Reviewed for Code Compliance
Inspections Division
Approved with Conditions

Date: 08/20/13

architects

June 10, 2013

Ms. Jeanie Bourke
Code Enforcement Officer, Plan Reviewer
City of Portland
Planning & Urban Development Dept./Inspections Division
389 Congress Street, Rm. 315
Portland, ME 04101

RE: Building Permit Application – Merrill's Wharf, 254 Commercial Street – Tenant Fit Up

Dear Jeanie,

Attached please find a completed Building Permit Application, Construction Drawings and supporting documents for a small first floor tenant fit up at Merrill's Wharf. The fit up is for a restaurant on the first floor.

As you may know, the renovations of the Merrill's Wharf building was completed a couple of years ago. At that time, we went through the site plan review process and were given Planning Board Approval for the project which, per the zoning of that time, was required to have 100% marine related tenants on the first floor. Soon after we were approved, the zoning was changed to allow up to 45% of the first floor for non-marine uses provided no marine tenants could be found for the space. Our original approval stipulated that if we were to change the use of some of the first floor to non-marine (they anticipated the coming change in the zoning) we would need to go back to Planning Board to review parking and traffic requirements.

Over the last two years, we have already located non-marine tenants on the first floor and reviewed the fit ups with Marge Schmuckal but no one picked up on the fact that we should have gone back to Planning Board per the requirements of our initial approval. This time the error was discovered and we are in the process of meeting with Planning staff in preparation for a Planning Board hearing in July.

To minimize delay to the start of the project, we are submitting our building permit application with the understanding that the permit cannot be released until all issues relating to zoning and the Planning Board have been resolved.

The rest of the application should be relatively straightforward but please don't hesitate to contact me if you have any questions or need additional information to complete your review.

Sincerely,

Steve Weatherhead, Senior Associate
Winton Scott Architects