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*Greg Mitchell – Acting Director of Planning and Urban Development
Marge Schmuckal, Zoning Administrator*

February 9, 2012

Zeile Dougher
27 O’Brion Street
Portland, ME 04101

Re: 223-227 Congress Street – 013 G010 – B-2b Business Zone – Change of Use Permit

Dear Ms. Dougher,

This letter is a follow up to the telephone conversation that we had on December 16, 2011. You applied for a sign permit for your business, The Heart Opening, at 227 Congress Street. A sign is an accessory use to the principal use of the space. The last use that our office has on file for that space is office. Before we can issue a sign permit, we need you to apply for a change of use permit to convert the use of the space to a yoga studio and event space. I have enclosed a Change of Use application.

Besides you not being able to get a sign permit, you also should not be occupying the space without a certificate of occupancy for the use as a yoga studio. It is a permitted use under zoning [section 14-182(b)], but you also need to be sure that you meet the Life Safety Code and the Building Code for the use.

Please feel free to call me at 874-8709 if you have any questions.

Yours truly,

Ann B. Machado
Zoning Specialist
(207) 874-8709