Reviewed for Code Compliance
Inspections Division
Approved with Conditions

Date: 05/23/14

4/24/14

Jeanie Bourke
Code Enforcement Officer
389 Congress Street
Portland, Maine 04101

Dear Jeanie,

Per our numerous conversations and e-mail exchanges as well as the follow-up discussions between yourself, Captain Pirone and Guy Labrecque of CWS Architects, I would like to submit the attached supplemental information regarding my Change of Use permit application for *A Space for Grace* ("ASFG"), a corporation located on the second floor of 1 Marginal Way, Portland, Maine. It is my understanding that the scope of activities outlined below will be similar in use and overall occupant load such that it will align with the previous tenants Yoga and Fitness Studio.

The majority of activities and revenue at ASFG will come from its regular classes, taught by volunteers who donate their time - typically either one hour per week or a few hours once a month. Subjects will include, but are not limited to, mixed media, small group / intimate music sessions, activism, crafting, health and wellness, polarity yoga, self defense, essential oils, dance, life-hackers, meditation, hula-hooping and hoop making, Spanish discussion, audio engineering, dream interpretation, bead weaving, introductory art and lyrical analysis. A portion of the second floor will also be used for the display of art. Tables and chairs are available for lecture-driven classes but can also be removed to provide open floor space for other subjects. The class limit will vary between 20 and 30 students, depending on the subject. I understand that it will be my responsibility to limit the total number of people within all portions of the second floor to no more than 35 people at any given time.

There will be a drop-in fee per class, unless the participant chooses to purchase a monthly membership pass. There will also be a free activism class

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offered, where participation will involve volunteering at other local non-profits. ASFG is available for all age groups.

The following letter and existing floor plan information has been provided by Guy Labrecque and by the building owner for further information. Please note that ASFG will be utilizing the existing space as is and that there will be no anticipated construction work required.

Best Regards,

A. Grace Damon

A. Grace Damon,
Owner - *A Space for Grace*