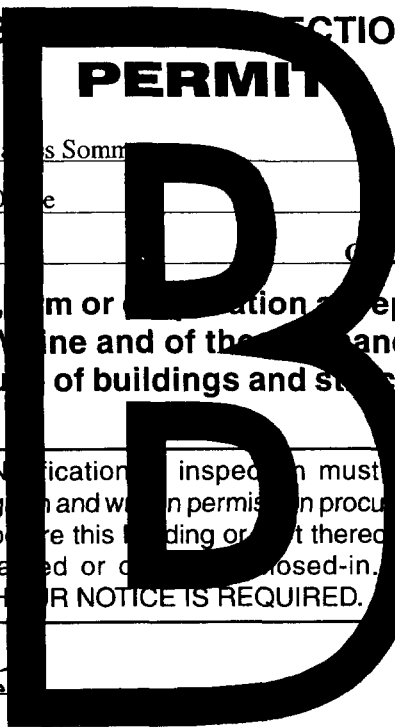


# DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK CITY OF PORTLAND

BUILDING DEPARTMENT

Please Read Application And Notes, If Any, Attached

**PERMIT ISSUED**  
 Permit Number: 051133  
 NOV 14 2005  
 CITY OF PORTLAND



This is to certify that Roman Catholic Bishop Of/Jessie S. Sommers

has permission to Catholic Diocese/ Rectory/ Office

AT 305 Congress St

021 D009001

provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statutes of Maine and of the ordinances of the City of Portland regulating the construction, maintenance and use of buildings and structures, and of the application on file in this department.

Apply to Public Works for street line and grade if nature of work requires such information.

Notification of inspection must be given and written permission procured before this building or part thereof is altered or closed-in. 24 HOUR NOTICE IS REQUIRED.

A certificate of occupancy must be procured by owner before this building or part thereof is occupied.

**OTHER REQUIRED APPROVALS**

Fire Dept. Greg Cass 11-8-05

Health Dept. \_\_\_\_\_

Appeal Board \_\_\_\_\_

Other \_\_\_\_\_  
Department Name

*Al Kungert 11/14/05*  
Director - Building & Inspection Services

**PENALTY FOR REMOVING THIS CARD**

**City of Portland, Maine - Building or Use Permit Application**

389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

Permit No: 05-1133	Issue Date: 11/10/05	CD: 021 D009001
-----------------------	-------------------------	--------------------

Location of Construction: 305 Congress St	Owner Name: Roman Catholic Bishop Of
Business Name:	Contractor Name: James Somma
Lessee/Buyer's Name	Phone:

Owner Address: Po Box 11559	Phone:
Contractor Address: CITY OF PORTLAND	Phone: 207 874 6471
Permit Type: Change of Use - Commercial	Zone: R6

Past Use: Catholic Diocese /Rectory/ Residence/ Office	Proposed Use: Catholic Diocese/ Rectory/ Office
--	--

Permit Fee: \$105.00	Cost of Work: \$105.00	CEO District: 1
-------------------------	---------------------------	--------------------

FIRE DEPT: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <i>with conditions</i>	INSPECTION: Use Group: B Type: 2B <i>11/10/05</i>
Signature: <i>Greg Cass</i>	Signature: <i>Mike [unclear]</i>

Proposed Project Description:  
Catholic Diocese/ Rectory/ Office

PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)

Action:  Approved  Approved w/Conditions  Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Taken By: Idobson	Date Applied For: 08/08/2005	<b>Zoning Approval</b>	
-----------------------------	---------------------------------	------------------------	--

<p><b>Special Zone or Reviews</b></p> <p><input type="checkbox"/> Shoreland</p> <p><input type="checkbox"/> Wetland</p> <p><input type="checkbox"/> Flood Zone</p> <p><input type="checkbox"/> Subdivision</p> <p><input type="checkbox"/> Site Plan</p> <p>Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/></p> <p><i>ok with conditions</i> Date: <i>11/10/05</i></p>	<p><b>Zoning Appeal</b></p> <p><input type="checkbox"/> Variance</p> <p><input type="checkbox"/> Miscellaneous</p> <p><input type="checkbox"/> Conditional Use</p> <p><input type="checkbox"/> Interpretation</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Denied</p> <p>Date: _____</p>	<p><b>Historic Preservation</b></p> <p><input checked="" type="checkbox"/> Not in District or Landmark</p> <p><input type="checkbox"/> Does Not Require Review</p> <p><input type="checkbox"/> Requires Review</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Approved w/Conditions</p> <p><input type="checkbox"/> Denied</p> <p><i>[Signature]</i> Date: _____</p>
--	--	--

**CERTIFICATION**

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in the application is issued, I certify that the code official's authorized representative shall have the authority to enter all areas covered by such permit at any reasonable hour to enforce the provision of the code(s) applicable to such permit.

SIGNATURE OF APPLICANT	ADDRESS	DATE	PHONE
RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE		DATE	PHONE

**City of Portland, Maine - Building or Use Permit**

389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

<b>Permit No:</b> 05-1133	<b>Date Applied For:</b> 08/08/2005	<b>CBL:</b> 021 D009001
------------------------------	--	----------------------------

<b>Location of Construction:</b> 305 Congress St	<b>Owner Name:</b> Roman Catholic Bishop Of	<b>Owner Address:</b> Po Box 11559	<b>Phone:</b>
<b>Business Name:</b>	<b>Contractor Name:</b> James Somma	<b>Contractor Address:</b>	<b>Phone</b> (207) 773-6471
<b>Lessee/Buyer's Name</b>	<b>Phone:</b>	<b>Permit Type:</b> Change of Use - Commercial	

<b>Proposed Use:</b> Catholic Diocese/ Rectory/ Office	<b>Proposed Project Description:</b> Catholic Diocese/ Rectory/ Office
---	---

**Dept:** Building      **Status:** Approved with Conditions      **Reviewer:** Mike Nugent      **Approval Date:** 11/10/2005  
**Note:**      **Ok to Issue:**   
1) This is a Change of Use ONLY permit. It does NOT authorize any construction activities.

**Dept:** Fire      **Status:** Approved with Conditions      **Reviewer:** Cptn Greg Cass      **Approval Date:** 11/08/2005  
**Note:**      **Ok to Issue:**   
1) Mechanical and storage rooms to be seperated with one hour fire rating  
2) All floors to comply with NFPA 101  
Rating of exit corridor and stairs  
Emergancy lighting , Illuminated exit sings required  
3) Fire alarm system to comply with NFFA 72

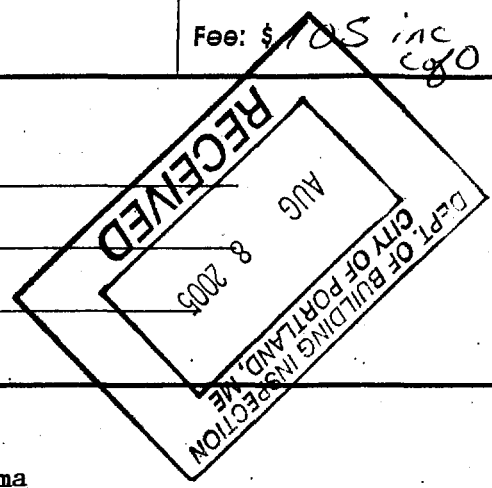
**Comments:**  
8/30/2005-gg: received granted site plan exemption. /gg

# All Purpose Building Permit Application

If property owner owes real estate or personal property taxes or user charges on any property within the City, payment arrangements must be made before permits of any kind are accepted.

Location/Address of Construction: 307 Congress Street

Total Square Footage of <del>Proposed</del> Structure <b>17,550</b>		Square Footage of Lot	
Tax Assessor's Chart, Block & Lot Chart#                  Block#                  Lot# <b>21                          D                          9</b>		Owner: <b>Roman Catholic Bishop of Portland</b>	
Telephone: <b>773-6471</b>		Lessee/Buyer's Name (If Applicable)	
Applicant name, address & telephone:		cost Of Work: \$ _____ Fee: \$ <u>105 inc</u> <u>CGO</u>	
Current use: <u>Rectory / Residence / Office</u>			
If the location is currently vacant, what was prior use: _____			
Approximately how long has it been vacant: _____			
Proposed use: <u>Rectory / Office</u>			
Project description: <b>Change allocation of use</b>			
Contractor's name, address & telephone: _____			
Who should we contact when the permit is ready: <u>James G. Somma</u>			
Mailing address: _____			
We will contact you by phone when the permit is ready. You must come in and pick up the permit and review the requirements before starting any work, with a Plan Reviewer. A stop work order will be issued and a \$100.00 fee if any work starts before the permit is picked up. PHONE: 773-6471 Ext. 105			



IF THE REQUIRED INFORMATION IS NOT INCLUDED IN THE SUBMISSIONS THE PERMIT WILL BE AUTOMATICALLY DENIED AT THE DISCRETION OF THE BUILDING/PLANNING DEPARTMENT, WE MAY REQUIRE ADDITIONAL INFORMATION IN ORDER TO APPROVE THIS PERMIT.

*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, if a permit for work described in this application is issued I certify that the Code Official'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.*

Signature of applicant: [Signature] Date: 8/8/05

**This is NOT a permit, you may not commence ANY work until the permit is issued. If you are in a Historic District you may be subject to additional permitting and fees with the Planning Department on the 4th floor of City Hall**



# PORTLAND MAINE

Strengthening a Remarkable **City**, Building a Community for Life • [www.portlandmaine.gov](http://www.portlandmaine.gov)

Planning and Development Department  
Lee D. Urban, Director

Planning Division  
Alexander Jaegerman, Director

Roman Catholic Bishop of Portland  
510 Ocean Avenue  
PO Box 11559  
Portland, ME 04104

August 18, 2005

To Whom It May Concern:

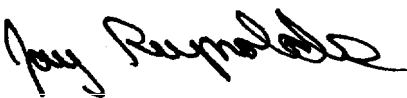
RE: Application for a site plan exemption/change of use, 307 Congress Street

In order to further assess your application to change the use of the residence to an office space at 307 Congress Street, the City needs the following information:

1. What is the square footage of the residence that is proposed to be changed to office space?
2. Who will be occupying the proposed office space?

Please respond in writing to my attention.

Sincerely,

  
✓ Jay Reynolds

Development Review Coordinator

cc: Sarah Hopkins, Development Review Services Manager



## Roman Catholic Bishop of Portland

Finance Office

510 Ocean Avenue  
P.O. Box 11559  
Portland Maine 04104-7559

Telephone: (207) 773-6471  
Facsimile: (207) 773-0182

---

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August 24, 2005

Mr. Jay Reynolds  
Planning and Development Department  
389 Congress Street  
Portland, Maine 04101

Dear Mr. Reynolds:

Re: Application for a site plan exemption/change of use, 307 Congress Street

Responding to the following two questions:

1. What is the square footage of the residence that is proposed to be changed to office space?  
**7,240 square feet**
2. Who will be occupying the proposed office space?  
**Catholic Charities Maine** which is a statewide affiliate of the Diocese of Portland, a faith-based, nonprofit organization that advances the charitable and social mission of the Catholic Church in Maine.

Please contact me if I can be of any further assistance.

Sincerely,

James G. Somma  
Director of Property Management

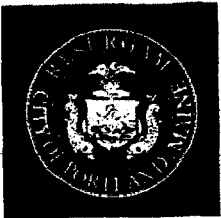
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Document2

David P. Twomey, Finance Officer  
Timothy R. Cotnoir, Asst Controller

Laurie J. Bowney, Controller  
James G. Somma, Dir. Property Mgmt



# PORTLAND MAINE

*Strengthening a Remarkable City, Building a Community for Life • [www.portlandmaine.gov](http://www.portlandmaine.gov)*

*Lee Urban-Director of Planning and Development  
Marge Schmuckal, Zoning Administrator*

November 8, 2005

Thomas R. Kelly  
c/o Robinson Kriger & McCallum  
Twelve Portland Pier  
PO Box 568  
Portland, ME 04112-0568

**RE: 305 Congress Street -021-D-009 – R-6 Zone - application#05-1133**

Dear Attorney Kelly,

I am in receipt of your letter dated October 26, 2005 explaining your argument that the offices for Catholic Charities of Maine can be considered an accessory use within the Cathedral's former rectory space. I have accepted your argument as meeting the requirements of the ordinance under accessory use.

I am signing off on the permit application that has been submitted to our department. It will now be reviewed under fire and building codes.

Very truly yours,

A handwritten signature in black ink that reads "Marge Schmuckal". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

**Marge Schmuckal**  
Zoning Administrator

Cc: file



# PORTLAND MAINE

*Strengthening a Remarkable City, Building a Community for Life • [www.portlandmaine.gov](http://www.portlandmaine.gov)*

*Lee Urban-Director of Planning and Development  
Marge Schmuckal, Zoning Administrator*

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**Marge Schmuckal**  
Zoning Administrator

Cc: file



ROBINSON  
KRIGER &  
MCCALLUM

TWELVE PORTLAND PIER  
POST OFFICE BOX 568  
PORTLAND, MAINE 04112-0568

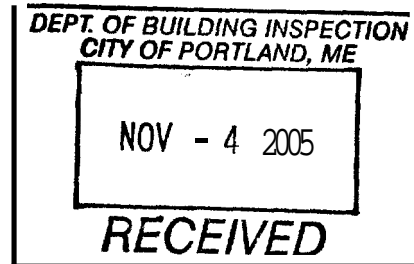
TELEPHONE (207) 772-6565  
FACSIMILE (207) 773-5001  
E-MAIL -tkelly@rkmlegal.com

JOHN M. MCCALLUM  
RICHARD F. VAN ANTWERP  
LAWRENCE B. GOODGLASS  
JAMES C. HUNT  
THOMAS QUARTAKAKO  
THOMAS R. KELLY  
DOUGLAS J. ALOFS  
DARBY C. UREY  
MARIANNA M. FENTON  
KATHLEEN T. KONKOLY  
RICHARD D. BAYER  
PETER M. ROSENBERG  
CARA A. LOVEJOY

OF COUNSEL

JAMES S. KRIGER  
ROBERT C. ROBINSON

November 3, 2005



**HAND-DELIVERED**

Marge Schmuckle  
Zoning Administrator  
City Hall  
City of Portland  
Portland, Maine

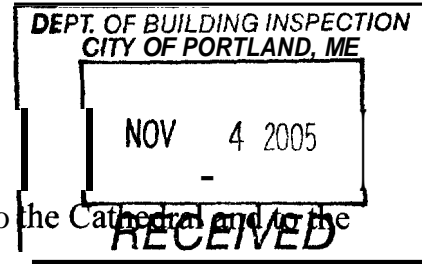
Re: Use by the Diocese of Portland ("Diocese") of church rectory space for church's social mission

Dear Marge:

It was a pleasure speaking with you on November 1, 2005. At your invitation, I write to address the proposed use of the top three floors of the Cathedral's former rectory space, which formerly provided housing to priests in a group setting. I apologize for the length of my letter, but I wanted to ensure that you had sufficient information. As you review this letter, you may want to look also at the floor plans and plot plan submitted to the City Staff when the project obtained exemption from Site Plan review several months ago.

The rectory building has never been purely a residence (the bottom floor has long contained office space for the Cathedral), but instead was a rectory that in the past utilized as many as 21 persons (15 residents and 6 staff). With the decline in the number of Roman Catholic priests, the space is not fitted for residence, and the rectory had become a substantial financial drain on church resources. The Church believes that bringing its social service wing, Catholic Charities Maine, into the space, with its 25 employees, will make productive use of the space, consistent with its longstanding church use.

I write to discuss why use of the three top floors of the rectory by Catholic Charities Maine can and ought to be considered a permitted use in the R - 6 zone, as an accessory use to the existing Cathedral. No further permit would be needed. These reasons include the following:



- Catholic Charities' longstanding connection to the Cathedral and to the Roman Catholic Diocese,
- The Cathedral's longstanding use for administrative church and social service functions, and
- The historical connection between churches and their social service work.

#### Definition of "accessory use"

The rectory is and historically has been located in the same building as the church, physically connected to it and accessible by a conference room from which one can move from the church to the rectory. As you know, accessory uses "customarily incidental and subordinate to the location, function, and operation of principal uses" are permitted uses in the zone. See 14-136 (b) (4). Under the ordinance, an "accessory use" in relevant part is defined as a "subordinate use of . . . building which is customarily incidental to the main building" or a "subordinate use of land . . . , which is customarily incidental to the . . . principal use of the land." See 14-404 (a).

#### Cathedral's function and historical background

The Cathedral is unique in the Diocese as having both a state-wide institutional focus and as being part of a local parish. The Cathedral is the "first church" of the Diocese (the Diocese encompasses the State of Maine) -- the Bishop himself is the pastor (or minister) of the Cathedral; and it is the only church of which he is the pastor. Until 1929, the Bishop's residence and his Chancery offices' (Chancery is the administrative office for the Diocese) were located at the Cathedral. From 1930 to 1964, the Chancery was located on the same lot with the Cathedral, in what is now the "Guild Hall." (You will see the location of the Guild Hall on the plans submitted to the Planning staff some time ago.) While the Cathedral has its state-oriented focus, the Cathedral also has a resident priest (Msgr. Stefanko) and is supported by a local parish, regular attendees from the area who support the church and its local activities. In addition, as discussed below, the provision of social services (soup kitchen) are already part of the Cathedral parish's use of the lot at the current time.

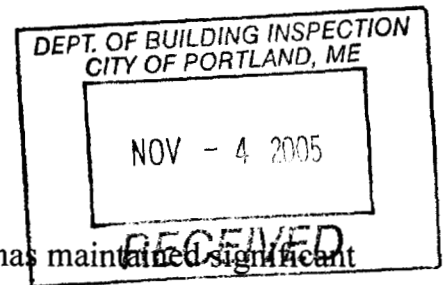
#### Catholic Charities' function and historical location

Consistent with its function as the "first-church" of the Diocese, the Cathedral in fact was the birthplace of Catholic Charities Maine. Catholic Charities Maine began as the Diocesan Bureau of Human Relations Services in 1966 and was housed in the Guild

---

<sup>1</sup> Chancery is now located on Ocean Avenue.

Marge Schmuckle  
November 3, 2005  
Page 3



Hall on the Cathedral lot. While it has grown over the years, it has maintained significant central administrative offices in the Portland area.

Part of the vision of returning Catholic Charities Maine to the Cathedral involves coordinating the Cathedral parish's own social services efforts. The Cathedral parish currently operates a soup kitchen, St. Vincent DePaul Center at the Guild Hall. Catholic Charities has indicated a willingness to assist or take over this existing program. Further, with the addition of Catholic Charities Maine to the Cathedral campus, the Bishop as the pastor of the church, will have those social service operations closer to his home parish.

Catholic Charities Maine is also unique among social service agencies. It is the principal social service arm of the Catholic Church in the state of Maine. The Bishop himself is the President of the corporation, and he appoints the Board of Incorporators, which elects the Board of Directors of the organization. Like the Cathedral and the Bishop, it has a state-wide focus and also maintains operations locally within Portland.

#### Coordination between social service and church functions

A permitted "accessory use" is one which is "customarily incidental and subordinate to the location, function, and operation of principal uses." I suggest that in common understanding, social service outreach is "customarily incidental" to church locations, functions and operations. Indeed, social services began in the United States as an outgrowth of the nation's churches, and many churches justifiably conduct social service work directly from church buildings throughout the state. In many instances, churches simply are sufficiently small that it is impractical to separate the functions at all. It is not uncommon for churches throughout the State (or the City) to maintain from their locations programs and offices of varying sorts devoted to their social ministry. Because it would not be unusual for a church to use its location as a base from which to protect the poor and vulnerable, such uses indeed are incidental. Nor is it unusual for social service outreach to be "subordinate" to a church and its mission. Faith based organizations have been called upon repeatedly to take up a lion's share of the social service responsibilities throughout the nation. And of course in the case of Catholic Charities Maine, it in fact is subordinate to the goals of the Catholic Church, of which the Cathedral is the Bishop's own church in Maine. As discussed earlier, Catholic Charities also is structured in a manner so as to be subordinate in many ways to the Bishop himself, who is the pastor of the Cathedral.

As you aptly noted, Catholic Charities at one point had separate offices in Portland, on Congress Street. This illustrates the fact that accessory uses can sometimes be located away from a principal use (at which time it would not qualify as an accessory

Marge Schmuckle  
November 3, 2005  
Page 4

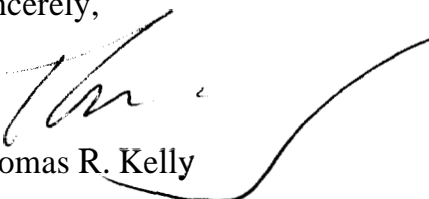
use), but that if the accessory use in fact becomes associated with the principal use, it is permitted as such. Garages and tool sheds are perfect example of uses which can sometimes be stand alone on separate lots (where they must be permitted as such), but which in other appropriate circumstances may also be accessory uses.

I do want to make sure that you are aware that parking needs are being addressed by the Cathedral. The Cathedral is devoting 26 on-site parking spaces to Catholic Charities. These are located between the Guild Hall and the Cathedral Rectory and the school parking lot. This is not a substantial deviation from the parking spaces which would be needed for residences and associated service workers, for full operation of the Cathedral rectory as the residence that it formerly was.

I hope that this letter provides you sufficient information to assess our position that the proposed use by Catholic Charities is an "accessory use." If you agree, kindly confirm this in writing. As the Diocese has already obtained an exemption from Site Plan review for this change, there would be no further need for permitting, I believe. If a building permit needs to be issued for the change of use, kindly do so; there in fact is no new construction (inside or out) associated with the change.

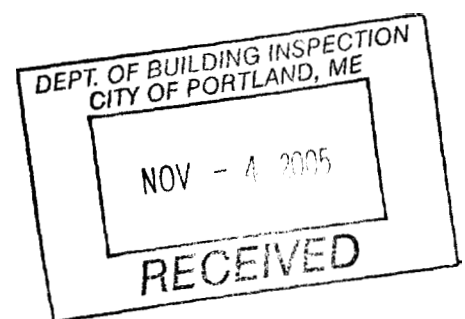
Kindly let me know your time-frame for making this decision, as Catholic Charities Maine needs to provide notice for terminating its existing lease and is hoping to move in by New Years.

Sincerely,



Thomas R. Kelly

TRK:dm





Roman Catholic Bishop of Portland

Finance Office

510 Ocean Avenue
P.O. Box 11559
Portland Maine 04104-7559

Telephone: (207)773-6471
Facsimile: (207)773-0182

October 26,2005

Ms. Marge Schmuckal, Zoning Administrator
C/o City of Portland
389 Congress Street
Portland, Maine 04103

Handwritten notes: 10/30/05, OAL, P

Re: 305 Congress Street -021-D-009-R-6 Zone- permit application #05-1133

Dear Ms. Schmuckal:

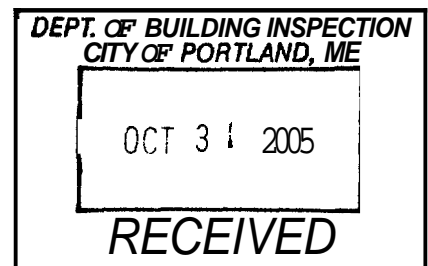
The Diocese has already gone through the process of Exemption from Site Plan Review and exemption was granted with a signed signature of Mr. Jay Reynolds. Enclosed are copies of the documentation process.

The change of use is rectory/residence to rectory/office without structural change to the building. The office space is being used by Catholic Charities of Maine which is a statewide affiliate of the Diocese of Portland, a faith-based, nonprofit organization that advances the charitable and social mission of the Catholic Church in Maine.

Please contact me if I can be of any further assistance.

Sincerely,

Handwritten signature of James G. Somma
James G. Somma



Document1

David P. Twomey, Finance Officer
Timothy R. Cotnoir, Asst Controller

Laurie J. Downcy, Controller
James G. Somma, Dir. Property Mgmt



# PORTLAND MAINE

*Strengthening a Remarkable City, Building a Community for Life • [www.portlandmaine.gov](http://www.portlandmaine.gov)*

*Lee Urban-Director of Planning and Development  
Marge Schmuckal, Zoning Administrator*

October 14, 2005

James G. Somma, Dir. Property Mgmt  
c/o Roman Catholic Bishop of Portland  
510 Ocean Ave.  
P.O. Box 11559  
Portland, ME 04104-7559

**RE:** 305 Congress Street - 021-D-009 - R-6 Zone - permit application #05-1133

Dear Mr. **Somma**,

I **am** in receipt of your application to change the use from a residential use to an office use. This property is located within **an R-6** zone which requires a conditional **use** appeal before the Zoning Board of Appeals.

I have attached a copy of the zoning text which is pertinent to your proposed change of use and copies of the necessary paperwork needed to apply for such an appeal. Each condition listed in the ordinance should be addressed specifically by your in your cover letter to the Zoning Board.

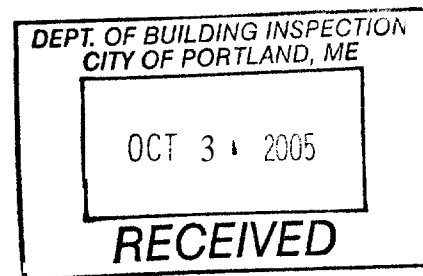
Your permit will be on hold until and if the Zoning Board of Appeals approves your request.

If you have any questions, please do not hesitate to call.

Very truly yours,

**Marge Schmuckal**  
Zoning Administrator

Cc: file





# APPLICATION FOR EXEMPTION FROM SITE PLAN REVIEW

Roman Catholic Bishop of Portland  
Applicant

August 4, 2005  
Application Date

510 Ocean Avenue P.O. Box 11559 Portland, Me 04104  
Applicant's Mailing Address

Cathedral Residence / Office  
Project Name/Description

\_\_\_\_\_  
Consultant/Agent/Phone Number

307 Congress St. Portland, Maine 04101  
Address of Proposed Site

CBL: 21 D 9

### Description of Proposed Development:

Change of use from Rectory / Residence to Rectory/ Office space.

Please Attach Sketch/Plan of Proposal/Development

Criteria for Exemptions:  
See Section 14-523 (4) on back side of form

- a) Within Existing Structures; No New Buildings, Demolitions or Additions
- b) Footprint Increase Less Than 500 Sq. Ft.
- c) No New Curb Cuts, Driveways, Parking Areas
- d) Curbs and Sidewalks in Sound Condition/Comply with ADA
- e) No Additional Parking/ No Traffic Increase
- f) No Stormwater Problems
- g) Sufficient Property Screening
- h) Adequate Utilities

Applicant's Assessment (Yes, No, N/A)	Planning Office Use Only
YES	✓
NO INCREASE	✓
NONE	✓
YES	✓
NONE	✓
NO CHANGES	✓
NO CHANGES	✓
yes	✓

### Planning Division Use Only

Exemption Granted  Partial Exemption \_\_\_\_\_ Exemption Denied \_\_\_\_\_

Planner's Signature [Signature]

Date 8-10-05





## Roman Catholic Bishop of Portland

Finance Office

510 Ocean Avenue  
P.O. Box 11559  
Portland Maine 04104-7559

Telephone: (207) 773-6471  
Facsimile: (207) 773-0182

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August 24, 2005

Mr. Jay Reynolds  
Planning and Development Department  
389 Congress Street  
Portland, Maine 04101

Dear Mr. Reynolds:

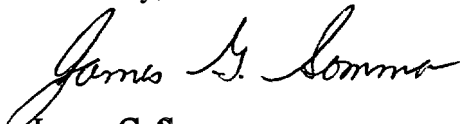
Re: Application for a site plan exemption/change of use, 307 Congress Street

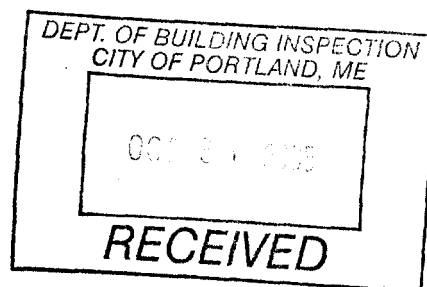
Responding to the following two questions:

1. What is the square footage of the residence that is proposed to be changed to office space?  
**7,240 square feet**
2. Who will be occupying the proposed office space?  
**Catholic Charities Maine** which is a statewide affiliate of the Diocese of Portland, a faith-based, nonprofit organization that advances the charitable and social mission of the Catholic Church in Maine.

Please contact me if I can be of any further assistance.

Sincerely,

  
**James G. Somma**  
Director of Property Management



Document2

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bavid P. Twomey, Finance Officer  
Timothy R. Cotnoir, Asst Controller

Laurie J. bowney, Controller  
James G. Somma, Dir. Property Mgmt





# PORTLAND MAINE

*Strengthening a Remarkable City, Building a Community for **Life*** [www.portlandmaine.gov](http://www.portlandmaine.gov)

Planning and Development Department  
Lee D. Urban, Director

Planning Division  
Alexander Jaegerman, Director

Roman Catholic Bishop of Portland  
510 Ocean Avenue  
PO Box 11559  
Portland, ME 04104

August 18, 2005

To Whom It May Concern:

RE: Application for a site plan exemption/change of use, 307 Congress Street

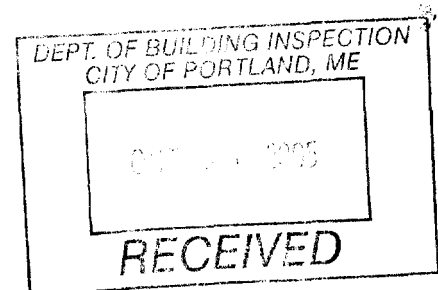
In order to further assess your application to change the use of the residence to an office space at 307 Congress Street, the City needs the following information:

1. What is the square footage of the residence that is proposed to be changed to office space?
2. Who will be occupying the proposed office space?

Please respond in writing to my attention.

Sincerely,

Jay Reynolds  
Development Review Coordinator



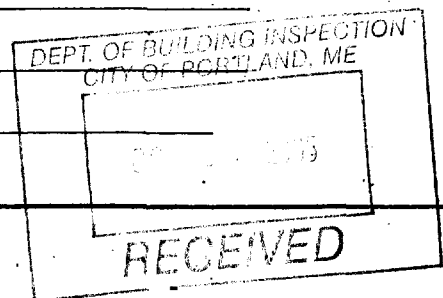
cc: Sarah Hopkins, Development Review Services Manager

# All Purpose Building Permit Application

Property owner owes real estate or personal property taxes or user charges on any property within the City, payment arrangements must be made before permits of any kind are accepted.

Location/Address of Construction: 307 Congress Street

Total Square Footage of <del>Proposed</del> Structure <u>17,550</u>	Square Footage of Lot
<b>Tax Assessor's Chart, Block &amp; Lot</b> Chart# <u>21</u> Block# <u>D</u> Lot# <u>9</u>	Owner: <u>Roman Catholic Bishop of Portland</u>
Telephone: <u>773-6471</u>	
Lessee/Buyer's Name (if Applicable)	Applicant name, address & telephone:
	cost Of Work: \$ _____ Fee: \$ _____
Current use: <u>Rectory / Residence / Office</u>	
If the location is currently vacant, what was prior use: _____	
Approximately how long has it been vacant: _____	
Proposed use: <u>Rectory / Office</u>	
Project description: <u>Change allocation of use</u>	
Contractor's name, address & telephone:	
Who should we contact when the permit is ready: <u>James G. Somma</u>	
Mailing address:	
We will contact you by phone when the permit is ready. You must come in and pick up the permit and review the requirements before starting any work, with a Plan Reviewer. A Stop work order will be issued and a \$100.00 fee if any work starts before the permit is picked up. <b>PHONE: 773-6471 Ext. 105</b>	



**IF THE REQUIRED INFORMATION IS NOT INCLUDED IN THE SUBMISSIONS THE PERMIT WILL BE AUTOMATICALLY DENIED AT THE DISCRETION OF THE BUILDING/PLANNING DEPARTMENT, WE MAY REQUIRE ADDITIONAL INFORMATION IN ORDER TO APPROVE THIS PERMIT.**

*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, if a permit for work described in this application is issued, I certify that the Code Official's authorized representative shall have the authority to enter all areas covered by this permit of any reasonable hour to enforce the provisions of the codes applicable to this permit.*

Signature of applicant: [Handwritten Signature] | Date: 8/18/05

**This is NOT a permit, you may not commence ANY work until the permit is issued.**  
 If you are in a Historic District you may be subject to additional permitting and fees with the Planning Department on the 4<sup>th</sup> floor of City Hall



## Roman Catholic Bishop of Portland

Finance Office

510 Ocean Avenue  
P.O. Box 11559  
Portland Maine 04104-7559

Telephone: (207)773-6471  
Facsimile: (207)773-0182

August 8, 2005

Building/Planning Department  
City of Portland  
389 Congress Street  
Portland, Maine 04101

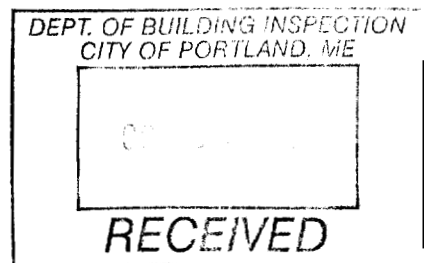
To Whom It May Concern:

Enclosed please find the application of the Roman Catholic Bishop of Portland ("Diocese") for a reallocation of **uses** at the Cathedral rectory building at the Cathedral of the Immaculate Conception, 307 Congress Street. Currently, the building is being used for Office/rectory/residence and uses. Those uses are being reallocated, with the primary change being that the residences will now be used for additional office space.

In light of the fact that **there** are no new uses proposed, it is questionable whether we need a change of use permit at all. If no permit is required, please let us know and we will withdraw **the** application.

Sincerely,

  
David Twomey  
Finance Officer



Document 1

David P. Twomey, Finance Officer  
Timothy R. Cotnoir, Asst Controller

Laurie J. bowney, Controller  
James G. Somma, bir. Property Mgmt



# PORTLAND MAINE

*Strengthening a Remarkable City, Building a Community for Life • www.portlandmaine.gov*

*Lee Urban-Director of Planning and Development  
Marge Schmuckal, Zoning Administrator*

October 14, 2005

James G. Somma, Dir. Property Mgmt  
c/o Roman Catholic Bishop of Portland  
510 Ocean Ave.  
P.O. Box 11559  
Portland, ME 04104-7559

*OK  
see response  
letter*

RE: 305 Congress Street - 021-D-009 - R-6 Zone - permit application #05-1133

Dear Mr. Somma,

I am in receipt of your application to change the use from a residential use to an office use. This property is located within an R-6 zone which requires a conditional use appeal before the Zoning Board of Appeals.

I have attached a copy of the zoning text which is pertinent to your proposed change of use and copies of the necessary paperwork needed to apply for such an appeal. Each condition listed in the ordinance should be addressed specifically by your in your cover letter to the Zoning Board.

Your permit will be on hold until and if the Zoning Board of Appeals approves your request.

If you have any questions, please do not hesitate to call.

Very truly yours,

Marge Schmuckal  
Zoning Administrator

*IS CONSIDERED  
AN ACCESSORY  
US*

Cc: file



## Roman Catholic Bishop of Portland

Finance Office

510 Ocean Avenue  
P.O. Box 11559  
Portland Maine 04104-7559

Telephone: (207) 773-6471  
Facsimile: (207) 773-0182

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August 24, 2005

Mr. Jay Reynolds  
Planning and Development Department  
389 Congress Street  
Portland, Maine 04101

Dear Mr. Reynolds:

Re: Application for a site plan exemption/change of use, 307 Congress Street

Responding to the following two questions:

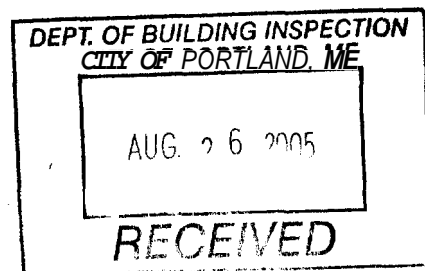
1. What is the square footage of the residence that is proposed to be changed to office space?  
**7,240 square feet**
2. Who will be occupying the proposed office space?  
**Catholic Charities Maine** which is a statewide affiliate of the Diocese of Portland, a faith-based, nonprofit organization that advances the charitable and social mission of the Catholic Church in Maine.

Please contact me if I can be of any further assistance.

Sincerely,

A handwritten signature in cursive script that reads "James G. Somma".

James G. Somma  
Director of Property Management



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Document2

David P. Twomey, Finance Officer  
Timothy R. Cotnoir, Asst Controller

Laurie J. Bowney, Controller  
James G. Somma, Dir. Property Mgmt



## Roman Catholic Bishop of Portland

Finance Office

510 Ocean Avenue  
P.O. Box 11559  
Portland Maine 04104-7559

Telephone: (207) 773-6471  
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August 8, 2005

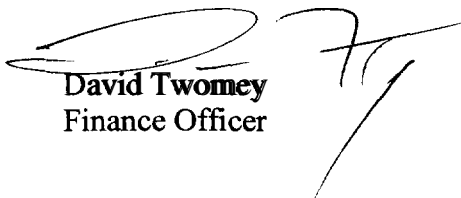
Building/Planning Department  
City of Portland  
389 Congress Street  
Portland, Maine 04101

To Whom It May Concern:

Enclosed please find the application of the Roman Catholic Bishop of Portland ("Diocese") for a reallocation of uses at the Cathedral rectory building at the Cathedral of the Immaculate Conception, 307 Congress Street. Currently, the building is being used for Office/rectory/residence and uses. Those uses are being reallocated, with the primary change being that the residences will now be used for additional office space.

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Sincerely,

  
David Twomey  
Finance Officer

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Document1

David P. Twomey, Finance Officer  
Timothy R. Cotnoir, Asst Controller

Laurie J. bowney, Controller  
James G. Somma, Dir. Property Mgmt