

PROPRIETORS OF UNION WHARF

ESTABLISHED 1793

August 20, 2015

Ann Machado
Zoning Administrator
City of Portland
389 Congress St.
Portland, Maine 04101

Dear Ann:

Thank you for taking time to meet with me on July 24, 2015 regarding the change of use the Proprietors of Union Wharf is seeking for #38 Union Wharf. The existing tenant, Custom Float Services is leaving the space because of growth. Building #38 was the management and main office for Custom Float Services. This letter will outline the steps we have taken to prepare for applying for the change of use with the City of Portland.

In the application packet were the following: Commercial Interior & Change of Use Permit Application Checklist, The Certificate of Design Application, Certificate of Design and Accessibility Building Code Certificate. I have reviewed all of these and where we are not changing the physical structure in any way, shape or form, and you had noted that they do not apply to this change of use application, I have not included them at this time. Please let me know if I have missed something on these.

As per the Waterfront Central Zone Ordinance, we have marketed the building for at least 60 days to the marine/working waterfront world first before we could entertain any other non-marine uses. This was done using a number of different formats and began on May 1, 2015 and ran through July 31, 2015.

Application for a change of use for #38 Union Wharf

1. **Description of #38 Union Wharf** – please see the attached plan of Union Wharf and building layout of as built plan.
 - 1,456 sf of office type space on the 1st floor. 3 – offices, 1- reception area, 1 – break room and 2 – ADA compliant bathrooms.
 - HVAC system.
 - Finished interior space.
 - Parking for 7 – employees.
2. **Marketing and Advertising to a potential marine tenant** – see attached market pieces
 - a. Building #38 was listed with Malone Commercial Brokers. Malone’s marketing was done in print and on line internet formats and a large **For Rent** sign attached to the building stating, for marine offices.
 - b. Proprietors of Union Wharf posted Marine Offices For Rent flyers at Casco Bay Lines and at Becky’s Diner, both on Commercial St..

- c. Additional print media advertisements with the listing for up to 3 months included Maine Coastal News and Working Waterfront (a publication of the Island Institute).
- d. The final method was word of mouth to tenants on Union Wharf and people doing business in the area.
- e. The market rate for #38 Union Wharf less all utilities, CAM charges and city taxes was approximately - \$14/sf. which is under what the going rate is for office space in this area.

3. Change of Use to non-marine (marine compatible) professional tenant

- a. With the 60 day marketing effort expired, the space was shown to potential professional tenants.
- b. Professional, business, and general offices are a permitted use as per the WCZ Ordinance.
- c. A potential professional office tenant has been found who would like to lease the space subject to securing the change of use permit being applied for in this letter.
- d. In the event the non-marine tenant leaves #38 Union Wharf, the building would revert back to a marine use and the marketing effort would be repeated as per section #2.

4. General Building Permit Application

- a. The GBPA is an attachment.
- b. There is no work planned to be done to #38 Union Wharf by the Proprietors of Union Wharf and therefore there is no cost of work associated with the GBPA application.
- c. The new tenant would apply for a Building Permit for any planned changes to the interior space.

Attachments will be under a separate PDF for each Section:

- Section 1. Table of contents for this application submittal
- Section 2. Title Page
- Section 3. Cover letter
- Section 4. General Building Permit Application.
- Section 5. Site plan of Union Wharf showing location of #38 Union Wharf.
- Section 6. As built floor plan of #38 Union Wharf.
- Section 7. 4 - marketing pieces.
- Section 8. Letter dated August 20, 2015 to Ann Machado regarding Building Usage outside of the NUMOZ and associated site plan showing these buildings on Union Wharf.
- Section 9. Electronic Signature and Fee Payment Confirmation

Please let me know if you have any questions or need more information for this application for a change of use for #38 Union Wharf.

I can be reached using any of the following:

Office – 207-772-8160

Mobile – 207-939-1431

Email- cpoole@customfloat.com

Sincerely,

A handwritten signature in blue ink that reads "Charles A. Poole". The signature is written in a cursive style with a long, sweeping tail on the letter "e".

Charles A. Poole
President