



Planning & Urban Development Department

Jeff Levine, AICP, Director

Ann Machado, Acting Zoning Administrator

March 13, 2015

Mary E. Costigan
Bernstein Shur
100 Middle Street
PO Box 9729
Portland, ME 04104-5029

Re: 10 Exchange Street – 10 Exchange Properties, LLC – 032-I-012, 013 & 017 – the “Property” – B-3 Downtown Business Zone with a Historic Overlay Zone and a Downtown Entertainment Overlay Zone

Dear Ms. Costigan,

This letter is in response to your letter dated February 18, 2015 asking for a zoning determination for the property located at 10 Exchange Street.

Your questions pertain to the existing residential units on the third and fourth floors of the Property. Our records show that the legal use of the third floor is fourteen (14) dwelling units and the legal use of the fourth floor is thirteen (13) dwelling units.

In answer to your first question, converting the existing residential units on the third and fourth floors of the property to residential condominiums does not trigger subdivision. Converting residential units to residential condominiums is a change of ownership only; it does not constitute a change of use.

In answer to your second question, although the residential units on the third and fourth floors have been vacant for approximately six years, if they are being converted to residential condominiums, the owner must submit the condominium conversion permit application and pay the required fee.

If you have any questions regarding this matter, please do not hesitate to contact me.

Yours truly,

A handwritten signature in black ink, appearing to read "Ann B. Machado".

Ann B. Machado
Acting Zoning Administrator
City of Portland Maine
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207.874.8709