

February 11, 2014

City of Portland
Inspections Division
389 Congress Street
Portland, ME 04101



RE: Change of Use Permit Application – Merrill's Wharf Tenant spaces
(252/254 Commercial Street).

Dear Inspections Division:

I am the architect representing Waterfront Maine, the owner of the above referenced property. The attached application is for a Change of Use permit for two tenant spaces that were previously fit up to "vanilla box" condition (Permit ID# 2013-02725) but not occupied. The Owner now has a tenant for each of the spaces and is seeking a Change of Use permit as the spaces are located in part of the Merrill's Wharf building that was vacant for many years until the building was renovated in 2012.

Located in the Central Waterfront Zone, the building is required to maintain a minimum of 55% marine use on the first floor. A master plan of the first floor showing allocation of marine and non-marine tenants has been prepared and adjusted as necessary over the last few years to reflect actual tenant leasing. The plan has been submitted to the zoning administrator, for review and approval with each tenant space that has been permitted on the first floor. I have included a copy of the most up to date plan previously submitted and approved by the City for reference.

The two tenant spaces that are the subject of this application are shown on the master plan to be marine related uses. The tenants that the owner is leasing these spaces to, Rhumblin Communications and CPB2, LLC have been previously reviewed by the City and found to be acceptable marine uses that meet the definition set in the zoning ordinance. I have attached copies of the determination letters issued by the City.

Please let me know if any additional information is required to facilitate your review.

Sincerely,

A handwritten signature in black ink that reads "Stephen Weatherhead". The signature is written in a cursive, flowing style.

Stephen Weatherhead, Associate
Winton Scott Architects