

March 2, 2015

Ms. Jeanie Bourke, C.E.O.
Building Inspections Department
City of Portland
389 Congress Street
Portland, ME 04101

**RE: Administrative Authorization
Morrison Adult Community Support Facility**

Dear Ms. Bourke:

On behalf of the Morrison Center, we are pleased to submit this application for Administrative Authorization. The Morrison Center is a private educational facility that provides services to children and adults with developmental disabilities. The main facility, located in Scarborough, is relocating their adult community support program to an office building located at 481 Riverside Industrial Parkway. The Center relies on RTP bus service to bring the majority of their clients to the facility. A portion of the existing parking lot will be reorganized to allow bus movement to drop off clients and exit without the need to park. Realignment of the travel lane within the parking lot will result in the loss of twelve (12) existing parking spaces therefore, the Center proposes to add 10 parking spaces to the existing lot. The additional parking spaces will add 850 square feet +/- of impervious surface. The Morrison Center is proposing only minor modifications to the interior of the 8,105 square foot building.

Morrison Center

Morrison Center is a private, non-profit organization whose mission is to provide comprehensive, individualized, support services to children and adults with developmental disabilities. The Center, with locations in both Scarborough and Wells, currently serves individuals who have a range of development, intellectual, and physical disabilities including cerebral palsy, neurological disorders, head injuries, genetic disorders, and autism.

Due to an increased demand for their specialized programs and services, the Morrison Center is proposing to relocate their adult programing to a facility at 481 Riverside Industrial Parkway. In addition to housing the adult program, half of the building will be used as office space for Morrison Center's business management team and case managers.

The Morrison Center adult program uses a community support and integration approach to provide high-quality, flexible adult day programming full of positive life experiences and growth opportunities. The Center's life skills curriculum stresses the goals of self-advocacy, independent living, and community networking in support of each consumer's individualized Person-Centered Plan.

Zoning Compliance

The building at 481 Riverside Industrial Parkway is located in the I-M Zone (Industrial-Moderate). The previous use for the approximately 1.25 acre lot was *Designs by Lucinda* which used the building for office space and light manufacturing.

The Morrison Center will use the facility as a general business use which serves adults with disabilities and office space use. Both uses are permitted within the I-M Zone as stated within Section 14-246 of the Land Use Ordinance.

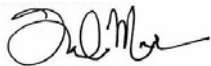
Submission

This submission for Administrative Authorization includes the following information:

1. Cover letter, dated March 2, 2015
2. Application fee: \$50.00
3. One (1) application packet
4. One (1) full size set of plans including:
 - Existing Conditions Plan
 - Layout and Planting Plan

We trust that the attached information will constitute a complete application for Administrative Authorization. Please do not hesitate to call should you desire additional information.

Sincerely,
Mitchell & Associates



Ms. Sashie Misner
Maine Licensed Landscape Architect

Enclosures

cc: Mark Ryder



Jeff Levine, AICP, Director
Planning & Urban Development Department

Electronic Signature and Fee Payment Confirmation

Notice: Your electronic signature is considered a legal signature per state law.

By digitally signing the attached document(s), you are signifying your understanding this is a legal document and your electronic signature is considered a **legal signature** per Maine state law. You are also signifying your intent on paying your fees by the opportunities below.

I, the undersigned, intend and acknowledge that no Site Plan or Historic Preservation Applications can be reviewed until payment of appropriate application fees are **paid in full** to the Inspections Office, City of Portland Maine by method noted below:

- Within 24-48 hours, once my complete application and corresponding paperwork has been electronically delivered, I intend to **call the Inspections Office** at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.
- Within 24-48 hours, once my application and corresponding paperwork has been electronically delivered, I intend to **call the Inspections Office** at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.
- I intend to deliver a payment method through the U.S. Postal Service mail once my application paperwork has been electronically delivered.

Applicant Signature:

Date:

I have provided digital copies and sent them on:

Date:

NOTE: All electronic paperwork must be delivered to buildinginspections@portlandmaine.gov or by physical means i.e. a thumb drive or CD to the Inspections Office, City Hall, 3rd Floor, Room 315.



Administrative Authorization Application Portland, Maine

Planning and Urban Development Department, Planning Division

PROJECT NAME: Morrison Center

PROJECT ADDRESS: 481 Riverside Industrial Parkway **CHART/BLOCK/LOT:** 370A/B/005

APPLICATION FEE: X (\$50.00)

PROJECT DESCRIPTION: (Please Attach Sketch/Plan of the Proposal/Development)

Renovation of an existing building (interior only), addition of paved parking spaces

OWNER/APPLICANT

Name: Morrison Center, Mark Ryder
Address: 60 Chamberlain Road
Scarborough, ME 04074
Work#: 207.883.6680
Cell#: _____
Fax#: _____
Home #: _____
E-mail: mryder@morrison-maine.org

CONSULTANT/AGENT

Name: Mitchell & Associates, Sashie Misner
Address: 70 Center Street
Portland Maine 04101
Work#: 207.774.4427
Cell#: _____
Fax#: _____
Home #: _____
E-mail: smisner@mitchellassociates.biz

Criteria for an Administrative Authorization:

(see section 14-523(4) on the next page)

- a) Is the proposal within existing structures?
- b) Are there any new buildings, additions, or demolitions?
- c) Is the footprint increase less than 500 sq. ft.?
- d) Are there any new curb cuts, driveways or parking areas?
- e) Are the curbs and sidewalks in sound condition?
- f) Do the curbs and sidewalks comply with ADA?
- g) Is there any additional parking?
- h) Is there an increase in traffic?
- i) Are there any known stormwater problems?
- j) Does sufficient property screening exist?
- k) Are there adequate utilities?
- l) Are there any zoning violations?
- m) Is an emergency generator located to minimize noise?
- n) Are there any noise, vibration, glare, fumes or other impacts?

Applicant's Assessment

Y(yes), N(no), N/A

- Yes
- No
- Yes
- Yes
- N/A
- N/A
- No- relocated parking
- No
- No
- Yes
- Yes
- No
- No
- No

Signature of Applicant:	Date: March 2, 2015
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IMPORTANT NOTICE TO APPLICANT: The granting of an Administrative Authorization to exempt a development from site plan review <u>does not exempt</u> this proposal from other required approvals or permits, nor is it an authorization for construction. You should first check with the Building Inspections Office, Room 315, City Hall (207)874-8703, to determine what other City permits, such as a building permit, will be required.
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PROVISION OF PORTLAND CITY CODE
14-523 (SITE PLAN ORDINANCE)
RE: Administrative Authorization

Sec. 14-523 (b). Applicability

No person shall undertake any development identified in Section 14-523 without obtaining a site plan improvement permit under this article.

(c) Administrative Authorization. Administrative Authorization means the Planning Authority may grant administrative authorization to exempt a development proposal from complete or partial site plan review that meets the standards below, as demonstrated by the applicant.

1. The proposed development will be located within existing structures, and there will be no new buildings, demolitions, or building additions other than those permitted by subsection b of this section;
2. Any building addition shall have a new building footprint expansion of less than five hundred (500) square feet;
3. The proposed site plan does not add any new curb cuts, driveways, or parking areas; the existing site has no more than one (1) curb cut and will not disrupt the circulation flows and parking on-site; and there will be no drive-through services provided;
4. The curbs and sidewalks adjacent to the lot are complete and in sound condition, as determined by the public works authority, with granite curb with at least four (4) inch reveal, and sidewalks are in good repair with uniform material and level surface and meet accessibility requirements of the Americans with Disabilities Act;
5. The use does not require additional or reduce existing parking, either on or off the site, and the project does not significantly increase traffic generation;
6. There are no known stormwater impacts from the proposed use or any existing deficient conditions of stormwater management on the site;
7. There are no evident deficiencies in existing screening from adjoining properties; and
8. Existing utility connections are adequate to serve the proposed development and there will be no disturbance to or improvements within the public right-of-way.
9. There are no current zoning violations;
10. Any emergency generators are to be located to minimize noise impacts to adjoining properties and documentation that routine testing of the generators occur on weekdays between the hours of 9 a.m. to 5 p.m. Documentation pertaining to the noise impacts of the emergency generator shall be submitted; and
11. There is no anticipated noise, vibration, glare, fumes or other foreseeable impacts associated with the project.

Filing the Application. An applicant seeking an administrative authorization under this subsection shall submit an administrative authorization application for review, detailing the site plan with dimensions of proposed improvements and distances from all property lines, and stating that the proposal meets all of the provisions in standards 1-11 of Section 14-423 (b)1. **The application must be accompanied by an application fee of \$50.**

Review. Upon receipt of such a complete application, the Planning Authority will process it and render a written decision of approval, approval with conditions or denial, with all associated findings.

Decision. If a full administrative authorization is granted, the application shall be approved without further review under this article, and no performance guarantee shall be required. In the event that the Planning Authority determines that standards a and b of Section 14-523 (b) (1) and at least four (4) of the remaining standards have been met, the Planning Authority shall review the site plan according to all applicable review standards of Section 14-526 that are affected by the standards in this subsection that have not been met. If an exemption or partial exemption from site plan review is not granted, the applicant must submit a site plan application that will undergo a full review by the Planning Board or Planning Authority according to the standards of Section 14-526.

Morrison Center

Building a Brighter Future for People with Disabilities

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Timothy Thompson
Scott Wentzell

Executive Director

Mark Ryder

February 25, 2015

To Whom It May Concern:

This letter authorizes Sashie Misner, of Mitchel & Associates, to act as an agent on behalf of the Morrison Center for submission of any and all application and/or permitting materials

Sincerely,



Mark Ryder, Executive Director

60 Chamberlain Rd.
Scarborough, Maine
04074
207.883.6680
www.morrison-maine.org



The Bank That Listens

February 5, 2015

To Whom It May Concern:

This letter serves as evidence of approval from SIS to fund the loan request by Morrison Center, LLC to purchase 481 Riverside Industrial Parkway, Portland, Maine. This approval is subject to a satisfactory commercial appraisal of the real estate being purchased.

If you require further clarification regarding this approval, please feel free to contact me at the number below.

A handwritten signature in blue ink, appearing to read 'Robert Trumpler', with a long horizontal stroke extending to the right.

Robert Trumpler
Senior Commercial Banker
Phone: (207) 608-4368
Fax: (207) 490-5812
Email: Btrumpler@banksis.com