

note

B-3 / PAD Dist

Fore River Company

Five Milk Street

P.O. Box 7525

Portland, Maine 04112

207 772-6404

March 8, 1995

Mr. Joseph Gray  
Department of Planning and Urban Development  
389 Congress Street  
Portland, ME 04101

re: Baxter Building redevelopment

Dear Joe,

I am writing to update you on our search for a downtown site for Diversified Communications' headquarters and to ask you to clarify certain zoning and planning issues relating to one of the sites we and they are now focussing on. As you know, we had previously investigated the former JJ Newbury's or "5 & 10" building at 540 Congress Street. When that was found not to be feasible, we began looking at the "Baxter Building," just up the street at 562 Congress. We are still working with the owner of that building to try to resolve questions relating to existing tenancies and leases, and are simultaneously working on due diligence issues more directly tied to the building and its financing, including land use issues.

With respect to land use issues, both as they relate to use and to financing, we need to develop a definitive list of regulatory review steps which the City will require in connection with our proposed development. Background which may be helpful to you and your staff is as follows:

The Status Quo

The building contains a below grade basement, five floors of ± 17,000 gross square feet each, and a sixth floor of ±6,000 gross square feet. The ground floor contains a lobby through the middle of the building, with entrances on Congress and Free Streets. Catholic Charities Maine occupies all of the ground floor west of that lobby (±6,000 square feet) and all of the second floor, under a lease expiring in August 2003, with two five year renewal options thereafter.

East of the lobby, the ground floor (±9,000 gross square feet) has two leases in place and considerable vacant space. One lease is with Casco Bank (now Key), which has been a tenant since 1981, and which uses the space as a back office, with the only retail exposure being an ATM machine in a vestibule on Congress Street. Their space stops just short of frontage on Free Street, at the Free Street freight elevator entrance. The lease continues bumping along on short term extensions, as it has in recent years. The second lease is with Queen of Hats, at 548 Congress Street, now in the middle of its one year term, and with a one year renewal provision.

The third through sixth floors are vacant. The basement, as well as having mechanical systems, has some ancillary use by building tenants.

The Future

If we purchase the building, Diversified Communications would occupy the fourth through sixth floors and the third floor would initially be offered for lease by us on a spec basis. These floors would be used for general office and administrative purposes. Diversified Communications would have an option to expand into the third floor at a later date.

037-G-014

We assume Catholic Charities Maine will stay through its original term, and may renew pursuant to either or both of its five year options.

We propose to reconfigure the Congress Street frontage, east of the lobby and wrapping just around the Oak Street corner, into small retail shops, of perhaps 600 square feet each. The final shop size would be determined based on our assessment of what the market demanded. Diversified may want to add a new private lobby adjacent to the existing lobby, providing direct access to its elevators. Diversified also presently intends to occupy ±3,000 feet of ground floor space as a mail room and distribution center. Much of this space may be internal, but we would expect them to occupy some building frontage on Oak and/or Free Streets. Given the current lack of storefront facades on Oak and Free Streets and the apparent lack of retail demand, we intend not to provide retail uses on those streets (except for the Oak & Congress corner, which could wrap around Oak Street as retail). Whatever frontage on Oak and Free Streets was not taken by Diversified would be offered as office space, similar to the current use of Catholic Charities on the west side of the building's ground floor.

In connection with our renovations, we intend to install all new windows on floors three through six, and probably at some future date on the second floor. We intend to install skylights and perhaps a deck on a portion of the roof, but are not proposing any rooftop additions. Storefront modifications on Congress Street may be undertaken, depending upon the final layout of shops.

Our Questions Relating to Proposed Renovations:

B-37ac  
within 100'  
of Historic Dist.  
will be preserved

While we have not completed detailed plans for renovation of the Baxter Building, we have developed conceptual plans, and want to make sure we understand how our plans mesh with City of Portland land use provisions. Our goal is to understand ourselves, and be able to explain to Diversified and to potential lenders what land use issues arise from this project. To guide you through our understanding of how the various provisions might interact in this case, I have tried to break our questions into the individual issues which we think are important. The goal behind these individual questions is to make sure that we understand the permitting requirements before we make a commitment to the building, seek financing, or get too far on design and planning.

We think the Baxter Building is not in the nearby historic district; the City's map seems to support our view, but the map is fine and the district line is bold. Please confirm our view that the property is not in the historic district, or advise us that it is.

→ APPEARS CORRECT

"NO"

Are there any plans or discussions under way which might lead to the Baxter Building being included in any expanded or new historic district? NO

To renovate floors three through six for office use, we think we need a building permit, but will not trigger change of use review or otherwise trigger site plan review by these proposed renovations, since the immediately preceding and historical use of these areas has been as office space. Are we correct that upper floor renovations will only require a building permit?

yes

Agreed  
→ True  
NO SITE  
REQUIRED

Will installation of new windows, a roof deck, or HVAC or elevator equipment on the roof require any additional review?

→ NO SITE PLAN  
yes  
yes  
yes Bldg Permit  
yes

→ yes

We assume that the ground floor space on Congress, Oak and Free Streets is within a PAD district, and that any non-retail use in this area will require the City's approval. We further assume that, if the Planning Department concurs with our assessment that smaller retail spaces in this area are more marketable, the Department would support configuration of our retail spaces on Congress Street to a depth which worked from a design point of view, even if that depth were less than the 40 feet required under PAS provisions. Are these assumptions correct?

More technically  
Are some non-  
retail uses  
Allowed

Planning Board can  
modify as conditional use  
(not administratively)

→ NO



NO Just the storefront & what is N

Will improvements or modifications to retail storefronts trigger any additional review to other parts of the building or to the building as a whole, beyond the PAD review of the storefront work itself?

→ Still needed because in the district agreed Site. PLANNING

We assume no PAD review would be required if we choose to add a new lobby adjacent to the existing one, with entrances on Free and/or Congress Street. Is this assumption correct?

Under what conditions, if any, would the Department support our request for non-retail uses facing Oak and Free Streets, similar to the current use of Catholic Charities on the west side of the building?

→ define NOT PAD  
→ PLANNING BOARD - have to show attempted to market unsuccessfully

We believe that the City's land use ordinances may subject parts of the Baxter Building to review for compatibility with the historic district in the event change of use review were triggered, pursuant to 14.526 (18). One of the issues is how distance to the Historic District boundary is measured, and where exactly the boundary is. Will change of use review of a portion of the Baxter Building trigger any review for compatibility with the historic district or trigger Historic Preservation Ordinance review? Are there any other actions we might take which would not require change of use review which might nevertheless require compatibility review or Historic Preservation Ordinance review?

—

100' of historic

We assume that any change of use of 5,000 square feet or more of ground floor area will trigger change of use review by staff or Planning Board, but that change of use of less than 5,000 square feet will not trigger change of use review. We suspect that the renovations of the ground floor Catholic Charities space on the west side of the building may have triggered change of use review, as more than 5,000 square feet were involved. We assume that sufficient time has passed since the Catholic Charities work was permitted so that we will start with a "fresh" three year period within which the 5,000 square feet rule applies. Are these assumptions correct?

→ total accumulated All floors Any floor yes

only issued in August 1993 if he changes more use - He doesn't h

- yes within 3 years

NO irrelevant

Are there any land use requirements which have not been met relative to the Catholic Charities space of which we should be aware because of the impact those requirements might have on our plans? If we have a lease obligation to allow Catholic Charities to renew their ground floor lease potentially through 2013, will we be in compliance with the PAD requirements?

- site plan review is the trigger check files Free St criteria

We assume that installation of a new lobby adjacent to the existing one on the ground floor will not constitute a "change of use," but will rather be considered circulation space which does not fall within the scope of the change of use provisions. Is this assumption correct?

yes

if it is for office small but we need the use pattern in square footage

We assume that any portion of the premises currently leased by Casco (Key) Bank for back office space, if continued to be used by Diversified as back office space for purposes such as a mail room and distribution uses, would not be part of any change of use calculation. Is this assumption correct?

yes if not in PAD → where is it, is not increasing it in PAD

Agreed yes unless increased

Assuming our plans do not trigger change of use review, will there be any permits other than building permits and sign permits required for us to proceed as proposed above?

HVAC PAD Review

We look forward to your guidance on these issues and thank you for your help in trying to find an in-town location for Diversified.

Sincerely,  
PWA - KCC  
Peter W. Quesada

cc: Alex Jagerman

Next week to talk with QUESADA

*Approval* by any board or department under this article shall include any approval with conditions.

*Building addition* means any attached structure which increases the total floor area of the structure.

*Change of use* means and includes any change in use from any use listed in article III, section 14-463(5) to any other use.

*Construction* means any act of building and includes, but is not limited to, the creation of any new parking area and the paving or expansion of any existing parking areas.

*Development* means and includes any construction or change of use which is either major or minor development.

*Major development* means and includes:

- (1) The construction of any new structure(s) having a total floor area of ten thousand (10,000) square feet or more;
- (2) The construction of any surface parking area(s) for more than fifty (50) vehicles except in the case of temporary parking;
- (3) The construction of any building addition(s), cumulatively having either a total floor area of ten thousand (10,000) square feet or more or which is larger than the original structure, within any three-year period; or
- (4) A change in the use of a total floor area of ten thousand (10,000) square feet or more in any existing building cumulatively within any three-year period; or
- (5) The construction of any structure for industrial use which is more than forty-five (45) feet high; or
- (6) The addition of any additional dwelling unit to a building initially reviewed as a two-family dwelling or not previously reviewed under this article.

*Minor development* means and includes any of the following unless (1) the development is major development; or (2) the development is single-family development subject to the provisions of section 14-524(b):

- (1) The construction of any new structure(s) having a total floor area of less than ten thousand (10,000) square feet;
- (2) The construction of any parking area;
- (3) The construction of any temporary parking area or paving of any existing surface parking area(s) in excess of one thousand (1,000) square feet cumulatively within a three-year period;
- (4) The construction of any building addition(s) having a total floor area of up to ten thousand (10,000) square feet cumulatively within a three-year period;
- (5) The alteration of a watercourse, drain or swale;



- (6) A change in the use of a total floor area of between five thousand (5,000) and ten thousand (10,000) square feet in any existing building cumulatively within any three-year period;
- (7) When vehicle access is proposed from more than one (1) street;
- (8) Multiple-family development;
- (9) Two-family dwellings;
- (10) Lodging houses;
- (11) Emergency shelters;
- (12) Special needs independent living units.

*Multiple-family development* means and includes the construction or creation of three (3) or more dwelling units on any parcel of land or the addition of two (2) or more dwelling units cumulatively within a three-year period.

*Owner* means any person that has any interest, legal or beneficial, in any parcel proposed for development.

*Site* means and includes all contiguous land under the same ownership or control, whether proposed for development or not, except where development is limited to a lot or lots within a subdivision.

*Temporary parking* means and includes the parking of vehicles permitted by a temporary certificate of occupancy for a limited period of time in anticipation of future development. (Ord. No. 355-89, 7-17-89; Ord. No. 95-89, § 3, 9-6-89; Ord. No. 232-90, § 1, 2-21-90; Ord. No. 286-90, § 3, 4-2-90; Ord. No. 33-91, § 15, 1-23-91; Ord. No. 33A-91, § 9, 4-17-91)

**Editor's note**—Ord. No. 95-89, § 3, adopted Sept. 6, 1989, amended § 14-522 by adding subparagraph (6) to the definition of major development and, as amended, further ordained "that the prohibition upon unit additions contained in this ordinance shall not apply where a building permit has been issued. Additions proposed to such buildings shall require major site plan review and all other reviews required by this chapter."

#### **Sec. 14-523. Approval required.**

No person shall undertake any development without obtaining approval therefor under this article.

- (1) Major development shall require the approval of the planning board, except as otherwise expressly provided by this article.
- (2) Minor development shall require the approval of the planning authority only, except as otherwise expressly provided by this article.
- (3) Those approvals required by section 14-524(b) shall require the approval only of the building authority.

(Ord. No. 355-89, 7-17-89)

**Sec. 14-463. Certificate of occupancy required.**

No building or part thereof shall be constructed, altered, enlarged or moved unless a permit for such action has been issued by the building authority. Applications for building permits and certificates of occupancy required by the building code shall also serve as applications for permits required by this article. After the building, structure or part thereof has been completed, altered, enlarged or moved, a certificate of occupancy shall be obtained for the proposed use before the same may be occupied or used. A certificate of occupancy shall be required for any of the following:

- (1) Any increase in the number of dwelling units in a building;
- (2) Establishment of any home occupation;
- (3) Change in the use of a nonconforming use, whether of land or buildings;
- (4) Occupancy and use, or change of use, of vacant land, except for the raising of crops;
- (5) Change in the use of an existing building, whether or not alterations are involved, from any use in the following list to any of the other uses on the list:
  - a. Manufacturing or processing;
  - b. Residential;
  - c. Retail;
  - d. Storage or warehouse;
  - e. Transportation;
  - f. Other industrial;
  - g. Institutional;
  - h. office;
  - i. Other commercial;
  - j. Water-dependent use;
  - k. Marine use.

(Code 1968, § 602.22.C; Ord. No. 293-84, § 1, 11-19-84; Ord. No. 168-93, § 4, 1-4-93)

**Sec. 14-464. Plans to be submitted.**

A site plan showing the dimensions of the lot and of all buildings, yards and parking spaces, existing or proposed, shall accompany each application to the building authority for a building permit or certificate of occupancy. Site plans of all off-street loading and off-street parking, whether or not such parking is located on the same lot with the building for which it is required or which it is to serve, shall be provided.

(Code 1968, § 602.22.D)

**Secs. 14-465–14-470. Reserved.**



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(Code 1968, § 602.22.D)

**Secs. 14-465–14-470. Reserved.**

(1) *Ground floor uses:*

- a. At least seventy-five (75) percent of the street level frontage of a building on a street located within the PAD overlay zone, including street level area within forty (40) feet of such frontage, shall be limited to the following uses:
  - i. Retail establishments as permitted in 14-217(a)(2)e;
  - ii. Personal services;
  - iii. Hotels;
  - iv. Copying centers;
  - v. *Restaurants*;
  - vi. Drinking establishments;
  - vii. Theaters, provided that only ticket and refreshment sales, lobbies, lounges and entrances shall be located within this area;
  - viii. Travel agencies;
  - ix. Real estate sales;
  - x. Visitor information services;
  - xi. Museums;
  - xii. Libraries;
  - xiii. Banks, financial and other business services, provided that only tellers and customer services shall be located in this area;
  - xiv. Municipal or county uses;
  - xv. Galleries and studios for artists and craftspeople including, but not limited to, carpenters, cabinetmakers and silkscreeners;
  - xvi. Other uses where the applicant can demonstrate to the zoning administrator that the proposed use will not differ substantially from a required ground floor retail use in its effect on the continuity of pedestrian-oriented use and that the proposal establishes a ground floor use that generates pedestrian interest and activity.

For those buildings which have frontage on more than one (1) street located within the PAD overlay zone, the street level area of each such frontage shall meet the above requirements.

- b. For those buildings which have forty (40) feet or less of frontage on a street within the PAD overlay zone, the above restrictions shall be reduced to fifty (50) percent of the frontage where required to accommodate a service entrance. For buildings which have frontage on more than one (1) street located within a PAD overlay zone, only one (1) such frontage shall be permitted to reduce the required retail area to fifty (50) percent of the frontage.
- c. In no event shall any required retail frontage area be used for any of the following:
  - i. Storage;
  - ii. Service entrances, including loading docks, dumpsters and compactors, except as provided in subsection b; or



- iii. Food preparation areas, unless such preparation areas are visually oriented toward pedestrians on streets located within a PAD overlay zone.

(Ord. No. 241-91, 3-11-91)

**Sec. 14-218. Conditional uses.**

The following uses are permitted as provided in section 14-474 (conditional uses), provided that, notwithstanding section 14-474(a) or any other provision of this Code, the planning board shall be substituted for the board of appeals as the reviewing authority:

- (1) Ground floor uses in the mandated pedestrian-oriented use area of the PAD overlay zone: Any use permitted in the B-3 and B-3b zone, provided that such uses shall meet the following conditions and standards:
  - a. The applicant can prove that it has been unable to market the space for a permitted use in accordance with section 14-217(b)(1) by providing:
    - i. For existing structures, evidence that the space has been actively marketed for permitted uses for a period of six (6) months and, in the case of new construction, evidence that the space has been actively marketed and available for use for a period of six (6) months; and
    - ii. Evidence of market, advertising, or real estate brokerage efforts to attract permitted uses.
  - b. The approval of any conditional use under this section shall be for the specific tenant proposed for the conditional use approval and shall not run with the space to subsequent tenants. A conditional use approval shall expire at the end of each tenant's use, and a new approval shall be required for new tenants. If the term of a lease is five (5) years or less, the tenant may sublet the area either for the approved conditional use or for any use permitted by section 14-217(b)(1)a.
  - c. The planning board may impose reasonable conditions concerning the design, appearance, use and extent of use of the space along the street frontage to ensure maximum pedestrian compatibility and interest.
  - d. Notwithstanding the above, the planning board may authorize a reduction in the percentage of required ground floor pedestrian-oriented uses where the physical limitations of an existing building so require. Any such reduction shall be the least necessary to provide relief and shall include mitigating design factors.
- (2) Utility substations, such as water and sewage pumping stations and standpipes, electric power substations, transformer stations, and telephone electronic equipment enclosures and other similar structures, provided that such uses are suitably located, screened and landscaped so as to ensure compatibility with the surrounding neighborhood.
- (3) Drive-up banking services, provided that drive-up features, such as automated teller machines and service windows, shall not extend nearer than twenty-five (25) feet to the street line. The site must have adequate stacking capacity for vehicles waiting to

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  - xvi. Other uses where the applicant can demonstrate to the zoning administrator that the proposed use will not differ substantially from a required ground floor retail use in its effect on the continuity of pedestrian-oriented use and that the proposal establishes a ground floor use that generates pedestrian interest and activity.

For those buildings which have frontage on more than one (1) street located within the PAD overlay zone, the street level area of each such frontage shall meet the above requirements.

- b. For those buildings which have forty (40) feet or less of frontage on a street within the PAD overlay zone, the above restrictions shall be reduced to fifty (50) percent of the frontage where required to accommodate a service entrance. For buildings which have frontage on more than one (1) street located within a PAD overlay zone, only one (1) such frontage shall be permitted to reduce the required retail area to fifty (50) percent of the frontage.
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    - i. For existing structures, evidence that the space has been actively marketed for permitted uses for a period of six (6) months and, in the case of new construction, evidence that the space has been actively marketed and available for use for a period of six (6) months; and
    - ii. Evidence of market, advertising, or real estate brokerage efforts to attract permitted uses.
  - b. The approval of any conditional use under this section shall be for the specific tenant proposed for the conditional use approval and shall not run with the space to subsequent tenants. A conditional use approval shall expire at the end of each tenant's use, and a new approval shall be required for new tenants. If the term of a lease is five (5) years or less, the tenant may sublet the area either for the approved conditional use or for any use permitted by section 14-217(b)(1)a.
  - c. The planning board may impose reasonable conditions concerning the design, appearance, use and extent of use of the space along the street frontage to ensure maximum pedestrian compatibility and interest.
  - d. Notwithstanding the above, the planning board may authorize a reduction in the percentage of required ground floor pedestrian-oriented uses where the physical limitations of an existing building so require. Any such reduction shall be the least necessary to provide relief and shall include mitigating design factors.
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Chief



Planning and Urban Development  
Joseph E. Gray Jr.  
Director

CITY OF PORTLAND

August 11, 1993

RE: 562 Congress St.

Nicholas & Lola Kampf  
51 A Oak St.  
Portland, Me 04101

Dear Mr. and Mrs. Kampf:

Your application to make interior renovations (first floor) at 562 Congress Street has been reviewed and a permit is herewith issued subject to the following requirements:

No Certificate of Occupancy can be issued until all requirements of this letter are met.

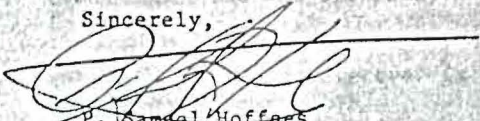
SITE PLAN REQUIREMENTS

Inspection Services Approved Mr. William Giroux  
Fire Department Approved LT. Gaylen McDougall  
Public Works Approved  
Planning Division Approved with condition: The Free Street facade details and specifications be submitted for staff review and approved before work begins. A. Jaegerman, Chief Planner

1. A fire alarm system in accordance with Sections 7-6 of the Life Safety Code shall be provided.
2. A master box fire alarm connection will be required.
3. Portable fire extinguishers shall be provided.
4. Exit signs, lights, and means of egress lighting shall be installed as per Article 8, Sections and Subsections 822 and 823 of the City's building code (BOCA 1990).
5. The builder of a facility to which Section 4594-C of the Maine State Human Rights Act, Title 5 M.R.S.A. refers, shall obtain a certification from a design professional that the plans of the facility meet the standards of construction required by this section. Prior to commencing construction of the facility, the builder shall submit the certification to the Division of Inspection Services.

If you have any questions regarding these requirements, please do not hesitate to contact this office.

Sincerely,

  
P. Samuel Hoffses  
Chief of Inspection Services

/el

cc: William Giroux, Zoning Administrator  
Alex Jaegerman, Chief Planner  
LT. Gaylen McDougall, Fire Prevention Bureau



Inspection Services  
Samuel P. Hoffses  
Chief



Planning and Urban Development  
Joseph E. Gray Jr.  
Director

CITY OF PORTLAND

July 9, 1993

Nicholas and Lola Hampf  
51A Oak St  
Portland, ME 04101

Re: 562 Congress St

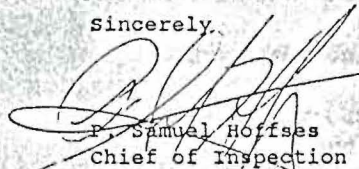
Dear Sir,

Your application to make interior renovations has been reviewed and a permit is herewith issued subject to the following requirements:

1. A fire alarm system in accordance with Section 7-6 of the Life Safety Code shall be provided.
2. A master box fire alarm connection will be required.
3. Portable fire extinguishers shall be provided.
4. Exit signs, lights, and means of egress lighting shall be installed as per Article 8, Sections and subsections 822 and 823 of the City's building code (BOCA 1990).
5. The builder of a facility to which Section 4594-C of the Maine State Human rights Act, Title 5 M.R.S.A. refers, shall obtain a certification from a design professional that the plants of the facility meet the standards of construction required by this section. Prior to commencing construction of the facility, the builder shall submit the certification to the Division of Inspection Services.

If you have any questions regarding these requirements, please do not hesitate to contact this office.

Sincerely,

  
Samuel Hoffses  
Chief of Inspection Services

cc: Lt McDougall, Fire Prevention Bureau



930590

Permit # \_\_\_\_\_ City of Portland BUILDING PERMIT APPLICATION Fee 360.00 Zone \_\_\_\_\_ Map # \_\_\_\_\_ Lot# \_\_\_\_\_

Please fill out any part which applies to job. Proper plans must accompany form.

Owner: Nicholas & Lola Kampf Phone # Call for P/U  
Address: 51A Oak St Portland, ME 04101  
LOCATION OF CONSTRUCTION: 562 Congress St  
Contractor: Five Sixty Two Corp Sub: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone # 775-1737 Bruce Miller

Est. Construction Cost: 68,000.00 Proposed Use: Vacant Comm Space  
Past Use: Offices

# of Existing Res. Units \_\_\_\_\_ # of New Res. Units \_\_\_\_\_  
Building Dimensions L \_\_\_\_\_ W \_\_\_\_\_ Total Sq. Ft. \_\_\_\_\_  
# Stories: \_\_\_\_\_ # Bedrooms \_\_\_\_\_ Lot Size: \_\_\_\_\_

Is Proposed Use: Seasonal \_\_\_\_\_ Condominium \_\_\_\_\_ Conversion \_\_\_\_\_  
Explain Conversion: Make interior renovations as per plans

Demo and rebuild interior  
Foundation:  
1. Type of Soil: \_\_\_\_\_  
2. Set Backs - Front \_\_\_\_\_ Rear \_\_\_\_\_ Side(s) \_\_\_\_\_  
3. Footings Size: \_\_\_\_\_  
4. Foundation Size: \_\_\_\_\_  
5. Other: \_\_\_\_\_

Floor:  
1. Sills Size: \_\_\_\_\_ Sills must be anchored.  
2. Girder Size: \_\_\_\_\_  
3. Lally Column Spacing: \_\_\_\_\_ Size: \_\_\_\_\_  
4. Joists Size: \_\_\_\_\_ Spacing 16" O.C.  
5. Bridging Type: \_\_\_\_\_ Size: \_\_\_\_\_  
6. Floor Sheathing Type: \_\_\_\_\_ Size: \_\_\_\_\_  
7. Other Material: \_\_\_\_\_

Exterior Walls:  
1. Studding Size \_\_\_\_\_ Spacing \_\_\_\_\_  
2. No. windows \_\_\_\_\_  
3. No. Doors \_\_\_\_\_  
4. Header Sizes \_\_\_\_\_ Span(s) \_\_\_\_\_  
5. Bracing: Yes \_\_\_\_\_ No \_\_\_\_\_  
6. Corner Posts Size \_\_\_\_\_  
7. Insulation Type \_\_\_\_\_ Size \_\_\_\_\_  
8. Sheathing Type \_\_\_\_\_ Size \_\_\_\_\_  
9. Siding Type \_\_\_\_\_ Weather Exposure \_\_\_\_\_  
10. Masonry Materials \_\_\_\_\_  
11. Metal Materials \_\_\_\_\_

Interior Walls:  
1. Studding Size \_\_\_\_\_ Spacing \_\_\_\_\_  
2. Header Sizes \_\_\_\_\_ Span(s) \_\_\_\_\_  
3. Wall Covering Type \_\_\_\_\_  
4. Fire Wall if required \_\_\_\_\_  
5. Other Materials \_\_\_\_\_

For Official Use Only  
Date: June 23, 1993 Subdivision: \_\_\_\_\_  
Inside Fire Limits: \_\_\_\_\_  
Bldg Code: \_\_\_\_\_  
Time Limit: \_\_\_\_\_  
Estimated Cost: \_\_\_\_\_  
Name: JUL 9 1993  
Lot: \_\_\_\_\_  
Ownership: \_\_\_\_\_  
CITY OF PORTLAND

Zoning: B3 PAD  
Street Frontage Provided: \_\_\_\_\_  
Provided Setbacks: Front \_\_\_\_\_ Back \_\_\_\_\_ Side \_\_\_\_\_  
Review Required:  
Zoning Board Approval: Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_  
Planning Board Approval: Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_  
Conditional Use: \_\_\_\_\_ Variance \_\_\_\_\_ Site Plan \_\_\_\_\_ Subdivision \_\_\_\_\_  
Shoreland Zoning Yes \_\_\_\_\_ No \_\_\_\_\_ Floodplain Yes \_\_\_\_\_ No \_\_\_\_\_  
Special Exception \_\_\_\_\_  
Other (Explain): WDA 6-28-93

Ceiling:  
1. Ceiling Joists Size: \_\_\_\_\_ Spacing \_\_\_\_\_  
2. Ceiling Strapping Size \_\_\_\_\_ Spacing \_\_\_\_\_  
3. Type Ceilings: \_\_\_\_\_  
4. Insulation Type \_\_\_\_\_ Size \_\_\_\_\_  
5. Ceiling Height: \_\_\_\_\_

Roof:  
1. Truss or Rafter Size \_\_\_\_\_ Span \_\_\_\_\_  
2. Sheathing Type \_\_\_\_\_ Size \_\_\_\_\_  
3. Roof Covering Type \_\_\_\_\_  
Action: \_\_\_\_\_ Approved \_\_\_\_\_  
Approved with Conditions \_\_\_\_\_

Chimneys:  
Type: \_\_\_\_\_ Number of Fire Places \_\_\_\_\_  
Signature: \_\_\_\_\_

Heating:  
Type of Heat: \_\_\_\_\_

Electrical:  
Service Entrance Size: \_\_\_\_\_ Smoke Detector Required Yes \_\_\_\_\_ No \_\_\_\_\_

Plumbing:  
1. Approval of soil test if required \_\_\_\_\_  
2. No. of Tubs or Showers \_\_\_\_\_  
3. No. of Flushes \_\_\_\_\_  
4. No. of Lavatories \_\_\_\_\_  
5. No. of Other Fixtures \_\_\_\_\_

Swimming Pools:  
1. Type: \_\_\_\_\_  
2. Pool Size: \_\_\_\_\_ Square Footage \_\_\_\_\_  
3. Must conform to National Electrical Code and State Law.

Permit Received By: Mary Czesik  
Signature of Applicant: \_\_\_\_\_  
Signature of City: Bruce Miller  
Date: June 23, 1993

Inspection Dates: \_\_\_\_\_

PERMIT ISSUED WITH LETTER

PERMIT ISSUED WITH LETTER



Inspection Services  
Samuel P. Hoffses  
Chief



Planning and Urban Development  
Joseph E. Gray Jr.  
Director

CITY OF PORTLAND

July 29, 1993

RE: 558-562 Congress St.

Timothy S. Keiter  
178 Middle St.  
P.O. Box 7332  
Portland, ME 04112

Dear Mr. Keiter:

This letter is in response to your most recent inquiry regarding Catholic Charities proposed use of 562 Congress Street. I previously wrote a letter to you regarding this matter on June 29, 1993. After that date we had more thorough discussions about the use which led to your letter last week. This will confirm that in my opinion all uses on the first floor other than the library area are not permitted under section 14-217(1) and must receive conditional use review and approval as per section 14-218(1) of the Land Use Code. Any appeal from this decision must be applied for within 30 days of today's date as outlined in section 14-472(1).

Sincerely,

William D. Giroux  
Zoning Administrator

/el

cc: Joseph E. Gray, Jr., Director of Planning and Urban Development  
P. Samuel Hoffses, Chief of Inspection Services  
Sarah Greene, Senior Planner