

**CITY OF LEWISTON
STAFF REVIEW MEETING**
Thursday, January 11, 2018 – 9:00 A.M.
Third Floor Conference Room
Lewiston City Building
27 Pine Street, Lewiston, ME

AGENDA

I. ROLL CALL

II. ADJUSTMENTS TO THE AGENDA

III. CORRESPONDENCE

IV. PUBLIC HEARINGS:

A proposal by St. Martin de Porres Residence, Inc. to create a residence for homeless women not to exceed 10 individuals at 2 Central Avenue. The residence will be known as the St. Catherine of Siena Residence and will operate from 5:00 p.m. to 8:00 a.m.

V. OTHER BUSINESS

VI. READING OF THE MINUTES: Motion to adopt minutes from the December 28, 2017 meeting.

VII. ADJOURNMENT



*St. Martin de Porres Residence for Men
d/b/a St. Catherine of Siena Residence for women
P.O. Box 7227
Lewiston, ME 04243-7227*



*"He came as a beggar to test their charity"
St. Catherine of Siena*

December 28, 2017

David Hediger
27 Pine Street
Lewiston, ME 04240-7201

Dear Mr. Hediger,

As you know St. Martin de Porres Residence, Inc. has acquired the Former St. Andre's Group Home located at 2 Central Avenue in Lewiston. We propose to use the facility as a residence for homeless women not to exceed 10 individuals. The residence will be known as the St. Catherine of Siena Residence and will operate from 5:00 pm to 8:00 am. The residence will be staffed with a live-in house mother with room and board. There will be an assistant to replace the house mother when she is away. The present driveway is able to accommodate two vehicles. The individuals who will occupy the residence will not have any vehicles and so parking will not be an issue.

Thank you for considering our request.

Sincerely,

Br. Irénée Richard O.P.
Br. Irénée Richard, O.P.
Executive Director



Development Review Application

City of Auburn Planning and Permitting Department
City of Lewiston Department of Planning and Code Enforcement



PROJECT NAME: St. Catherine of Siena Residence

PROPOSED DEVELOPMENT ADDRESS: 2 Central Avenue

PARCEL ID#: _____

REVIEW TYPE: Site Plan Special Exception Site Plan Amendment
 Subdivision Subdivision Amendment

PROJECT DESCRIPTION: This project will be a residence for homeless women not to exceed ten beds.

CONTACT INFORMATION:

Applicant

Name: St. Martin de Porres Residence
 Address: PO Box 7227 - Lewiston, ME
 Zip Code: 04243-7227
 Work #: 207-786-4690
 Cell #: _____
 Fax #: 207-786-8866
 Home #: _____
 Email: mdeporres@roadrunners.com

Property Owner

Name: _____
 Address: _____
 Zip Code: _____
 Work #: _____
 Cell #: _____
 Fax #: _____
 Home #: _____
 Email: _____

Same as Applicant

Project Representative

Name: Dr. Brenée Richard OP
 Address: PO Box 7227 - Lewiston
 Zip Code: 04243-7227
 Work #: 207-786-4690
 Cell #: 207-754-3993
 Fax #: 207-786-8866
 Home #: _____
 Email: mdeporres@roadrunners.com

Other professional representatives for the project (surveyors, engineers, etc.),

Name: _____
 Address: _____
 Zip Code: _____
 Work #: _____
 Cell #: _____
 Fax #: _____
 Home #: _____
 Email: _____

N/A

PROJECT DATA

The following information is required where applicable, in order to complete the application

IMPERVIOUS SURFACE AREA/RATIO

Existing Total Impervious Area	<u>3,092</u>	sq. ft.
Proposed Total Paved Area	<u>0</u>	sq. ft.
Proposed Total Impervious Area	<u>N/A</u>	sq. ft.
Proposed Impervious Net Change	<u>0</u>	sq. ft.
Impervious surface ratio existing	<u>.28</u>	% of lot area
Impervious surface ratio proposed	<u>.28</u>	% of lot area

BUILDING AREA/LOT COVERAGE

Existing Building Footprint	<u>2,727</u>	sq. ft.
Proposed Building Footprint	<u>N/A</u>	sq. ft.
Proposed Building Footprint Net change	<u>0</u>	sq. ft.
Existing Total Building Floor Area	<u>2,727</u>	sq. ft.
Proposed Total Building Floor Area	<u>N/A</u>	sq. ft.
Proposed Building Floor Area Net Change	<u>0</u>	sq. ft.
New Building	<u>NO</u>	(yes or no)
Building Area/Lot coverage existing	<u>25</u>	% of lot area
Building Area/Lot coverage proposed	<u>25</u>	% of lot area

ZONING

Existing	
Proposed, if applicable	<u>Contract Zone DR</u>

LAND USE

Existing	
Proposed	<u>single family dwelling</u>
	<u>women's shelter not to exceed 10 guests</u>

RESIDENTIAL, IF APPLICABLE

Existing Number of Residential Units	<u>N/A</u>
Proposed Number of Residential Units	<u>N/A</u>
Subdivision, Proposed Number of Lots	<u>N/A</u>

PARKING SPACES

Existing Number of Parking Spaces	<u>2</u>
Proposed Number of Parking Spaces	<u>0</u>
Required Number of Parking Spaces	<u>2</u>
Number of Handicapped Parking Spaces	<u>0</u>

ESTIMATED COST OF PROJECT

N/A

DELEGATED REVIEW AUTHORITY CHECKLIST

SITE LOCATION OF DEVELOPMENT AND STORMWATER MANAGEMENT

Existing Impervious Area	<u>3,092</u>	sq. ft.
Proposed Disturbed Area	<u>N/A</u>	sq. ft.
Proposed Impervious Area	<u>N/A</u>	sq. ft.

1. If the proposed disturbance is greater than one acre, then the applicant shall apply for a Maine Construction General Permit (MCGP) with MDEP.
2. If the proposed impervious area is greater than one acre including any impervious area created since 11/16/05, then the applicant shall apply for a MDEP Stormwater Management Permit, Chapter 500, with the City.
3. If total impervious area (including structures, pavement, etc) is greater than 3 acres since 1971 but less than 7 acres, then the applicant shall apply for a Site Location of Development Permit with the City. If more than 7 acres then the application shall be made to MDEP unless determined otherwise.
4. If the development is a subdivision of more than 20 acres but less than 100 acres then the applicant shall apply for a Site Location of Development Permit with the City. If more than 100 acres then the application shall be made to MDEP unless determined otherwise.

TRAFFIC ESTIMATE

Total traffic estimated in the peak hour-existing (Since July 1, 1997)	<u>N/A</u> passenger car equivalents (PCE)
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Total traffic estimated in the peak hour-proposed (Since July 1, 1997)	<u>N/A</u> passenger car equivalents (PCE)
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If the proposed increase in traffic exceeds 100 one-way trips in the peak hour then a traffic movement permit will be required.

Zoning Summary

1. Property is located in the Contract DR zoning district.
 2. Parcel Area: .25 acres / 10,890 square feet(sf).

Regulations	Required/Allowed	Provided
Min Lot Area	<u>5,000</u>	<u>10,890</u>
Street Frontage	<u>50</u>	<u>102' +</u>
Min Front Yard	<u>NONE</u>	<u>10</u>
Min Rear Yard	<u>10</u>	<u>10</u>
Min Side Yard	<u>10</u>	<u>10</u>
Max. Building Height	<u>60</u>	<u>25 ±</u>
Use Designation	<u>Shelter</u>	<u>Shelter</u>
Parking Requirement	1 space/ per <u>N/A</u> square feet of floor area	
Total Parking:	<u>1</u>	<u>2</u>
Overlay zoning districts (if any):	<u>N/A</u>	<u>N/A</u>
Urban impaired stream watershed?	YES, <input checked="" type="radio"/> NO <input type="radio"/> If yes, watershed name _____	

DEVELOPMENT REVIEW APPLICATION SUBMISSION

Submission shall include payment of fee and fifteen ⁷ ~~(15)~~ complete packets containing the following materials:

1. Full size plans containing the information found in the attached sample plan checklist.
2. Application form that is completed and signed.
3. Cover letter stating the nature of the project.
4. All written submittals including evidence of right, title and interest.
5. Copy of the checklist completed for the proposal listing the material contained in the submitted application.

Refer to the application checklist for a detailed list of submittal requirements.

L/A's development review process and requirements have been made similar for convenience and to encourage development. Each City's ordinances are available online at their prospective websites:

Auburn: www.auburnmaine.org under City Departments/ Planning and Permitting/Land Use Division/Zoning Ordinance

Lewiston: <http://www.ci.lewiston.me.us/clerk/ordinances.htm>. Refer to Appendix A of the Code of Ordinances

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, I certify that the City'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.

This application is for development review only; a Performance Guarantee, Inspection Fee, Building Permit Application and other associated fees and permits will be required prior to construction.

Signature of Applicant:

Br. Irineé Richard OP

Date:

12/28/2017

Development Review Checklist
 City of Auburn Planning and Permitting Department
 City of Lewiston Department of Planning and Code
 Enforcement



THE FOLLOWING INFORMATION IS REQUIRED WHERE APPLICABLE TO BE
 SUBMITTED FOR AN APPLICATION TO BE COMPLETE

PROJECT NAME: _____

PROPOSED DEVELOPMENT ADDRESS and PARCEL #: _____

Required Information		Check Submitted		Applicable Ordinance	
		Applicant	Staff	Lewiston	Auburn
Site Plan					
	Owner's Names/Address	✓			
	Names of Development	✓			
	Professionally Prepared Plan	N/A			
	Tax Map or Street/Parcel Number	✓			
	Zoning of Property	✓			
	Distance to Property Lines	✓			
	Boundaries of Abutting land	✓			
	Show Setbacks, Yards and Buffers	✓			
	Airport Area of Influence (Auburn only)	N/A			
	Parking Space Calcs	✓			
	Drive Openings/Locations	✓			
	Subdivision Restrictions	N/A			
	Proposed Use	✓			
	PB/BOA/Other Restrictions	✓			
	Fire Department Review	✓			
	Open Space/Lot Coverage	✓			
	Lot Layout (Lewiston only)	✓			
	Existing Building (s)	✓			
	Existing Streets, etc.	✓			
	Existing Driveways, etc.	✓			
	Proposed Building(s)	N/A			
	Proposed Driveways	N/A			
Landscape Plan					
	Greenspace Requirements	N/A			
	Setbacks to Parking	N/A			
	Buffer Requirements	N/A			
	Street Tree Requirements	N/A			
	Screened Dumpsters	N/A			
	Additional Design Guidelines	N/A			

	Planting Schedule	N/A			
Stormwater & Erosion Control Plan					
	Compliance w/ chapter 500				
	Show Existing Surface Drainage				
	Direction of Flow				
	Location of Catch Basins, etc.				
	Drainage Calculations				
	Erosion Control Measures				
	Maine Construction General Permit				
	Bonding and Inspection Fees				
	Post-Construction Stormwater Plan				
	Inspection/monitoring requirements				
	Third Party Inspections (Lewiston only)				
Lighting Plan					
	Full cut-off fixtures				
	Meets Parking Lot Requirements				
Traffic Information					
	Access Management				
	Signage				
	PCE - Trips in Peak Hour				
	Vehicular Movements				
	Safety Concerns				
	Pedestrian Circulation				
	Police Traffic				
	Engineering Traffic				
Utility Plan					
	Water				
	Adequacy of Water Supply				
	Water main extension agreement				
	Sewer				
	Available city capacity				
	Electric				
	Natural Gas				
	Cable/Phone				
Natural Resources					
	Shoreland Zone				
	Flood Plain				
	Wetlands or Streams				
	Urban Impaired Stream				
	Phosphorus Check				
	Aquifer/Groundwater Protection				
	Applicable State Permits				
	No Name Pond Watershed (Lewiston only)				

	Lake Auburn Watershed (Auburn only)	N/A			
	Taylor Pond Watershed (Auburn only)	N/A			
Right Title or Interest					
	Verify	✓			
	Document Existing Easements, Covenants, etc.	✓			
Technical & Financial Capacity					
	Cost Est./Financial Capacity	N/A			
	Performance Guarantee				
State Subdivision Law					
	Verify/Check				
	Covenants/Deed Restrictions				
	Offers of Conveyance to City				
	Association Documents				
	Location of Proposed Streets & Sidewalks				
	Proposed Lot Lines, etc.				
	Data to Determine Lots, etc.				
	Subdivision Lots/Blocks				
	Specified Dedication of Land				
Additional Subdivision Standards					
	Single-Family Cluster (Lewiston only)				
	Multi-Unit Residential Development (Lewiston only)				
	Mobile Home Parks				
	Private Commercial or Industrial Subdivisions (Lewiston only)				
	PUD (Auburn only)				
A jpeg or pdf of the proposed site plan					
Final sets of the approved plans shall be submitted digitally to the City, on a CD or DVD, in AutoCAD format R 14 or greater, along with PDF images of the plans for archiving					

EXHIBIT A
COPY

This document was e-recorded by M. Clamison

Book 9390, Page 285

Recorded on: 6/21/16 at: 9:25

Androscoggin County Registry of Deeds

State of Maine

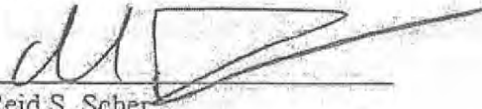
WARRANTY DEED
(Maine Statutory Short Form)

ST. ANDRE HOME, INC., a Maine non-profit corporation with a mailing address of 283 Elm Street, Biddeford, Maine 04005 (the "Grantor"), for consideration paid, grants to ST. MARTIN DE PORRES RESIDENCE, INC., a Maine non-profit corporation having a mailing address of P.O. Box 7227, Lewiston, ME 04243 (the "Grantee"), with Warranty Covenants, certain real estate and the improvements thereon situated in the City of Lewiston, County of Androscoggin and State of Maine, being more particularly described in Exhibit A attached hereto and made a part hereof.

IN WITNESS WHEREOF, St. Andre Home, Inc. has caused this instrument to be executed by Reid S. Scher, its duly authorized Executive Director, this 20th day of June, 2016.

WITNESS:

ST. ANDRE HOME, INC.




Reid S. Scher
Its Executive Director

STATE OF MAINE
COUNTY OF CUMBERLAND, ss.

June 20, 2016

Personally appeared before me the above named Reid S. Scher, Executive Director of St. Andre Home, Inc. and acknowledged the foregoing instrument to be his free act and deed in said capacity and the free act and deed of St. Andre Home, Inc.

Before me,



Notary Public / Attorney At Law

Lisa R. Magnacca, Esq.

Print name

My commission expires: _____

EXHIBIT A

A certain lot or parcel of land with the buildings thereon situated at the intersection of Sabattus Street and Central Avenue in the City of Lewiston, County of Androscoggin and State of Maine, bounded and described as follows:

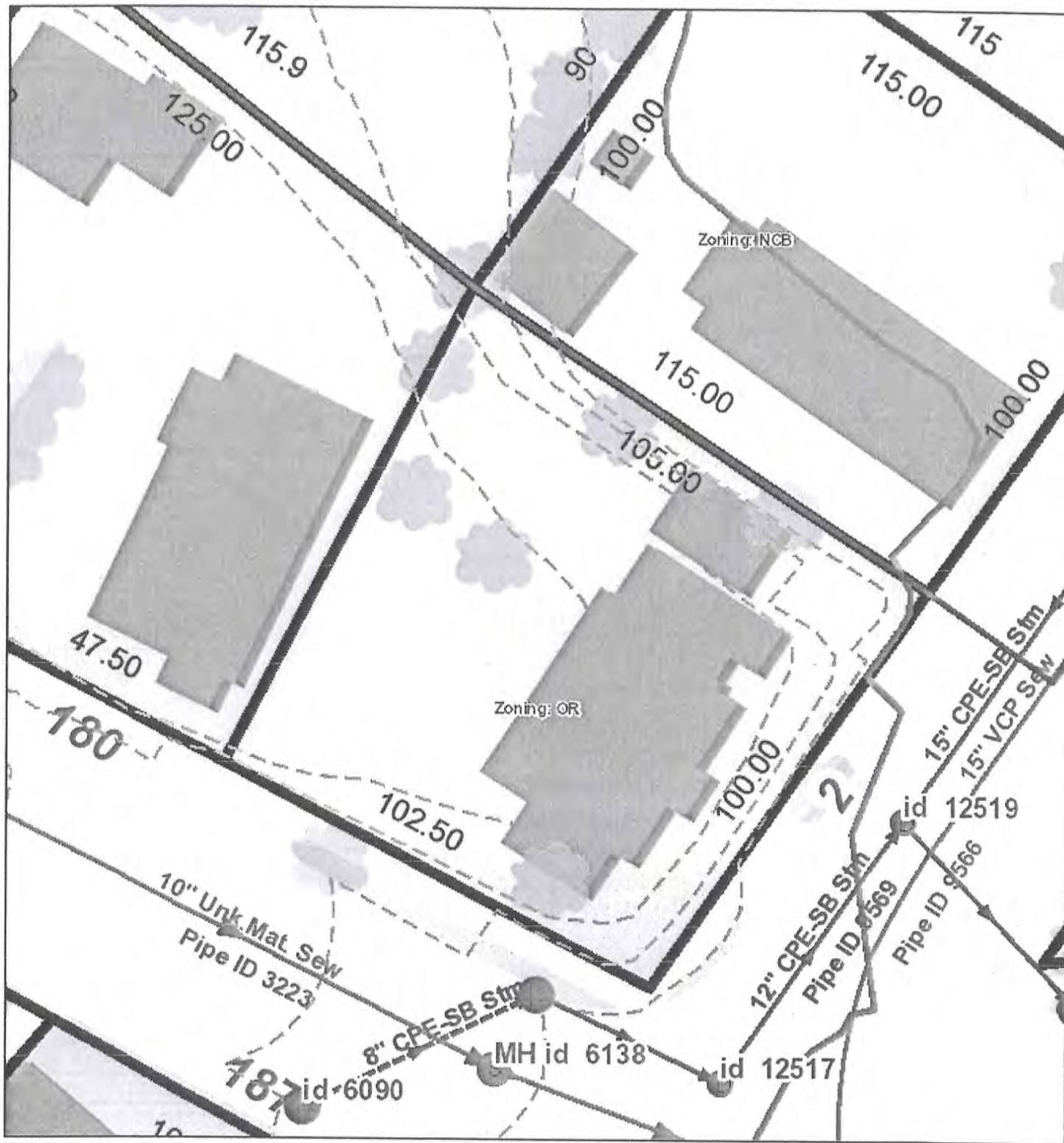
Commencing at the intersection of the Northeasterly line of Sabattus Street, with the Northwesterly line of Central Avenue; thence running Northeasterly by the Northwesterly line of said Central Avenue one hundred (100) feet; thence Northwesterly and parallel to Sabattus Street one hundred five (105) feet to land now or formerly of Perlstein; thence Southwesterly by the Southeasterly line of Perlstein's land one hundred fifteen (115) feet to Sabattus Street; thence Southeasterly by the Northwesterly line of Sabattus Street one hundred ten (110) feet to the point of beginning.

Excepting and reserving all interests in said premises taken by the State of Maine through its Department of Transportation by virtue of a Notice of Layout and Taking dated September 4, 1979 and recorded in said Registry of Deeds in Book 1426, Page 279.

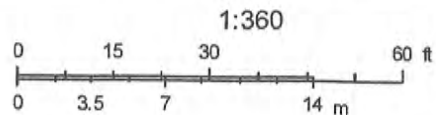
Reference is made to deeds exchanged by and between the Servants of the Immaculate Heart of Mary and Jeanne Bilodeau, dated April 13, 1992 and recorded in said Registry in Book 2843, Page 61; and dated April 14, 1992 and recorded in Book 2843, Page 63, to establish and confirm their common boundary line.

Being a portion of the premises conveyed to the Grantor by deed of the Servants of the Immaculate Heart of Mary dated March 29, 2011 recorded in said Registry in Book 8142, Page 85, which parcel was referred to as Parcel 2 in said deed.

2 Central Ave



December 21, 2017



Lewiston Maine, Dept of PW
Lewiston, Maine
Sources: Esri, HERE, DeLorme, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), MapmyIndia, NGCC, © OpenStreetMap contributors, and the GIS User

City of Lewiston
City of Lewiston