



PORTLAND MAINE

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

June 11, 2007

The Mind Gift Shop
37 Wharf Street
Portland, ME 04101

RE: 37 Wharf Street – 032 R001 – B-3 - illegal signs

To Whom It May Concern,

It has come to the attention of our office that you do not have a sign permit for the signs for your business, and that the number of signs that you have exceeds what is allowed by the ordinance. Section 14-369.5, Table 1 of the ordinance states what signs are permitted by zone and when a sign permit is needed. The Mind Gift Shop is located in the B-3 zone. Section 14-369.5, Table 2.8 of the ordinance states that an individual ground floor tenant in a multi-tenant building is allowed one building sign. You have two. The sidewalk sign design, location and construction standards handout available at the Inspections Division, specifies that one sign is allowed per establishment. It also specifies that the maximum distance of the sign from the entrance is twenty feet. You have three 'A-frame' sidewalk signs and two are located more than twenty feet from your entrance.

You need to bring your signs into compliance with the ordinance. You need to submit a sign permit application for one building sign and one 'A-frame' sidewalk sign. The other building sign and two 'A-frame' sidewalk signs need to be removed. You have fourteen days from the date of this letter to file an application to legalize one building sign and one 'A-frame' sign. You must remove the other two 'A-frame' sidewalk signs immediately. If we do not receive an application within fourteen days and the other signs are not removed, we will turn the matter over to our corporation counsel. I have enclosed a sign permit application with this letter.

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

Yours Truly,

Ann B. Machado
Zoning Specialist
(207) 874-8709