condominium Association. This Management Plan is subject to the Conditional Zoning Agreement approved by the City of Portland on September 17, 2007.

## ATTACHMENTS

1. Staffing Plan and Staffing Schedule
2. Preble Street Training Material Outline
3. Excerpt from sample Avesta Housing lease (re apartments only)
4. Excerpt from sample Avesta Housing resident selection policy (re apartments only)

**Attachment 1: Staffing Plan and Staffing Schedule**

The Florence House staffing team will be led by a Program Coordinator with experience in management of programs working with homeless women as well as extensive training in mental health and substance abuse issues. A Clinical Supervisor will provide additional support for staff regarding the challenges of implementing the housing first model. Team leaders with extensive experience in homeless and/or residential services will take responsibility for task supervision during weekend and overnight shifts and will report directly to the program Coordinator. Housing Support Workers will receive extensive training in crisis intervention, mental illness and substance abuse issues, CPR, First AID, housing first, and harm reduction as well as an orientation to Preble Street's low barrier model and Portland and resources. It is anticipated that all staff will receive three weeks of training and assisting in other Preble Street sites before Florence House opens.

To summarize, the proposed staffing team includes:

- 1 Program Coordinator
- 1 Clinical Supervisor
- 3 Team Leaders
- 13 FTE Life Skills Worker
- 1 Program Assistant
- Meal & Volunteer Program Manager
- Janitorial
- Per diem staff to cover gaps during staff vacation/holiday time

*Typical Day Staffing Pattern*

Staffing will take place in three shifts each day – a daytime shift, an evening shift, and an overnight shift. All staff members will be awake at all times. There will never be fewer than three staff members present on site. Most day and evening shifts will include five or six staff members present on site, including one supervisor or team leader and three line staff. Overnight shifts will have a minimum of three staff. There is also the possibility of one or two meal volunteers during the day shifts.

The following chart outlines the basic staffing pattern.

Florence House Schedule

SUN	MON	TUES	WED	THUR	FRI	SAT
8am-4pm FT#1 FT#2 FT#3 FT#4 FT#5 FT#6 FT#7 FT#8 FT#9 FT#10 FT#11 FT#12	8am-4pm FT#1 FT#2 FT#3 FT#4 FT#5 FT#6 FT#7 FT#8 FT#9 FT#10 FT#11 FT#12	8am-4pm FT#1 FT#2 FT#3 FT#4 FT#5 FT#6 FT#7 FT#8 FT#9 FT#10 FT#11 FT#12	8am-4pm FT#1 FT#2 FT#3 FT#4 FT#5 FT#6 FT#7 FT#8 FT#9 FT#10 FT#11 FT#12	8am-4pm FT#1 FT#2 FT#3 FT#4 FT#5 FT#6 FT#7 FT#8 FT#9 FT#10 FT#11 FT#12	8am-4pm FT#1 FT#2 FT#3 FT#4 FT#5 FT#6 FT#7 FT#8 FT#9 FT#10 FT#11 FT#12	8am-4pm FT#1 FT#2 FT#3 FT#4 FT#5 FT#6 FT#7 FT#8 FT#9 FT#10 FT#11 FT#12
4pm-midnt FT#7 FT#8 FT#9 FT#10 FT#11 FT#12	4pm-midnt FT#7 FT#8 FT#9 FT#10 FT#11 FT#12	4pm-midnt FT#7 FT#8 FT#9 FT#10 FT#11 FT#12	4pm-midnt FT#7 FT#8 FT#9 FT#10 FT#11 FT#12	4pm-midnt FT#7 FT#8 FT#9 FT#10 FT#11 FT#12	4pm-midnt FT#7 FT#8 FT#9 FT#10 FT#11 FT#12	4pm-midnt FT#7 FT#8 FT#9 FT#10 FT#11 FT#12
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PL FT#9 FT#10 FT#11 FT#12	PL FT#9 FT#10 FT#11 FT#12	PL FT#9 FT#10 FT#11 FT#12	PL FT#9 FT#10 FT#11 FT#12	PL FT#9 FT#10 FT#11 FT#12	PL FT#9 FT#10 FT#11 FT#12	PL FT#9 FT#10 FT#11 FT#12

FT - Full-time Housing Support Worker  
 PT - Part-time Housing Support Worker  
 Sup - Clinical Supervisor  
 Coord. - Program Coordinator  
 TL - Team Leader

Please Note:  
 The Food and Volunteer Manager and the Program Coordinator will have varying schedules.

**Attachment 2: Preble Street Training Material Outline**

**I. Preble Street Required Training for All Staff**

Step 1: Orientation: Preble Street Handbook and Policies

Confidentiality Policy and Unlawful Harassment Policy

Exposure Risk Policies (Universal Precautions, Bloodborne and Airborne Pathogens)

Incident and Accident reporting, Worker's Compensation, and Trauma Protocol

Step 2: Maintaining a Safe Work Environment:

Boundaries & Confidentiality, Steps for Safety, Conflict Resolution, Challenging Behaviors,

Emergency Services Intervention Basics, Weapon Policy and Trauma Procedures

Step 3: Mental Health & Suicide Intervention:

Emergency & Non-Emergency Procedures, Mental Health Crisis Intervention, Suicide

Intervention

Additional Annually Training: Unlawful Harassment & Safety Training, Video Display Terminal

Training (for office staff)

**II. Specific Program Training**

**Adult Services**

Logan Place/Florence House:

History & Logan Place/Florence House Policies

Harm Reduction

Social Services Tour

Police Interaction Protocol/Referral Guidelines

Personal Safety & De-escalation Techniques

Boundaries & Confidentiality

Challenging and Unsafe Behaviors

Steps for Safe Interactions

Co-occurring Mental Health and Substance Use Disorders

Mental Health Intervention Training

Developing Positive Relationships

Assessing for Suicide

Stages of Alcoholism/Withdrawal/Overdose/Recovery

Substance Abuse and Victimization

History and Principles of Supportive Housing

Women's Shelter/Florence House:

Shelter Procedures and Policies (including Intake Procedures, On Call Procedures, Illegal

Substance Policy, & Overflow Plan)

Emergency Interventions/Police and Meduc Protocols

De-escalating & Addressing Difficult Behaviors

Boundaries & Confidentiality

Suicide Intervention

Coordinator and Program Assistant (HMIS Training)

Sexual Abuse Training (SARS)

Adult Day Shelter:

Day Shelter Policies (including Drug & Alcohol Policies, Weapon Policy & Trauma

Protocol)

Social Work and Safety in the Day Shelter

Emergency Interventions/Police and Meduc Protocols

De-escalating & Addressing Difficult Behaviors

Casework – Working with Clients & Paperwork

Weekend Breakfast/On Call Procedures

**Teen Services**

**Teen Drop in Center:**

Agency Overview

Drop in Policies/Rules/ Regulations

Confidentiality

Consumer Needs, Issues, and Characteristics

Boundaries

Harm Reduction/Drugs & Alcohol

Case Management/Paperwork/Resources

Child Abuse Reporting (DHHS/CPS Training)

Crisis Intervention

Outreach

Program Assistant (HMIS Training)

**Lighthouse:**

Lighthouse Policies /Rules

Intake/ Discharge Procedures

Confidentiality

Child Abuse Reporting (DHHS/CPS Training)

Police/Medcu/Fire Department Procedure

Emergency & Evacuation Procedure

Emergency Preparedness Plan/Overflow

Suicide Prevention

**Upon Hire and as required by license:**

Physical for staff

TB testing

First Aide/CPR (American Red Cross)

**III. Additional Training from Outside Sources:**

**University Of Maine:** 40-42 course slots (days) for staff each year

Ethical Decision Making, Motivational Interviewing, Communicating One on One, Using

Feedback Effectively, Constructive Conflict Resolution, Anger as Information, The Practice of

Supervision, Assessing the Risk of Violence, Stepping Up to Supervisor, Critical Thinking,

Compassion Fatigue, Managerial Courage, Negotiation Skills, Coaching to Enhance & Improve

Performance

**Co-Occurring Collaborative of Southern Maine** – some examples are: Multi-Cultural

Responsiveness in Maine, Co-Occurring Disorders and the Criminal Justice System, Meth on the

Move, Psychiatric Care of Patients in the ER Department, Treatment & Recovery Philosophies

**Sexual Assault Response Services of Southern Maine** – 4 Trainings contracted per year on

sexual assault, medical and legal issues.

**American Red Cross** – First Aide and CPR for Lighthouse staff upon hire and annually.

**DHHS** – Intake and Referral - Mandatory Reporting

**David Mandt & Associates** – Mandt System Training

**Amistad** – Mental Health Trainings

**Day One**- Teen Center Training

**Portland Police Department** – Police Interaction and Relationships, CIT Officers and Crisis

Intervention

**Maine Medical Center** – Ethics in the Health & Mental Health Care

Attachment 3: Excerpt from sample Avesta Housing lease (re apartments only)

RESIDENT'S OBLIGATIONS

Resident shall:

- A. Use the Premises only for a private dwelling as stated above and for no other purpose.
- B. Keep the Premises in a decent, safe and sanitary condition.
- C. Pay the Resident's Monthly Rent to the Owner pursuant to Paragraph 3 above.
- D. Promptly notify the Owner of any conditions that require repair or maintenance, including infestation with rodents, vermin or insects.
- E. Permit the Owner to inspect the Dwelling Unit annually and at other such times as the Owner deems necessary to ascertain the conditions of the Dwelling Unit and to determine if repairs or improvements are necessary.
- F. Reimburse the Owner within 30 days of his expenditures for all repairs, redecorating or replacement of furnishings and appliances necessitated by neglect or intentional conduct of Resident, or visitors
- G. Be responsible for the conduct of any visitors on the Premises
- H. Limit overnight visitors/guests to no more than 5 nights in a month. (All visitors must sign in at the front desk.)
- I. Follow such rules and regulations governing the use and occupancy of the Premises as may be promulgated by the Owner pursuant to Paragraph 12 below.
- J. Leave the Premises upon termination of this Lease Agreement in as good condition as at the date the Resident moved in, reasonable wear and tear excepted.

Resident shall not:

1. Unreasonably disturb other residents, staff or volunteers, or neighbors with loud noises or other nuisances.
2. Make any alterations, additions, or improvements to the Premises, without prior written consent of the Owner.
3. Use the Premises for any purpose deemed hazardous by the Owner's insurance company or place combustible materials in storage areas.
4. Keep any article or substance on the premises or conduct any activity or occupation which is illegal, noisy or dangerous.
5. Hang items on the walls of the Premises other than with picture hooks, without the Owner's prior written approval.
6. Assign this Lease Agreement or sublet the unit.
7. Install washing machine or dryer, electric space heater, or other major appliance.
8. Cause any damage or waste to the Premises.
9. Cause Premises to be overcrowded.
10. Permit any guests/visitors to remain overnight unless that guest/visitor has signed in at the front desk.



**Attachment 4: Excerpt from sample Avesta Housing tenant selection policy (re apartments only)**

**Determination of Eligibility and Screening Criteria**

Avesta Housing and Portland Housing Authority (PHA), in order to make the application process as low-barrier as possible, will provide a single application for Logan Place which will provide information for Avesta and PHA to determine eligibility for their respective program requirements. Preble Street will assist all referred applicants with completion of the Avesta/PHA Application.

To determine final Eligibility, verified information will be secured and evaluated and a determination will be made with respect to:

1. Eligibility of the Applicant as disabled and chronically homeless,
2. Eligibility of the Applicant with respect to Low-Income Housing Tax Credit and HOME Income Limits for admission;
3. Must not be, or intend to be a full-time student
4. Apartment size and design and whether an accessible or modified apartment is required for the household;
5. Qualification of the Applicant with respect to the Applicant Screening Criteria.

**Screening Criteria**

All Applicants for Logan Place will be screened according to the criteria set forth below.

- The Applicant must have the ability to pay the rent, i.e. apply for and be approved for a Portland Housing Authority Section 8 project based voucher.
- The Applicant must not owe money related to a previous HUD housing subsidy.
- The Applicant will be subject to a criminal history background check sufficient to determine whether he or she has a record of violent criminal history or for a pattern of criminal behavior.
- Persons convicted of sexual offenses and subject to a lifetime Sexual Offender registration requirement are permanently prohibited from admission to Logan Place.
- Avesta Housing will conduct criminal history background checks sufficient to determine whether any applicant member is subject to such a registration requirement.
- Persons that have been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally-assisted housing are permanently prohibited from admission to Logan Place.
- The Applicant must not have a history or illustrate a concern in which their behavior may interfere with other residents in such a manner as to diminish their peaceful enjoyment of the premises by adversely affecting their health, safety, or welfare;
- The Applicant must not have a history of, or illustrate a concern in which they may violate the civil rights of any person, while on the premises of Logan Place;
- The Applicant will not require services from Avesta Housing staff that would alter

the fundamental nature of the Logan Place program requirements.

- Illegal use of a controlled substance; or
- The Applicant must not give Avesta Housing reasonable cause to believe that the illegal use (or pattern of illegal use) of a controlled substance, or abuse (or pattern of abuse) of alcohol may interfere with the health, safety or right to peaceful enjoyment of the premises by other residents.

Avesta Housing together with PS will analyze the results of the screening process. PS will be responsible for making recommendations to Avesta Housing for admission of an applicant who is considered in default of any of the criteria set forth.

If the recommendation of an Applicant is not in violation of federal regulations and includes the provision of supportive services that in the opinion of PS will address the area(s) of concern, then the applicant will be considered qualified for placement at Logan Place. Avesta will make the final determination of Program Eligibility.

NEIGHBORHOOD MEETING CERTIFICATION

I hereby certify that a neighborhood meeting was held on Tuesday, October 9, 2007 at the West School, 57 Douglass Street, Portland, ME at 5:00 pm.  
I also certify that on September 27, 2007, 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 and the residents on the "interested parties" list.

Signed,

  
\_\_\_\_\_  
Debora Keller, Development Officer

Avesta Housing  
on behalf of Avesta Florence House LP,  
Florence House Housing Corporation, and  
Florence House Condominium Association

Attached to this certification are:  
1. Copy of invitation sent  
2. Sign-in sheet  
3. Meeting minutes

Date

\_\_\_\_\_  
10/10/2007



*Neighborhood Meeting Invitation*

September 27, 2007

Dear Neighbor:

Please join us for a neighborhood meeting to discuss plans for the development of Florence House to be located at 190 Valley Street, Portland, Maine. Representatives of Avesta Housing, Preble Street, and the design team will be available to answer your questions.

**Meeting Location:** West School (Portland Adult Education)

Gymnasium  
57 Douglass Street, Portland, ME

**Meeting Date:** Tuesday, October 9, 2007

**Meeting Time:** 5:00 pm  
Light refreshments will be served

The City Code requires that property owners within 500 feet 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 Debora Keller at Avesta Housing, 553-7777.

Sincerely,

*Avesta Housing*

**Note:** Under Section 14-32(C) of the City Code of Ordinances, an applicant for a major development, subdivision of over five lots/units, or zone change is required to hold a neighborhood meeting at least seven days prior to the Planning Board public hearing on the proposal.

Quality Affordable Living  
www.avestahousing.org

307 Cumberland Avenue, Portland, Maine 04101 • P: 1-800 339-6516 • 207-553-7777 • F: 207-553-7778  
Equal Housing Opportunity

SIGN-IN SHEET

October 9, 2007 Neighborhood Meeting, 5:00 pm, West School Gymnasium  
Florence House, 190 Valley Street, Portland, ME

NAME ADDRESS PHONE/E-MAIL

FRANCE VELEY  
~~SHERA VELEY~~

ELIOT BURTON

Jim Burdick  
Def/Lead

Dr. Bob Coakley

Bill Salmon

Fd Syton

233 Valley St  
415.2459

preley@maine.rr.com

23 Walton St. 874-0053

Prue Stot

213 Atkin St 773.9632

dheald@me.rr.com

213 St John St 773.7632

hromann@me.rr.com

42 Federal St 272-4049

bill@bkstpo.com

46 Kenndy St

671-6320

esushong@portland.rr.com

Florence House  
Neighborhood Meeting  
5pm West School  
October 9, 2007

PRESENTATION

- Deb Keller-Avesta
- Introduction of Project Team
- Introduction to Project
- Overview of Timeline

Betsy Melrose – Mitchell & Associates  
• Project Site

Rebecca Dillon – Gawron Turgeon Architects  
• Building Architecture  
• Building Program/Functions

Jon Bradley – Preble Street  
• Day-to-Day Operations

PUBLIC COMMENT/QUESTIONS

Q: Who can access the building at the rear?  
A: Staff and residents with cars.

Q: What mechanicals will go on the roof? How noisy will they be?  
A: There is an air handling that will go on the roof as it will not fit in the basement. It projects up and out and should not be too loud. (Dillon)

Q: What is the smoking policy? Is smoking allowed on the patio?  
A: Residents of the apartments can smoke in their units but not in common space. Smoking is prohibited on the basement and first floor of the building. Residents will be able to smoke outside the building in the rear patio or the front drop-off area. (Keller)

Q: How tall are the trees at the rear of the building on the tall wall?  
A: They are crabapples that will grow to 20' or 25'. (Melrose)

Q: When will this start? When will people move in?  
A: The expectation is that construction will start in April 2008. The construction period is 10 – 12 months. Under this timeline, residents would begin moving in spring 2009. (Keller)

Q: Are there plans to sit with neighbors closer to the opening?  
A: We will host an open house for neighbors. At Logan Place, we host neighborhood events including barbecues and open houses. We are also planning a neighborhood clean-up project this fall. We encourage neighbors to call with any comment, questions, or issues. Florence House will be staffed 24-hours a day, so there will always be someone to answer the call. (Bradley)

Q: What ways can Florence House be part of the Portland Community? How can we get involved at Florence House?  
A: There will be many ways for people to be involved at Florence House. Preble Street will serve 3 meals a day, 7 days a week, providing many opportunities for volunteers. There will also be opportunities to help residents with furnishing their apartments when the facility first opens. (Bradley and Keller)

Q: As a women's facility, will men be allowed to volunteer? Is there a volunteer screening or orientation?  
A: At this point, we think men will be allowed to volunteer. Preble Streets has a volunteer orientation and also screens all volunteers. (Bradley)

C: There is a rise in Valley Street that concerns me because it causes a blind spot for people crossing the street.  
R: We will check with the City to find out whether the Valley Street calming initiative is dealing with this issue. (Keller)

C: Ed Suslovic introduced himself and reinforced the City's commitment to the Valley Street traffic calming initiative.

Q: What is the incident rate at the shelter?  
A: At the women's shelter, there hasn't been a big issue. We actually expected more relationship issues than we have seen. At Logan Place, we initially had an issue with visitors that we were able to address quickly. There is a real appreciation for safety. We also believe the tenants will invest in this space. (Bradley)

Q: Will there be additional neighborhood meetings to avoid any escalating problems.  
A: As outlined previously, we will work hard to be in communication with the neighborhood. Neighbors will know how to reach us. (Bradley)

Q: Will there be an increase in police traffic?  
A: We will have police and Medcu calls. Mostly, these are internal calls. We work with the police and Medcu on a no siren policy. But there will be an increased police presence. We have found that most tenant issues are inside the building. (Bradley)

Q: What will life be like for the residents of Florence House once they have stable housing?

A: It differs for each person. We have found that people do all sorts of different things from playing cards, watching movies, socializing, walking, etc. Staff works with the residents to help them achieve greater levels of self-sufficiency. (Bradley)

Q: There is a lack of outdoor space for residents. How will you accommodate?  
A: This is a reality of an urban site on the Portland peninsula. We have worked hard to make the outdoor spaces usable for the residents. The site is easily accessible to the Western Promenade. (Keller)

Q: Can residents have overnight visitors?  
A: Residents of the apartments are able to have overnight visitors but the terms and limitations to this are incorporated in their lease. (Bradley)

Q: Describe the staffing.  
A: A minimum of three staff will be in the building at all times. The front desk will always be staffed. Remaining staff members will conduct frequent walk-throughs of the entire building. (Bradley)



**Betsy M**

**From:** Dan Johnson [Dan.Johnson@casella.com]  
**Sent:** Thursday, October 18, 2007 9:04 AM  
**To:** Betsy M  
**Subject:** Re: Florence House Review

Sure thing Betsy. As I mentioned in our discussions earlier today, our truck maneuvers forward and backward during the process of emptying the dumpsters. It does not move left or right at all. The bollards at the rear of the coral make sense as they will protect the back wall from any potential damage. The left and right bollards will serve no purpose in protecting the side walls and will only narrow the foot print available to place the dumpster on.

I hope this is helpful and please do not hesitate to call me should you have the need. Thank you for including us in this process.

Daniel E. Johnson  
Sales Manager  
Pine Tree Waste Services  
Scarborough, ME 04074  
(207) 883-9777 Ext. 126

▲ "Betsy M" <BMeIrose@mitcheIlassociates.biz>

"Betsy M" <BMeIrose@mitcheIlassociates.biz>  
To: <dan.johnson@casella.com>  
cc  
Subject: Florence House Review  
10/18/2007 08:58 AM

Hello Dan-

Could you please send me an e-mail noting the truck operations and how additional bollards on the sides of the enclosure would create more difficulties? I would like to include this in our packet so that planning staff better understands the situation.

Thanks.

Betsy MeIrose

Mitchell & Associates

70 Center Street

Portland, Maine 04101

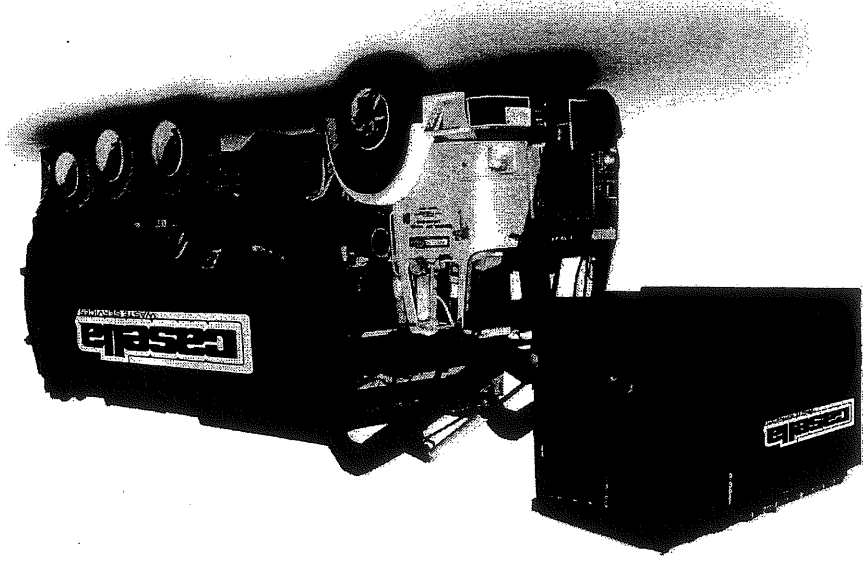
Phone: 207.774.4427

Fax: 207.874.2460

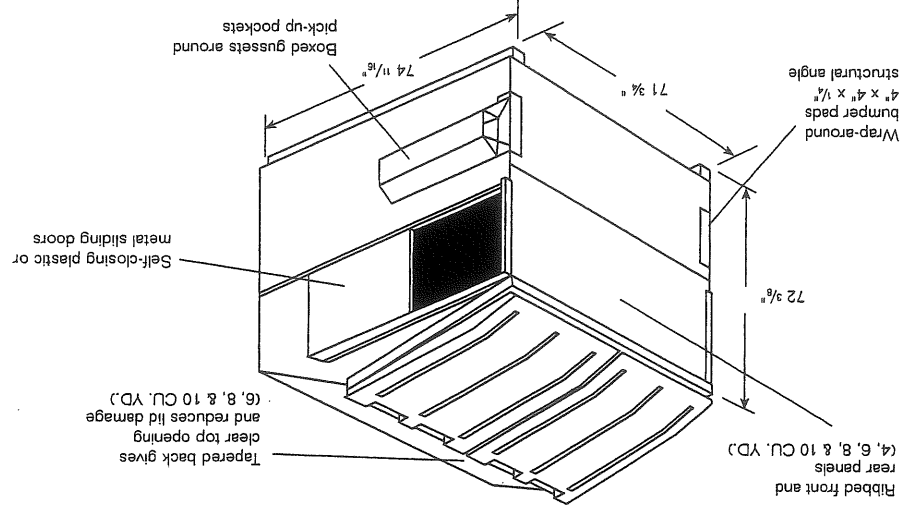
10/18/2007

# Front-load CONTAINERS

Versatile front load containers range from 2 to 10 cubic yards are often combined to give customers the right capacity to match their waste volumes



**Casella**



▲ 8 YARD FRONT-LOAD BOX

Submission B L

(44 pages)

**Mitchell & Associates**  
LANDSCAPE ARCHITECTS

The Staples School  
70 Center Street  
Portland, Maine 04101  
P: 207.774.4427  
F: 207.874.2460  
www.mitchellassociates.biz

October 2, 2007

Ms. Jean Fraser, Planner  
and Planning Board Members  
City of Portland  
389 Congress Street, 4<sup>th</sup> Floor  
Portland, Maine 04101

**Re: Florence House  
190 Valley Street  
Site Plan and Subdivision Plan Application**

Dear Jean and Planning Board Members:

On behalf of Avesta Florence House, LP, Florence House Housing Corporation and Florence House Condominium Association, which are affiliated with AVESTA Housing, we are pleased to submit the enclosed additional information for the Florence House Site Plan and Subdivision Plan Review Application. The site for the proposed Florence House is subject to an Option Agreement with C&D Associates. This option has been exercised. Please see the copy of the certified mail letter and receipt included in this submission.

A neighborhood meeting is scheduled for Tuesday, October 9, 2007 at 5:00pm at the West School on Douglass Street. Meeting minutes and sign-in sheet will be submitted prior to the public hearing.

Based on the recent Planning Board Workshop, the following items have been requested:

**1. Compliance with Conditional Zone Agreement**

**a. Site coverage** is 33%, unchanged from the conditional zone process. The building footprint is 8,138 SF and the site area is 24,968 SF.

**b. Open Space Ratio** is 26%, unchanged from the conditional zone process. An Open Space Calculation Plan, Sheet A, is included in this submission for review.

- c. **Management Plan** is in the process of being drafted will be submitted for approval by the City prior to the Public Hearing.
- d. **Condominium Documents** are in draft form and will be submitted directly to Corporation Council on October 3, 2007.

## 2. Site Plan Issues (Sec. 14-526)

### a. Access and Traffic

- **Handicap Ramp** plans and details have been revised in response to Jim Carmody's comments. Please see Sheet 2, Layout and Lighting Plan.
- **Signage** has been revised to meet City and MUTCD standards and additional signs have been added to the plan as noted. Please see Sheet 2, Layout and Lighting Plan and Sheet 8, Site Details.
- **\$5,000 Contribution** will be contributed by the applicant, as stated at the Workshop.

### b. Building bulk, location or height and proposed uses thereof

- **Reduction in Light** is illustrated through Sun/Shadow simulations created by John Gutwin of Peppercrome. Images of the shadow cast by the proposed building are included in this submission as well as a summary handout noting times at which the shadow cast by the proposed Florence House and the Western Promenade leave the garage structure of the abutting property at 213/215 St. John Street.

### c. Waste Disposal

- Dumpster location and orientation have been reviewed by both Pine Tree Waste and the City review engineer and have been deemed acceptable. Pickup will occur very early in the day, and the space in front of the dumpster will be posted for no-parking Monday through Friday between 4am and 7am. Please see Sheet 2, Layout and Lighting Plan and Sheet 8, Site Details.

#### d. Open Space and Landscaping

- **Silver Maple on Abutters Property** will be protected during construction through root pruning, wet burlap covering exposed roots and either tree protection fence or 12 inch mulch cover dependent upon phase of construction. Notes have been added to Sheet 1, Existing Conditions and Demolition Plan; Sheet 2, Layout and Lighting Plan and Sheet 5, Landscape & Planting Plan to reference the Tree Protection Detail on Sheet 15, Planting Details.

- **Retaining Wall and Safety Railing** details are provided on Sheet 8, Site Details and Sheet 14, Landscape Details. Concrete segmental retaining walls are proposed for most retaining walls on site and a brick retaining wall is proposed to the south of the building by the patio area, see Sheet 5, Landscape and Planting Plan. As part of the construction drawing process, the concrete segmental wall supplier designs the wall according to the recommendations in the Geotechnical Report and the design is stamped by a Maine Professional Engineer. A cut-sheet for the segmental concrete block retaining wall and a Patio Section have been included in this submission to illustrate wall materials and the terracing.

- **Landscaping** has been enhanced throughout the site. Two Upright Japanese Yew have been added to the northern side of the building to complement the building facade. Two Freeman Maples have been added to the Valley Street tree plantings and 14 Blushing Bride Hydrangeas have also been added. Groundcovers have been substituted for lawn in the southern portion of the parking area and a Black Gum tree and two Dark American Arborvitae have been added to the southeastern corner of the parking to buffer the retaining wall. Climbing Hydrangeas are proposed at the base of the retaining wall. One Spring Snow Crabapple was removed from the eastern facade of the building to minimize disturbance to the Silver Maple on the abutting property. Two additional trees, Corneliancherry and American Smoketree, have been added to the planting bed adjacent to the patio to improve the buffer from St. John Street. Please see Sheet 5, Landscape and Planting Plan; Bird's Eye View Along Rear Property Line; and Valley Street Elevations, Looking North and South.

**e. Exterior Lighting/Security Cameras**

- **Exterior Lighting** consists of STS 175 watt metal halide small structural fixture by Kim Lighting, Inc. Lighting levels at the property line have been addressed through relocation of one light fixture. Please see revised Sheet 16, Lighting-Photometrics Plan. Three building mounted lights have been added on the Valley Street elevation. These are STS 70 watt metal halide small structural fixtures, also by Kim Lighting, Inc. Please see attached cut-sheet.

- **Security Cameras** are located at 4 areas of the site to maximize coverage. These cameras will view the lower parking area, the Valley Street drop-off, the Valley Street sidewalk and the rear patio/open space area, as outlined in the Management Plan. The cameras are engineered to adjust for any lighting conditions, with the option of infrared viewing. Proposed mounting locations have been shown on Sheet 2, Layout and Lighting Plan. Final mounting locations will be selected to maximize site coverage for above mentioned areas. Mounting height will be a minimum of 10 feet above the ground to prevent vandalism. Please see attached security camera cut-sheet. Both the lower parking lot entry and the delivery entry will have AI phone entry devices to allow for view and calling between the person at the door and the main lobby desk. This system will include electronic door unlocking for entry.

**f. Standards for Multiple family development (#15)**

- **Fencing** along the rear property line will be installed at a consistent elevation, which includes the removal of an existing hump of earth along the property line. Ms. Heald has also requested the removal of an existing 4 foot high chain link fence along her property line prior to installation of the solid wood fence. This note has been added to Sheet 1, Existing Conditions and Demolition Plan. A 4 foot high solid wood fence has been added to the site along the parking lot rear property boundary. Please see Sheet 2, Layout and Lighting Plan; Sheet 14, Landscape Details and Bird's Eye View Along Rear Property Line.

**g. Standards for Development located in B-1, B-1b, B-2, and B-2b zones (#27)**

- **Perspective Renderings** of both the building and the building wing were presented at the Workshop. Sheet B, Perspective of Building Wing has been included as part of this submission. Additional renderings have been created illustrating views along Valley Street and from the southwestern side of the site toward the project site. Please see attached Valley Street Elevations, Looking North and Looking South and Bird's Eye View Along Rear Property Line.

- **Architectural Revisions.**

On the Valley Street Elevation, the following changes were made to address the Boards' concerns in regards to the pedestrian experience:

1. Half lite glazing was added to the two doors at the Service Entrance.
2. A window was added at the Service Entrance Area.
3. A window was added at the northeast corner of the building.
4. Horizontal masonry banding was added to the Valley Street facade to create additional texture and visual interest.
5. Building mounted architectural lighting that complements the site lighting was added along the pre-cast banding.
6. No tinted glazing will be located on the Valley Street elevation.
7. Signage has been added between the Second and Third Floors to help break up a large expanse of wall. (Due to the location of the elevator shaft, no glazing could be used at this location). The signage size and details will be reviewed and approved by staff.
8. Two additional Freeman Maples and 14 Blushing Bride Hydranges have been added between the sidewalk and the building.

On the North Elevation, the following changes were made to address the boards' concerns in regards to the lack of visual interest:

1. Windows were added at the First Floor.
2. Horizontal masonry banding was added to the façade to create additional texture and visual interest.
3. Two Upright Japanese Yews were added at solid wall locations along the façade to add visual interest.

In regards to the tinted glazing, the client is still very concerned with balancing the privacy of the residence with the ability for staff to view the courtyard area for security purposes. With those issues in mind, we are proposing a 50% blue-green tint on the windows in the Lobby area only. Three of these windows look out onto the covered entryway and five of the windows look out onto the courtyard. None of the tinted windows will be directly adjacent to Valley Street. A glazing sample will be provided to the City Staff.

### Waiver Request

As part of the Subdivision Standards Required Improvements, two street trees per lot shall be planted near the street line in full public view on private property. There are a total of 34 trees proposed on the project site, eight (8) of which are in the public Right-of-way along the Valley Street. Two additional street trees are along the drop-off area, clearly visible from Valley Street. A waiver is requested for this subdivision requirement due to the nature of the efficiency apartment units, which are considered to be lots for this application.

### Submission

This submission includes the following information:

1. Option Agreement Extension
2. Open Space Ratio, Exhibit A
3. Sun/Shadow Documentation
4. Concrete Segmental Retaining Wall Cut-Sheet



5. Patio Section	Sheet 1	Existing Conditions and Demolition Plan
6. Exterior Lighting Cut-Sheet	Sheet 2	Layout and Lighting Plan
7. Security Camera Cut-Sheet	Sheet 3	Grading and Drainage Plan
8. Perspective of Building Wing, Exhibit B	Sheet 4	Utilities Plan
9. Valley Street Elevation – Looking North and South	Sheet 5	Landscape and Planting Plan
10. Bird's Eye View Along Rear Property Line	Sheet 8	Site Details
11. Metro E-mail	Sheet 10	Utility and Drainage Details
12. Revised Plans	Sheet 14	Landscape Details
	Sheet 15	Planting Details
	Sheet 16	Lighting – Photometrics Plan
	Sheet A100	Basement Floor Plan
	Sheet A101	First Floor Plan
	Sheet A102	Second Floor Plan
	Sheet A103	Third Floor Plan
	Sheet A401	Elevations
	Sheet A402	Elevations

Ms. Jean Fraser  
and Planning Board Members  
Page 8 of 8

We look forward to the opportunity to meet with the Planning Board on October 23, 2007 for the Public Hearing. Should you have any comments and or questions, please do not hesitate to call me.

Sincerely,  
Mitchell & Associates



Betsy Melrose

Enclosure

cc.

Deb Keller, Avesta Housing  
Mark Swan, Preble Street Resource Center  
Cito Selinger, Curtis, Thaxter, Stevens, Broder & Micollean LLC  
Rebecca Dillon, Gawron-Turgeon Architects  
Rachel Rourke Sunnell, Gawron-Turgeon Architects



SENT BY CERTIFIED MAIL

September 24, 2007

C&D Associates  
195R St. John Street  
Portland, ME 04102

Subject: Option Agreement for Valley Street parcel

Dear Mr. McArthur and Mr. Brunell:

With regard to the Option Agreement (the "Option Agreement") dated October 25, 2006 by and between Avesta Housing Development Corporation and C&D Associates for the purchase and sale of a .574 +/- acre parcel of land located on Valley Street in Portland, Maine, Optionee hereby elects to exercise the Option and purchase the Property under the terms of the Option Agreement.

Capitalized terms used but not otherwise defined herein shall have the meanings ascribed to such terms in the Option Agreement.


Please feel free to call Debora Keller with any questions at 553-7780 ext. 228.

Sincerely,

Dana Torman  
President

Quality Affordable Living

307 Cumberland Avenue, Portland, Maine 04101 • P: 1-800-889-6516 • 207-583-7777 • F: 207-583-7778

PS Form 3800, Rev. 10-1990 OK	
Article (TMS)	
<input type="checkbox"/> Yes	
3. Service Type <input checked="" type="checkbox"/> Certified Mail <input checked="" type="checkbox"/> Registered <input checked="" type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Insured Mail <input type="checkbox"/> C.O.D.	
1. Article Addressed to C & B Associates 195 R. Stephen Street Portland, Me 04103	
2. Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired. <input type="checkbox"/> Print your name and address on the reverse so that we can return the card to you. <input type="checkbox"/> Attach this card to the back of the mailpiece, or on the front if space permits.	
4. Signature 	
5. Received by (Print Name) C. B. Associates	
6. Date of Delivery 9/25/07	
7. Is delivery address different from item 1? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If YES, enter delivery address below:	
COMPLETE THIS SECTION ON DELIVERY	
SENDER: COMPLETE THIS SECTION	

**Florence House**  
Sun/Shadow Study Video Simulation Summary  
October 2, 2007

The proposed Florence House has only morning shadow impact to the west of the site, primarily at 213/215 St. John Street. Simulation dates have been selected for the shortest day of the year (December 22), the equinox (September 23) and the longest day of the year (June 21). Below is a list of the times that the shadow cast by Florence House leaves the garage of the abutting site.

The Western Promenade times are when the shadow cast by the Western Promenade leaves the garage of the abutting site. This shadow is based upon the land massing without existing vegetation, which would create a longer shadow impact.

The silver maple on the 213/215 St. John Street property is part of the model and illustrates the impact of this particular tree. When the silver maple tree is in leaf, it casts a significant shadow upon the abutting structure, as illustrated in the study.

**December 22<sup>nd</sup>**

Florence House: 9:10am  
Western Promenade: 7:52am

(Please note: the silver maple tree shadow impact on the 213/215 St. John Street garage has not been noted due to lack of vegetation)

**September 23<sup>rd</sup>**

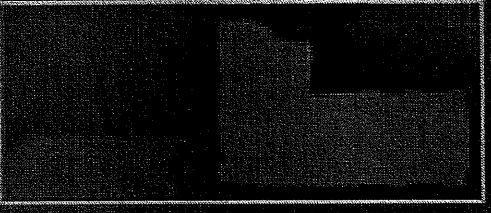
Florence House: 10:14am (Daylight Savings Time)  
Western Promenade: 7:39am (Daylight Savings Time)

(Please note: the silver maple tree casts a shadow on the 213/215 St. John Street garage until roughly 10:00 am.)

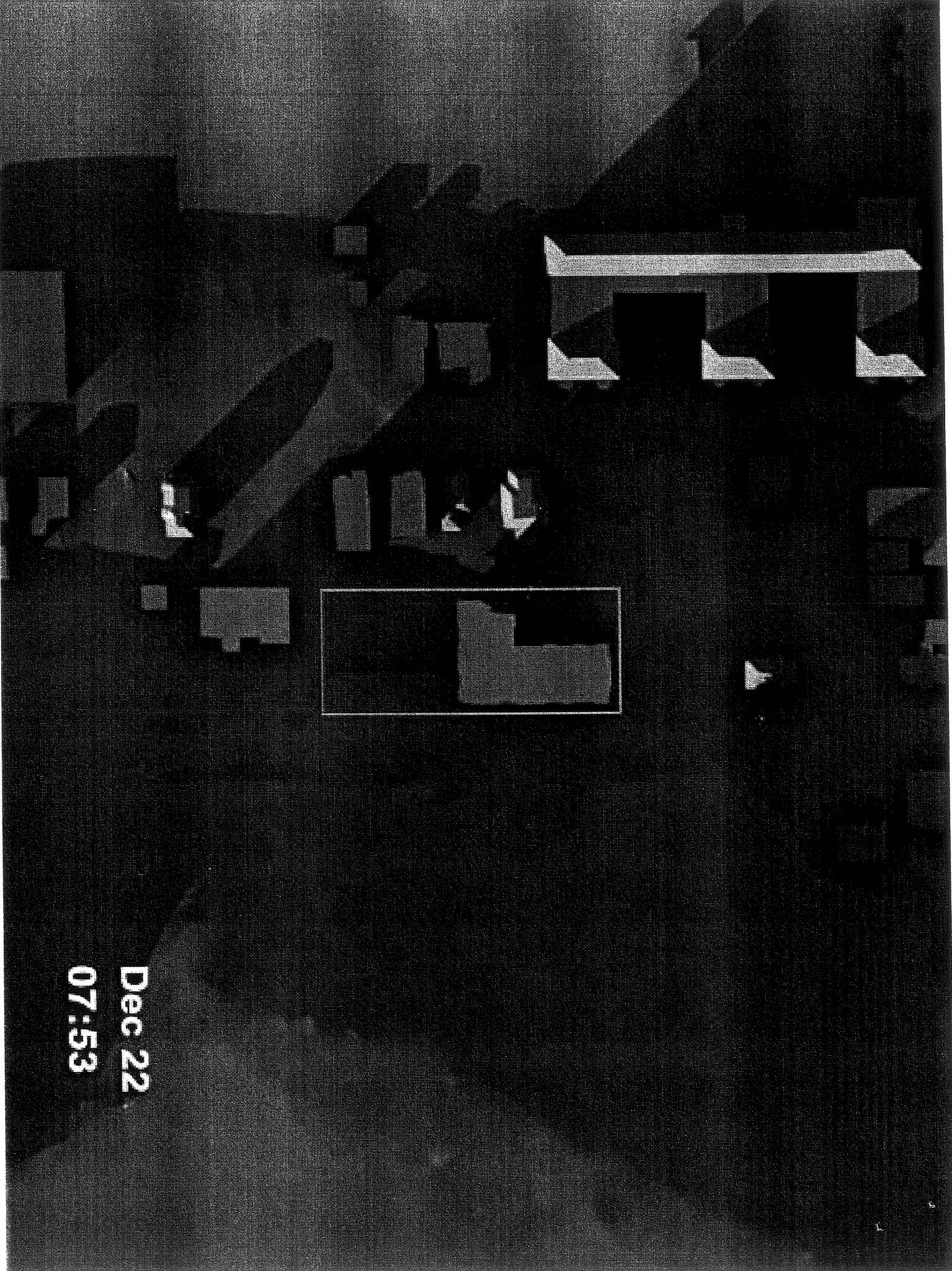
**June 21<sup>st</sup>**

Florence House: 9:17am (Daylight Savings Time)  
Western Promenade: 6:03am (Daylight Savings Time)

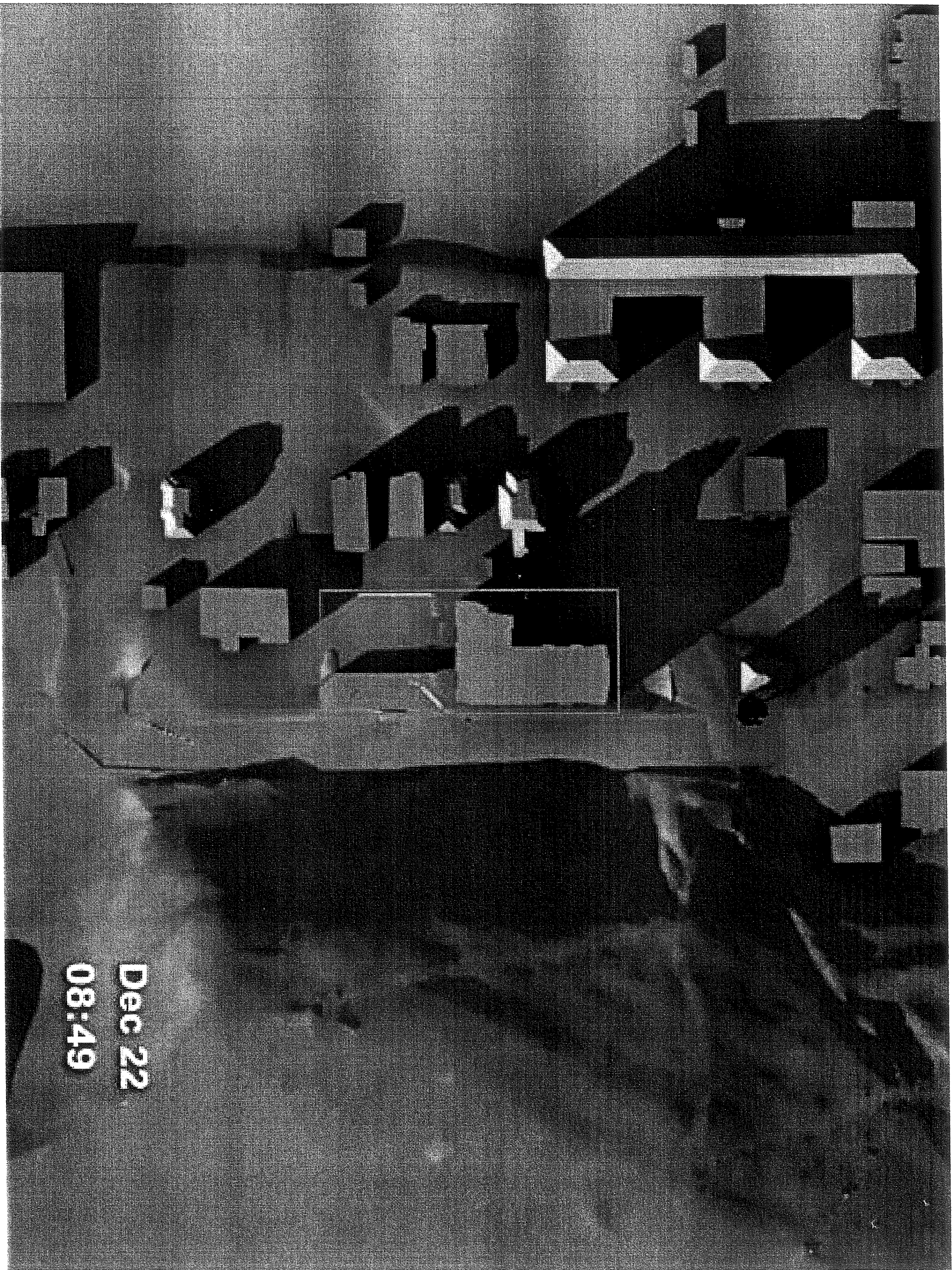
(Please note: the silver maple tree casts a shadow on the 213/215 St. John Street garage until roughly 10:52 am.)



Dec 22  
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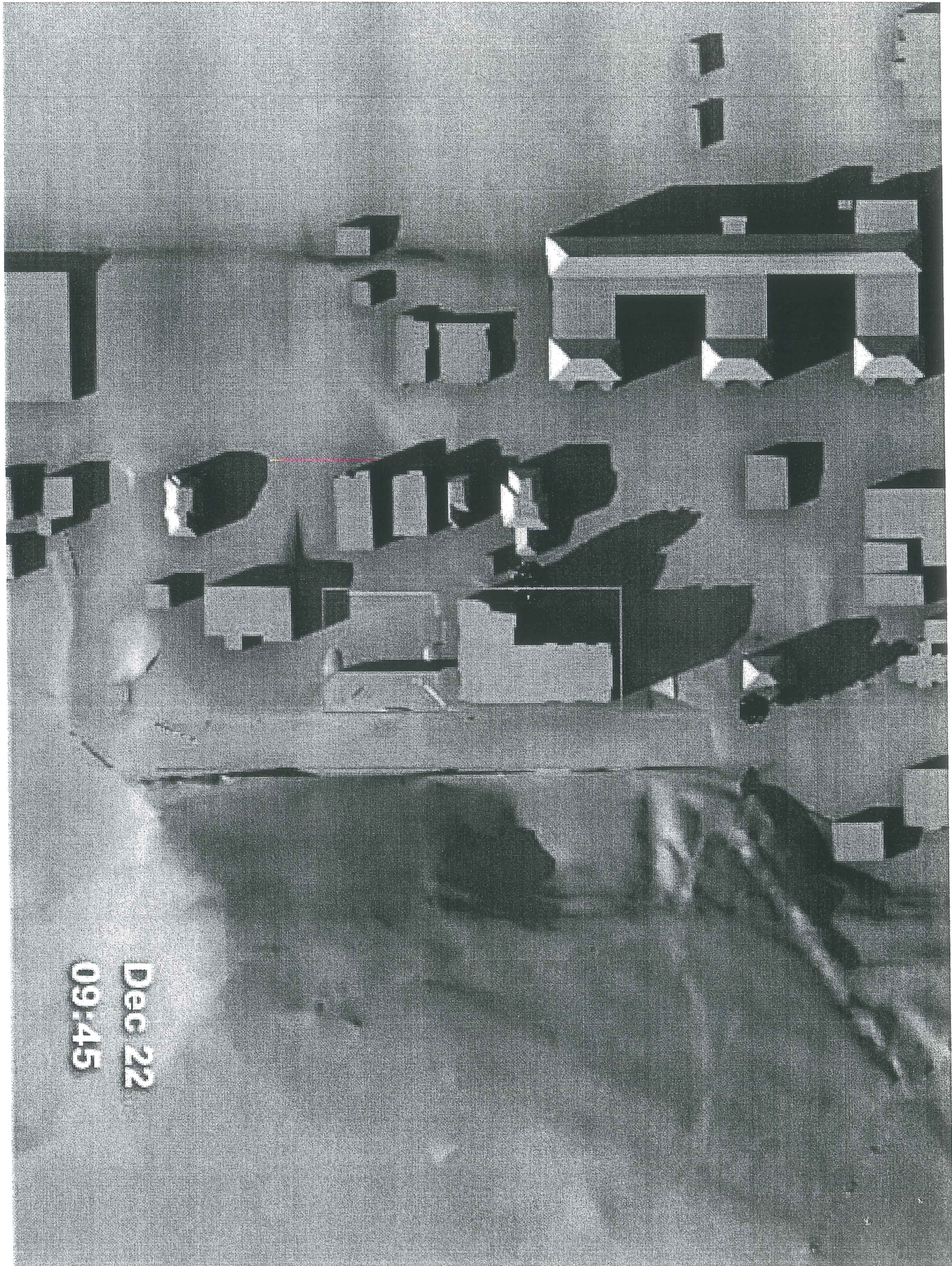


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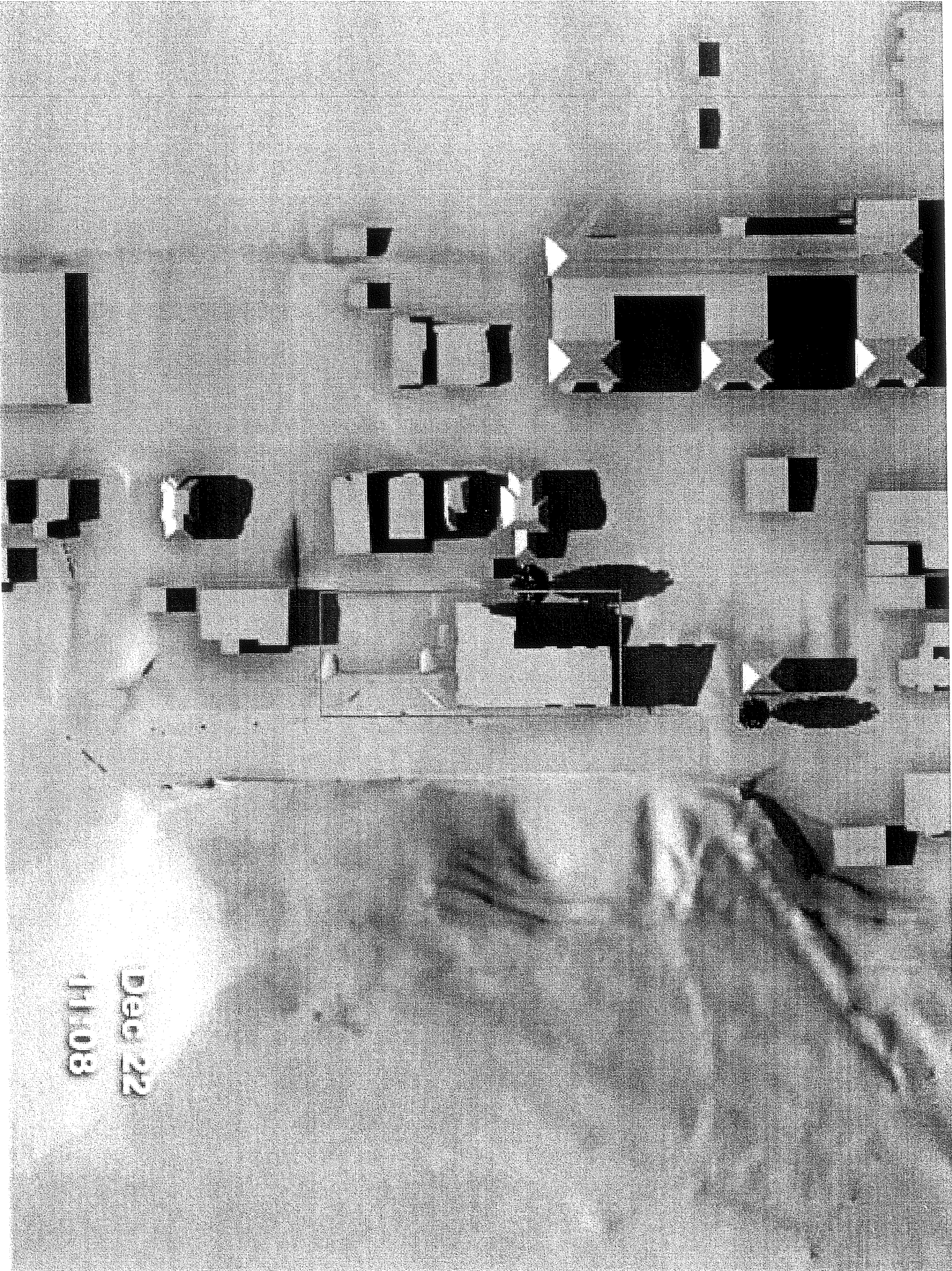


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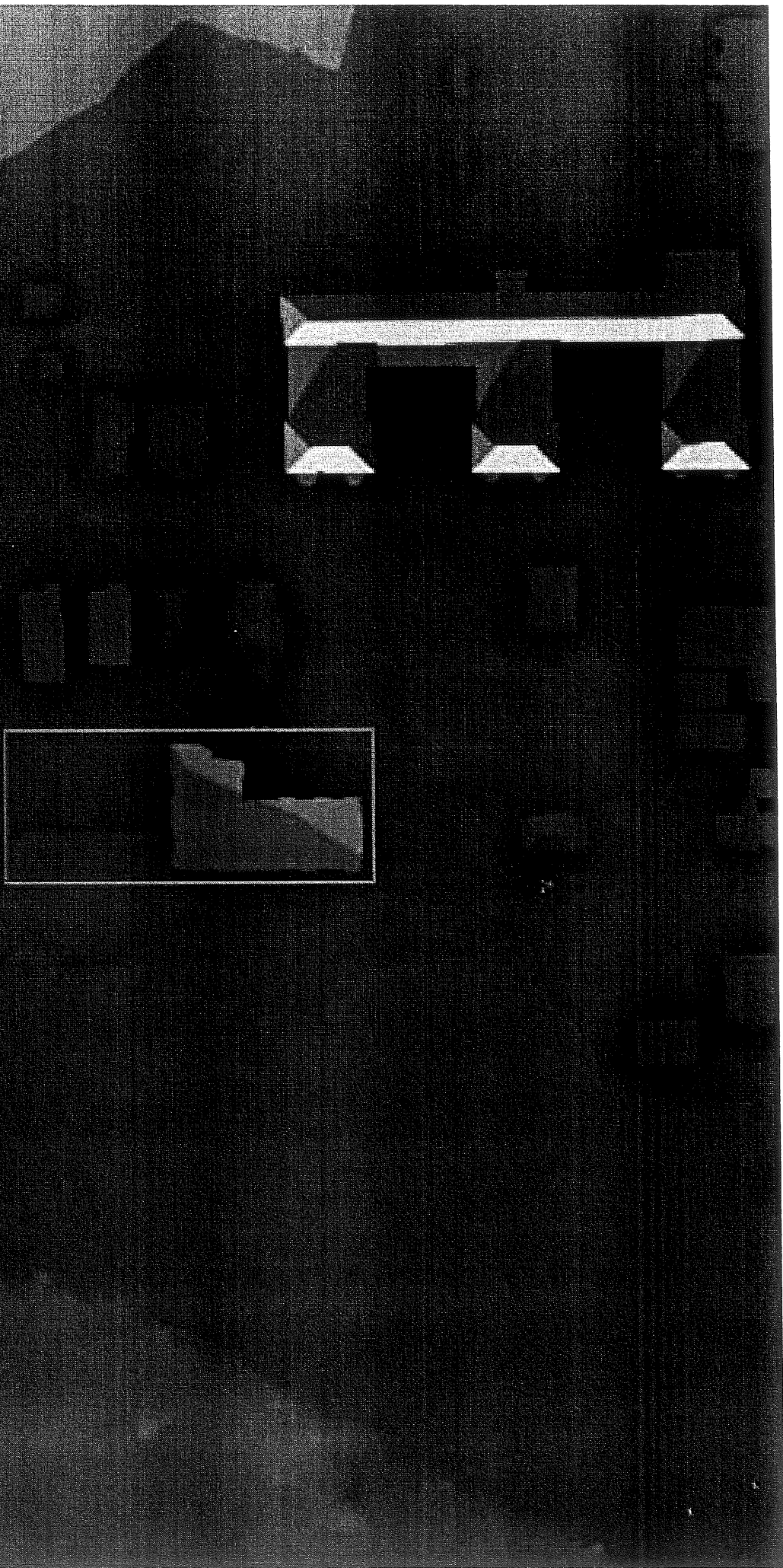




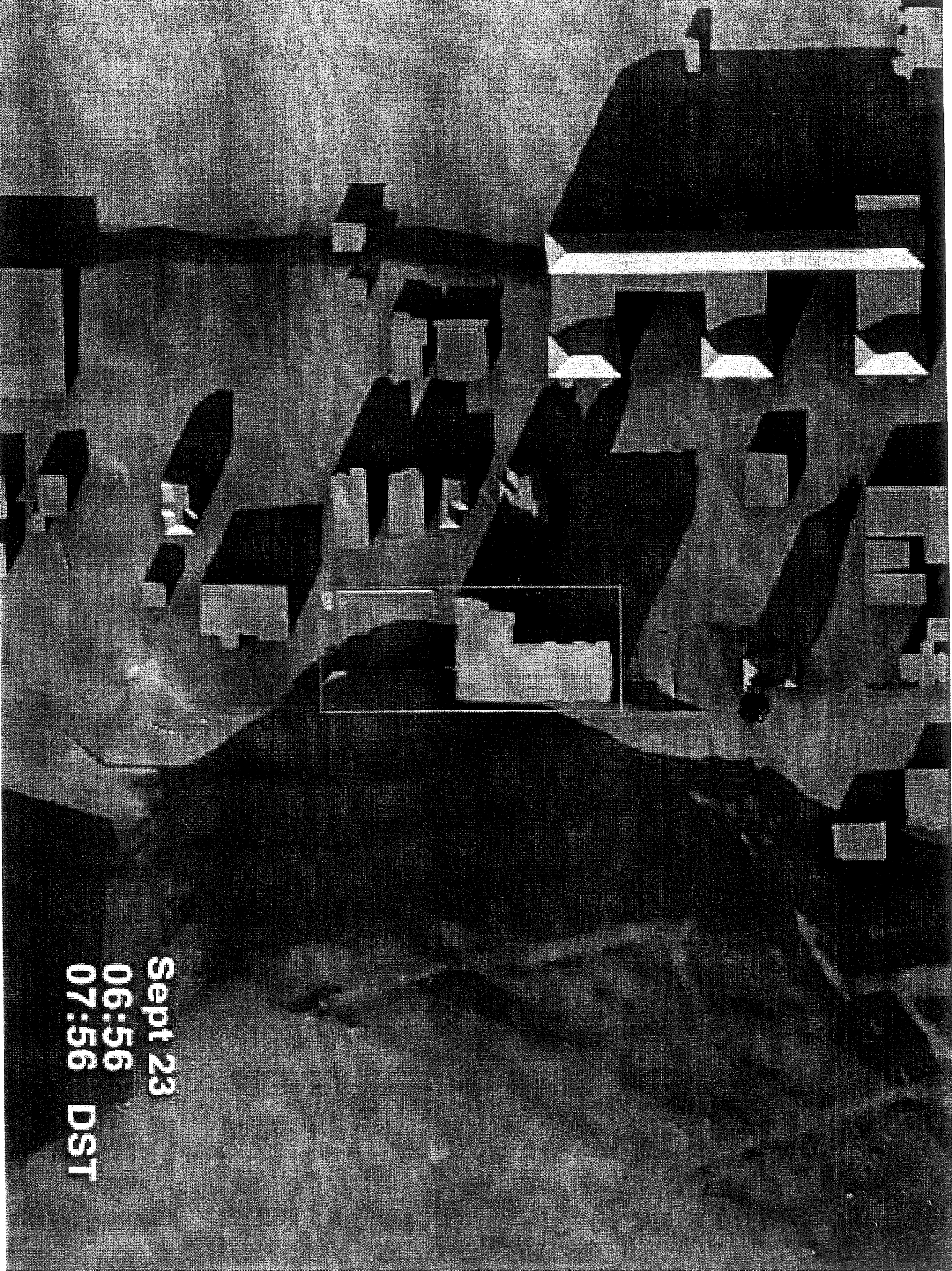
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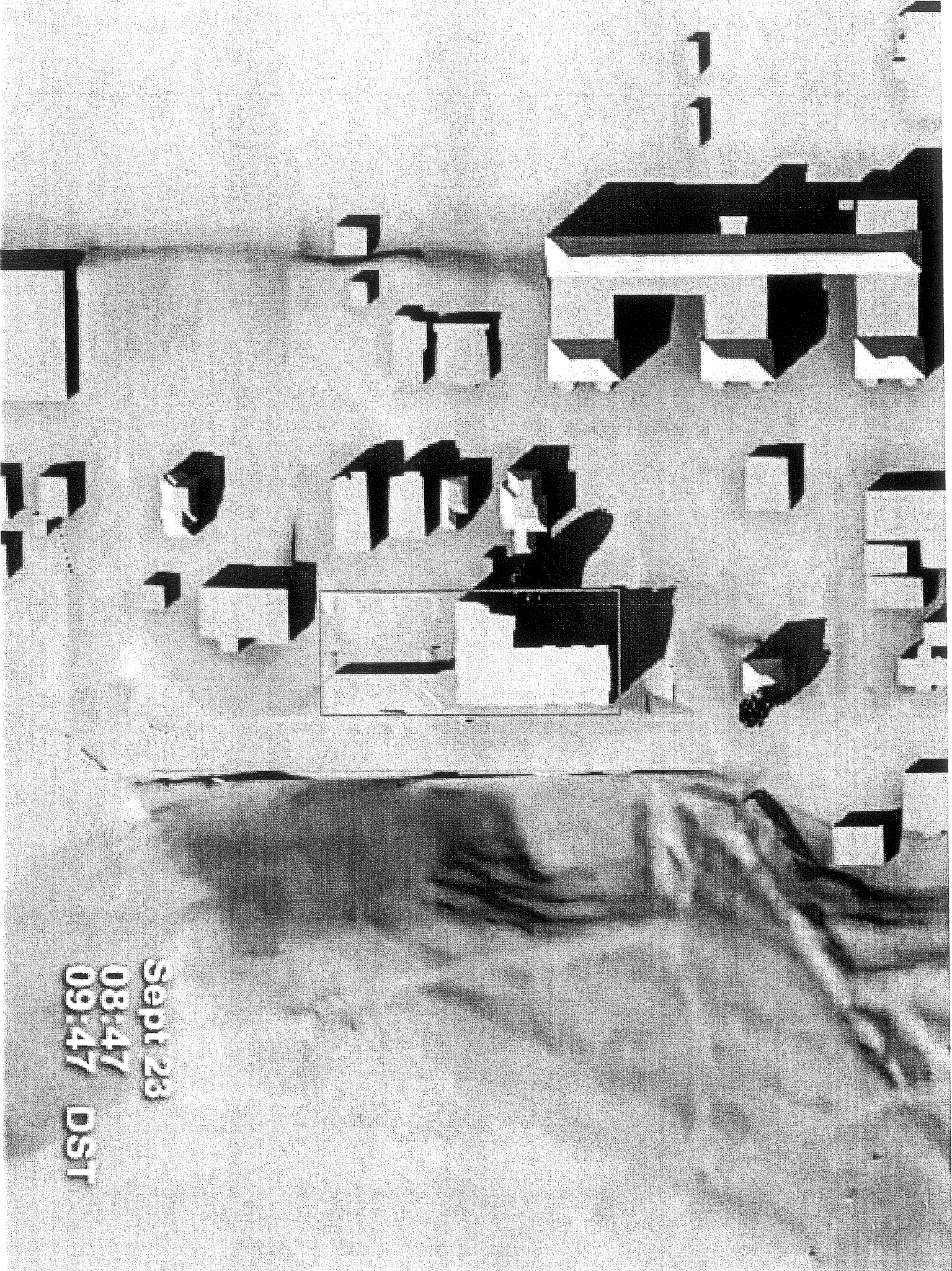
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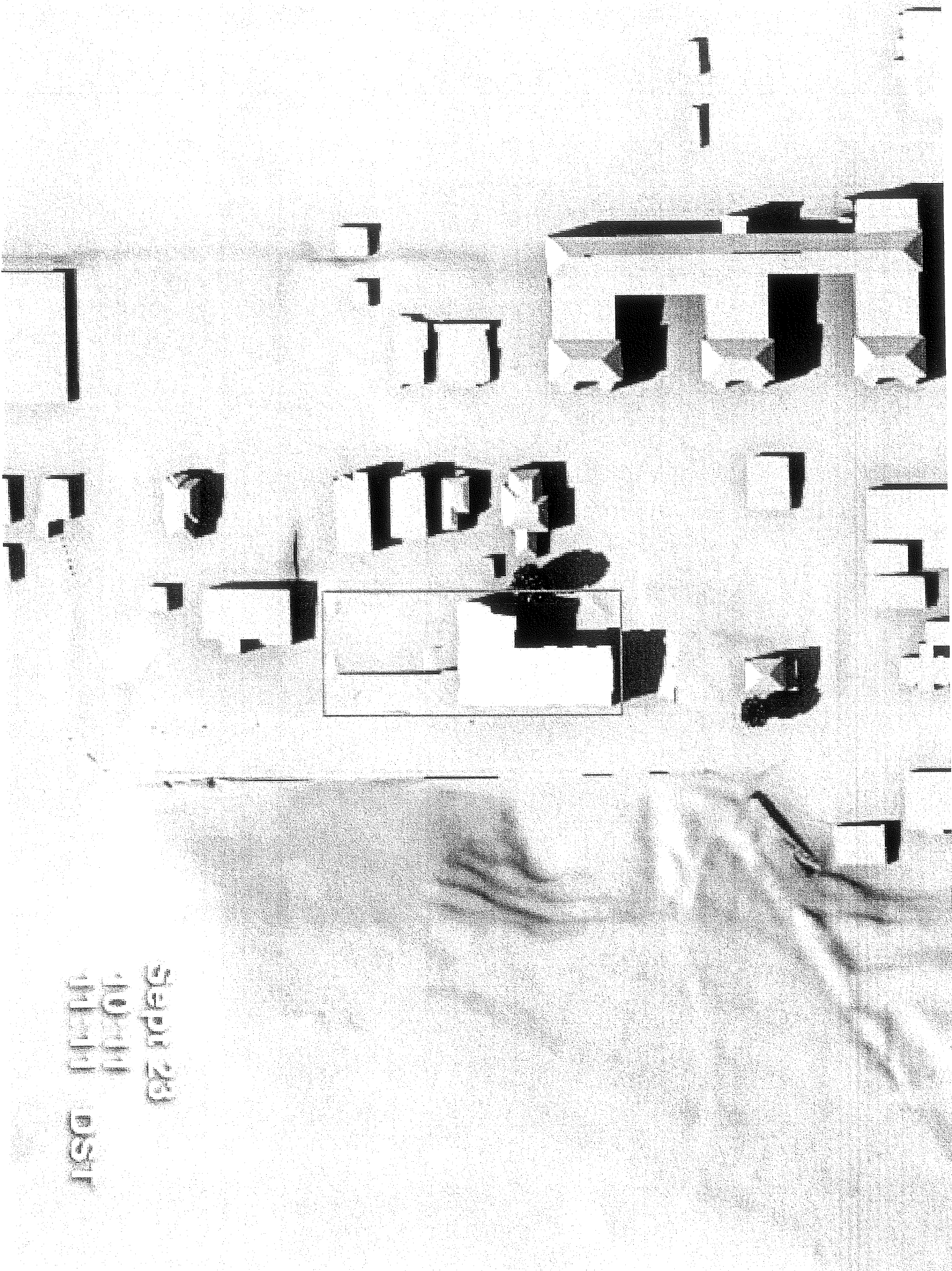
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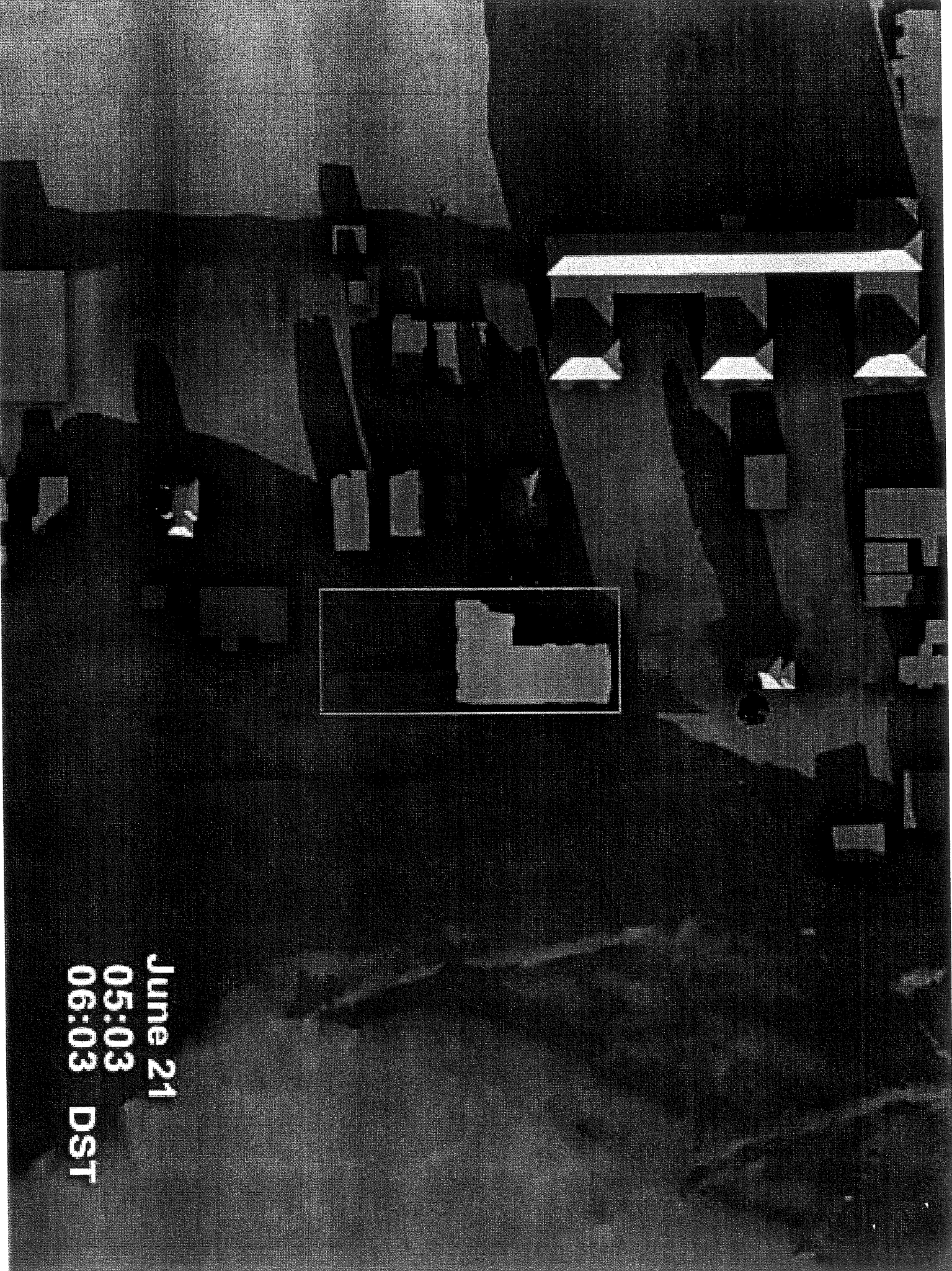
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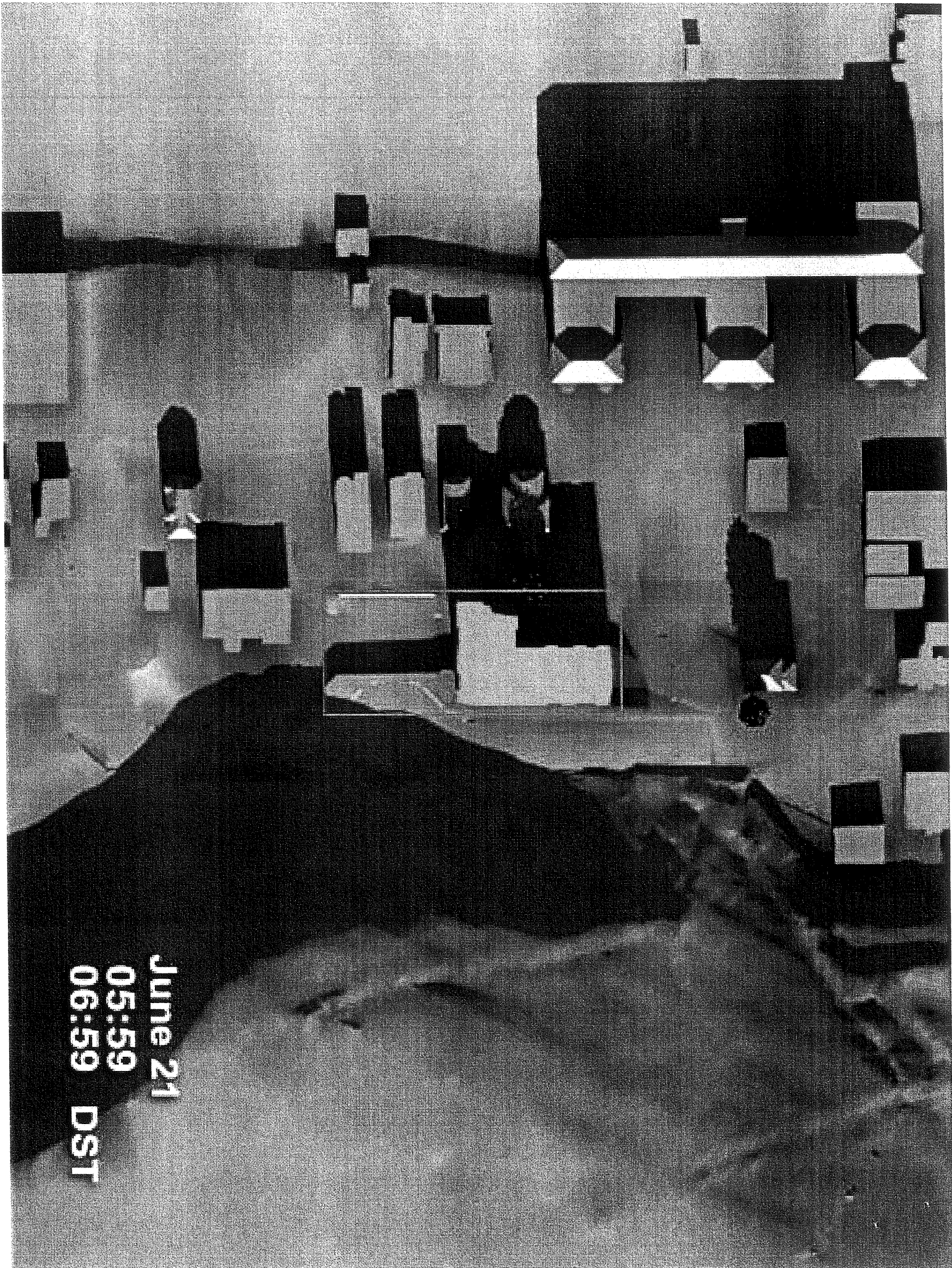


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June 21  
05:03  
06:03 DST





June 21  
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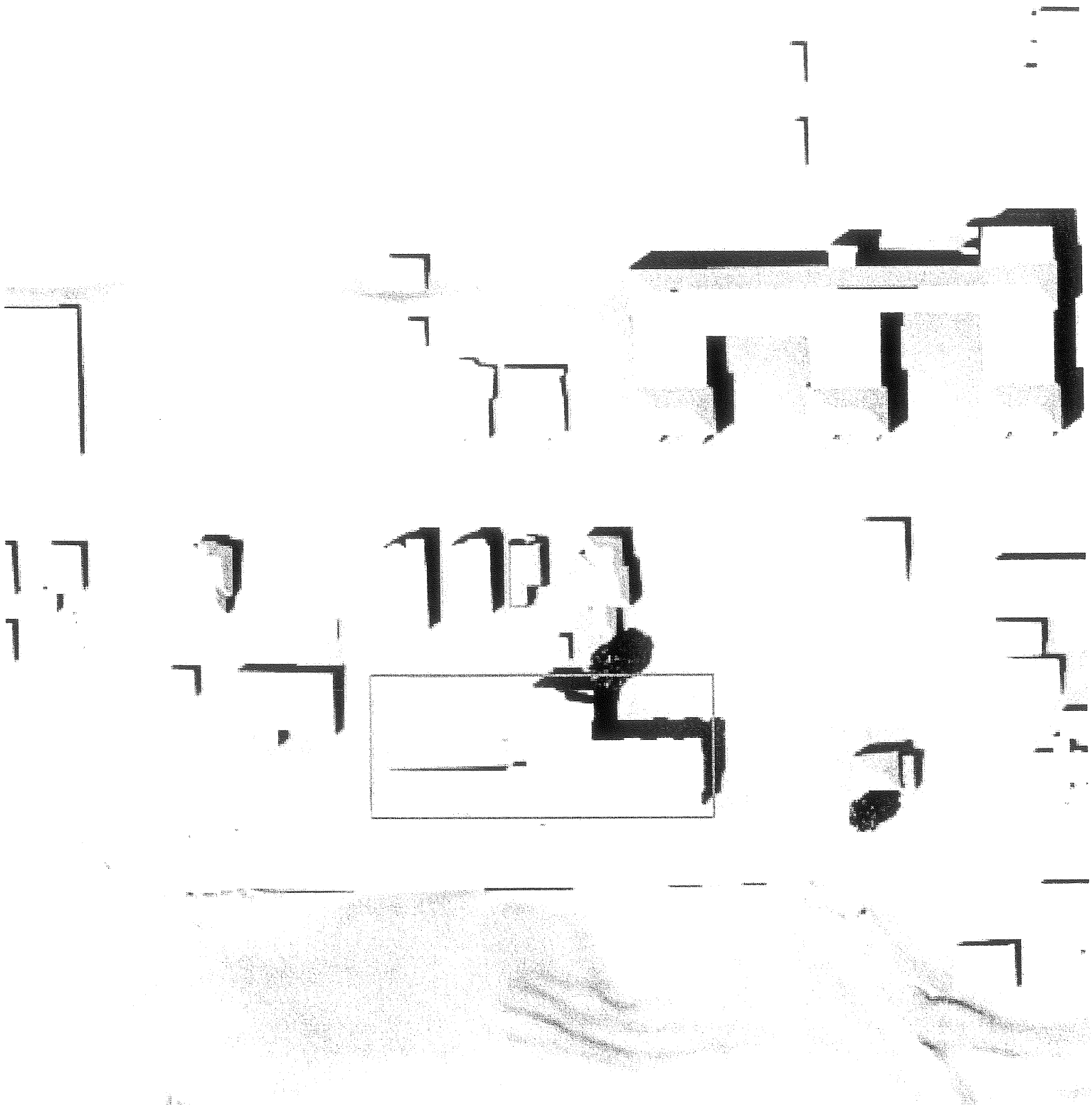
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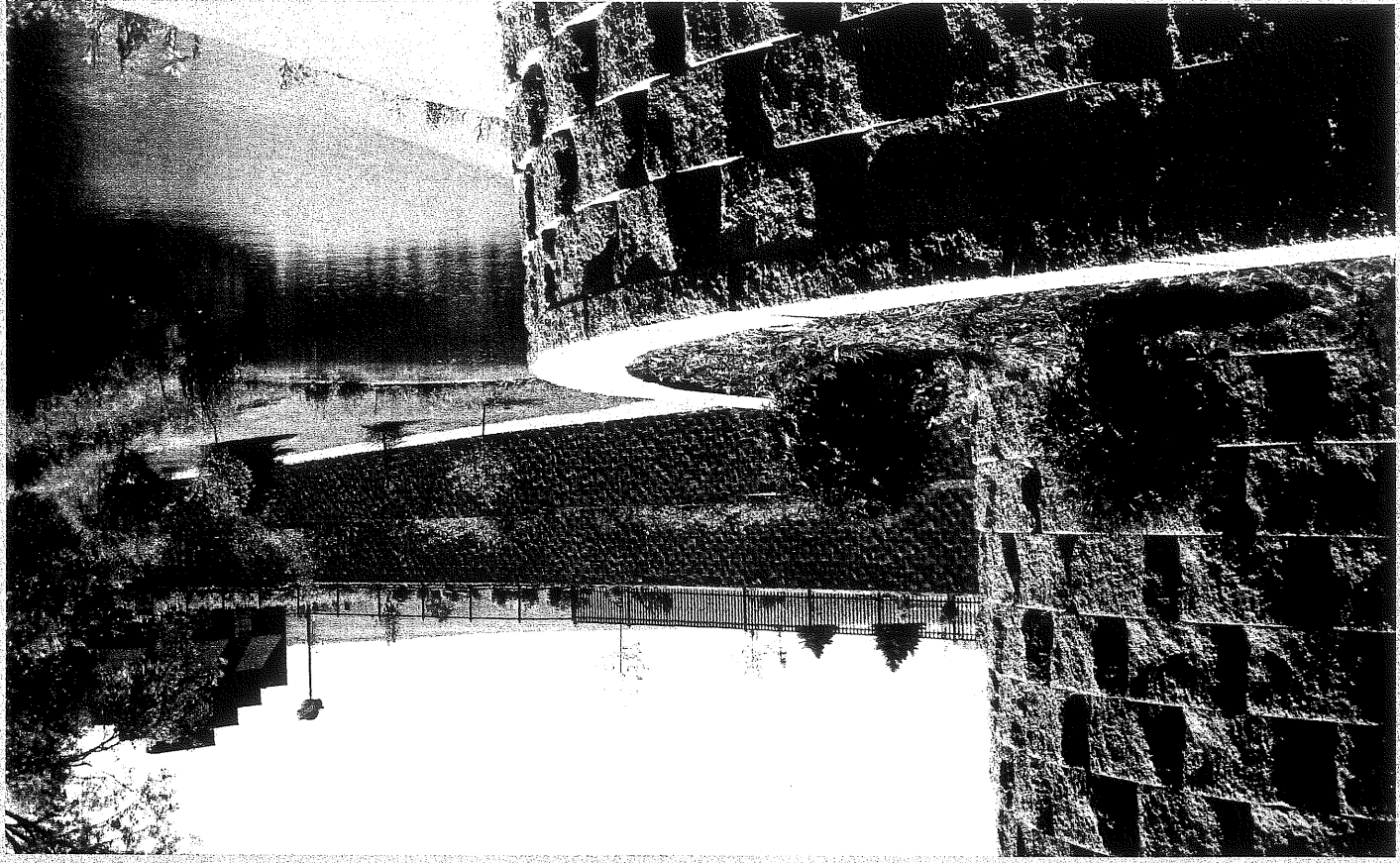
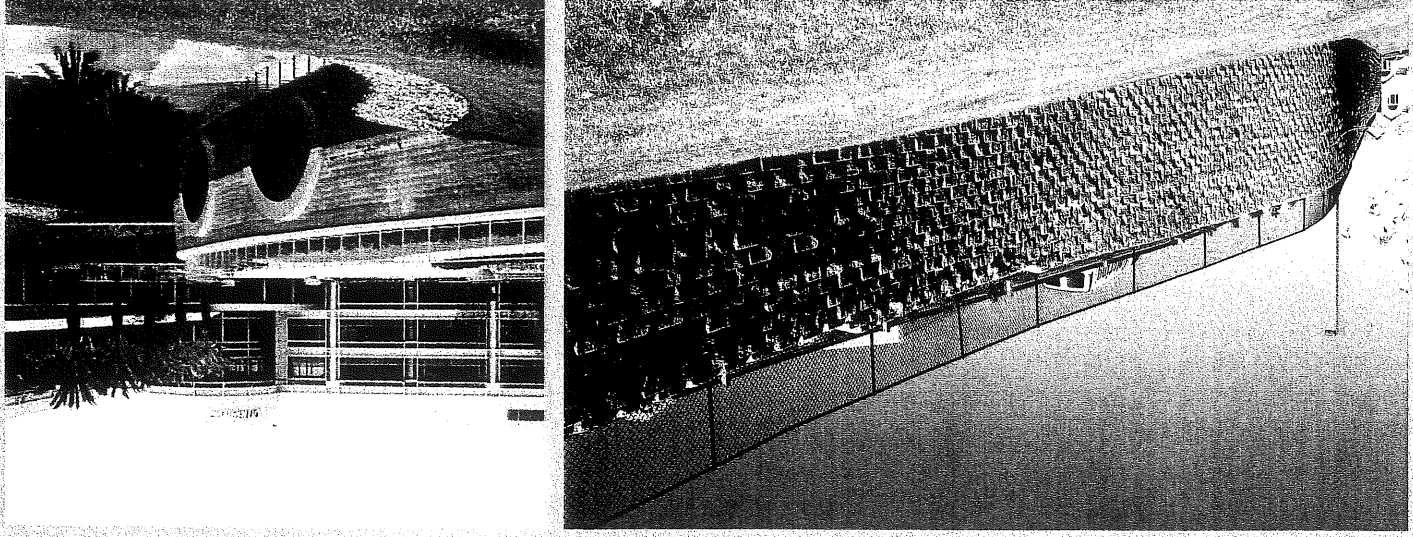


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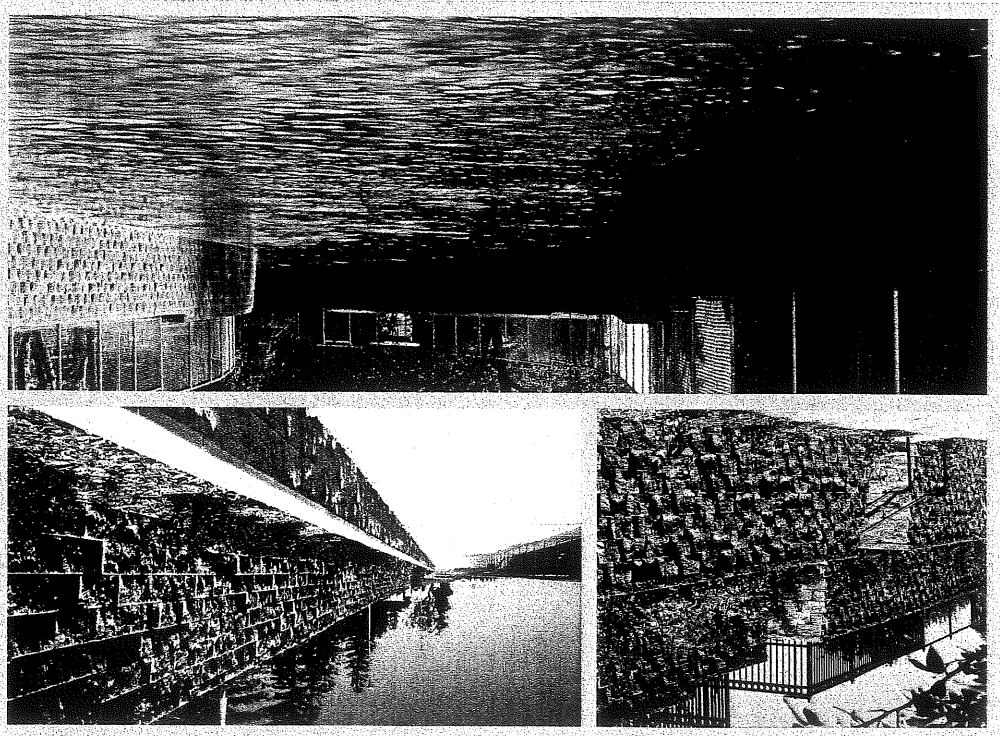
JUNE 21  
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051

# Anchor Vertica® Series



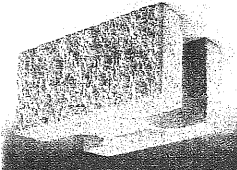
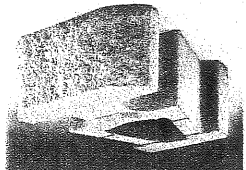
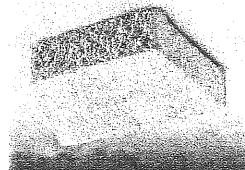
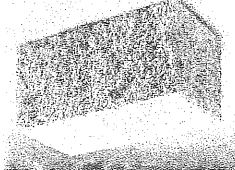
The Anchor Vertica® Series of retaining wall blocks offers architects, engineers and contractors the ideal solution for high volume, commercial tall wall construction. The natural beauty of the Anchor Vertica Series blends with the surrounding environment, while its design ensures a durable, economic installation.





For non-reinforced gravity wall applications, Anchor Vertica® walls can be built up to three feet, while Anchor Vertica Pro®, with its deeper design, can accommodate walls up to approximately six feet. With geosynthetic reinforcement, both can be used to design projects to virtually any height. The Anchor Vertica® Series uses built-in locators to assure proper alignment and an impressive 4° degree batter. The near vertical rise means less excavation and land loss. For tall wall projects where space is at a premium, the Anchor Vertica Series is the attractive, environmentally friendly and low-maintenance solution.

## Specifications

			
<b>Anchor Vertica®</b> (Straight Face)	<b>Anchor Vertica Pro®</b> (Beveled Face)	<b>Anchor Vertica® Cap</b>	<b>Anchor Vertica® Corner</b>
Nominal Dimensions*: 8" x 18" x 11" (200mm x 450mm x 280mm)	Nominal Dimensions*: 8" x 18" x 20" (200mm x 450mm x 500mm)	Nominal Dimensions*: 4" x 17 1/4" x 10" (100mm x 450mm x 250mm)	Nominal Dimensions*: 8" x 18" x 9" (200mm x 450mm x 225mm)
Approx. Weight*: 86 lbs. (39 kg.)	Approx. Weight*: 115 lbs. (52 kg.)	Approx. Weight*: 40 lbs. (18 kg.)	Approx. Weight*: 101 lbs. (46 kg.)
Coverage: 1.0 sq. ft. (0.09m <sup>2</sup> )	Coverage: 1.0 sq. ft. (0.09m <sup>2</sup> )		
Set back: 0.5" (13mm)	Set back: 0.5" (13mm)		
Batter: 4°	Batter: 4°		
Available in straight and beveled face units.	Available in straight and beveled face units.		
* Nominal Dimensions. Actual dimensions and weight may vary from these nominal dimensions due to variations resulting from the manufacturing process. Specifications may change without notice. See your Anchor representative for details, color options, block dimensions and additional information.			

In the United States, Anchor Wall Systems products are backed by a 5-Year Limited Warranty. For a complete copy of the Anchor Wall Systems Warranty, visit your local distributor or manufacturer or contact Anchor Wall Systems at 1-877-295-5415 or [www.anchorwall.com](http://www.anchorwall.com).

©2002 Anchor Wall Systems, Inc. 5959 Baker Road, Suite 390, Minnetonka, MN 55345-5995 USA. For more information call us toll-free in the U.S. at 1-877-295-5415. Outside the U.S. call +1-952-933-8855 or visit [www.anchorwall.com](http://www.anchorwall.com).

"Anchor Wall Systems," "Vertica," "Vertica Pro," and the "A" logo are trademarks of Anchor Wall Systems, Inc. Vertica and Vertica Pro blocks are manufactured by licensed Anchor Wall Systems producers and are protected by patent nos. 5,490,363, 5,704,183, 5,702,146,345. Australian patent no. 182939, and pending.



# Ordering Information

## 175W Small Structural



**STS**  
Medium Base  
70 to 175 Watt

**Ordering Example:**  
For Fixture,  
Structural Option and Pole

Mounting Pole    Fixture    Electrical Module    Finish    Options    Option    Structural Pole

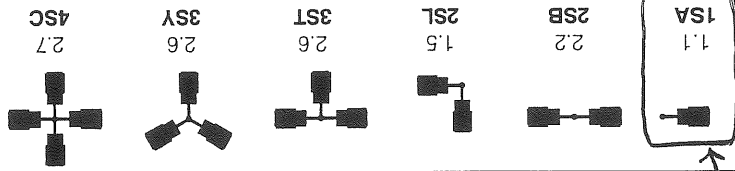
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**2SB / STS3 / 175MH277 / WH-P / A-33 / TSN / PRA12-34188SB-TS / WH-P**

See separate Kim Pole Catalog. Omit for 1SW Wall Mount.

**1 Mounting:**  
3SY configuration is available for round poles only.

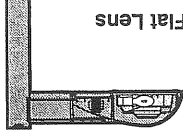
Plan View:  
EPA: 1.1  
Cat. No.: 1SA



*Site Pole Mounted*

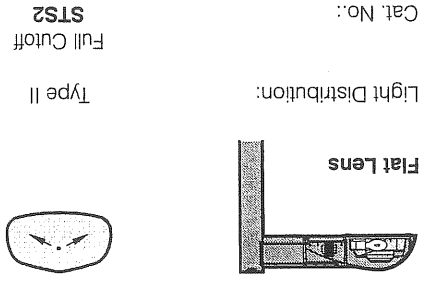
**2 Fixture:**

Cat. No. designates STS fixture and light distribution. See the Kim Site/Roadway Optical Systems Catalog for detailed information on reflector design and application.

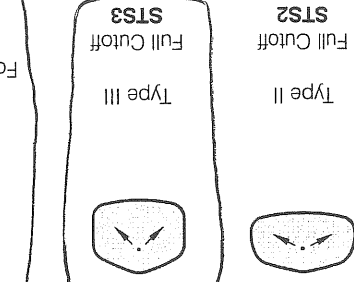


Horizontal Lamp

Light Distribution:



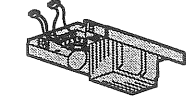
Cat. No.:



Type V  
Square Full Cutoff  
STSS

**3 Electrical Module:**

HPS = High Pressure Sodium  
MH = Metal Halide  
See lamp and electrical data on pages 28 - 29 for ballast types and characteristics.



Lamp Line Watts Type Volts  
150 HPS 120

70HPS120	100HPS120	150HPS120	150HPS208	100HPS208	100HPS240	70HPS240	100HPS277	150HPS277	100HPS347	150HPS347
70MH120	100MH120	150MH120	100MH208	100MH240	70MH240	100MH277	150MH277	100MH347	150MH347	175MH347

Valley Street  
Facade Wall  
Mounted

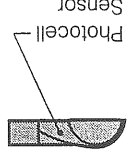
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*Site Pole Mounted or 12', 15', + 18'*

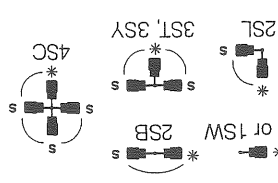
**4 Finish:**

Color: Black BL-P  
Dark Bronze DB-P  
Light Gray LG-P  
Platinum Silver PS-P  
White WH-P  
Custom Colors CC-P  
Consult representative for custom colors.

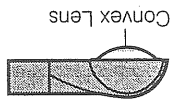
**5 Optional Photocell Control:**



Cat. No. and Line Volts:  
A-30 120V  
A-31 208V  
A-32 240V  
A-33 277V  
A-35 347V  
Sensor  
\* - Fixture with Photocell  
1SA or 1SW  
Mounting Configuration  
\* - Slave unit(s)  
No fixture wattage limit.

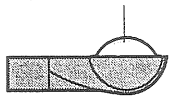


**6 Optional Convex Glass Lens:**



Cat. No.: CGL  
Tempered convex glass lens replaces standard flat lens. Changes light distribution from Full Cutoff to Cutoff.

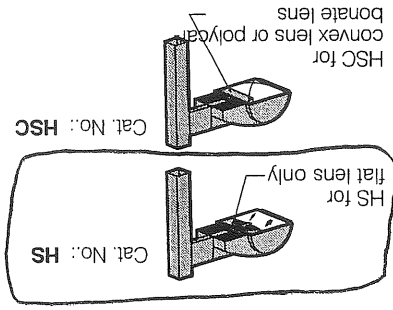
**7 Optional Polycarbonate Lens:**



Cat. No.: LS  
Polycarbonate Lens replaces standard tempered glass lens. 250 Watt Maximum. May be used with 400HPS in outdoor locations where ambient air temperature during fixture operation will not exceed 85°F. Changes light distribution from Full Cutoff to Cutoff. See "CAUTION" on page 19.



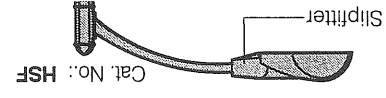
**8 Optional Houseside Shield:**



Recommended for use with clear lamps only. Effectiveness is reduced for coated lamps. Not for use with Type V light distribution.

For fixtures with optional convex glass lens. Not for use with Type V light distribution.

**9 Optional Horizontal Slipfitter Mount:**



Replaces standard mounting arm with a slipfitter for mounting to a horizontal pole davit-arm with 2" pipe-size mounting end (2 3/8" O.D.). Provides ±5° vertical fixture adjustment.

**10 Special Options for Street Lighting:**

Cat. No.: AF Air Filter to allow ventilation through the optical chamber.

**11 Optional Vertical Slipfitter Mounts:**

Mounting Configuration  
1SA - Single arm mount

- 2SB - 2 at 180°
- 2SL - 2 at 90°
- 3ST - 3 at 90°
- 3SY - 3 at 120°
- 4SC - 4 at 90°

**12 Structural Options:**

**For Standard Fixtures**

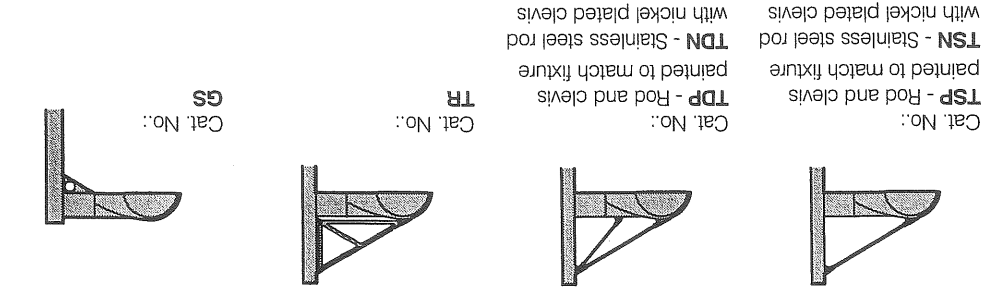
<p>VSF-4SC Cat. No.</p> <p>VSF-3SY Cat. No.</p> <p>VSF-3ST Cat. No.</p> <p>VSF-2SL Cat. No.</p> <p>VSF-2SB Cat. No.</p> <p>VSF-1SA Cat. No.</p>	<p>4" Round</p> <p>SVSF-4SC Cat. No.</p> <p>SVSF-3ST Cat. No.</p> <p>SVSF-2SL Cat. No.</p> <p>SVSF-2SB Cat. No.</p> <p>SVSF-1SA Cat. No.</p>	<p>4" Square</p> <p>STRF-4SC Cat. No.</p> <p>STRF-3SY Cat. No.</p> <p>STRF-3ST Cat. No.</p> <p>STRF-2SL Cat. No.</p> <p>STRF-2SB Cat. No.</p> <p>STRF-1SA Cat. No.</p>
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**For Fixtures with Structural Options**

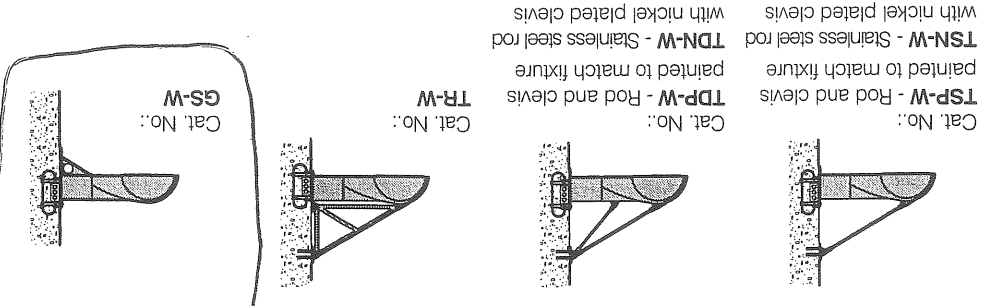
<p>STSF-4SC Cat. No.</p> <p>STSF-3SY Cat. No.</p> <p>STSF-3ST Cat. No.</p> <p>STSF-2SL Cat. No.</p> <p>STSF-2SB Cat. No.</p> <p>STSF-1SA Cat. No.</p>	<p>4" Round</p> <p>STSF-4SC Cat. No.</p> <p>STSF-3SY Cat. No.</p> <p>STSF-3ST Cat. No.</p> <p>STSF-2SL Cat. No.</p> <p>STSF-2SB Cat. No.</p> <p>STSF-1SA Cat. No.</p>
---	---

Allows fixture, arm, and Structural Option (when applicable) to be mounted to steel poles having a steel 2" pipe-size tenon (2 3/8" O.D. x 4 1/2" min. length). Not available for GS Gusset.

**Pole Mounted Structural Options**

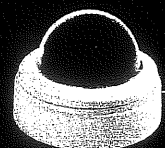


**Wall Mounted Structural Options**



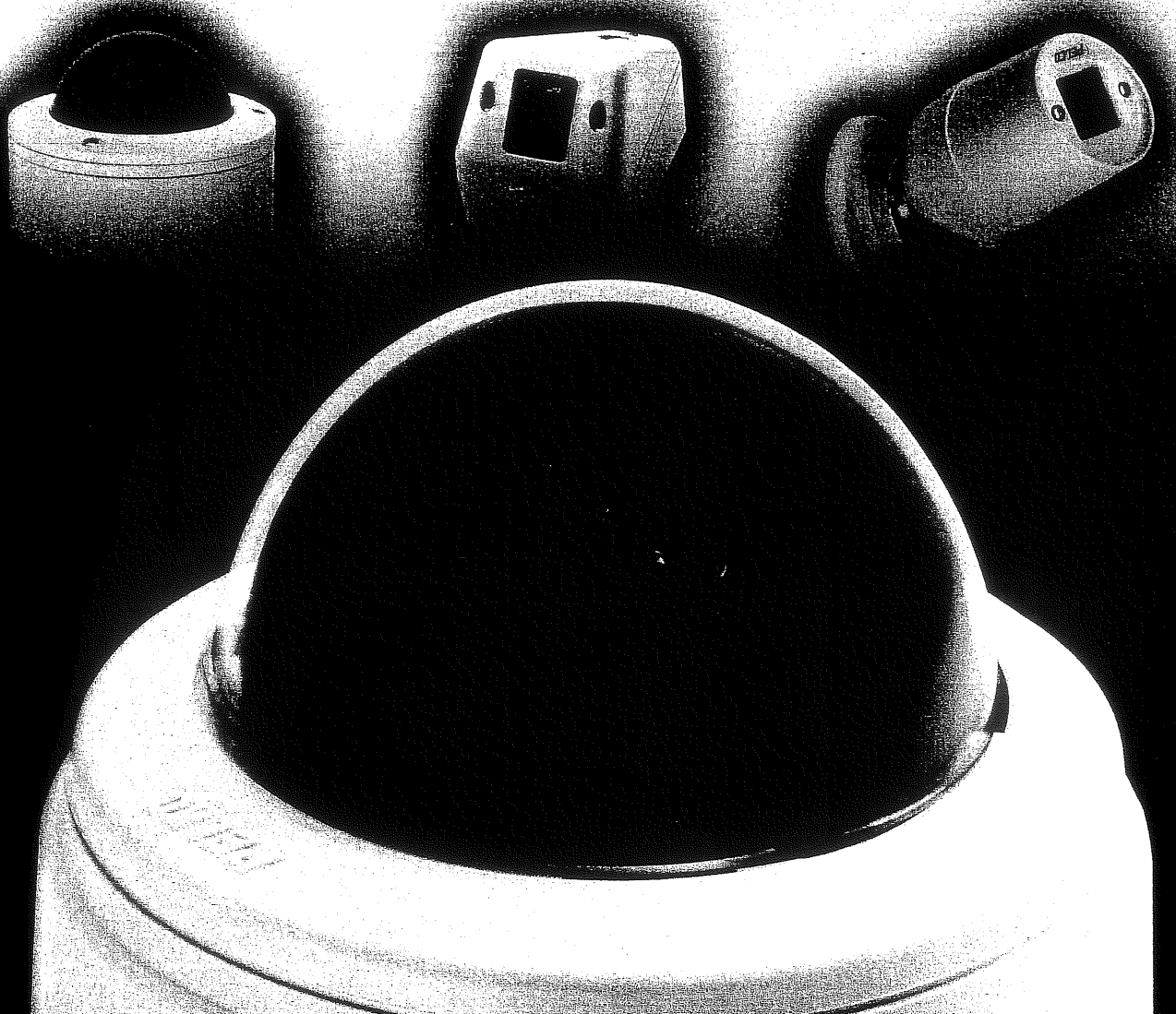
**13 Poles:**

See Kim Pole Catalog for a complete selection of round and square poles in aluminum or steel.



PEOPLE AND PROPERTY IN A  
MILLION LOCATIONS WORLDWIDE

PROTECTING



CAMCLOSURE IS INTEGRATED CAMERA SYSTEMS

**PELCO**

# PELCO CAMCLOSURE IS INTEGRATED CAMERA SYSTEMS

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REPRODUCTION. AND WITH FIVE OPTIC PACKAGES TO SELECT FROM, CAMCLOSURE IS HAS

THE IMAGING SOLUTION FOR ANY LIGHTING CONDITION.

CAMCLOSURE IS OFFERS FIVE EASY-TO-INSTALL DESIGNS. AND BECAUSE EVERY

CAMCLOSURE IS COMES STANDARD WITH UTP, COAXIAL VIDEO OUTPUT AND SERVICE JACK,

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CAMCLOSURE IS. THE CHOICE IS CLEAR.

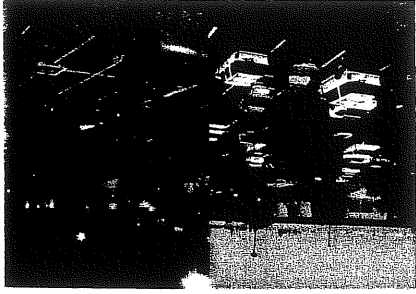
# CAMCLOSURE IS... NEW TECHNOLOGY

Pelco's premium fixed-imaging system. Featuring new pixel-based imagers, engineered to adjust for any lighting condition. Camclosure IS Day/Night with WDR gives users maximum benefit in any environment – indoor, outdoor, extreme light or low light.

## Low Light, Wide Dynamic Range (WDR)

Whether the sun or the moon is lighting the scene, Camclosure IS with Day/Night High Resolution delivers flawless images, with impressive low-light performance at full frame rate. Perfect for many environments including parking lots, walkways and exterior entrances, these systems are the choice for around-the-clock security.

## Day/Night High Resolution



Day/Night High Resolution

With Wide Dynamic Range (WDR), pixel-based imagers digitize light at the point of capture, producing clear, discernable images even when extremely light and dark objects appear in the same scene. From lobbies to loading docks to warehouses, WDR can handle virtually any application with extreme lighting conditions.

## Wide Dynamic Range

Camclosure IS with High-Resolution brings together value and performance. Available throughout the Camclosure IS product line, High Resolution imagers capture exceptional detail for indoor and outdoor applications where the lighting conditions are more manageable.

## High Resolution

Pelco Camclosure IS with Standard Resolution Color imagers set a new standard for fixed lens camera systems. These systems are the dependable choice for many indoor applications.

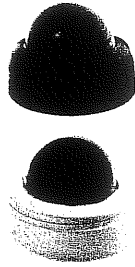
## Standard Resolution



## CAMCLOSURE IS... CLASSIC STYLE

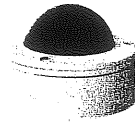
### 1500 SERIES CENTER AXIS DOME

Designed with a three-axis camera rotation system that can be positioned in virtually any direction, the 1500's flexible modular mounting system ensures maximum versatility – at a cost you can afford. Perfect for surface-, recessed-, wall- or ceiling-mounted indoor applications, the 1500 Series is available in white or black models.



### 1510 SERIES SURFACE MOUNT DOME

These high-impact, vandal-resistant domes with tamper-resistant hardware are ideal for both indoor and outdoor applications. Quick and easy to install, 1510 Series integrated camera systems feature aluminum construction that allows for multiple mounting options.



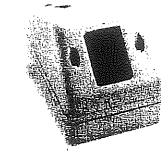
### 1520 SERIES IN-CEILING MINI DOME

Perfect for medium-security installations that are subject to vandalism, the 1520 Series Camclosure IS (in-ceiling dome) can be installed within a suspended ceiling or recessed into a ceiling or wall. Available with an optional 45 adapter plate for mounting the unit to a standard four-inch square electrical box, this system is perfect for installation in a plenum rated environment.



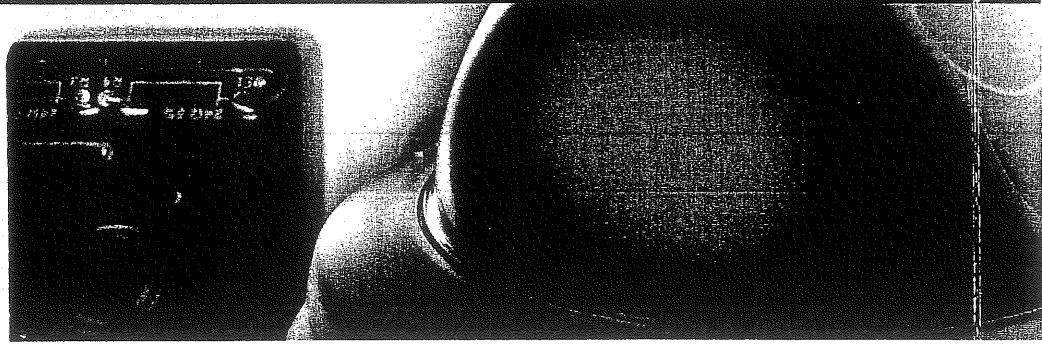
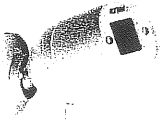
### 1520C SERIES WEDGE ENCLOSURE

The 1520C Series Camclosure IS attaches directly to a wall or ceiling. The special wedge shape makes it an ideal choice for placement on walls or ceilings, within corners, for monitoring hallways, elevators and other small room applications.



### 1530 SERIES "BULLET" STYLE

The attractive "bullet" look of this Camclosure IS system is a welcomed solution for video security installations where a less-industrial appearance is desired. The 1530 Series features an optional sun shroud and an optional conduit adapter that enables mounting to a hard surface.



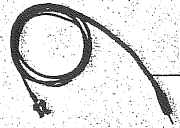
**CAMCLOSURE IS VERSATILITY**

Camclosure IS offers the mounting options and accessories to meet the unique demands of any installation.



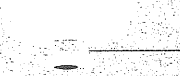
**CST150 CAMERA SETUP TOOL**

The CST150 offers a viewfinder, eyepiece, and TFT microdisplay. Simply plug this battery-powered tool directly into any Camclosure IS and adjust the focus on the viewfinder – no monitor required.



**ICS090SC**

90 Series four-foot service/monitor cable. Compatible with any standard monitor BNC connector.



**IS90-P**

90 Series White Pendant Mount



**IS90-B-P**

90 Series Black Pendant Mount



**IS90-PW**

90 Series White Pendant Wall Mount



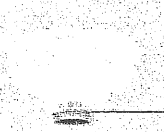
**IS90B-PW**

90 Series Black Pendant Wall Mount



**ICS110-BV**

1510 Series Breather Vent for side conduit replacement



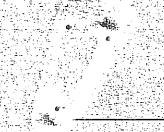
**ICS110-PG**

110 Series Pendant Mount Adapter for multiple mounting options.



**ICS150-P**

150 Series 2x2 ft. (61 cm x 61 cm) metal ceiling panel for in-ceiling dome.



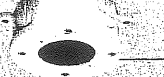
**ICS210-CM**

Corner Mount specifically designed for the 210 Series system. Perfect for installing the 210 in a tight area such as a stairwell, hallway or elevator.



**ICS110-AP**

Adapter plate for a two-gang electrical box.



**ICS310-COND**

Conduit Adapter. Can be adapted to any vertical or horizontal mounting surface.



**ICS310-SS**

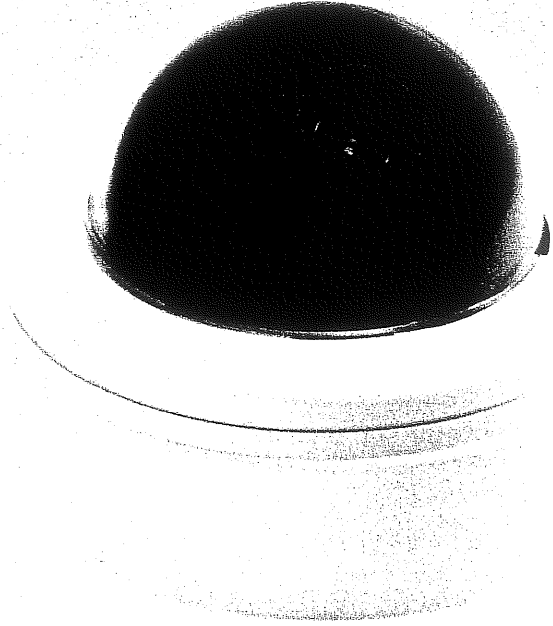
310 Series Sun Shroud for outdoor applications.



**ICS310-AP**

310 Series Adapter Plate for a two-gang electrical box.

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- FULLY-INTEGRATED ENCLOSURE WITH CAMERA AND LENS
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  - DAY/NIGHT HIGH RESOLUTION
  - WIDE DYNAMIC RANGE
  - HIGH RESOLUTION
  - STANDARD RESOLUTION
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- ACTIVE UTP STANDARD
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**Florence House**  
Sun/Shadow Study Video Simulation Summary  
October 2, 2007

The proposed Florence House has only morning shadow impact to the west of the site, primarily at 213/215 St. John Street. Simulation dates have been selected for the shortest day of the year (December 22), the equinox (September 23) and the longest day of the year (June 21). Below is a list of the times that the shadow cast by Florence House leaves the garage of the abutting site.

The Western Promenade times are when the shadow cast by the Western Promenade leaves the garage of the abutting site. This shadow is based upon the land massing without existing vegetation, which would create a longer shadow impact.

The silver maple on the 213/215 St. John Street property is part of the model and illustrates the impact of this particular tree. When the silver maple tree is in leaf, it casts a significant shadow upon the abutting structure, as illustrated in the study.

**December 22<sup>nd</sup>**

Florence House: 9:10am  
Western Promenade: 7:52am

(Please note: the silver maple tree shadow impact on the 213/215 St. John Street garage has not been noted due to lack of vegetation)

**September 23<sup>rd</sup>**

Florence House: 10:14am (Daylight Savings Time)  
Western Promenade: 7:39am (Daylight Savings Time)

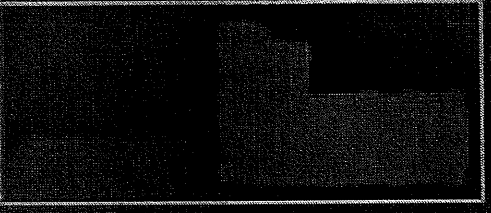
(Please note: the silver maple tree casts a shadow on the 213/215 St. John Street garage until roughly 10:00 am.)

**June 21<sup>st</sup>**

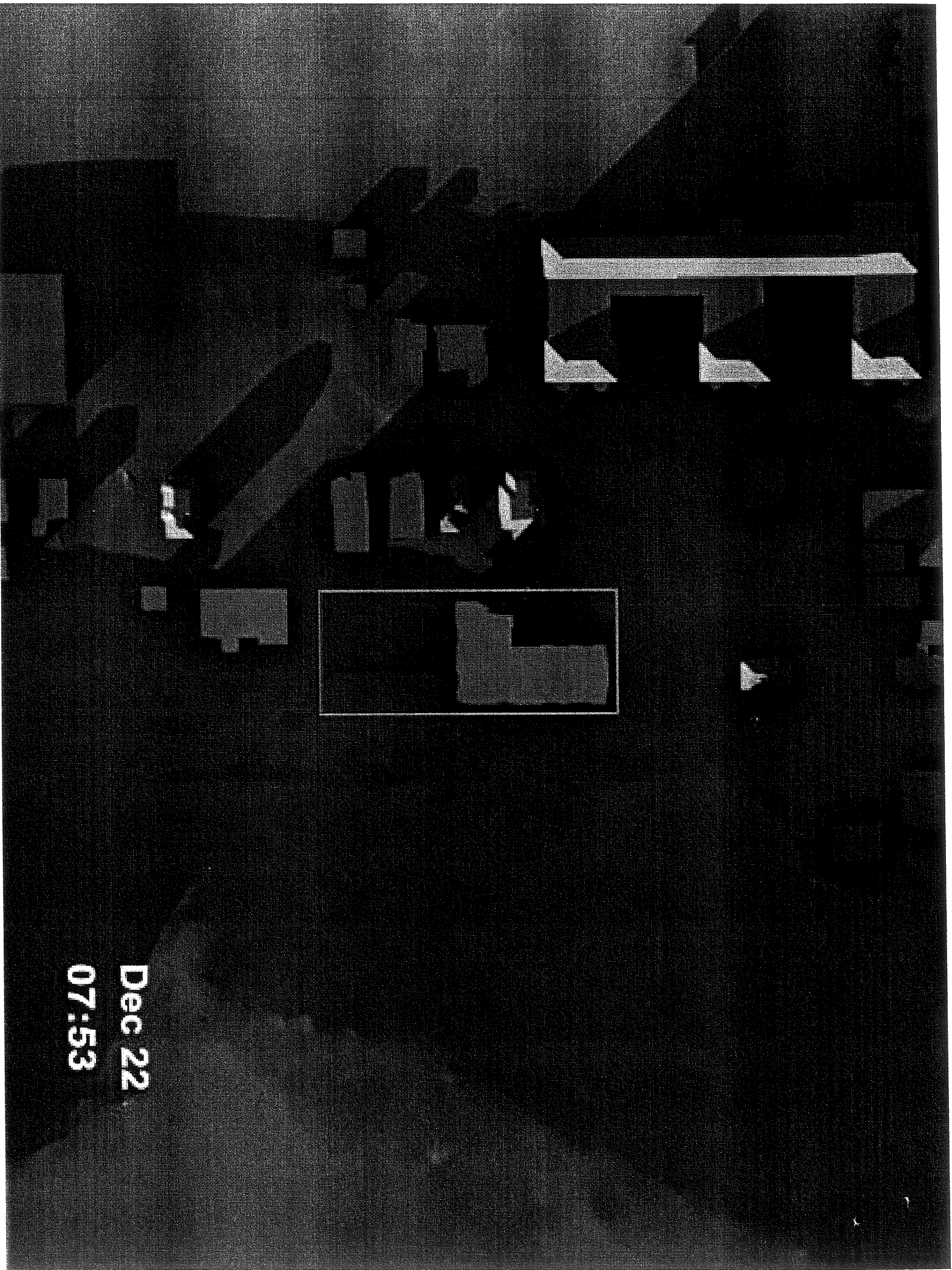
Florence House: 9:17am (Daylight Savings Time)  
Western Promenade: 6:03am (Daylight Savings Time)

(Please note: the silver maple tree casts a shadow on the 213/215 St. John Street garage until roughly 10:52 am.)

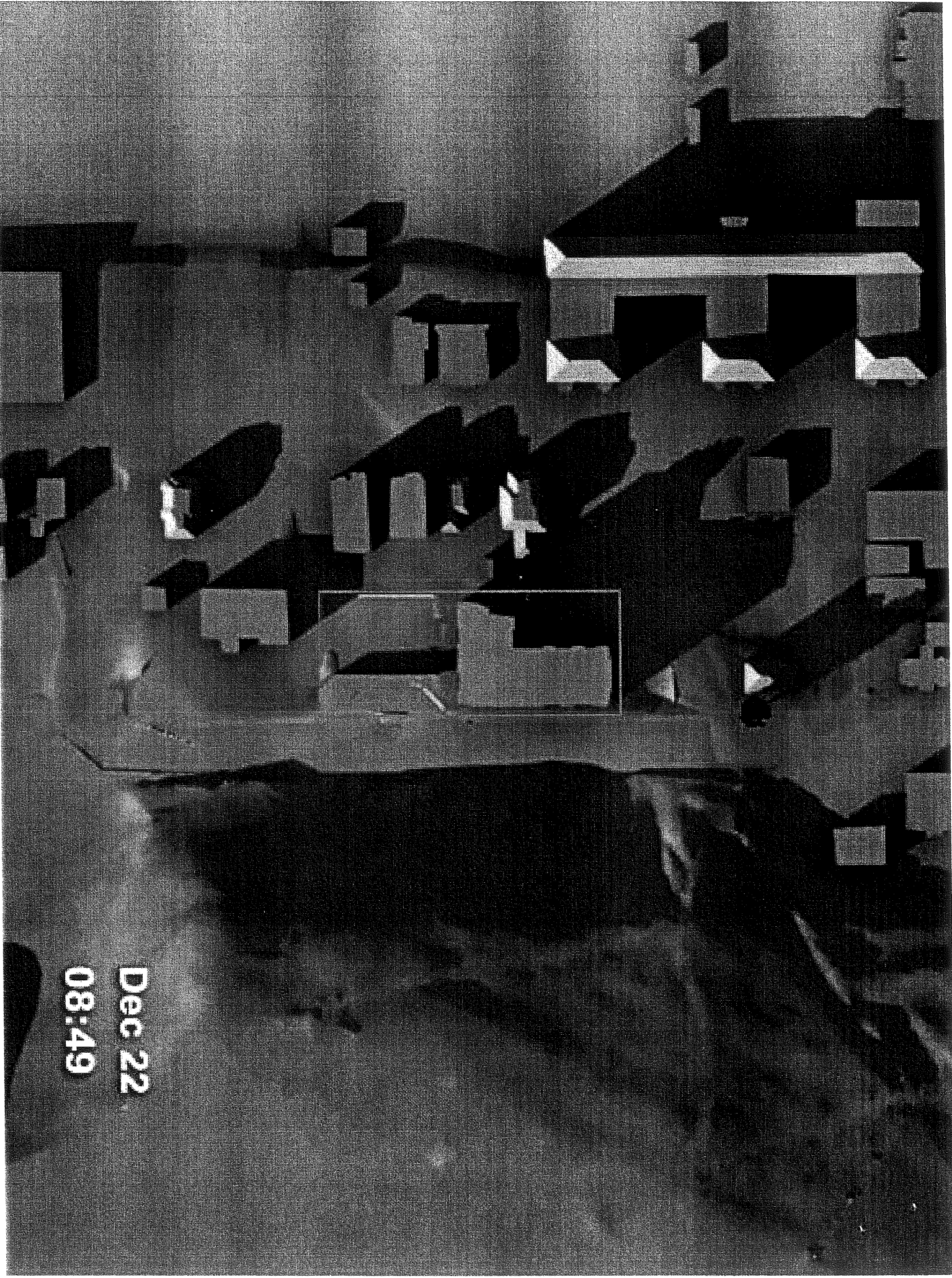




Dec 22  
06:58

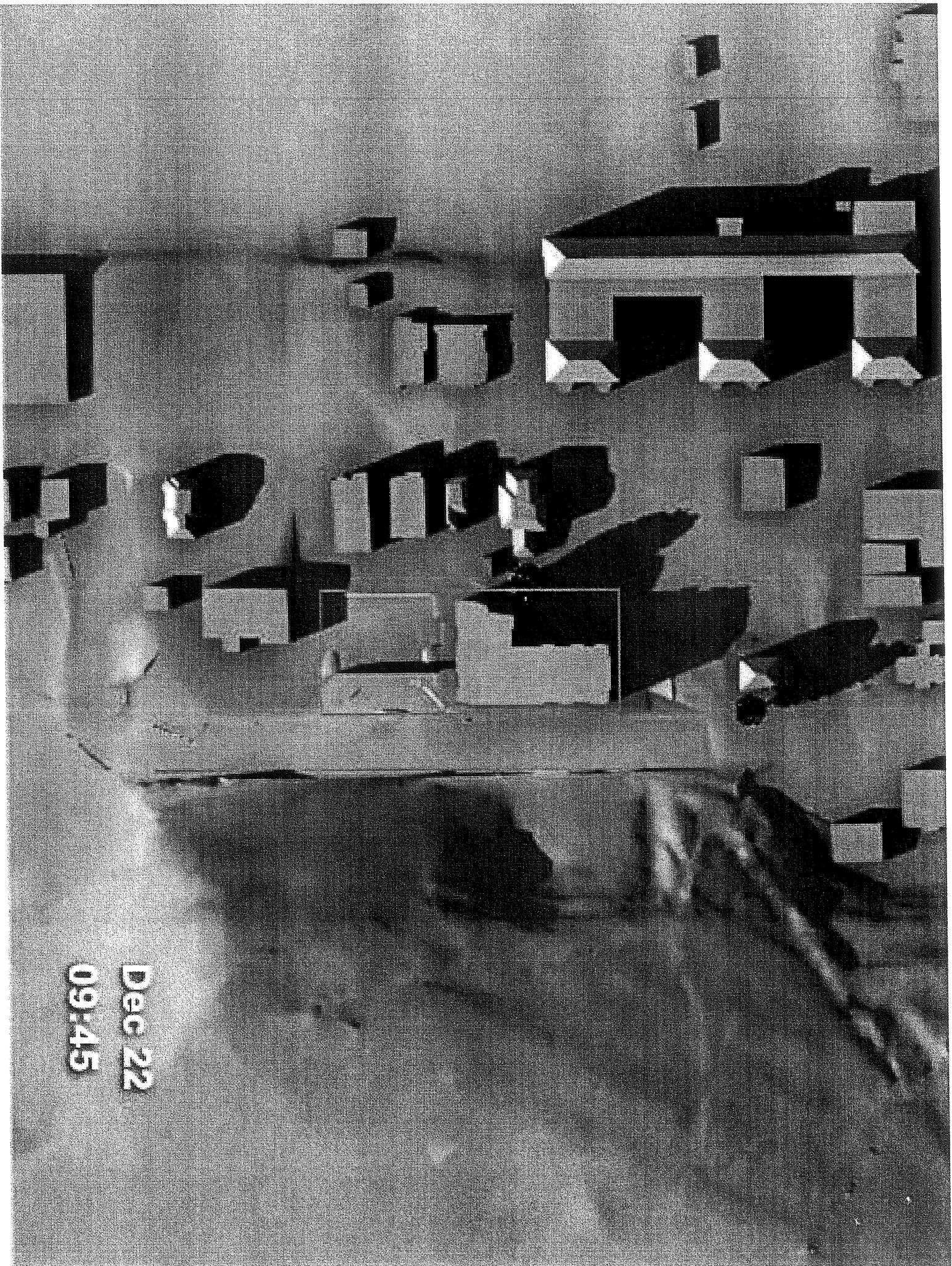


Dec 22  
07:53

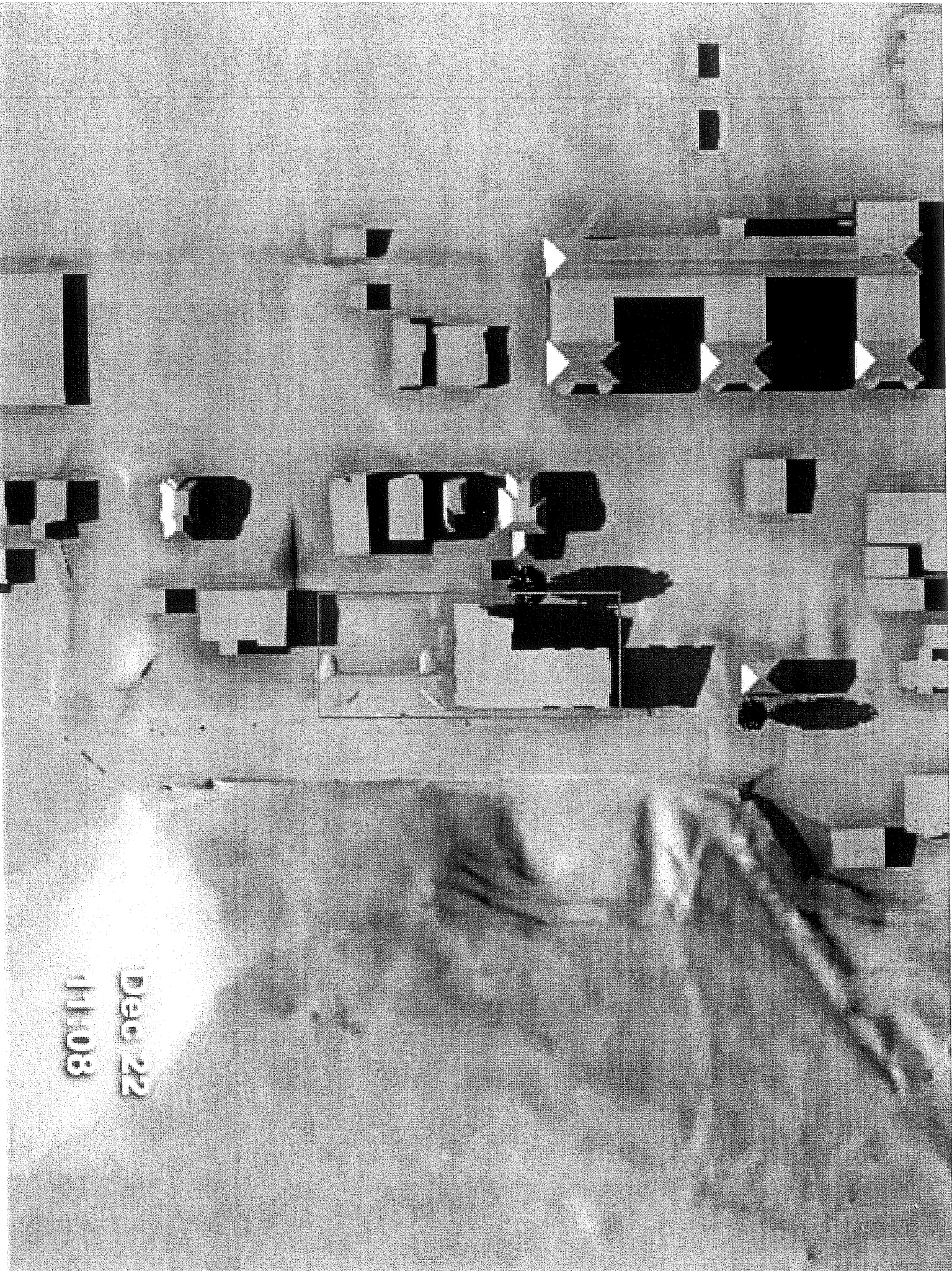


Dec 22  
08:49

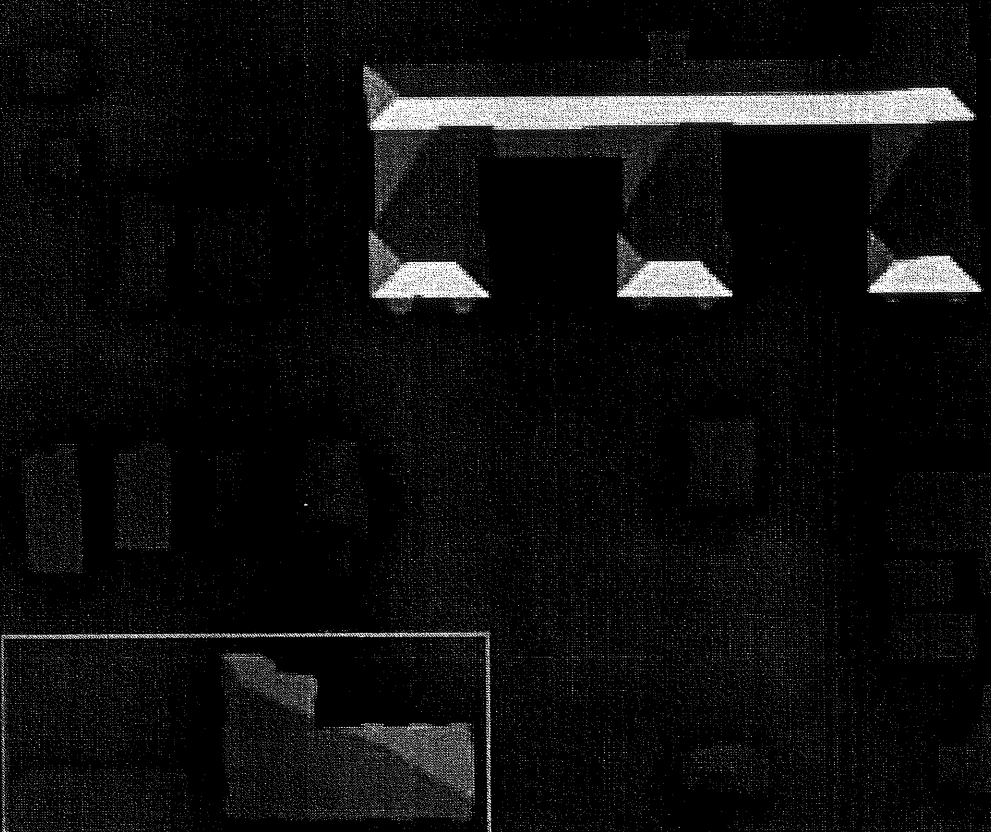




Dec 22  
09:45



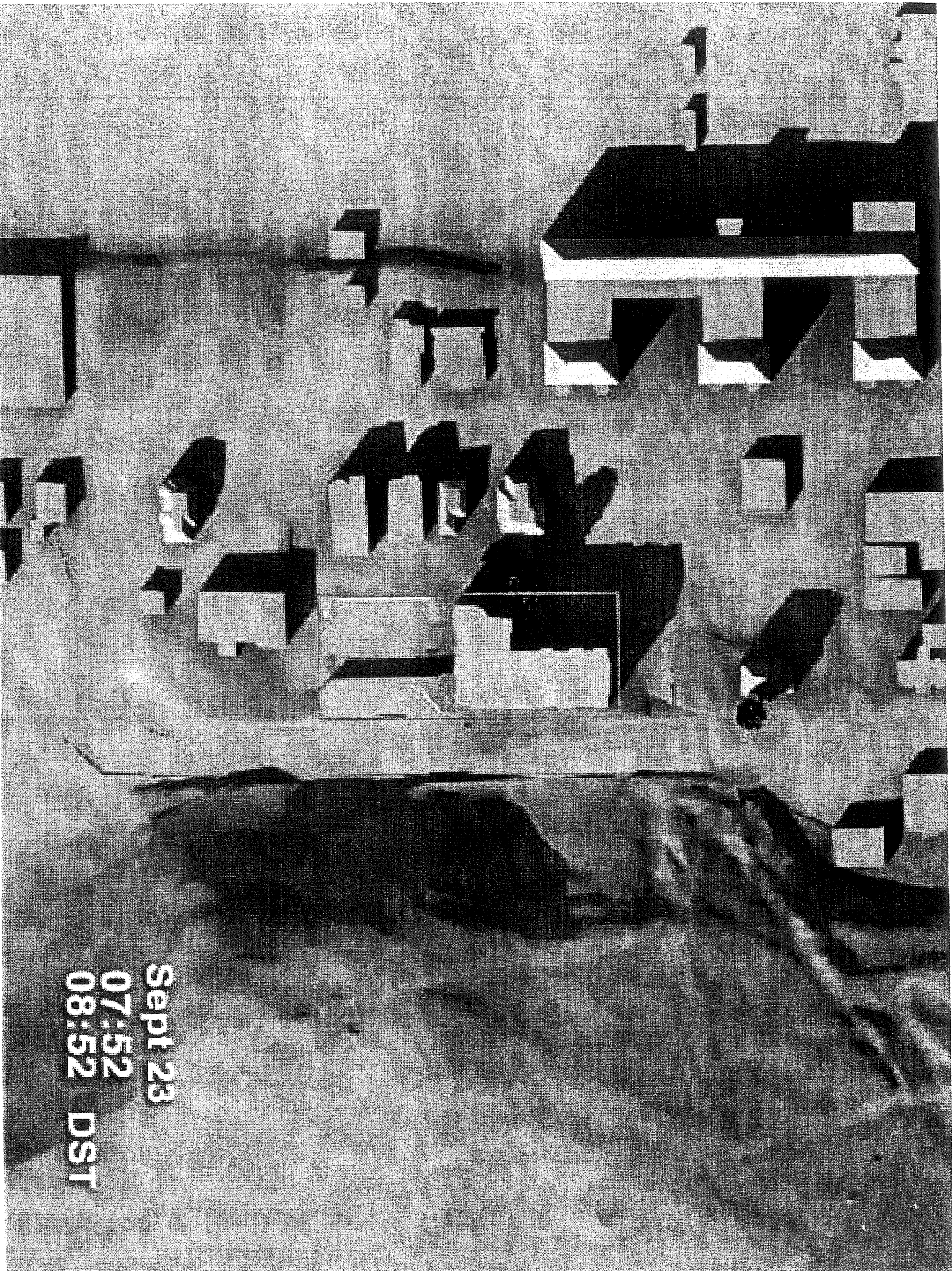
11108  
Dec 22



Sept 23  
06:01  
07:01 DST

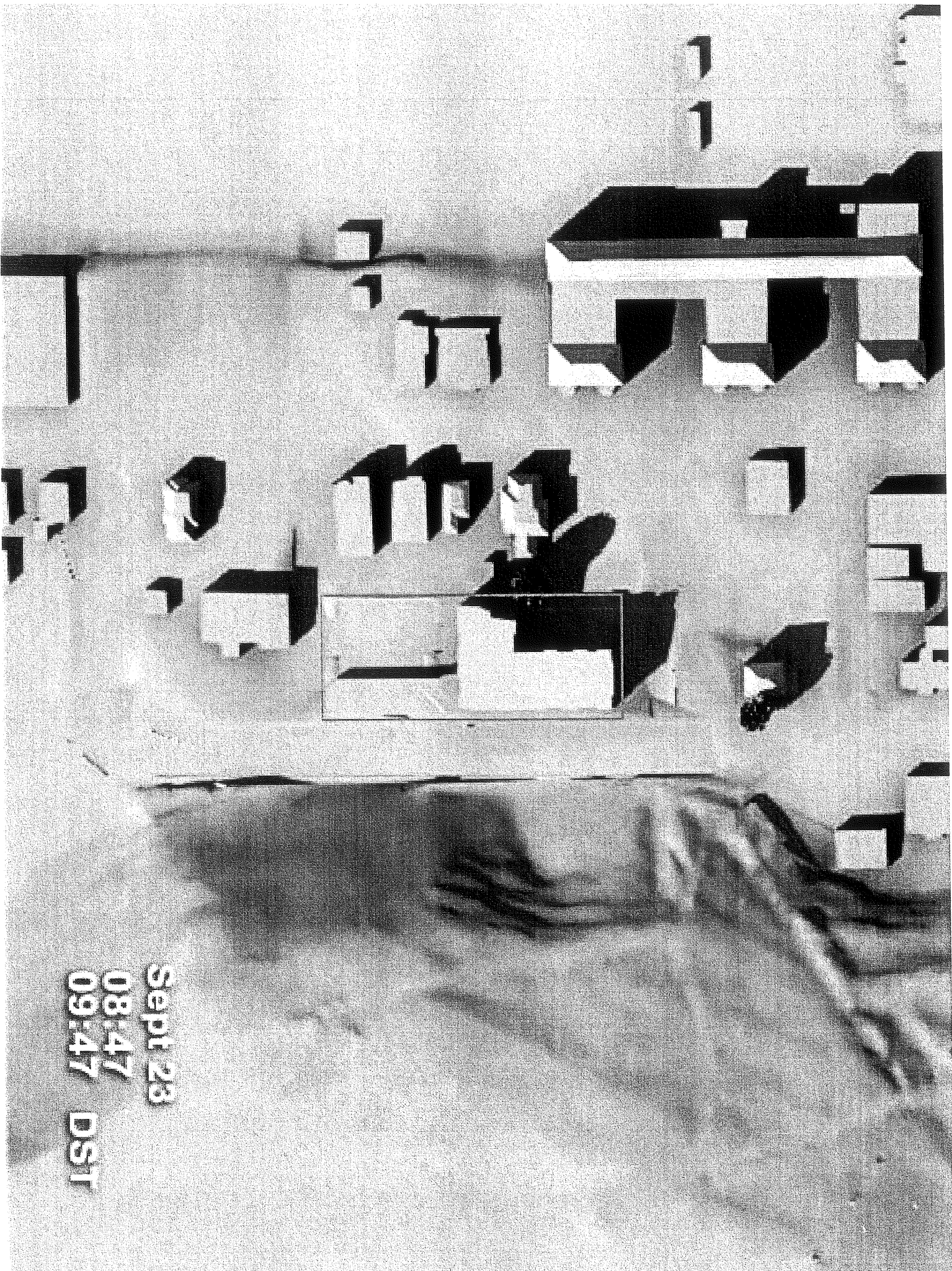


Sept 23  
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07:56 DST

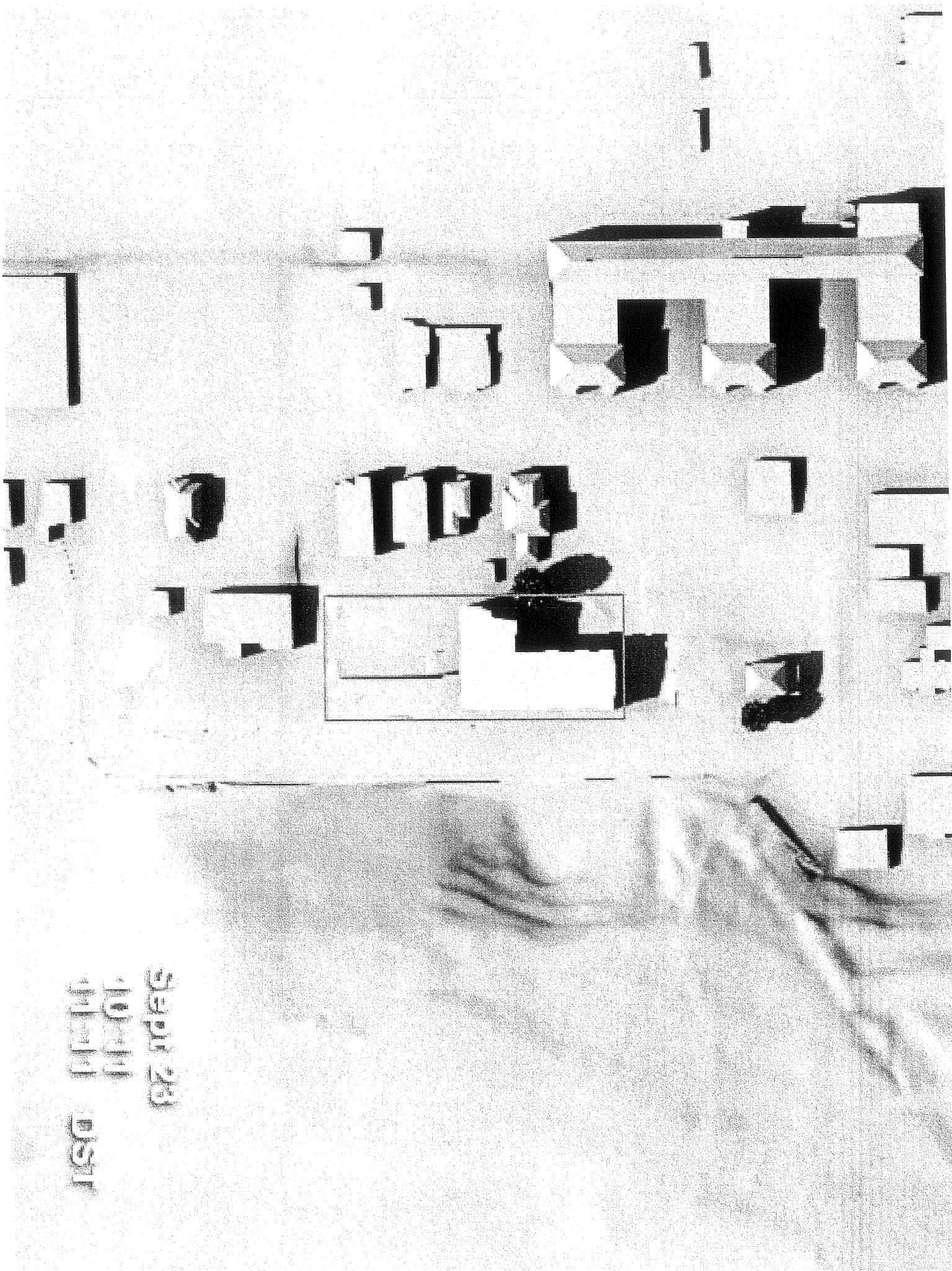


Sept 23  
07:52  
08:52 DST

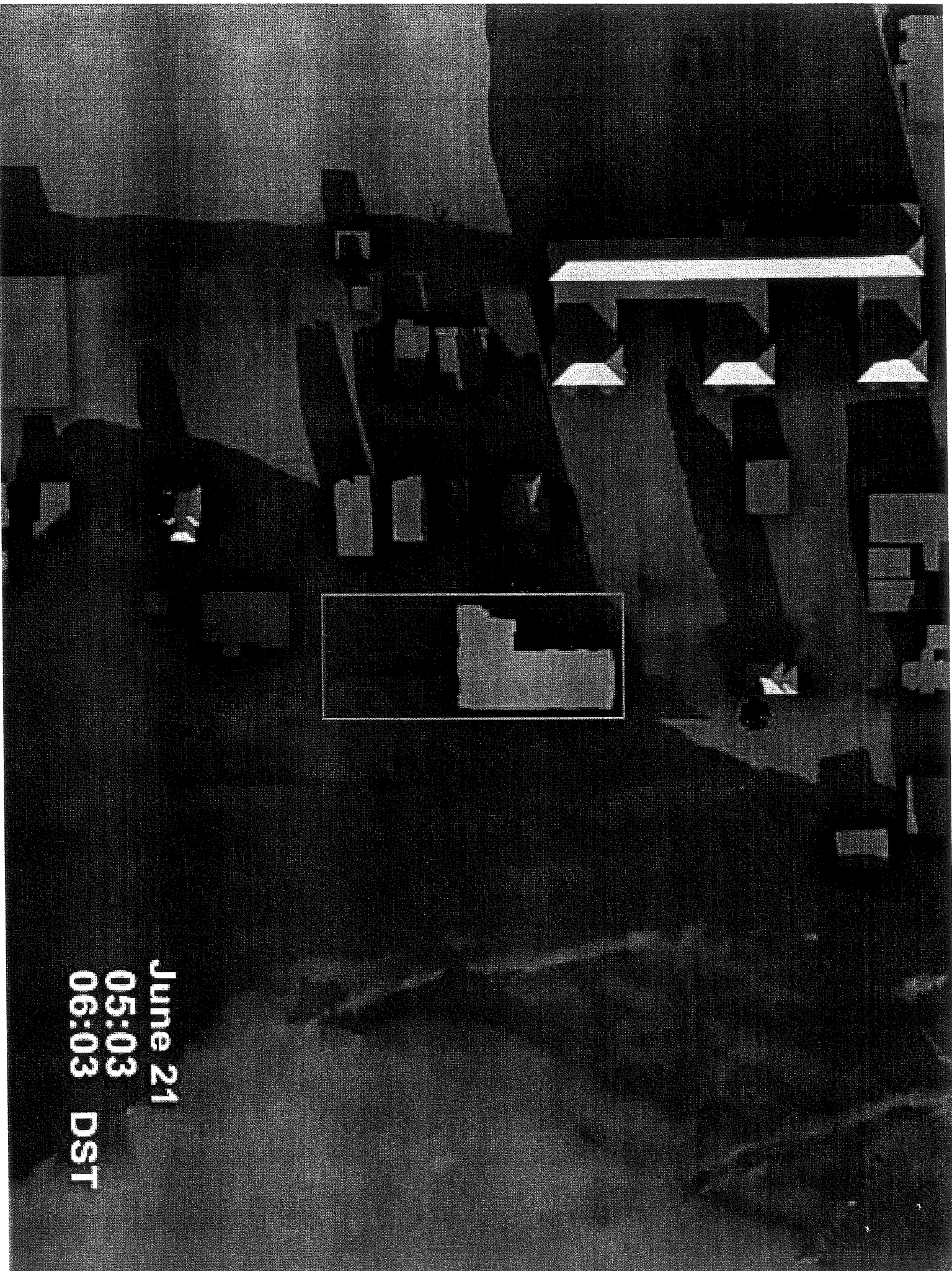




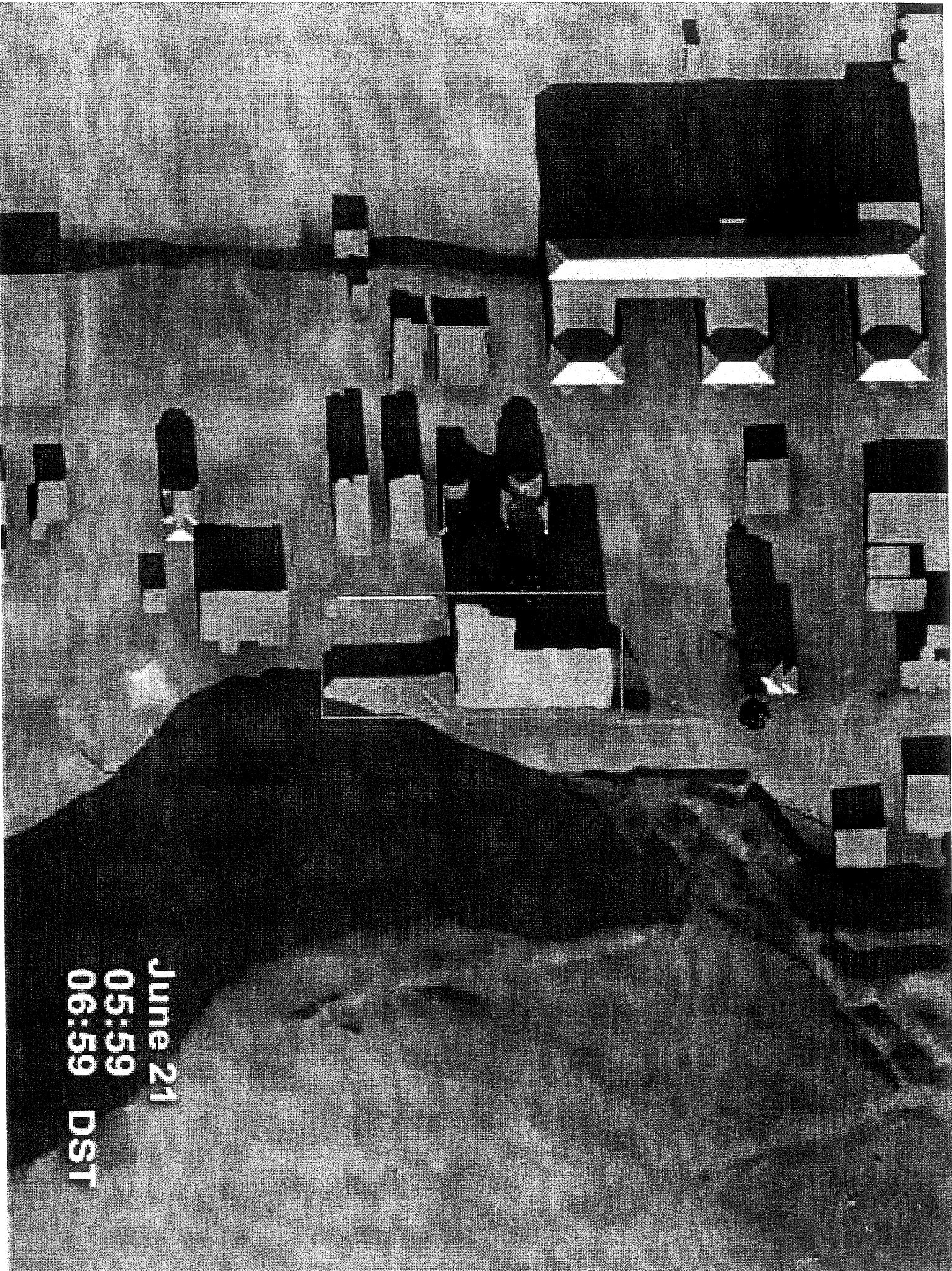
Sept 23  
08:47  
09:47 DST



Sept 28  
10:11  
11:11 DST



June 21  
05:03  
06:03 DST



June 21  
05:59  
06:59 DST



June 21  
06:55  
07:55 DST



June 21  
07:50  
08:50 DST



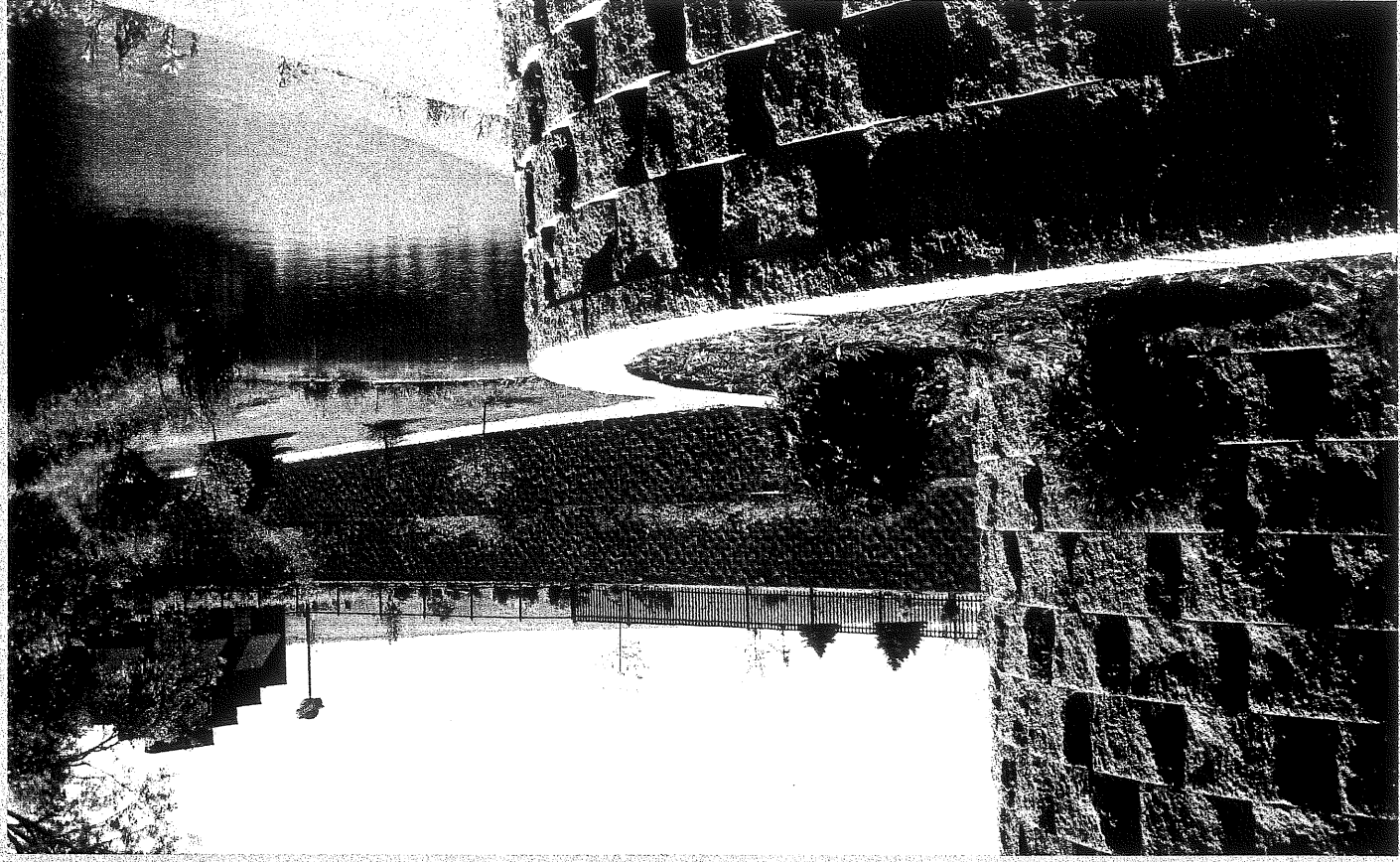
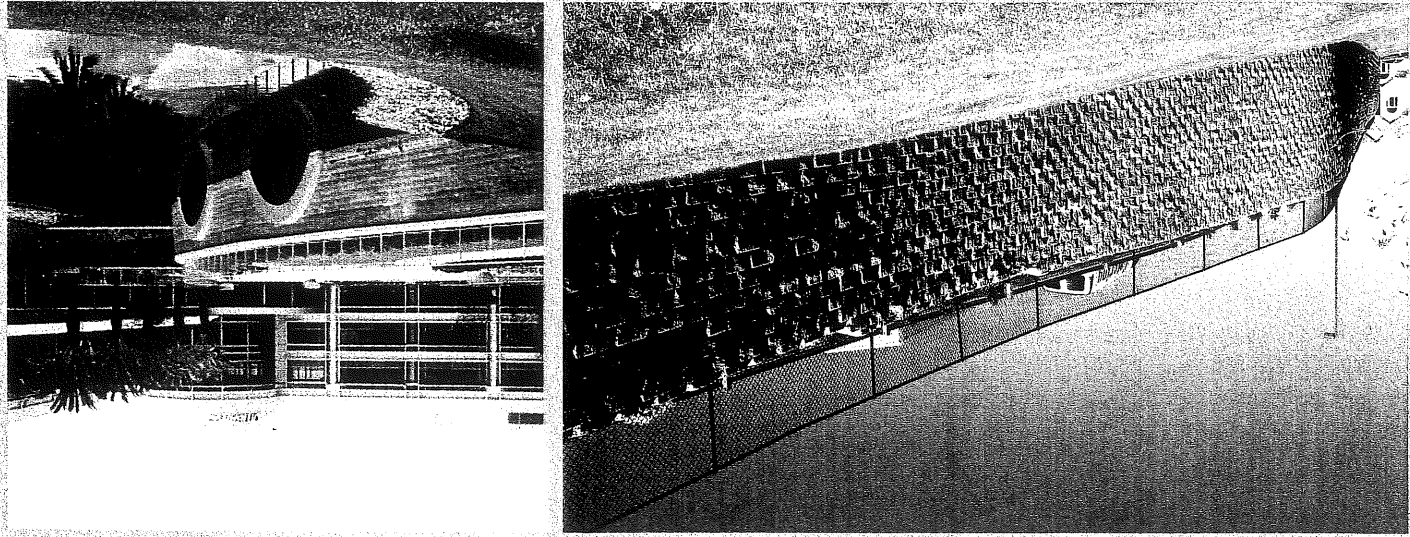
June 21  
08:46  
09:46 DST

1950 6014  
1009  
1109  
051  
JUNE 21  
17 6117





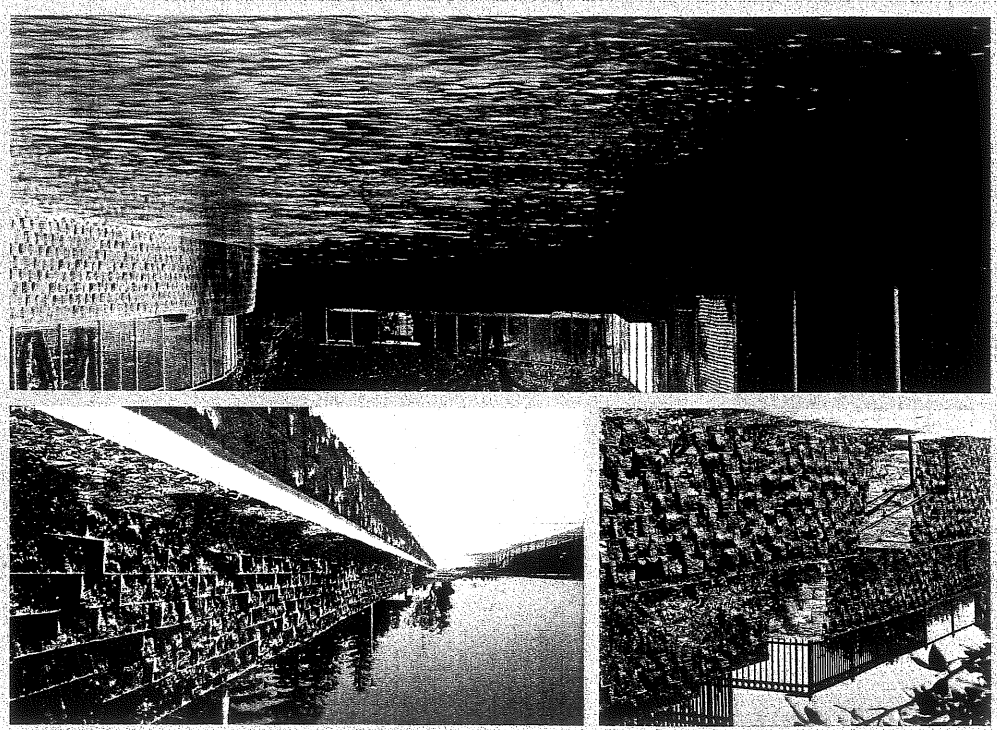
# Anchor Vertica® Series



The Anchor Vertica® Series of retaining wall blocks offers architects, engineers and contractors the ideal solution for high volume, commercial tall wall construction. The natural beauty of the Anchor Vertica Series blends with the surrounding environment, while its design ensures a durable, economic installation.



RETAINING WALL SYSTEMS

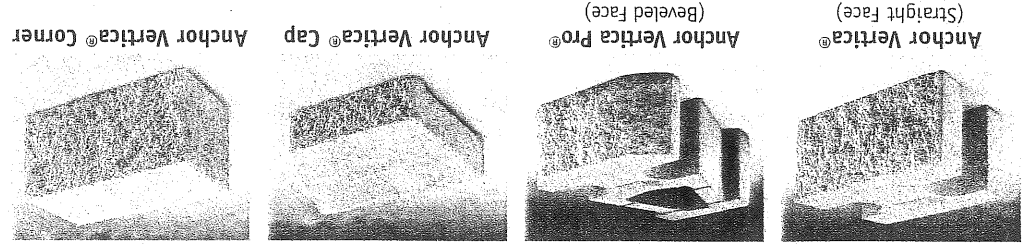


For non-reinforced gravity wall applications, Anchor Vertica® walls can be built up to

three feet, while Anchor Vertica Pro®, with its deeper design, can accommodate walls up to approximately six feet. With geosynthetic reinforcement, both can be used to design projects to virtually any height. The Anchor Vertica® Series uses built-in locators to assure proper alignment and an impressive 4° degree batter. The near vertical rise means less excavation and land loss. For tall wall projects where space is at a premium, the Anchor

Vertica Series is the attractive, environmentally friendly and low-maintenance solution.

## Specifications



**Anchor Vertica®** (Straight face)  
**Anchor Vertica Pro®** (Beveled face)  
**Anchor Vertica Cap**  
**Anchor Vertica® Corner**

Nominal Dimensions\*: 8" x 18" x 11"  
 (200mm x 450mm x 280mm)  
 Approx. Weight\*: 86 lbs. (39 kg.)  
 Coverage: 1.0 sq. ft. (0.09m<sup>2</sup>)  
 Set back: 0.5" (13mm)  
 Batter: 4°  
 Available in straight and beveled face units.

Nominal Dimensions\*: 8" x 18" x 20"  
 (200mm x 450mm x 500mm)  
 Approx. Weight\*: 115 lbs. (52 kg.)  
 Coverage: 1.0 sq. ft. (0.09m<sup>2</sup>)  
 Set back: 0.5" (13mm)  
 Batter: 4°  
 Available in straight and beveled face units.

Nominal Dimensions\*: 4" x 17 1/4" x 10"  
 (100mm x 450mm x 250mm)  
 Approx. Weight\*: 40 lbs. (18 kg.)

Nominal Dimensions\*: 8" x 18" x 9"  
 (200mm x 450mm x 225mm)  
 Approx. Weight\*: 101 lbs. (46 kg.)

\* Nominal Dimensions. Actual dimensions and weight may vary from these nominal dimensions due to variations resulting from the manufacturing process. Specifications may change without notice. See your Anchor representative for details, color options, block dimensions and additional information.

In the United States, Anchor Wall Systems products are backed by a 5-Year Limited Warranty. For a complete copy of the Anchor Wall Systems Warranty, visit your local distributor or manufacturer or contact Anchor Wall Systems at 1-877-295-5415 or www.anchorwall.com.

©2002 Anchor Wall Systems, Inc. 5959 Baker Road, Suite 390, Minnetonka, MN 55345-5995 USA. For more information call us toll-free in the U.S. at 1-877-295-5415. Outside the U.S. call +1-952-933-8855 or visit www.anchorwall.com.

"Anchor Wall Systems," "Vertica," "Vertica Pro," and the "A" logo are trademarks of Anchor Wall Systems, Inc. Vertica and Vertica Pro blocks are manufactured by licensed Anchor Wall Systems producers and are protected by patent nos. 5,490,363, 5,704,183, 5,705,711,129, 6,113,118, Canadian patent no. 2,146,345, Australian patent no. B29399 and pending.



*For attachment to 10.23.2007 REPORT to Planning Board Hearing*

**FLORENCE HOUSE  
190 Valley Street**

***SITE PLAN and SUBDIVISION REVIEW***

**Submissions received since the Workshop,  
including Plans  
(dated October, 2007)**

Submission B T

(44 pages)

**Mitchell & Associates**  
LANDSCAPE ARCHITECTS

October 2, 2007

Ms. Jean Fraser, Planner  
and Planning Board Members  
City of Portland  
389 Congress Street, 4<sup>th</sup> Floor  
Portland, Maine 04101

**Re: Florence House  
190 Valley Street  
Site Plan and Subdivision Plan Application**

Dear Jean and Planning Board Members:

On behalf of Avesta Florence House, LP, Florence House Housing Corporation and Florence House Condominium Association, which are affiliated with AVESTA Housing, we are pleased to submit the enclosed additional information for the Florence House Site Plan and Subdivision Plan Review Application. The site for the proposed Florence House is subject to an Option Agreement with C&D Associates. This option has been exercised. Please see the copy of the certified mail letter and receipt included in this submission.

A neighborhood meeting is scheduled for Tuesday, October 9, 2007 at 5:00pm at the West School on Douglass Street. Meeting minutes and sign-in sheet will be submitted prior to the public hearing.

Based on the recent Planning Board Workshop, the following items have been requested:

**1. Compliance with Conditional Zone Agreement**

**a. Site coverage** is 33%, unchanged from the conditional zone process. The building footprint is 8,138 SF and the site area is 24,968 SF.

**b. Open Space Ratio** is 26%, unchanged from the conditional zone process. An Open Space Calculation Plan, Sheet A, is included in this submission for review.

- c. **Management Plan** is in the process of being drafted will be submitted for approval by the City prior to the Public Hearing.
- d. **Condominium Documents** are in draft form and will be submitted directly to Corporation Council on October 3, 2007.

## 2. Site Plan Issues (Sec. 14-526)

### a. Access and Traffic

- **Handicap Ramp** plans and details have been revised in response to Jim Carmody's comments. Please see Sheet 2, Layout and Lighting Plan.
- **Signage** has been revised to meet City and MUTCD standards and additional signs have been added to the plan as noted. Please see Sheet 2, Layout and Lighting Plan and Sheet 8, Site Details.
- **\$5,000 Contribution** will be contributed by the applicant, as stated at the Workshop.

### b. Building bulk, location or height and proposed uses thereof

- **Reduction in Light** is illustrated through Sun/Shadow simulations created by John Gutwin of Peppercrome. Images of the shadow cast by the proposed building are included in this submission as well as a summary handout noting times at which the shadow cast by the proposed Florence House and the Western Promenade leave the garage structure of the abutting property at 213/215 St. John Street.

### c. Waste Disposal

- Dumpster location and orientation have been reviewed by both Pine Tree Waste and the City review engineer and have been deemed acceptable. Pickup will occur very early in the day, and the space in front of the dumpster will be posted for no-parking Monday through Friday between 4am and 7am. Please see Sheet 2, Layout and Lighting Plan and Sheet 8, Site Details.

**d. Open Space and Landscaping**

- **Silver Maple on Abutters Property** will be protected during construction through root pruning, wet burlap covering exposed roots and either tree protection fence or 12 inch mulch cover dependent upon phase of construction. Notes have been added to Sheet 1, Existing Conditions and Demolition Plan; Sheet 2, Layout and Lighting Plan and Sheet 5, Landscape & Planting Plan to reference the Tree Protection Detail on Sheet 15, Planting Details.

- **Retaining Wall and Safety Railing** details are provided on Sheet 8, Site Details and Sheet 14, Landscape Details. Concrete segmental retaining walls are proposed for most retaining walls on site and a brick retaining wall is proposed to the south of the building by the patio area, see Sheet 5, Landscape and Planting Plan. As part of the construction drawing process, the concrete segmental wall supplier designs the wall according to the recommendations in the Geotechnical Report and the design is stamped by a Maine Professional Engineer. A cut-sheet for the segmental concrete block retaining wall and a Patio Section have been included in this submission to illustrate wall materials and the terracing.

- **Landscaping** has been enhanced throughout the site. Two Upright Japanese Yew have been added to the northern side of the building to complement the building facade. Two Freeman Maples have been added to the Valley Street tree plantings and 14 Blushing Bride Hydrangeas have also been added. Groundcovers have been substituted for lawn in the southern portion of the parking area and a Black Gum tree and two Dark American Arborvitae have been added to the southeastern corner of the parking to buffer the retaining wall. Climbing Hydrangeas are proposed at the base of the retaining wall. One Spring Snow Crabapple was removed from the eastern facade of the building to minimize disturbance to the Silver Maple on the abutting property. Two additional trees, Corneliancherry and American Smoketree, have been added to the planting bed adjacent to the patio to improve the buffer from St. John Street. Please see Sheet 5, Landscape and Planting Plan; Bird's Eye View Along Rear Property Line; and Valley Street Elevations, Looking North and South.

**e. Exterior Lighting/Security Cameras**

- **Exterior Lighting** consists of STS 175 watt metal halide small structural fixture by Kim Lighting, Inc. Lighting levels at the property line have been addressed through relocation of one light fixture. Please see revised Sheet 16, Lighting-Photometrics Plan. Three building mounted lights have been added on the Valley Street elevation. These are STS 70 watt metal halide small structural fixtures, also by Kim Lighting, Inc. Please see attached cut-sheet.

- **Security Cameras** are located at 4 areas of the site to maximize coverage. These cameras will view the lower parking area, the Valley Street drop-off, the Valley Street sidewalk and the rear patio/open space area, as outlined in the Management Plan. The cameras are engineered to adjust for any lighting conditions, with the option of infrared viewing. Proposed mounting locations have been shown on Sheet 2, Layout and Lighting Plan. Final mounting locations will be selected to maximize site coverage for above mentioned areas. Mounting height will be a minimum of 10 feet above the ground to prevent vandalism. Please see attached security camera cut-sheet.

Both the lower parking lot entry and the delivery entry will have All phone entry devices to allow for view and calling between the person at the door and the main lobby desk. This system will include electronic door unlocking for entry.

**f. Standards for Multiple family development (#15)**

- **Fencing** along the rear property line will be installed at a consistent elevation, which includes the removal of an existing hump of earth along the property line. Ms. Heald has also requested the removal of an existing 4 foot high chain link fence along her property line prior to installation of the solid wood fence. This note has been added to Sheet 1, Existing Conditions and Demolition Plan. A 4 foot high solid wood fence has been added to the site along the parking lot rear property boundary. Please see Sheet 2, Layout and Lighting Plan, Sheet 14, Landscape Details and Bird's Eye View Along Rear Property Line.

**g. Standards for Development located in B-1, B-1b, B-2, and B-2b zones (#27)**

- **Perspective Renderings** of both the building and the building wing were presented at the Workshop. Sheet B, Perspective of Building Wing has been included as part of this submission. Additional renderings have been created illustrating views along Valley Street and from the southwestern side of the site toward the project site. Please see attached Valley Street Elevations, Looking North and Looking South and Bird's Eye View Along Rear Property Line.

- **Architectural Revisions.**

On the Valley Street Elevation, the following changes were made to address the Boards' concerns in regards to the pedestrian experience:

1. Half lite glazing was added to the two doors at the Service Entrance.
2. A window was added at the Service Entrance Area.
3. A window was added at the northeast corner of the building.
4. Horizontal masonry banding was added to the Valley Street facade to create additional texture and visual interest.
5. Building mounted architectural lighting that complements the site lighting was added along the pre-cast banding.
6. No tinted glazing will be located on the Valley Street elevation.
7. Signage has been added between the Second and Third Floors to help break up a large expanse of wall. (Due to the location of the elevator shaft, no glazing could be used at this location). The signage size and details will be reviewed and approved by staff.
8. Two additional Freeman Maples and 14 Blushing Bride Hydranges have been added between the sidewalk and the building.



On the North Elevation, the following changes were made to address the boards' concerns in regards to the lack of visual interest:

1. Windows were added at the First Floor.
2. Horizontal masonry banding was added to the facade to create additional texture and visual interest.
3. Two Upright Japanese Yews were added at solid wall locations along the facade to add visual interest.

In regards to the tinted glazing, the client is still very concerned with balancing the privacy of the residence with the ability for staff to view the courtyard area for security purposes. With those issues in mind, we are proposing a 50% blue-green tint on the windows in the Lobby area only. Three of these windows look out to the covered entryway and five of the windows look out onto the courtyard. None of the tinted windows will be directly adjacent to Valley Street. A glazing sample will be provided to the City Staff.

### Waiver Request

As part of the Subdivision Standards Required Improvements, two street trees per lot shall be planted near the street line in full public view on private property. There are a total of 34 trees proposed on the project site, eight (8) of which are in the public Right-of-way along the Valley Street. Two additional street trees are along the drop-off area, clearly visible from Valley Street. A waiver is requested for this subdivision requirement due to the nature of the efficiency apartment units, which are considered to be lots for this application.

### Submission

This submission includes the following information:

1. Option Agreement Extension
2. Open Space Ratio, Exhibit A
3. Sun/Shadow Documentation
4. Concrete Segmental Retaining Wall Cut-Sheet

5. Patio Section	Sheet 1	Existing Conditions and Demolition Plan
	Sheet 2	Layout and Lighting Plan
	Sheet 3	Grading and Drainage Plan
	Sheet 4	Utilities Plan
	Sheet 5	Landscape and Planting Plan
	Sheet 8	Site Details
	Sheet 10	Utility and Drainage Details
	Sheet 14	Landscape Details
	Sheet 15	Planting Details
	Sheet 16	Lighting – Photometrics Plan
	Sheet A100	Basement Floor Plan
	Sheet A101	First Floor Plan
	Sheet A102	Second Floor Plan
	Sheet A103	Third Floor Plan
	Sheet A401	Elevations
	Sheet A402	Elevations
12. Revised Plans		
11. Metro E-mail		
10. Bird's Eye View Along Rear Property Line		
9. Valley Street Elevation – Looking North and South		
8. Perspective of Building Wing, Exhibit B		
7. Security Camera Cut-Sheet		
6. Exterior Lighting Cut-Sheet		

Ms. Jean Fraser  
and Planning Board Members  
Page 8 of 8

We look forward to the opportunity to meet with the Planning Board on October 23, 2007 for the Public Hearing. Should you have any comments and or questions, please do not hesitate to call me.

Sincerely,  
Mitchell & Associates



Betsy Melrose

Enclosure

cc. Deb Keller, Avesta Housing  
Mark Swan, Preble Street Resource Center  
Cito Selinger, Curtis, Thaxter, Stevens, Broder & Micollean LLC  
Rebecca Dillon, Gawron-Turgeon Architects  
Rachel Rourke Sunell, Gawron-Turgeon Architects



SENT BY CERTIFIED MAIL

September 24, 2007

C&D Associates  
195R St. John Street  
Portland, ME 04102

Subject: Option Agreement for Valley Street parcel

Dear Mr. McArthur and Mr. Brunell:

With regard to the Option Agreement (the "Option Agreement") dated October 25, 2006 by and between Avesta Housing Development Corporation and C&D Associates for the purchase and sale of a .574 +/- acre parcel of land located on Valley Street in Portland, Maine, Optionee hereby elects to exercise the Option and purchase the Property under the terms of the Option Agreement.

Capitalized terms used but not otherwise defined herein shall have the meanings ascribed to such terms in the Option Agreement.

Please feel free to call Debora Keller with any questions at 553-7780 ext. 228.

Sincerely,

A handwritten signature in black ink, appearing to read "Dana Toman".

Dana Toman  
President

PS Form 3800, Rev. 10-2002 (PSN 7530-02-000-9000)

1. Article Addressed to: *Carli Amoretti  
195 R. Stephen Drive  
Spartanburg, SC 29410*

2. Article (Trans)  Yes  No

3. Service Type:  Certified Mail  Express Mail  Registered  Insured Mail  C.O.D.  Return Receipt for Merchandise

4. Article addressed to:  Yes  No

5. Attach this card to the back of the mailpiece or on the front if space permits.

6. Print your name and address on the reverse so that we can return the card to you.

7. Item 4 - If Restricted Delivery is desired, Complete items 1, 2, and 3. Also complete

A. Signature *[Signature]*  Agent

B. Received by (Print Name) *Carli Amoretti*

C. Date of Delivery *9/15/07*

D. Is delivery address different from item 1?  Yes  No

If YES, enter delivery address below:

COMPLETE THIS SECTION ON DELIVERY

SENDER: COMPLETE THIS SECTION



APPENDIX A  
LOCATION PLAN