



Permitting and Inspections Department  
Michael A. Russell, MS, Director

*Ann Machado, Zoning Administrator*

September 9, 2016

22 Monument Square, LLC  
C/O Drummond & Drummond  
One Monument Way  
Portland, ME 04101

RE: 22 Monument Square, Portland, ME (Tax Map 027-F-003)

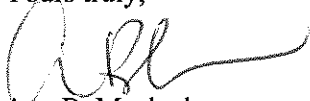
To Whom It May Concern:

Regarding the property at 22 Monument Square in Portland, Maine (the "Property"), I provide the following information:

1. The applicable zoning code affecting the Property is Chapter 14 of the City of Portland Code of Ordinances revised through July 6, 2016.
2. The Property is located in the City's B-3 Downtown Business Zone as well as in a Historic District, the Downtown Entertainment Overlay Zone and the Pedestrian Activities District ("PAD").
3. Based on building permits on file, I understand that the Property's current use is as a restaurant and retail establishment (nine seats or less) on the first floor with offices above. These are permitted uses in the current zone pursuant to Section 14-217(a)(2). The first floor uses also meet the requirements of the PAD District [Section 14-217(b)(1)]. To the extent that the Property's uses change or do not meet the requirements for the uses described, this determination is not valid.
4. To the best of my knowledge, there are no outstanding notices of violation or enforcement actions by the Permitting and Inspections Department regarding this property. However, I cannot certify that the Property meets all applicable laws, codes, rules, and standards at this time. I cannot speak to any life safety code violations since the Fire Department is a separate department.
5. The Property does not have recent certificates of occupancy on file, but I have attached copies of earlier certificates of occupancy that were issued.
6. The Property has numerous building permits on file, copies of which are attached
7. There are no records on file for Conditional Use, Site Plan, or Subdivision Approvals or a Condominium conversion for the Property.

I trust that this sufficiently satisfies your needs. If, however, you have any questions or concerns, please do not hesitate to contact me at (207)874-8709. This interpretation is based on the information provided and available at the time, and the current City of Portland Code of Ordinances. It is not binding on the City of Portland in any future decisions.

Yours truly,

A handwritten signature in black ink, appearing to read 'Ann B. Machado', with a long, sweeping horizontal stroke extending to the right.

Ann B. Machado

Zoning Administrator

Permitting and Inspections Department

City of Portland, Maine

207. 874.8709

[amachado@portlandmaine.gov](mailto:amachado@portlandmaine.gov)