

**28 Monument Square, LLC  
c/o H. Alan Mooney  
22 Monument Square  
Portland, ME 04101  
Tel: 207-828-1969 Fax: 207 775 4405**

May 23, 2008

Planning & Development Department  
Planning Division  
City of Portland, ME 04101

Dear Sirs/Madams:

Please find enclosed our Application for Exemption From Site Plan Review in connection with a proposed conversion of 28 Monument Square to five condominium units. A unit is planned to consist of one floor; there are five floors including the basement.

The top two floors, the 3<sup>rd</sup> and 4<sup>th</sup>, are contemplated to be two residential units, one per floor. The basement, 1<sup>st</sup> and 2<sup>nd</sup> floors will remain as Public Market retail units.

Enclosed are current floor plans for the 3<sup>rd</sup> and 4<sup>th</sup> floors, each consisting of 2,698 sq ft. More detailed floor plans by the two contemplated buyers of the residential units have not yet been completed. However, it is planned that each residential unit/floor will be restricted in the condominium documents to remain as one residential unit each and be prohibited (without City approval) from dividing the units into more than the original two units.

If there are any questions, please call either David C. Verrill (885-9920) or H. Alan Mooney (828-19869).

Respectfully submitted,



David C. Verrill  
Co-manager

Cc: H. Alan Mooney, Douglas F. Britton (Drummond & Drummond)

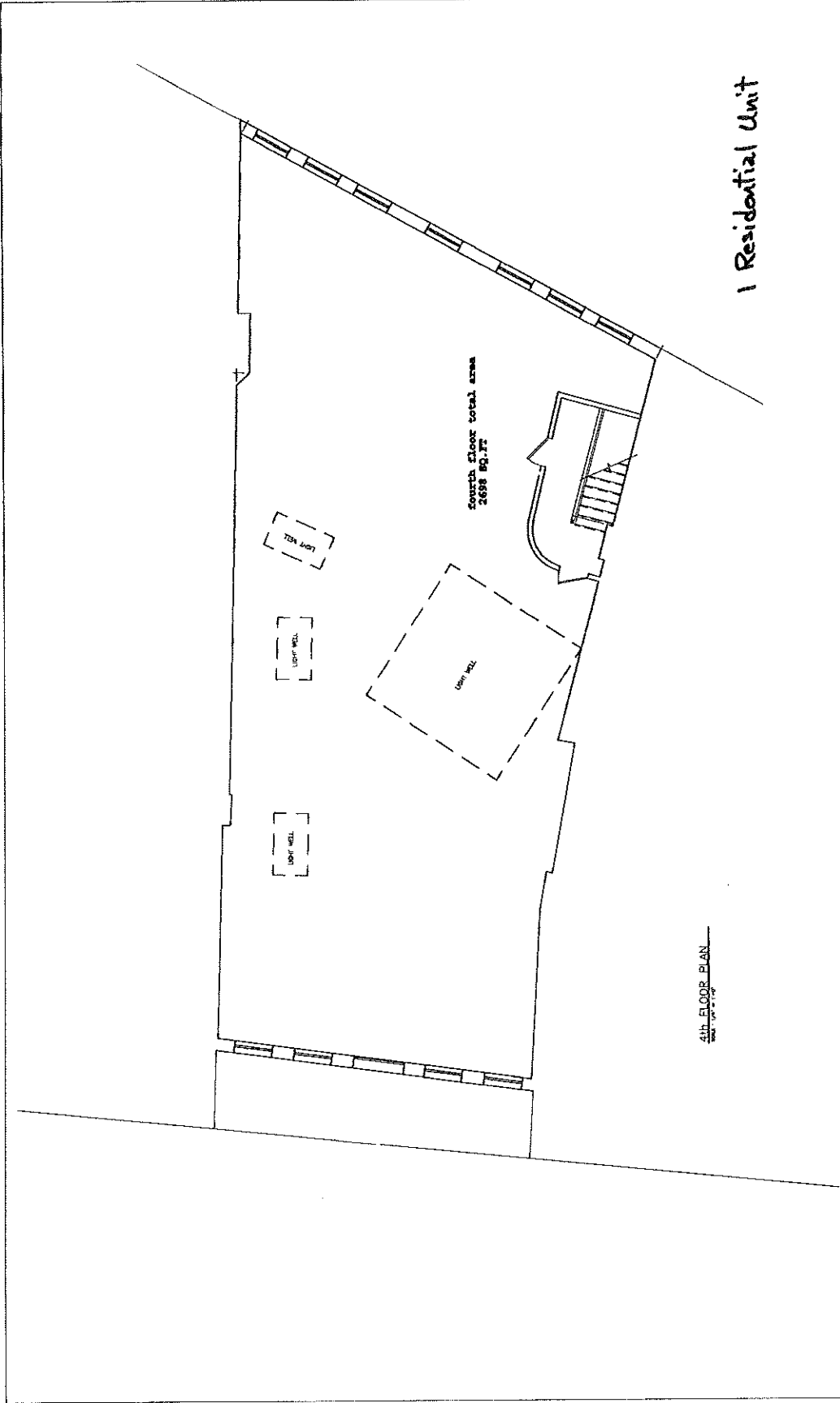
1 Residential Unit

ROOF AREA

third floor total area  
2698 SQ. FT.

3rd FLOOR PLAN  
SCALE: 1/8" = 1'-0"

CURRENT ISSUE STATUS: ISSUED FOR REVIEW 05/19/08		Greenwich City Building 10 Monument Square Portland, Maine Professional & Vertical Registration		<b>CRITERION</b> ARCHITECTS 100 SOUTH BOWLING BL. ROOM 202-001 PORTLAND, ME 04101 FAX 207-779-4418		SHEET TITLE THIRD FLOOR PLAN VERTICAL BOUNDARY		SCALE: AS NOTED PROJECT MANAGER: NMM DRAWN BY: ACCOMPANISH PROJECT No. -		DATE: 05-19-08 SHEET No. A-4	
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4th FLOOR PLAN

1 Residential Unit

<p>CRITERIUM</p> <p>CRITERIUM ARCHITECTURE INC.</p> <p>SUITE 200        1000 W. 10th Ave        PORTLAND, ME 04101 Tel: 735-795-4413</p>	<p>DATE: 05-19-08</p> <p>SHEET NO.</p>	<p>SCALE: AS SHOWN</p> <p>PROJECT MANAGER: MM</p> <p>DESIGNER: J. J. JONES</p> <p>PROJECT NO.</p>
	<p>DATE: 05-19-08</p> <p>SHEET NO.</p> <p>A-5</p>	<p>PROJECT TITLE:</p> <p>FOURTH FLOOR PLAN</p> <p>VERTICAL BOUNDARY</p>
<p>UNIVERSITY OF MICHIGAN</p> <p>720 North Zeeb Road</p> <p>Ann Arbor, MI 48106</p> <p>Vertical Boundary</p>	<p>CURRENT ISSUE STATUS:</p> <p>ISSUED FOR REVIEW 05/19/08</p>	<p>DATE: 05-19-08</p> <p>SHEET NO.</p> <p>A-5</p>

**28 Monument Square, LLC  
c/o H. Alan Mooney  
22 Monument Square  
Portland, ME 04101  
Tel: 207-828-1969 Fax: 207 775 4405**

To: Barbara Barhydt

From David C. Verrill

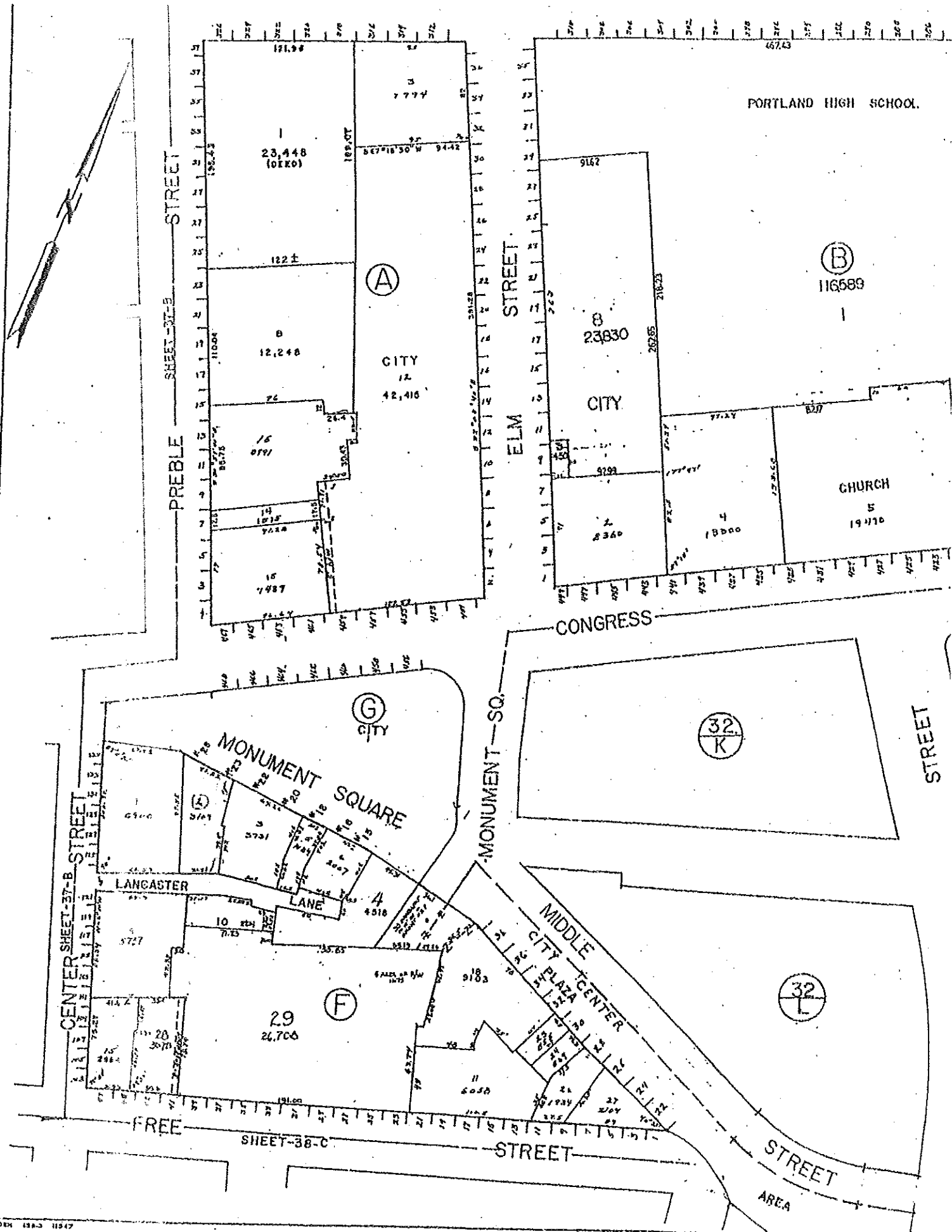
Date: May 29, 2008

Re: Application for Site Plan Review Exemption

Barbara – as requested, please find enclosed floor plans for the basement, 1<sup>st</sup> and 2<sup>nd</sup> floors of 28 Monument Square in connection with our Application For Exemption from Site Plan Review. I will forward the condo doc and more detailed plans for floors 3 and 4 as soon as available.

I believe that is all you asked for. If not, please call me (885-9920) or email ([dverrill@maine.rr.com](mailto:dverrill@maine.rr.com)).

Thanks,  
Dave Verrill



SHEET-37-B  
PREBLE STREET

ELM STREET

MONUMENT-SQ.

CONGRESS STREET

CENTER SHEET-37-B STREET

LANCASTER LANE

MIDDLE CENTER CITY PLAZA

FREE STREET

SHEET-38-C

STREET

STREET

PORTLAND HIGH SCHOOL.

CHURCH

(A)

(B)

(G)

(32) (K)

(F)

(32) (L)

23,448 (10120)

12,248

CITY 12 42,416

23830

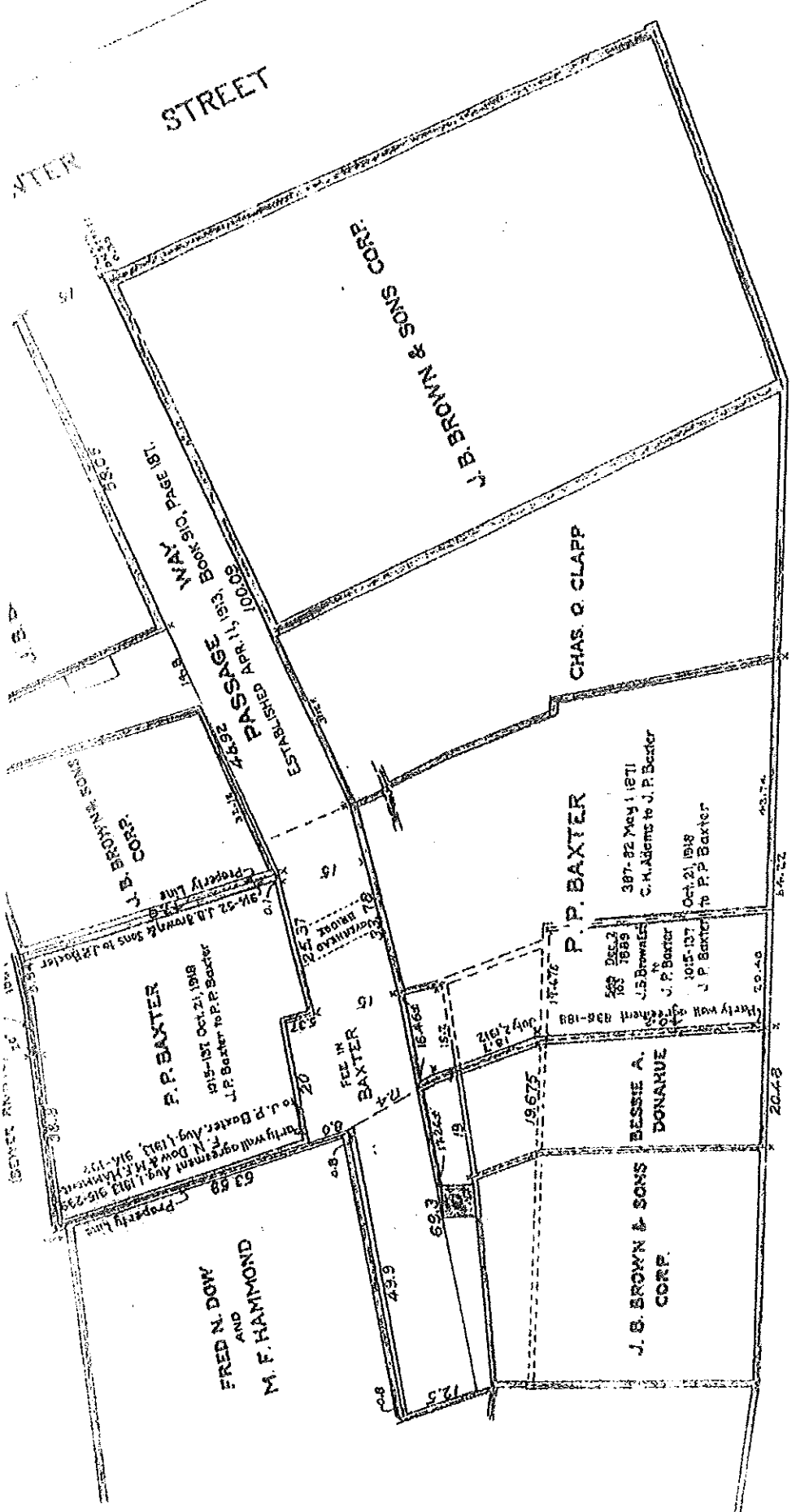
CITY

116589

19470

MONUMENT SQUARE

29 26,700



MONUMENT SQUARE

PLAN OF LAND  
IN  
PORTLAND, MAINE  
OWNED BY  
P. P. BAXTER  
E. C. JORDAN & CO.  
CIVIL ENGINEERS  
MARCH 1927  
SCALE - 20 FEET = 1 INCH

F. N. & W. H. DOW

1913, 915-301  
1913

**From:** "Huckel-Bauer, Nathaniel R." <NHuckel-Bauer@DDLAW.COM>  
**To:** <bab@portlandmaine.gov>  
**Date:** Wednesday, April 23, 2008 11:38:02 AM  
**Subject:** 28 Monument Way - site plan review exemption?

Hi Barbara,

I'm writing in regards to the currently proposed renovation and change of use of the building located at 28 Monument Way in Portland. The renovations contemplate the conversion of the top two floors from commercial space to residential space consisting of two dwelling units. The square footage of the two floors to be converted is a total of approximately 6400 square feet. Under the Portland Site Plan Review Ordinance (Section 14-522) this conversion would be considered a minor development and would require site plan approval from the planning authority (Section 14-523). However, the Site Plan Ordinance exempts development that meets certain requirements (Section 14-523(d)). I'd like your opinion on whether the proposed development, as described below, would qualify for the exemption and if yes, whether your department has an application form that must be used to qualify for the exemption.

The exemption requirements, taken from Section 14-523(d), are summarized as follows:

1. Development will take place within an existing structure and there will be no new buildings or major additions.
2. Any additions are less than 500 square feet.
3. The development will not require any new driveways and will not disrupt current parking or vehicle circulation patterns.
4. Curbs and sidewalks pass inspection by the public works authority.
5. Use does not require additional parking and does not significantly increase traffic generation.
6. No stormwater impacts from the Development.
7. No deficiencies in screening from adjoining properties.
8. Existing utility connections are adequate.

The site, shown on the attached survey, is one of the multi-story buildings facing Monument Square. The third and fourth floors have historically been used for commercial/office use; the owner now proposes that they be converted to residential use. The building has approximately the same dimensions as the lot on which it is built, thus the square footage of each floor is about 3200 square feet. The conversion of the top two floors to residential use will require renovations to the interior of the building at 28 Monument Square; no exterior renovations or improvements will be needed and no major additions are proposed. The site is served by the town-maintained sidewalk at Monument Way and the alley at the back of the building, Lancaster Lane. The development does not require any new driveway, it will not significantly increase traffic generation and it will not require additional parking. The development will not have any increased stormwater impacts and the existing utility connections are adequate for the residential use of floors three and four. It is impossible or impractical to screen the building from adjoining properties.

Please let me know if you think this development would qualify for the Site Plan exemption. If yes, let me know whether there is an application form that must be submitted and whether there is any application process other than that described in the Ordinance.

Thank you in advance for your help with this and please call me if you have any additional questions.

Nate

<<28 Monument Survey.pdf>>  
 Nathaniel R. Huckel-Bauer, Esq.  
 Drummond & Drummond, LLP  
 One Monument Way  
 Portland, ME 04101  
 (207) 774-0317 (tel)  
 (207) 761-4690 (fax)  
 www.ddlaw.com

← mail exemption form -  
 R-Lo / Infill



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