



PORTLAND MAINE

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*Penny St. Louis Littell - Director of Planning and Urban Development
Marge Schmuckal, Zoning Administrator*

December 14, 2010

Meredith Alex
Virginia Walck
Madworld & The Mad House
275 Commercial Street
Portland, ME 04101

Re: 275 Commercial Street – 038 G002271 – B-3 Downtown Business Zone – change of use permit required

Dear Ms. Alex and Ms. Walck,

You applied for a sign permit (#10-0682) on June 14, 2010 for “Madworld” Design Studio. I spoke to Virginia Walck on June 15, 2010 about the use of the property. She told me that the front part was retail and the rear was a fashion studio space. I told her that a change of use permit application had to be submitted for the studio space because the previous use had just been retail.

On July 30, 2010 I left a voicemail for both of you reminding you that we had still not received a change of use permit for the fashion design studio space. I spoke to Virginia Walck on August 3, 2010. She told me that the change of use checklist had overwhelmed her and she wasn't sure what she had to submit. I told her exactly what we needed and she said she would submit it as soon as she could.

We still have not received a change of use application. I left a voicemail on the studio phone on December 6, 2010 and on December 9, 2010 and my calls have not been returned.

You do not have a certificate of occupancy to operate a fashion design studio at your space at 275 Commercial Street. It is illegal to operate a business without a certificate of occupancy. You have thirty days to bring your property into compliance. You need to submit the change of use permit application as soon as possible. I have enclosed a change of use permit application and a checklist. If we have not received the application by January 13, 2010, you will have to close your studio until you come into compliance.

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

Yours truly,

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

Cc. file