

Ann Machado - RE: 97 India St - Permit #2015-02729

From: Scott Knoll <sknoll@anania.biz>
To: "AMACHADO@portlandmaine.gov" <AMACHADO@portlandmaine.gov>, "deandra@sevi..."
Date: 12/3/2015 1:49 PM
Subject: RE: 97 India St - Permit #2015-02729
CC: "Kayla Sinclair (kayla@burrsigns.com)" <kayla@burrsigns.com>, "MasonLege..."

Hi Ann,

Hope all is well. Not sure if you recall but you helped us on our West End garage at 83 West Street about 8-10 yrs ago.

Per your questions:

- 1) Deandra at my insurance broker is chasing down the item 1. She will send it to you shortly.
- 2) Melissa and I fully approve this project as the owners of Engine House LLC & Landlord.
- 3) The front of Engine House has two entrances: one for the 2nd and 3rd floor (getting the directory sign) and one into the main 1st floor space rented to BTS Center (office space). Each needs a separate sign.
 - a. The overhead "EngineHouse" sign is a replacement of the old faded sign that was put up in 1985 when the lawyers renovated the building.
 - b. The front of the building has two distinct entrances / doors to different areas of the building. On door on the right is into the stairwell up to the lawyers on the 2nd and 3rd floors (they had a ton of individual sign panels all over the left of the door). Yes – all the ugly panels are being removed and being replaced by the single directory sign.
 - c. The front left side door (what you call main entrance) is for the BTS Center which rents the whole first floor as professional offices. This is the corporate office of the old Bangor Theological Seminary now renamed BTS Center. They are a non-profit and the Managing Director and his staff have their offices on the first floor. BTS wants a dedicated sign for their dedicated entrance and offices.

So one sign being replaced up top plus one sign at each of the two front building entrances (one to first floor and one that leads up to 2nd/3rd floor).

Please give a buzz if you have any questions.

Thanks, Scott Knoll

207-712-1500

From: Ann Machado [<mailto:AMACHADO@portlandmaine.gov>]
Sent: Thursday, December 03, 2015 12:02 PM
To: mason@burrsgns.com
Subject: 97 India St - Permit #2015-02729

Mason -

I need the following addressed before I can sign off for zoning for this permit.

1. The certificate of liability needs to list the City of Portland as the certificate holder or additionally insured.
2. I don't see the landlords approval. There is only an email from Scott Knoll to Kristi Tripp asking "to approve moving forward per quote". It is not clear that this is an approval.
3. I need more information on the proposed signs.
 - I understand that the sign over the main entrance is being replaced.
 - As for the proposed directory sign - you show it replacing two separate sign panels to the right of the door. What about the 4 individual sign panels to the left of the smaller entry door? Are they being removed as well?
 - Why is there a separate panel for the BTS Center? The current legal use of the building is professional offices. Is this an office use?

Ann

Ann Machado
Zoning Administrator
Planning & Urban Development
Portland, Maine
(207) 874-8709