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

July 5, 2007

Mark Chabot
Bertrand Design & Zane
34A Exchange Street, #2
Portland, ME 04101

RE: 26 Milk Street – 032 F001 – B3 – building sign

Dear Mr. Chabot,

This letter is a follow up to our meeting on Tuesday, July 3, 2007 and our telephone conversation this morning. Your business, “Zane” located at 26 Milk Street has two building signs and one sidewalk sign. The 41 inch by 48 inch hanging sign over the door was permitted in September of 2005 under permit #05-1171. The sidewalk sign in front of your business was permitted on December 27, 2006 under permit #06-1767. You also have a second building sign that is located on the building next to you at the corner of Milk Street and Exchange Street. There is no permit in our records for this sign. Under section 14-369.5, Table 2.8 of the ordinance, an individual ground floor tenant is allowed one building sign unless they front on more than one street. Since your business only fronts on one street, you are only allowed one building sign. You already have one building sign (permit #05-1171).

Since the sign on the corner of Exchange Street and Milk Street is not permitted and the ordinance does not allow a second building sign you must remove it. You have fourteen days from the date of this letter to remove the sign. If the sign is not removed within fourteen days, we will turn the matter over to our Corporation Counsel and they may begin legal proceedings.

Please feel free to call me at 874-8709 if you have any questions.

Sincerely,

Ann B. Machado
Zoning Specialist