

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK

**CITY OF PORTLAND**

BUILDING INSPECTION

PERMIT

Please Read  
Application And  
Notes, If Any,  
Attached

PERMIT ISSUED

Permit Number: 080074  
FEB 6 2008

CITY OF PORTLAND

This is to certify that Woodfords Congregational/  
has permission to Change of Use from Church to Church and SchoolAT 186 Woodford St 124 J005001

provided that the person or persons who apply for or accept this permit shall comply with all of the provisions of the Statutes of the State and of the Ordinances of the City of Portland regulating the construction, maintenance and use of buildings and structures, and of the application on file in this department.

Apply to Public Works for street line and grade if nature of work requires such information.

Notification of inspection must be given and when permit is procured before this building or part thereof is leased or otherwise closed-in. 24 HOUR NOTICE IS REQUIRED.

A certificate of occupancy must be procured by owner before this building or part thereof is occupied.

## OTHER REQUIRED APPROVALS

Fire Dept. Greg Cass

Health Dept. \_\_\_\_\_

Appeal Board \_\_\_\_\_

Other \_\_\_\_\_

Department Name

James Burke 2/6/08  
Director - Building & Inspection Services

PENALTY FOR REMOVING THIS CARD

**City of Portland, Maine - Building or Use Permit Application**

389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

Permit No: 08-0074	Issue Date:	CBL: 124 J005001
-----------------------	-------------	---------------------

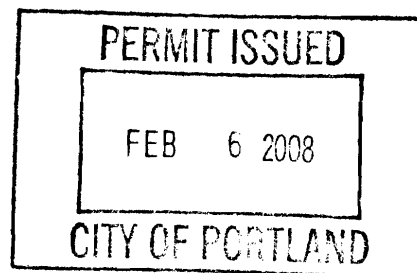
Location of Construction: 186 Woodford St	Owner Name: Woodfords Congregational	Owner Address: 202 Woodfords St	Phone: 207-774-8243
Business Name:	Contractor Name: N/A	Contractor Address: Portland	Phone:
Lessee/Buyer's Name	Phone:	Permit Type: Change of Use <del>Institutional</del>	Zone: B-2 primary

Past Use: <del>Institutional</del> Woodfords Church Assembly	Proposed Use: <del>Institutional</del> Change of Use from Church to Church and Portland Conservatory of Music School. (Miscellaneous Appeal was approved on 12/06/08)	Permit Fee: \$105.00	Cost of Work: \$0.00	CEO District: 3	Zone: B-1 & R-5
--	--	-------------------------	-------------------------	--------------------	--------------------

Proposed Project Description: Change of Use from Church to Church and Portland Conservatory of Music School.	FIRE DEPT: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied Same Use	INSPECTION: Use Group: A-3/E Type: 3B
	Signature: <i>[Signature]</i>	Signature: <i>[Signature]</i> 2/6/08

Permit Taken By: gg	Date Applied For: 01/23/2008	<b>Zoning Approval</b>	
------------------------	---------------------------------	------------------------	--

1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.  2. Building permits do not include plumbing, septic or electrical work.  3. Building permits are void if work is not started within six (6) months of the date of issuance. False information may invalidate a building permit and stop all work..	Special Zone or Reviews <input type="checkbox"/> Shoreland <i>N/A</i> <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/> Date: <i>[Signature]</i> 1/25/08	Zoning Appeal <input type="checkbox"/> Variance <input checked="" type="checkbox"/> Miscellaneous <i>Joint use parky</i> <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input checked="" type="checkbox"/> Approved <i>12/6/08</i> <input type="checkbox"/> Denied Date: <i>[Signature]</i>	Historic Preservation <input checked="" type="checkbox"/> Not in District or Landmark <input type="checkbox"/> Does Not Require Review <input type="checkbox"/> Requires Review <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Date: <i>[Signature]</i>
--	--	---	--


**CERTIFICATION**

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in the application is issued, I certify that the code official's authorized representative shall have the authority to enter all areas covered by such permit at any reasonable hour to enforce the provision of the code(s) applicable to such permit.

SIGNATURE OF APPLICANT	ADDRESS	DATE	PHONE
RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE		DATE	PHONE

**City of Portland, Maine - Building or Use Permit**

389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

<b>Permit No:</b> 08-0074	<b>Date Applied For:</b> 01/23/2008	<b>CBL:</b> 124 J005001
------------------------------	--	----------------------------

<b>Location of Construction:</b> 186 Woodford St	<b>Owner Name:</b> Woodfords Congregational	<b>Owner Address:</b> 202 Woodfords St	<b>Phone:</b> 207-774-8243
<b>Business Name:</b>	<b>Contractor Name:</b> N / A	<b>Contractor Address:</b> Portland	<b>Phone:</b>
<b>Lessee/Buyer's Name</b>	<b>Phone:</b>	<b>Permit Type:</b> Change of Use - Commercial	

<b>Proposed Use:</b> Change of Use from Church to Church and Portland Conservatory of Music School. (Miscellaneous Appeal was approved on 12/06/08)	<b>Proposed Project Description:</b> Change of Use from Church to Church and Portland Conservatory of Music School.
--	--

**Dept:** Zoning      **Status:** Approved with Conditions      **Reviewer:** Marge Schmuckal      **Approval Date:** 01/25/2008

**Note:****Ok to Issue:** 

- 1) Separate permits shall be required for any new signage.
- 2) This permit is being approved on the basis of plans submitted. Any deviations shall require a separate approval before starting that work.

**Dept:** Building      **Status:**      **Reviewer:** Jeanine Bourke      **Approval Date:**

**Note:****Ok to Issue:** 

- 1) This is a Change of Use ONLY permit. It does NOT authorize any construction activities.

**Dept:** Fire      **Status:** Approved      **Reviewer:** Capt Greg Cass      **Approval Date:** 01/31/2008

**Note:** no change of use- assembly**Ok to Issue:** **Comments:**

1/25/2008-mes: under 4,000 sq. ft of a change of use - doesn't require a site plan review. Most of the change of use is in the 3rd floor of the parish house.

2/5/2008-jmb: Spoke with the pastor, there are exterior fire escapes on both ends and the building is fully sprinkled. Ben Walter will call with the type of construction.

2/6/2008-jmb: Ben Walter called to confirm it's primarily 3B construction and the area that this permit covers has a full 13 system, however the sanctuary is not sprinkled, ok to issue



# General Building Permit Application

If you or the property owner owes real estate or personal property taxes or user charges on any property within the City, payment arrangements must be made before permits of any kind are accepted.

Location/Address of Construction: 186-218 Woodford St. (no construction change of us)		
Total Square Footage of Proposed Structure/Area 0 SF		Square Footage of Lot unknown
Tax Assessor's Chart, Block & Lot Chart#      Block#      Lot# 124   j005	Applicant * <b>must be owner, Lessee or Buyer</b> * Name Woodfords Church Address 202 Woodford St. Portland, ME 04103 City, State & Zip	Telephone: 774-8243
Lessee/DBA (If Applicable)  Portland Conservatory of Music	Owner (if different from Applicant) Name see above Address City, State & Zip	Cost Of Work: \$ \$30.00 C of O Fee: \$ \$75.00 Total Fee: \$ \$105.00
Current legal use (i.e. single family) <u>Church w/school component</u> <u>Church</u> If vacant, what was the previous use? <u>n/a</u> Proposed Specific use: <u>church + school</u> Is property part of a subdivision? <u>no</u> If yes, please name <u>n/a</u> Project description: No construction. Woodfords Church's exist. school space will be leased to the Portland Conservatory of Music as a "school" use.		
Contractor's name: <u>N/A</u> <i>approved Maclean's Appeal on 12/6/07</i>		
Address: <u>N/A</u>		
City, State & Zip: <u>N/A</u> Telephone: <u>N/A</u>		
Who should we contact when the permit is ready: <u>Rev. Richard Weidler</u>		Telephone: <u>774-8243</u>
Mailing address: <u>202 Woodford St., Portland, ME 04103</u>		

**Please submit all of the information outlined on the applicable Checklist. Failure to do so will result in the automatic denial of your permit.**

In order to be sure the City fully understands the full scope of the project, the Planning and Development Department may request additional information prior to the issuance of a permit. For further information or to download copies of this form and other applications visit the Inspections Division on-line at [www.portlandmaine.gov](http://www.portlandmaine.gov), or stop by the Inspections Division office, room 315 City Hall or call 874-8703.

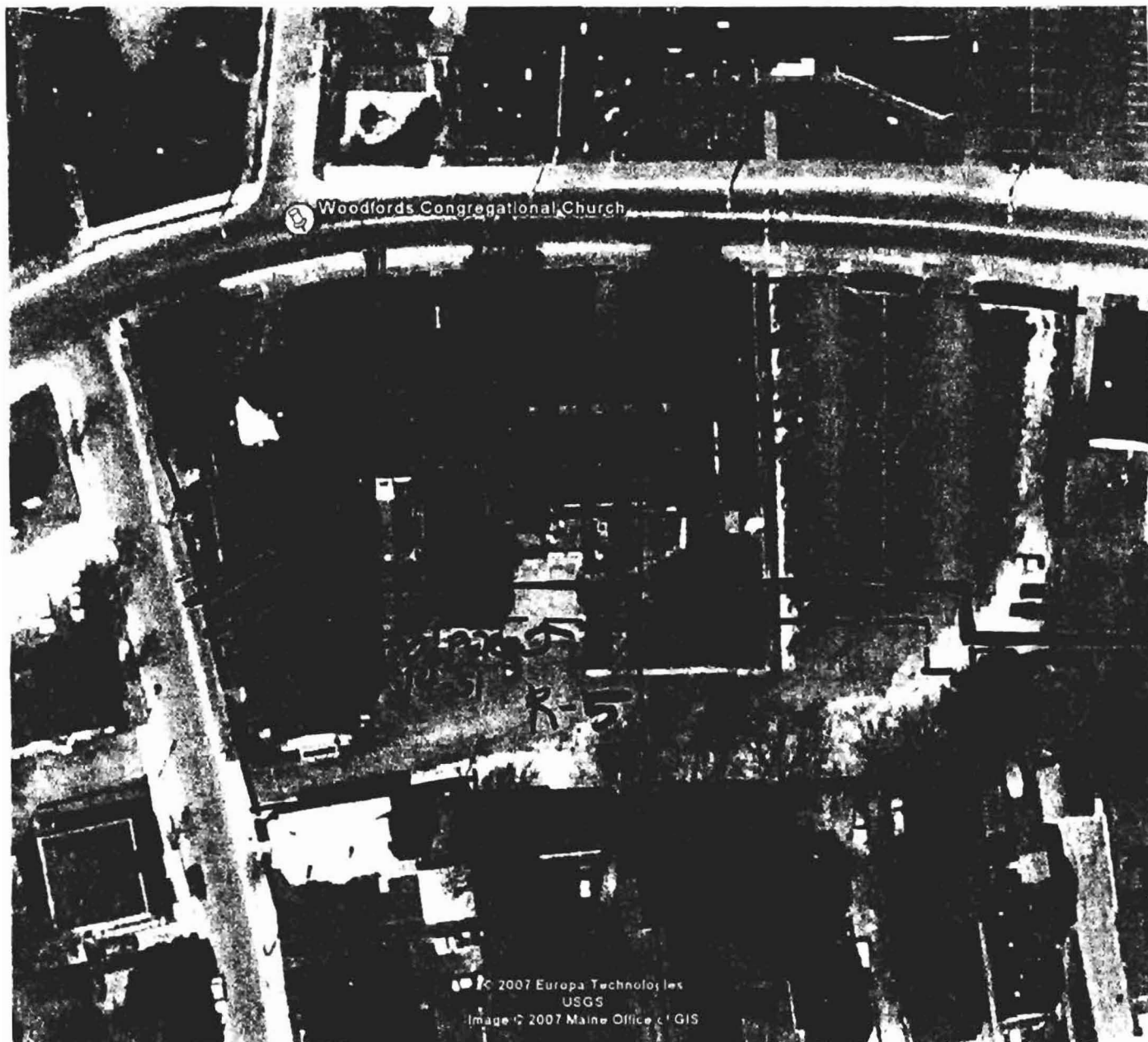
I hereby certify that I am the Owner of record of the named property, or that the owner of record authorizes the proposed work and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the Code Official's authorized representative shall have the authority to enter all areas covered by this permit at any reasonable hour to enforce the provisions of the codes applicable to this permit.

Signature: *Sinette George* *761-1676*

Date: *January 16, 2008*

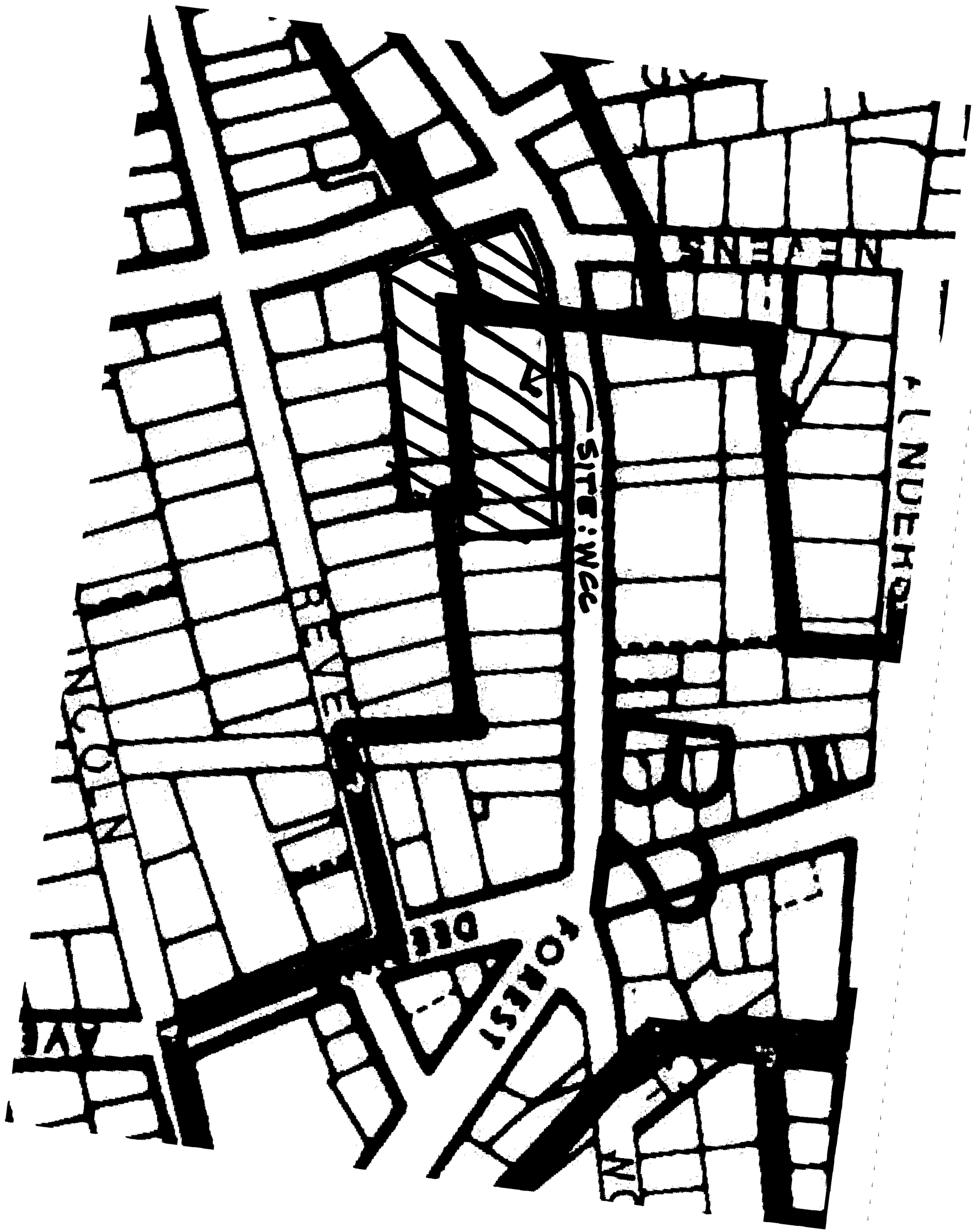
**This is not a permit; you may not commence ANY work until the permit is issued**

JAN 23 2008



WOODFORDS CHURCH  
PORTLAND, ME

└ PORTION OF BLDG. TO  
HOUSE PCM ON  
THIRD FLOOR & A  
FEW BSMT. ROOMS



LUDER

SITE: W/C

FOREST

CON

110

AV

NEIN

110

W/C

THIS AGREEMENT made the 3th day of October 19 66, between  
~~THE WOODFORDS CONGREGATIONAL CHURCH OF THE~~ THE WOODFORDS CONGREGATIONAL CHURCH OF THE  
 UNITED CHURCH OF CHRIST  
 a corporation organized and existing under the laws of the State of Maine  
 situate in the City of Portland, County of Cumberland, State of  
 Maine, hereinafter referred to as the Church, party of the first  
 part, and THE CONGREGATIONAL CHURCH BUILDING SOCIETY  
 a corporation organized and existing under the laws of the State of New York,  
 having its principal office at 287 Park Avenue South, New York, New York 10010,  
 hereinafter referred to as the Board, party of the second part, WITNESSETH That:

WHEREAS the Board is the owner and holder of a certain mortgage  
 dated November, 1956 made by the Church to secure  
 payment of the sum of FIVE THOUSAND AND NO/100 (\$5,000.00) DOLLARS,  
 to the Board, filed in the office of the Registry of Deeds, County of  
 Cumberland, State of Maine, and recorded in Book 2328 of  
 Page 111, as Document No. , being a lien upon certain  
 realty of said Church described as follows, to-wit:

A certain lot or parcel of land with the buildings thereon, situated on the  
 southerly side of Woodford Street in said Portland, bounded and described as follows:

Beginning at the intersection of the southerly side line of Woodford Street  
 with the easterly side of Beacon Street; thence in an easterly direction along said  
 southerly side line of Woodford Street, 116.55 feet more or less to the point in the  
 southerly side line of Woodford Street where the extension of the westerly side line  
 of the lot conveyed to Fred D. Estes by Eben T. Hanson by his deed dated August 30,  
 1905, and recorded in the Cumberland County Registry of Deeds, Book 773, Page 133,  
 extended northerly in the same direction would intersect said southerly side line  
 of said Woodford Street; thence in a southerly direction along said extension of said  
 Estes lot and the westerly line of said Estes lot to the southeasterly corner of said  
 Estes lot; thence easterly in a continuation of the southerly side line of said Estes  
 lot 259.42 feet more or less, to a point in the distant southerly from the point of  
 beginning; thence southerly along the easterly side line of said Beacon Street 206.07  
 feet, more or less, to the point of beginning.

Being the same premises conveyed to the grantor corporation by George F.  
 Lothrop et als by deed dated March 30, 1920, recorded in Cumberland County Registry  
 of Deeds, Book 1047, Page 215, and by George F. Lothrop et als by deed dated July  
 25, 1920, recorded in said Registry in Book 1056, Page 357.

Also another certain lot or parcel of land adjoining the same, situated on  
 the southerly side of Woodford Street, formerly Spring Street, in that part of Portland  
 formerly Deering, in the County of Cumberland and State of Maine and bounded and  
 described as follows:

Beginning on the southerly side of Woodford Street at a point where the  
 extension of the westerly side line of a lot of land conveyed to Fred B. Estes by  
 Eben T. Hanson by deed dated August 30, 1905 and recorded in said Registry in Book  
 773, Page 133, intersects said southerly side of Woodford Street; thence southerly  
 by said extension of said westerly side line of said Fred B. Estes lot to the north-  
 westerly corner of said Fred B. Estes lot; thence easterly by the northerly side line

of said Fred B. Estes lot sixty (60) feet to the northeasterly corner of said Fred B. Estes lot to the point in the dividing line between the land hereby conveyed and the land now or formerly of one Rackliff; thence in a northerly direction along said division line and holding the width of sixty (60) feet, one hundred fifty and fifty-two hundredths (150.52) feet, more or less, to said southerly sideline of said Woodford Street; thence westerly by said southerly sideline of said Woodford Street to the point of beginning.

Also another certain lot or parcel of land situated in said Portland and bounded and described as follows:

Beginning at a point on the line which divides land now or formerly of E. T. Harmon from land now or formerly of Chandler Rackliff, said point being one hundred fifty and fifty-two hundredths (150.52) feet southerly on said dividing line from the southerly sideline of Woodford Street as relocated by Board of County Commissioners, January 1892; thence southerly by a continuation of said dividing line seventy-five (75) feet to the rear line of said E. T. Harmon lot; thence northwesterly by said rear line of said E. T. Harmon lot sixty (60) feet to a point; thence northerly by a line parallel to said dividing line between said E. T. Harmon and said Chandler Rackliff seventy-five (75) feet to a point; thence southeasterly sixty (60) feet to the point begun at.

Being the same premises conveyed by Mabel Estes Bain to Ralph W. McMillan by warranty deed dated October 31, 1951, recorded in said Registry in Book 2066, Page 275; and the same premises said McMillan conveyed to Katherine L. Whitman by warranty deed dated March 10, 1953, recorded in said registry in Book 2123, Page 99; and being the same premises Katherine L. Whitman conveyed to Ralph W. McMillan and Wilhelmina E. McMillan as joint tenants on March 10, 1953 as shown by warranty deed recorded in said Registry in Book 2123, Page 100, and also the same premises conveyed by said Ralph W. McMillan et al to the Woodfords Congregational Parish of Portland by deed dated May 25, 1955, recorded in said Registry in Book 2232, Page 12.

The aforementioned Woodfords Congregational Parish and Woodfords Congregational Parish of Portland are one and the same corporation.





And WHEREAS the indebtedness secured by said mortgage has  
and said indebtedness is  
not been reduced, ~~the sum of FIVE THOUSAND NO/100 (\$5,000.00)~~

DOLLARS, ~~is~~ due and payable on October 1, 1966  
in accordance with the terms of above mentioned mortgage ; and

WHEREAS it is the desire of the Church and the Board to extend the time of  
payment of said indebtedness;

NOW, THEREFORE, the aforesaid parties, in consideration of the above and  
of the mutual promises herein contained and in consideration of the sum of ONE  
(\$1.00) DOLLAR, each to the other paid, the receipt whereof is hereby acknowledged,  
do hereby covenant and agree as follows:

1. The date of payment of the indebtedness secured by said mortgage  
is hereby extended to October 1, 1976 , and said mortgage shall  
otherwise remain in full force and effect according to its terms.
2. The Church represents that it is the owner of the premises described in said  
mortgage and that there are no liens against it other than that  
represented by the above mentioned mortgage in favor of the Board,  
and that there are no defenses or offsets to said mortgage or to the  
indebtedness which it secures. Except mortgage in favor of Casco Bank and Trust  
Co. of Portland, Maine in the original amount of \$125,000.00.

This Agreement and the provisions in it contained shall inure to and bind  
the parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF the parties hereto have caused their respective  
corporate seals to be hereunto affixed and these presents to be subscribed by  
their officers the day and year first above written.

WITNESS:

*James B. Stebbins*  
*James K. Stebbins*

THE WOODFORDS CONGREGATIONAL CHURCH OF THE  
UNITED CHURCH OF CHRIST

By ~~THE WOODFORDS CONGREGATIONAL CHURCH~~

*James B. Stebbins*  
*Walter A. Morse*  
MODERATOR  
TREASURER



*Lincoln*

By THE CONGREGATIONAL CHURCH BUILDING SOCIETY

*John E. Morse*  
John E. Morse, Secretary  
*Ralph Russell*  
Ralph Russell, Assistant Treasurer

STATE OF MAINE )  
 ) SS.  
COUNTY OF CUMBERLAND )

5th day October month, 19 66

Then personally appeared the above named Lyman F. Brewer and  
Virgil A. Mann

\_\_\_\_\_ respectively, as aforesaid, and  
acknowledged the foregoing instrument to be their free act and deed in their said  
capacities and the free act and deed of said corporation.

Before me,

*Janet B. [Signature]*  
Notary Public

My Commission Expires September 4, 1969

STATE OF NEW YORK )  
 ) SS.  
COUNTY OF NEW YORK )

7th day November month, 1966

Then personally appeared the above named John E. [Signature] and  
Deborah Russell, Secretary and Paul [Signature], Treasurer, respectively,  
as aforesaid, and acknowledged the foregoing instrument to be their free act and  
deed in their said capacities and the free act and deed of said corporation.

Before me,

*Deborah [Signature]*  
Notary Public



RUTH ESTHER KING  
Notary Public, State of New York  
No. 21-2121653  
Qualified in New York County  
Term Expires March 30, 1967

REGISTRY OF DEEDS, CUMBERLAND COUNTY, MAINE NOV 22 1966  
Received at 2 H 30 PM, and recorded in  
BOOK 1980 PAGE 744 *Janet B. King* Register

# CITY OF PORTLAND, MAINE

---

## ZONING BOARD OF APPEALS

Peter Coyne  
Philip Saucier-sec  
Peter Thornton  
Kate Knox  
Jill E. Hunter  
David Dore, chair  
Gordan Smith

December 10, 2007

Ben Walter, Architect  
434 Cumberland, Avenue  
Portland, ME 04101 -2325

RE: 186-218 Woodford Street  
CBL: 124 J005  
ZONE: B1, B2 & R5

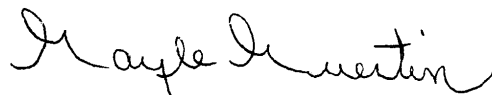
Dear Mr. Walter:

As you know, at its December 06, 2007 meeting, the board voted 6-0 and granted the Miscellaneous Appeal.

Enclosed please find a copy of the board's decision, along with a building permit application for your change of use and sign application for your sign. You have six months from the date of this letter, referenced under section 14-474 (f) to apply for the permits. A Conditional Use approval is only valid for six months allowing time for the permit application process.

Should you have any questions please feel free to contact me at 207-874-8701.

Sincerely,



Gayle Guertin  
Office Assistant

Cc: Woodford Congregational Church., owner  
Linette George, moderator  
Reverent, Richard Weidler  
File

# CITY OF PORTLAND, MAINE

---

## ZONING BOARD OF APPEALS

### APPEAL AGENDA

The Board of Appeals will hold a public hearing on Thursday, December 6, 2007 at 6:30 p.m. on the second floor, Room 209, City Hall, 389 Congress Street, Portland, Maine to hear the following appeals:

To: City Clerk

From: Marge Schmuckal, Zoning Administrator

Date: December 7, 2007

RE: Action taken by the Zoning Board of Appeals on December 6, 2007.

The meeting was called to order at 6:38pm.

Roll call as follows:

Members Present: David Dore, Jill Hunter, Phil Saucier, Kate Knox, Peter Thornton and Peter Coyne.

Members Absent: Gordan Smith.

1. **New Business:**

**A. Conditional Use Appeal:**

417 Auburn Street, Elizabeth A. & Douglas C. Andrews, owners, Tax Map #382 Block A Lot #009 in the R3 Residential Zone. The Appellants are seeking a Conditional Use Appeal under section 14-88 (a) 2 of the City of Portland Zoning Ordinance. Appellants are requesting a change of use from a single family home to a single family home with a secondary dwelling unit. The proposed unit will be located on the second floor and will occupy approximately 986 square feet of living space from the existing 4246 square feet. Representing the Appeal are the owners.

**Board voted 6-0 and granted the Conditional Use Appeal.**

**B. Miscellaneous Appeal:**

186-218 Woodford Street / 177-191 Beacon Street, Woodfords Congregational Church, United Church of Christ, owner, Tax Map #124 Block J Lot #005 in the B1 Neighborhood Business Zone, also in the B2 Business Community Zone and R5 Residential Zone is seeking a Miscellaneous Appeal under section 14-343 of the City of Portland Zoning Ordinance.

Appellant is requesting joint use of parking spaces in the B2 zone, for the proposed change of use from a church to a school. Representing the appeal for the owners are the applicants Ben Walter, Linette George (Church Moderator), and Reverent Richard Weidlex. **Board voted 6-0 and granted the Miscellaneous Appeal.**

**C. Conditional Use Appeal:**

1994 - 2044 Congress Street, David R. Morgan / Brooklawn Memorial Park, owner, Tax Maps #211 Block A Lot #001, Map #209A Block A Lot #015, Map #211 Block A Lot #004, Map #214 Block A Lot #001 in the R1 Residential Zone and Tax Map #214 Block A Lot #004 in the B4 Commercial Business Zone. The Appellant is seeking a Conditional Use Appeal under section 14-68 (c) 2 of the City of Portland Zoning Ordinance. Appellant is proposing a new 60' x 80' maintenance building located on Tax Map #211 Block A Lot #001. Representing the Appeal is the owner and Todd Jensen, Superintendent. **Board voted 6-0 and granted the Conditional Use Appeal.**

**2. Other Business:**

**3. Adjournment: 7:30pm**

**Enclosure:**

Agenda of December 6, 2007

Copy of Board's Decision

CC: Joseph Gray, City Manager

Alex Jaegerman, Planning Department

Lee Urban, Planning & Development Director

T.J Martzial, Housing & Neighborhood Services

**CITY OF PORTLAND, MAINE**  
**ZONING BOARD OF APPEALS**

---

B-1/B-2 Zone Joint Use of Parking:

**Miscellaneous Appeal**

**DECISION**

Date of public hearing:

12/6/07

Name and address of applicant:

Woodford Congregational Church, UCC, 186-218 Woodford Street / 177-191 Beacon Street

Location of property under appeal:

186-218 Woodford Street / 177-191 Beacon Street, Portland, ME

For the Record:

Names and addresses of witnesses (proponents, opponents and others):

Ben Walter  
Rev Richard Weider, 100 Longview Drive  
Lynette George, 16 Milton Street  
Nick Nadzo, 71 Strandwater

Deirdre McChune, 108 Beaubien Street

Exhibits admitted (e.g. renderings, reports, etc.):

Findings of Fact and Conclusions of Law:

A. Joint Use Standards pursuant to Portland City Code §14-343:

The Board of Appeals may approve the joint use of a parking facility by two (2) or more principal buildings or uses where it is clearly demonstrated that the parking facility will substantially meet the intent of the [parking] requirements [for each use] by reason of variation in the probable time of maximum use by patrons or employees among such establishments.

Satisfied

Not Satisfied

6-0

Reason: Church needs on Sunday mornings; School needs M-F afternoon + evenings. Church has some minor meetings during other times, there would not be a conflict and plenty of spaces.

Conclusion: (check one)

Option 1: The Board finds that the relevant standard described in section A above has been satisfied and therefore GRANTS the application.

Option 2: The Board finds that the relevant standard described in section A above has NOT been satisfied and therefore DENIES the application.

Dated:

12/6/07

  
Board Chair



A r c h i t e c t s

Architecture & Planning

434 Cumberland Avenue  
Portland, ME 04101-2325

Phone: 207.774.4441  
Fax: 207.774.4016  
Web: www.CWSarch.com

November 13, 2007

Marge Schmuckal, Zoning Administrator  
Planning and Development Department  
City of Portland  
389 Congress Street  
Portland, ME 04101

Re: Woodfords Congregational Church – Assessor's Ref. 124-J-5/7  
202 Woodford Street  
ZBA Miscellaneous Appeal Application – Joint Use in B2 Zone

Dear Marge,

On behalf of Woodfords Congregational Church, I respectfully submit the attached Miscellaneous Appeal Application and request to be scheduled on the December 6, 2007 meeting. Pending approval by the Board, the Portland Conservatory of Music is scheduled to move into Woodfords Church in January 2008. Therefore, resolving this matter is important to the timing of the their move.

I have included a copy of a letter addressed to both you and Alex Jaegerman, Chief Planner, that summarizes the components of the move and includes other approvals by the planning staff.

Please feel free to contact me if you have any questions and I will do my best to address them quickly.

Very truly yours,

CWS ARCHITECTS

Benedict B. Walter, Architect  
Vice President

Attachments: Misc. Appeals Application with attachments  
Application Fee: \$100.00





A r c h i t e c t s

Architecture & Planning

434 Cumberland Avenue  
Portland, ME 04101-2325

Phone: 207.774.4441  
Fax: 207.774.4016  
Web: www.CWSarch.com

November 13, 2007

Alex Jaegerman, Chief Planner  
Marge Schmuckal, Zoning Administrator  
Planning and Development Department  
City of Portland  
389 Congress Street  
Portland, ME 04101

Re: Woodfords Congregational Church – Assessor's Ref. 124-J-5/7  
202 Woodford Street  
ZBA Miscellaneous Appeal Application – Joint Use in B2 Zone  
Freestanding Sign Request

Dear Alex and Marge,

On behalf of Woodfords Congregational Church, I respectfully submit this letter in support of the church's intent to lease a portion of the church's property to the Portland Conservatory of Music.

In conversations with Marge Schmuckal, the records indicate that the only recorded use for the site, which straddle the B1, B2 and R5 zones, is as a church. The property was developed in two phases: 1) the Parish House was constructed in about 1926 when the original church was across the street; and 2) the Sanctuary was constructed about 1954.

The portion of the facility to be occupied by the Portland Conservatory of Music (PCM) is in the Parish House and is wholly in the B2 zone. The Sanctuary straddles B1 and the R5 zones and the gymnasium straddles the B2 and R5 zones. PCM intends to schedule occasional concerts or recitals in the Sanctuary, which has been used for occasional concerts since it was constructed in 1954.

Marge believes PCM would be classified as a School use, which is an allowed use in the B2 zone. The space they will use during the week will be shared in part with Woodfords' children Sunday school classes on Sunday mornings. PCM is proposing to lease a total 4,867 SF of space.

Woodfords' primary use is Sunday worships between 10:00am and 1:00pm. The proposed lease between Woodfords and PCM identifies the primary usage hours as weekday afternoons and evenings and excludes any use on Sundays during worship hours. Whereas the zoning ordinance's requirements for parking of the PCM school use is substantially less than the church use, it seems that a joint use of the parking facilities are appropriate

Alex Jaegerman, Chief Planner  
Marge Schmuckal, Zoning Administrator  
Woodfords Church – Joint Use Application  
November 13, 2007  
Page 2 of 3

and a smart land use plan. The following is a summary of existing and proposed uses and parking for the site:

**Parking for Church** (Zoning Code Sec. 14-332(k))

- church lot (92 spaces) + informal overflow use of Woodfords Club & Jones&Rich
- sanctuary seats 470 (based on 47 pews@10/pew)
- required church parking: 94 spaces (1 space/5 seats)

**Parking for PCM** - (Zoning Code Sec. 14-332(d,e))  
(not same time as sanctuary use)

- 15 yrs old or younger: 1 space/room = 12 spaces
- 16 yrs old and over: 1 space/100 sq ft of instruction) = 49 spaces

With regards to the requirements of Section 14-343 of the Land Use Code, it is unclear if the requirement for ZBA review applies to this project. The text appears to apply to: "residential uses... which propose joint use of a parking facility with another principle use...". There are no residential uses proposed on this site, only the School and Church use. If it is your interpretation or Marge's interpretation that we would need to review this change of use and joint parking use with the ZBA, we are happy to do so. If not, we would be equally happy with an administrative review.

**Second Freestanding Sign** - The final component of this request is the addition of a second freestanding sign to be located in the lawn area near the corner of the parking lot entrance and set back from the sidewalk. Whereas the ordinance only allows one (1) freestanding sign per site regardless of frontage, the length of the frontage on Woodford Street (more than 400 feet) lends itself to a joint use of the facility and multiple use identification signs. There is one existing freestanding sign that is located close to the sanctuary and is focused on the "spiritual" use of the facility. PCM has requested tenant identification signage near the entrance to the parking lot. We envision and propose a sign that is focused on the "operational" uses of the facility, i.e. Woodfords' offices, Portland Conservatory of Music, and Project Feed (a charitable food service that has operated in the basement of Woodfords Church one day a week for many years. I have attached two drawings representing the proposed design and location of this proposed second freestanding sign.

Therefore and in summary, we are making the following requests:

1. Change of Use of the property from "Church" to "Joint Use, Church and School" See attached supporting floor plans and site plans.
2. Joint Use of Parking Facilities – see attached ZBA Miscellaneous Appeal Application, Joint Use of Parking Facilities in the B2 Zone – Section 14-343 of the Land Use Code

Alex Jaegerman, Chief Planner  
Marge Schmuckal, Zoning Administrator  
Woodfords Church – Joint Use Application  
November 13, 2007  
Page 3 of 3

3. Additional Freestanding Sign – See attached concept design sketches (detail of graphics and text to be determined).

On a separate subject and not part of this request, there has been discussion at Woodfords about the value (or lack thereof) of having the site divided into three zones, only one of which (the B2) is appropriate for the built use. It is our understanding that zoning was adopted in Portland after this facility was completely constructed and we are not sure why it ended up with the zones laid out the way they are. There has been discussion about a future request to change the whole site to B2, which seems most appropriate to the built condition. The leadership of Woodfords Church would like to have that conversation with you about this for the future.

Please consider this request and offer us guidance as to how we should best proceed. Please feel free to contact me to discuss this if you have further questions.

Very truly yours,

CWS ARCHITECTS



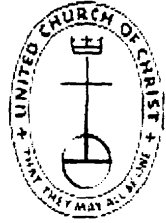
Benedict B. Walter, Architect  
Vice President

cc: Rev. Richard Weidler, Woodfords Congregational Church  
Linette George, Moderator, WCC  
Nicholas Nadzo, PCM Committee  
Ed Suslovic, Member WCC

Attachments:

Zoning Overlay Sketch  
Proposed Signage Sketches  
Existing Facility Plans and Site Plan

Ben



WOODFORDS CONGREGATIONAL CHURCH  
UNITED CHURCH OF CHRIST  
202 Woodford Street, Portland ME 04103-5697  
Telephone (207) 774-8243 - Fax (207) 773-3317  
email: info@woodfordschurch.org

E. RICHARD WEIDLER  
Senior Minister  
DONALD G. HODGSON  
Pastoral Counselor

CAROLYN U. LAMBERT  
Associate Minister  
HAROLD STOVER  
Organist & Director of Music

November 6, 2007

**COPY**

Mr. Alex Jaegerman, Chief Planner  
Planning & Development Dept.  
City of Portland  
389 Congress Street  
Portland, ME 04101

Re: Woodfords Congregational Church  
ZBA Miscellaneous Appeal--Joint Use in B2 Zone  
Freestanding Sign Request

Dear Mr. Jaegerman:

Please be advised that Woodfords Congregational Church ("Woodfords") hereby appoints Benedict Walter and Rev. Richard Weidler as representatives and attorneys-in-fact to represent Woodfords before the City of Portland with regard to the above-captioned ZBA Miscellaneous Appeal Application and the Request for a Freestanding Sign.

The representatives are authorized, collectively or individually, to perform any and all acts with respect to these matters.

Many thanks for your assistance.

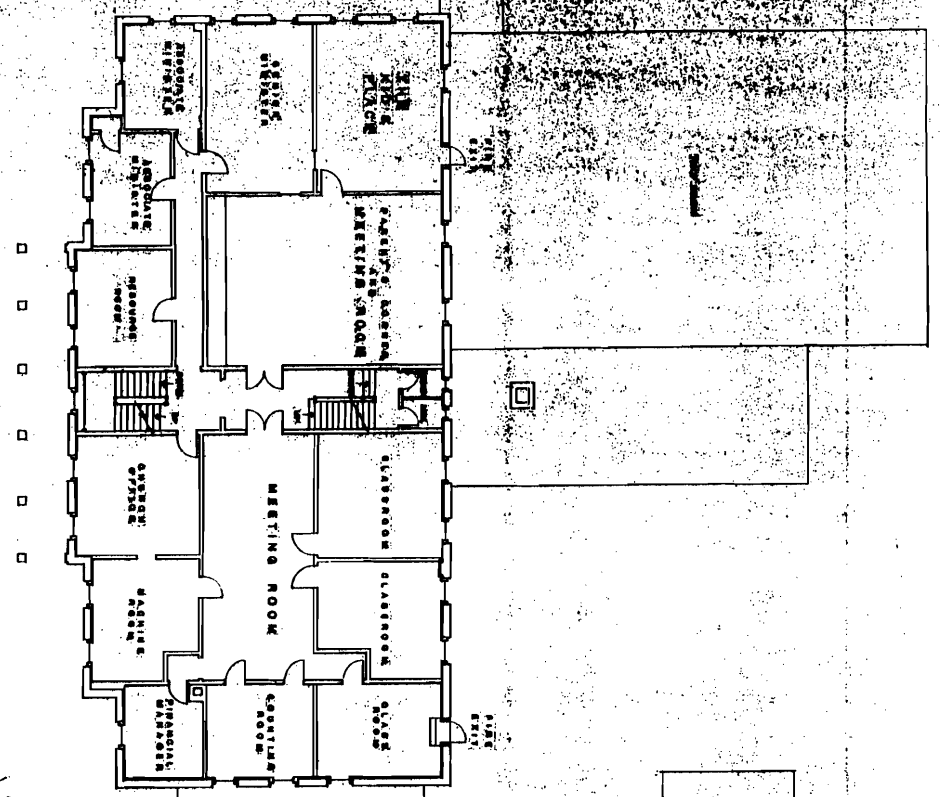
Sincerely,

Linette C. George  
Moderator

This document represents the construction of the plans of the  
Master school (1961), the children (1961), and the center & classroom  
from the Chief Plan of a Common School under the authority  
of the State of New York. The plans were prepared by  
the Office of New York State Education, A. G. 1961, 1962, 1963, 1964, 1965, 1966, 1967, 1968.

# SECOND FLOOR

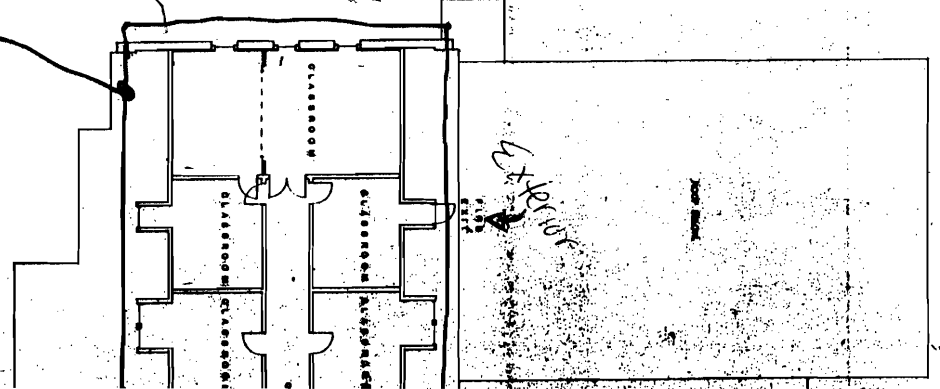
SCALE: 1/8" = 1'-0"



*Area 15  
fully  
sprinkled*

# THIRD FLOOR

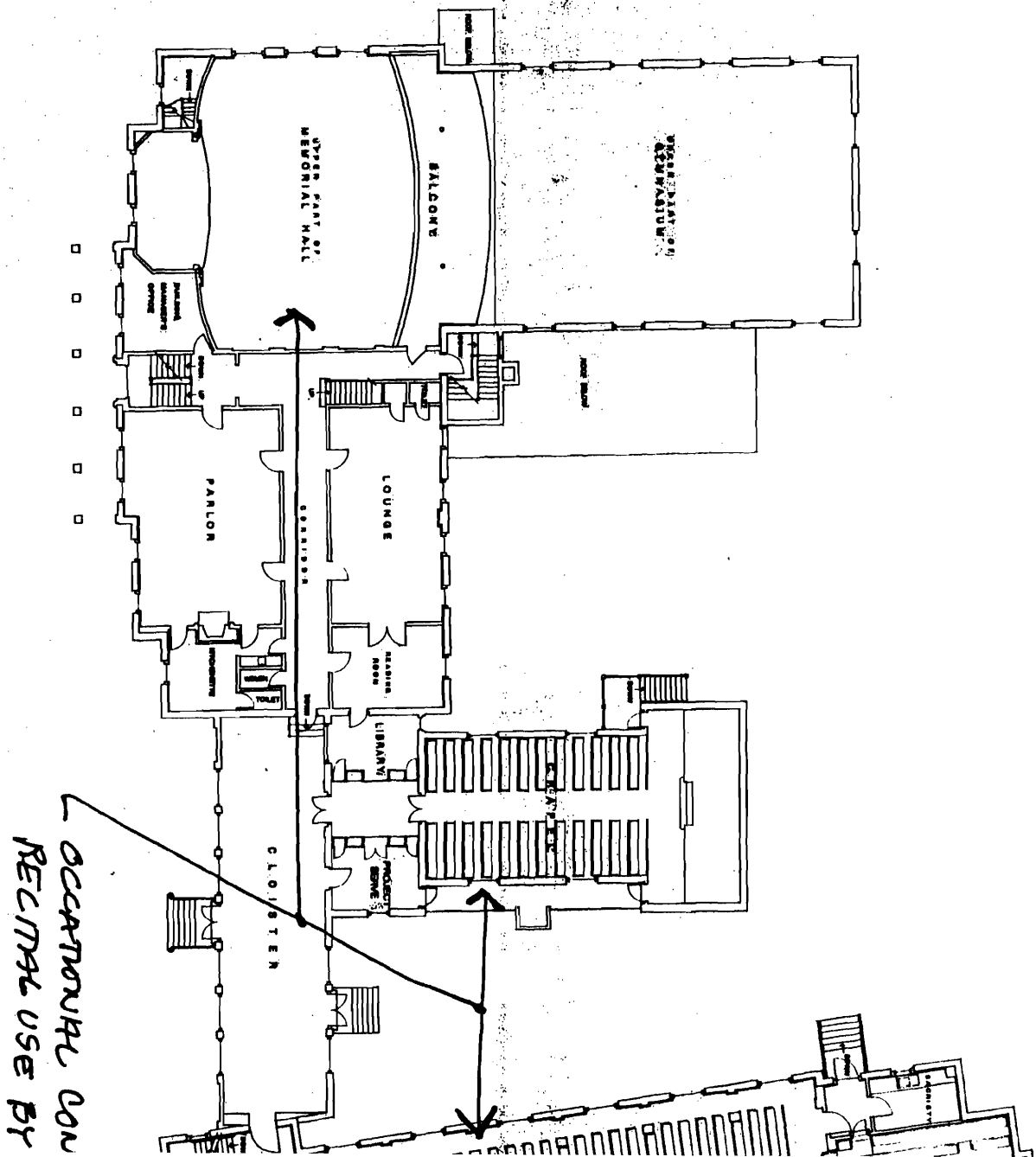
SCALE: 1/8" = 1'-0"



*Rooms to be 1  
with PCM*

*Exterior*

THIS DRAWING REPRESENTS THE COMPLETION OF THE PLANS OF THE  
PARISH HOUSE (1956), THE CHURCH (1956), AND THE CHANCEL & CLOISTERS  
(1956) INTO ONE PLAN AT A COMMON SCALE WHICH REFLECTS  
ALTERATIONS MADE TO THE DATE THESE PLANS WERE PREPARED BY  
THE OFFICE OF ARCHT. & ENGRS. A.I.A. ON 12 JANUARY 1956.



FIRST FLOOR

SCALE: 1/8" = 1'-0"



This drawing represents the construction of the plan of the  
proposed building, the outdoor area, and the church, a quarter  
into one plan of a complete building which reflects  
attention made to the date. These plans were prepared by  
the office of Mrs. A. Smith, A.S.A. of B. Smith, Inc.

WOODFORDS  
CONGREGATIONAL  
CHURCH

PROPOSED FREESTYLE  
SUN LODGE  
(FUTURE)

SITE PLAN

SCALE: 1" = 10'

WOODFORDS STREET

