



May 16, 2012

Ann Beverage, Planner  
City of Waterville  
One Common Street  
Waterville, ME 04901

RE: St. Francis Apartments

Dear Ann,

On behalf of the Diocesan Bureau of Housing, Inc and St. Francis Apartments, Inc., we are pleased to submit this Application for Final Site Plan Review regarding the development of the St. Francis Church property into 58 Senior Apartments. This project will fill a critical demand for affordable rental housing for the residents of Waterville and fulfill the mission of the Diocese in providing safe, affordable housing to the residents of Maine. We are confident that the final project is appropriate to the site, will fit within the neighborhood context, and provide benefits for Waterville residents for many years to come.

As previously presented, the project entails demolition and removal of the existing St. Francis Church, Rectory, and Parish Hall. The proposed removal of these buildings has come only after considerable discussion within the Diocese for over 5 years, extensive marketing the property for over 4 years, and exploration of options regarding renovation of the church building and/or redevelopment of the Church property with a use compatible with their mission. The bottom line is that the parish population base is dwindling to numbers that cannot support the operating costs, the real estate market has shown little interest in purchasing for adaptive reuse, and the building size and shape is not conducive to apartment renovation. Recognizing its importance within the community, the Owners and Architect are proposing to salvage and re-use a number of key elements from the church building, such as windows, doors, plaques, woodwork and cabinets, and other elements. A portion of the steeple is proposed for re-use as a gazebo in the front yard along Elm Street, providing an honorable memory of the previous building. Finally, the existing structure will be photo documented and those images displayed in the new structure. A memo from CWS Architects is attached to this letter that describes in detail the approach taken to review, catalog, and reuse these elements.

The proposed project is envisioned to be completed in two phases, with the first phase of 40 apartments being located facing primarily on Elm Street and a second phase of 18 attached units attached at the rear of the building. Phase one has been funded by HUD and the hope is that construction will begin this fall, with occupancy by late summer, 2013. The second phase will be dependent on HUD approval and secured financing, but it is our hope that its funding can come on the coat-tails of the success of this first phase. We are therefore requesting an extension of the completion date for the approved project to June 1, 2018, to allow for the application and funding cycle to take place and construction to occur.

Access to the site will be from two locations- a one-way driveway entrance off of Elm Street approximately 75 feet south of Winter Street, and two-way egress from Percival Court which is located just south of the Elm Street/ Spring Street intersection. Percival Court is a 15 foot wide two-way public street that has its own signal at the intersection. Neighbors have voiced concerns about our use of this street for egress, and accordingly we have completed a traffic impact analysis of the intersection which is also attached to this

letter. In it, Diane Morabito determines that a total of 15 one-way trips are projected during the peak hour of traffic flow, and should have '*no measurable impact off-site on traffic operations beyond the access drives*'. We believe that the limited vehicular use attributed to this project is below that of the church when it was operating.

Understanding the limitations that the City has with respect to maintaining Percival Court, we are proposing to transfer an abutting parcel of land to the City (Lot 1B- 3,884 SF) that will allow expansion of Percival Court to accommodate two- way traffic (2- 12 ft lanes), utility infrastructure, and snowplowing. City acceptance of this parcel of land is contingent on Council approval, and if not accepted the Owner will still provide access and utility easements to allow relocation of adjacent utilities impacted by the widening of the road continued egress to the rear property owned by Allan Rancourt.

We are proposing to transfer a parcel of land (Lot 1A- 3,207 sf) at the southwest corner of the parcel to an abutter (Alan Rancourt), who has historically parked on the church property. This will allow his tenants to continue to park in their historical location, as well as preserve an existing lawn area and buffer between the church property and Mr. Rancourt's property. A draft agreement for this transfer is attached to this letter. As noted above, access to this parking will be across land proposed to be transferred to the City for Percival Court widening, but if this does not occur, an access easement will be assigned to the lot allowing continued egress across the property. Finally, we are proposing to reserve the northwest rear portion of the site (Lot 1C- 7,342 SF) for either sale to an abutter (School) or use by the Owners.

The project will provide a total of 58 parking spaces on the property for the tenants and staff, of which 47 will be constructed in Phase One. Six spaces will be located at the front of the building providing handicap access at the front door and room for visitors. Another four spaces are located along the south side of the building, providing close proximity to the main entrance and community room. Five spaces are located off of Winter Street, which will provide access to those tenants located in the north end of the building, as well as provide access and parking for service vehicles. The remaining parking will be located to the rear of the property. Eleven spaces are associated with Phase Two and are not proposed to be constructed until the additional building is constructed and/or it is determined that they are needed. Our experience on many senior housing projects indicates that a parking ratio of 1:1 is not necessary to meet the needs of the project as many tenants do not drive or own autos.

Service access to the site is proposed to occur from the drive on Winter Street. The mechanical rooms and a waste storage room are located on this side of the building and this drive will provide easy and secure access to these facilities. Emergency access to the site will be from all driveways, as well as use of the existing church driveway on Elm Street, which will be restricted to fire/ emergency vehicles only, plowed during the winter, and the existing driveway into the site from Elm Street. Snowplowing and snow storage will occur in several locations in the rear of the site during Phase One, and once Phase Two is completed the snow will either be stored on site or transported off-site for disposal if there is not adequate space available on the property.

We are proposing an extensive landscape plan that is intended to provide a strong street edge along Elm and Winter Streets, buffering along the north property line where we abut a residential neighborhood, and trees in the parking areas to soften the parking lots and provide some shade. In addition, 6 foot vinyl solid board fence is proposed to be installed along the north property line to further screen the project from its neighbors. It is noted that the proposed buildings are located further from the property line than the existing church in all directions.

A lighting plan has been submitted that proposes a number of highly efficient LED type lights strategically located throughout the site. The lighting consists of pole lights for the parking and roadway lighting, bollard lights along the sidewalks adjacent to the building, and a single building mounted cutoff fixture in the rear service area. A photometric plan has also been submitted that illustrates how the lighting will provide safe levels of light on the property but not spill off onto the neighboring lands.

Attached to this letter are the following supporting documents:

- Repurposing/ historic reuse Memo from Ben Walter, CWS Architects.
- Traffic Impact Analysis by Diane Morabito, Maine Traffic Resources.
- Draft Agreement between St. Francis Apartments and Allan Rancourt re: land transfer.
- Option Agreement between the Diocese and St. Francis Apartments (right, title, and Interest)
- Deed descriptions for the overall parcel, as well as the four parcels indicated for development, transfer, or reserve.
- Stormwater Report, by Tom Greer, Pinkham and Greer
- Lighting cut sheets for pole, bollard, and wall mounted site lights.
- Cut sheet for proposed fencing along north side of property

Under a separate cover the following plans and drawings have been submitted as part of this application:

- ALTA Survey by K&K Surveyors
- L-1 Site Preparation Plan
- L-2 Site Plan
- L-3 Site Grading and Utility Plan
- L-4 Landscape Plan
- Site Lighting Plan
- A-1.01 First Floor Plan
- A-3.01 Building Elevations- Phase One
- A-3.02 Building Elevations- Phase Two

We appreciate all of the hard work that you and the City Staff have done in working together with us on this project. We feel confident that this project will benefit the residents of Waterville in many ways, and we look forward to describing the project in further detail at the Public Hearing on May 21. If you have any questions or need additional information please do not hesitate to call me.

With Regards,  
CARROLL ASSOCIATES



Patrick J. Carroll, Principal

CC: David Twomey  
Rick Shinay  
Mike Hebert  
Ben Walter  
Greg Brown