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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: 34 Exchange Street – 032 I001 – B3 – sidewalk sign – Permit # 07-0259

Dear Mr. Chabot,

This letter is a follow up to our meeting on Tuesday, July 3, 2007 and our telephone conversation this morning. Your partner, Sara Bertland, applied for a sign permit (#07-0259) on March 14, 2007 for a hanging sign attached to the building and a sidewalk (A-frame) sign for your business, “Bertrand Design and “The Zane Showroom”, located at 34 Exchange Street. Historic Preservation denied the hanging sign because it did not meet their standards. The sidewalk sign was approved and the permit was issued on April 10, 2007.

It has come to our attention that the sidewalk sign that is placed in front of the entrance to your business on Exchange Street is not the sidewalk sign that was approved on the permit. The sidewalk sign design that was submitted with the application for permit (07-0259) and approved advertised “bertrand design graphic design firm located at 34A Exchange Street” and “the zane showroom located at 34A Exchange Street”. The sidewalk sign that is on display in front of the entrance to 34 Exchange Street advertises your retail space for Zane located on Milk Street with an arrow pointing toward that location. This is not the sign design that was approved for permit #07-0259.

Since the design of this particular sign was not approved, the sign must be removed within twenty –four hours. If a re-inspection of the property shows that the illegal sign is still being displayed after twenty-four hours, then 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