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434 Cumberland Avenue Portland, Maine 04101 **Pl**
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Reviewed for Code Compliance
Inspections Division
Approved with Conditions

Date: 06/21/13

May 8, 2013

Marge Schmuckal
Zoning Administrator
City of Portland
389 Congress Street
Portland, ME 04101

Re: HopeGateWay Church
Change of Use – Retail Space 509 Forest Avenue

Dear Marge,

On behalf of HopeGateWay Church (tenant) I submit the attached Commercial Interior & Change of Use Permit Application and completed checklist. I have enclosed a check from the tenant for $105.00 that include a $30.00 base Change of Use Fee and a $75.00 Certificate of Occupancy Fee.

HopeGateWay Church is proposing to occupy a currently zoned retail space at 509 Forest Avenue as a second location to their primary ministry located at 185 High Street in Portland, Maine. They intend to occupy the space "as is" without any physical changes to the existing space but to use the space for Religious Assembly which constitutes a change of use per the City of Portland's Land Use Code.

I have attached the following as required by the application:

- Application, signed by the applicant (HopeGateWay Church)
- Existing Conditions Floor Plans of the overall 509 Forest Avenue Building showing other existing spaces and parking facilities.
- Proposed Floor Plan (no changes from existing) of the HopeGateWay Church Commercial Lease Space with SF of applicable uses.
- A memo from High Tech Fire indicating that the installed sprinkler system is adequate to support the Religious Assembly space as proposed. High Tech recommends, on behalf of the building Owner, that they review the sprinkler system with the Portland Fire Prevention Department for confirmation.
- A memo from Cunningham Security Systems, who manages and monitors the building's fire alarm system, that indicates there may be a requirement to add occupant notification appliances to the space. As I understand it, this requirement may be related to changes in the code that would affect the entire building fire alarm system not specifically tied to this change of use. Cunningham is in discussions with the building Owner and the Portland Fire Prevention Department regarding whether these modifications are required and how to proceed with the changes.
- A parking capacity letter from the Building Owner.

The Commercial Lease space has a total of 5,340 SF. The spaces is used primarily for assembly type meeting space, office space and classroom space that is required to have parking per the city's as follows:

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- Schools – 1 space per classroom of instruction for children under 15.
  5 classrooms = 5 spaces
- Places of religious assembly – 1 space per 125 SF (excludes storage, bathrooms, etc.)
  1,852 SF / 125 = 15 spaces
- Office – 1 space per 400 SF210 SF
  < 400 SF = 1 space

TOTAL PARKING REQUIRED: 21 Parking Spaces

Thanks you for accepting this application for Change of Use. Please feel free to contact me or Allen Ewing-Merrill of HopeGateWay Church if you have any questions.

Very truly yours,

CWS ARCHITECTS

Benedict B. Walter, AIA
President
Maine Licensed Architect

cc: Allen Ewing-Merrill, HopeGateWay