

Christina Stacey - Re: Sip of Europe - zoning and inspections requirements

From: Christina Stacey
To: Stolkner, Yulia
Date: 1/11/2016 12:05 PM
Subject: Re: Sip of Europe - zoning and inspections requirements

Hi Yulia,

Sorry for the long delay in response. There have been some recent zoning changes to this property that are causing some confusion, and I needed to talk to some of my co-workers first.

I also didn't notice that you already had a permit application in! Sorry I missed that.

So --- there are two types changes-of-use you could be looking at - one for building codes and one for zoning. Both can be accomplished through the permit application you sent, but we will need some more information.

For the building code change of use, which is definitely required in this case, you will need to provide the following additional information so we can finish reviewing the application:

1. Complete code analysis including occupant load calculations.
2. A key building plan showing where this space is within the entire building and clarifying what the adjacent occupancies are. Also providing the necessary separation between adjacent occupancies if needed.
3. Life safety plan.
4. Existing and proposed floor plans drawn to scale, showing the interior layout of your unit (locations of kitchen equipment, counters, tables/chairs, etc.)

It is highly recommended that you hire a design professional (architect) to assist you with preparing these plans.

For zoning, you can either keep it as a "retail" use, which would allow you up to 9 customer seats, or you could change it to a "restaurant" use, which would allow you 10 or more seats. The only major requirement is that restaurants are required to provide off-street parking: one parking space for every 150 square feet of restaurant floor area, excluding food prep area. This is a new requirement here due to the re-zoning of the property recently. I suspect that the rules may be changed again to go back to not requiring parking, but this may take some time to change. It may be easiest to remain "retail" for now and then come back later if you want to expand to more seats and become a "restaurant."

I hope this is not too confusing - feel free to call me if you feel it would easier to discuss on the phone. I'm also happy to meet with you here at City Hall.

Yours,
Chris

>>> Yulia Stolkner <yulia.stolkner@gmail.com> 1/6/2016 11:50 AM >>>

Hi Christina,

Thank you so much for your letter! At the very beginning i am planning to have to-go format with just 8 sitting

places. I am right now in the process of change of use at the building inspection (i was told i couldn't operate without it), but i do not know if it allows me to have more sitting places.

Yulia, with respect

среда, 6 января 2016 г. пользователь Christina Stacey написал:

Hi Iulia,

My name is Chris and I am the zoning specialist with the City of Portland. Janice from the City Clerk's office forwarded me your application for a new business "Sip of Europe" to be located at 229 Congress St, in the location formerly occupied by Goddy's retail shop. Your proposal to open a food service establishment may require a change-of-use permit from the City if it will have more than 9 seats for customers. Could you let me know how many seats you are planning to have? If it will be 10 or more, I can send you the permit application materials that you will need to fill out.

Yours,

Chris

Christina Stacey

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Yulia Stolkner,

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