



# PORTLAND MAINE

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

September 4, 2008

Patricia and Page Burnham  
P.O. Box 6816  
Scarborough, ME 04074

RE: 629-631 Congress Street – 046-D-027 – B-3 Business Zone

Dear Mr. & Mrs. Burnham,

It has come to the attention of this office that the vacant land owned by you is being used as a parking lot without the benefit of required permits, reviews and approvals. When the building occupying the currently vacant land was demolished in December 2003, it was a condition of approval that the land remain vacant. After you purchased the lot and added a new elevator and elevator lobby to your adjoining building in October 2006, it was a condition of both your site plan exemption and building permit approvals that the land remain vacant with out a use, including parking.

Several inspections at the site clearly show that cars are currently parking on this lot. As owner, you are responsible for this unapproved activity. It will be necessary to secure this lot from parking immediately. This vacant lot does not have any permitted rights for parking. Previously submitted plans show the demolished building to encompass the entire lot up to the street called “Deering Street Place”.

If you wish to come forward with an application for a parking lot, there is a requirement for reviews and approvals through both the Planning and Inspection Divisions. The B-3 Downtown Business Zone and Site Plan Review requirements would govern your review. However, the lot shall remain vacant prior to any anticipated, future approvals.

A re-inspection will be done in ten (10) days of this letter to insure that the lot is no longer used for parking and is in compliance with City Ordinances. If you have any questions regarding this matter, please feel free to contact me at 874-8695.

Very truly yours,

Marge Schmuckal  
Zoning Administrator

Cc: Penny St. Louis Littell, Director of Planning and Development  
Jeanie Bourke, Inspection Services  
Alex Jaegerman, Planning  
Barbara Barhydt, Planning