



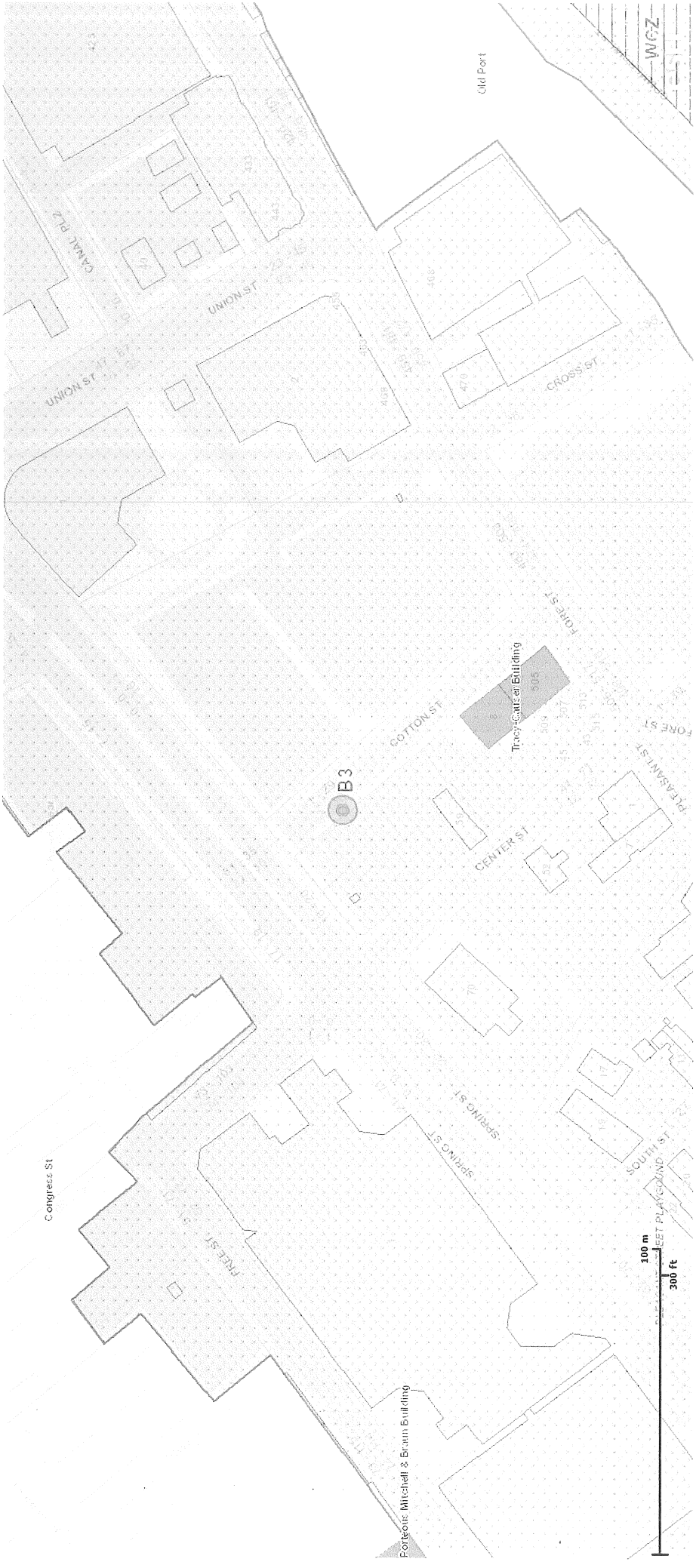
**Memorandum**  
**Department of Planning and Urban Development**  
**Pre-Application Meeting Request**

To request a pre-application meeting please fill out the form below with as much detail as possible. Return the form along with any electronic drawings or supporting documentation via e-mail to Desiree Kelly, [dmk@portlandmaine.gov](mailto:dmk@portlandmaine.gov). Two 30 minute meetings will be scheduled each Wednesday from 12:00-1:00 p.m. in Room 209, 2<sup>nd</sup> Floor of City Hall. These meetings are by appointment only and can be scheduled by Desiree Kelly at the e-mail address above or by telephone 207-874-8720.

Contact Information	
Name:	GREG SHINBERG <i>Kathryn Lansing</i>
E-Mail Address:	g@eshinbergconsulting.com
Phone:	207 653 7510
Proposed Project Information	
Chart, Block, Lot (s)	38 C 9
Address <i>owner: Kathryn</i>	24 COTTON ST. <i>B-3</i>
Current Use	PARKING LOT <i>Not a Historic Downtown area</i>
Proposed Use	PARKING LOT
Lot Size	17,019 S.F. (.39 ACRES)
New Building or Addition Sq. Ft.	Ø NA
New impervious surface area	Ø NA
Brief description of proposed project: ON BEHALF OF CASCO VIEW HOLDINGS III	
WE ARE REQUESTING A LAND SWAP & ACQUISITION	
OF 1/2 OF COTTON ST. - SEE ATTACHED SKETCH	



# 24 Cotton St



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addition to the requirements of this section.

The following additional requirements shall apply to buildings that either were not in existence on March 11, 1991, or were in existence on that date but were either in use for any use set forth in section 14-217(a) subsections (1), (2) or (3) or were designed or constructed for any such use:

- i. No tractor-trailer trucks or longer vehicles shall be associated with the proposal;
  - ii. The proposal shall exclude warehousing and storage as a principal use;
  - iii. The use shall not generate more than six (6) delivery or service trips per day between 7:00 a.m. and 7:00 p.m.
4. Emergency shelters, subject to the following conditions, in addition to the provisions of section 14-474:
- a. The facility shall be in compliance with the city's current Comprehensive Housing Assistance Plan, a copy of which is on file in the department of planning and urban development, or, if there is no current edition of the Comprehensive Housing Assistance Plan, with a determination of need by the director of the department of health and human services.
  - b. The facility shall be registered with the City of Portland Department of Health and Human Services.
- Condition Use*
5. Surface parking provided that:
- a. In the case of lot undergoing level I or level II site plan review, no new surface parking spaces, parking aisles, or vehicle lanes shall be allowed within thirty-five (35) feet of any street, except for driveway(s) located perpendicular to the street and providing access to the site;
  - b. In the case of a lot undergoing level III site plan review, no new or existing surface parking spaces,