



# PORTLAND MAINE

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## Planning & Urban Development Department

Penny St. Louis Littell, Director

## Planning Division

Alexander Jaegerman, Director

**JUNE 4, 2010**

Bayside Maine, LLC  
Attention: Greg Shinberg  
477 Congress Street Suite 1012  
Portland, ME 04101

**Project Name:** Congress Street - 645; Plan Amendment For Street Trees; Bayside Maine, LLC  
**Project ID:** 2008-0184  
**Project Address:** 645 Congress St      **CBL:** 046 - D-022-001  
**Planner:** Shukria Wiar

Dear Mr. Shinberg,

As part of the original site plan and subdivision approval for 645 Congress Street in May 12, 2009, the Planning Board imposed conditions of approval. One of these conditions specified that a parking analysis be submitted to the Planning Authority for review and approval. The applicant has provided the Planning Division an update on this condition of approval; they have completed a parking analysis to ensure that there is sufficient parking available for the proposed uses. Since the building is not at full occupancy, the Planning Authority has extended the condition of approval until the building is at or near full occupancy, with the following conditions:

1. To satisfy the subdivision approval condition (h), the applicant shall conduct and submit a revised parking analysis when the building is at or near full occupancy, including the retail spaces, prior to the release of a defect guarantee and no more than a year from June 4, 2010. The revised parking analysis shall be reviewed and approved by the City Traffic Engineer and the Planning Authority. The original condition of approval below:
  - h. Prior to the issuance of a final certificate of occupancy, including the retail use, the Planning Authority shall establish a minimum parking requirement for uses on the site and that lease of parking for not more than twenty-four (24) months to third party entities shall be secondary to the requirement of Portland Hall (56 residential spaces) and retail tenants.

If you have any questions, please contact Shukria Wiar at 756-8083 or [shukriaw@portlandmaine.gov](mailto:shukriaw@portlandmaine.gov)

Sincerely,



Alexander Jaegerman  
Planning Division Director

**Electronic Distribution:**

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Assessor's Office

Approval Letter File

**Hard Copy:** Project File