

Listed below are key characters (in bold) for searching within this file.

Hold down the control key and select the “f” key. Enter either a key character from the list below or document name and select enter for a list of documents containing the search word you entered.

**APL** – all documents behind this target sheet pertain to the original application submitted by the Applicant.

**REVIEW** – all documents behind this target sheet pertain to those documents submitted to and from staff as part of the project review.

**PBM1** – all documents behind this target sheet are any Planning Board memos with attachments that went to the Board.

**PBR1** - all documents behind this target sheet are any Planning Board reports with attachments that went to the Board.

**CC1** - all documents behind this target sheet are any City Council memos/reports that went to the City Council.

**DRC1** - all documents behind this target sheet are those pertaining to the post review of the project by the Development Review Coordinator.

**MISC1** - all documents behind this target sheet are those that may not be included in any of the categories above.

**APL**

**CITY OF PORTLAND, MAINE  
DEVELOPMENT REVIEW APPLICATION  
PLANNING DEPARTMENT PROCESSING FORM  
Planning Copy**

2001-0134  
Application I. D. Number  
  
06/05/2001  
Application Date  
  
Christ Church  
Project Name/Description

Christchurch Of Portland  
Applicant  
1900 Congress St, Portland, ME 04102  
Applicant's Mailing Address  
shields, John  
Consultant/Agent  
Agent Ph: \_\_\_\_\_ Agent Fax: \_\_\_\_\_  
Applicant or Agent Daytime Telephone, Fax

1888 - 1888 Congress St, Portland, Maine  
Address of Proposed Site  
212 A025001  
Assessor's Reference: Chart-Block-Lot

Proposed Development (check all that apply):  New Building  Building Addition  Change Of Use  Residential  Office  Retail  
 Manufacturing  Warehouse/Distribution  Parking Lot  Other (specify) **institutional use**

1156 Sq Ft Proposed Building square Feet or # of Units      4.98 Acreage of Site      R2 Zoning

**Check Review Required:**

- |   |  |  |  |
|---|--|--|--|
| <input checked="" type="checkbox"/> Site Plan (major/minor)         | <input type="checkbox"/> Subdivision # of lots _____ | <input type="checkbox"/> PAD Review            | <input type="checkbox"/> 14-403 Streets Review   |
| <input type="checkbox"/> Flood Hazard                               | <input type="checkbox"/> Shoreland                   | <input type="checkbox"/> Historic Preservation | <input type="checkbox"/> DEP Local Certification |
| <input checked="" type="checkbox"/> Zoning Conditional Use (ZBA/PB) | <input type="checkbox"/> Zoning Variance             | <input type="checkbox"/> Other _____           |  |

Fees Paid: Site Plan \_\_\_\_\_ Subdivision \_\_\_\_\_ Engineer Review **\$300.00** Date **08/24/2001**

**Planning Approval Status:**

Reviewer **Kandi Talbot**

- Approved       Approved w/Conditions See Attached       Denied

Approval Date **08/14/2001**      Approval Expiration **08/14/2002**      Extension to \_\_\_\_\_       Additional Sheets Attached

OK to Issue Building Permit      **Kandi Talbot**      **08/24/2001**      **08/24/2002**  
signature      date

Performance Guarantee       Required\*       Not Required

\* No building permit may be issued until a performance guarantee has been submitted as indicated below

<input type="checkbox"/> Performance Guarantee Accepted	_____	_____	_____
	date	amount	expiration date
<input type="checkbox"/> Inspection Fee Paid	_____	_____	
	date	amount	
<input type="checkbox"/> Building Permit Issue	_____		
	date		
<input type="checkbox"/> Performance Guarantee Reduced	_____	_____	_____
	date	remaining balance	signature
<input type="checkbox"/> Temporary Certificate of Occupancy	_____	<input type="checkbox"/> Conditions (See Attached)	_____
	date		expiration date
<input type="checkbox"/> Final Inspection	_____	_____	
	date	signature	
<input type="checkbox"/> Certificate Of Occupancy	_____		
	date		
<input type="checkbox"/> Performance Guarantee Released	_____	_____	
	date	signature	
<input type="checkbox"/> Defect Guarantee Submitted	_____	_____	_____
	submitted date	amount	expiration date
<input type="checkbox"/> Defect Guarantee Released	_____	_____	
	date	signature	

**CITY OF PORTLAND, MAINE  
DEVELOPMENT REVIEW APPLICATION  
PLANNING DEPARTMENT PROCESSING FORM  
ADDENDUM**

**2001-0134**

Application I. D. Number

**06/05/2001**

Application Date

**Christ Church**

Project Name/Description

**Christchurch Of Portland**

Applicant

**1900 Congress St, Portland, ME 04102**

Applicant's Mailing Address

**shields, John**

Consultant/Agent

**Agent Ph:** \_\_\_\_\_ **Agent Fax:** \_\_\_\_\_

Applicant or Agent Daytime Telephone, Fax

**1888 - 1888 Congress St, Portland, Maine**

Address of Proposed Site

**212 A025001**

Assessor's Reference: Chart-Block-Lot

---

**Approval Conditions of Planning**

- 1 that the applicant provide financial capability to staff prior to issuance of a building permit.
- 2 that the applicant provide capacity letters from the Portland Water District and Portland Sewer Division prior to issuance of building permit.

**Approval Conditions of Insp**

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

**CITY OF PORTLAND, MAINE  
DEVELOPMENT REVIEW APPLICATION  
PLANNING DEPARTMENT PROCESSING FORM  
DRC Copy**

2001-0134  
Application I. D. Number  
  
06/05/2001  
Application Date  
  
Christ Church  
Project Name/Description

Christchurch Of Portland  
Applicant  
1900 Congress St, Portland, ME 04102  
Applicant's Mailing Address  
shields, John  
Consultant/Agent  
Agent Ph: \_\_\_\_\_ Agent Fax: \_\_\_\_\_  
Applicant or Agent Daytime Telephone, Fax

1888 - 1888 Congress St, Portland, Maine  
Address of Proposed Site  
212 A025001  
Assessor's Reference: Chart-Block-Lot

Proposed Development (check all that apply):  New Building  Building Addition  Change Of Use  Residential  Office  Retail  
 Manufacturing  Warehouse/Distribution  Parking Lot  Other (specify) institutional use

1156 Sq Ft 4.98 R2  
Proposed Building square Feet or # of Units Acreage of Site Zoning

**Check Review Required:**

- |  |   |  |  |
|--|---|--|--|
| <input checked="" type="checkbox"/> Site Plan<br>(major/minor)         | <input type="checkbox"/> Subdivision<br># of lots _____ | <input type="checkbox"/> PAD Review            | <input type="checkbox"/> 14-403 Streets Review   |
| <input type="checkbox"/> Flood Hazard                                  | <input type="checkbox"/> Shoreland                      | <input type="checkbox"/> Historic Preservation | <input type="checkbox"/> DEP Local Certification |
| <input checked="" type="checkbox"/> Zoning Conditional<br>Use (ZBA/PB) | <input type="checkbox"/> Zoning Variance                |  | <input type="checkbox"/> Other _____             |

Fees Paid: Site Plan \_\_\_\_\_ Subdivision \_\_\_\_\_ Engineer Review \$300.00 Date 08/24/2001

**DRC Approval Status:**

Reviewer Deluca Hoffman

- Approved  Approved w/Conditions  
See Attached  Denied

Approval Date 08/14/2001 Approval Expiration 08/14/2002 Extension to \_\_\_\_\_  Additional Sheets  
Attached

Condition Compliance Chris Earle/Steve Bushey 08/24/2001  
signature date

Performance Guarantee  Required\*  Not Required

\* No building permit may be issued until a performance guarantee has been submitted as indicated below

- |   |                |  |                 |
|---|----------------|--|-----------------|
| <input type="checkbox"/> Performance Guarantee Accepted     | _____          | _____  | _____           |
|   | date           | amount   | expiration date |
| <input type="checkbox"/> Inspection Fee Paid                | _____          | _____  |                 |
|   | date           | amount   |                 |
| <input type="checkbox"/> Building Permit Issue              | _____          |  |                 |
|   | date           |  |                 |
| <input type="checkbox"/> Performance Guarantee Reduced      | _____          | _____  | _____           |
|   | date           | remaining balance                                  | signature       |
| <input type="checkbox"/> Temporary Certificate of Occupancy | _____          | <input type="checkbox"/> Conditions (See Attached) | _____           |
|   | date           |  | expiration date |
| <input type="checkbox"/> Final Inspection                   | _____          | _____  |                 |
|   | date           | signature  |                 |
| <input type="checkbox"/> Certificate Of Occupancy           | _____          |  |                 |
|   | date           |  |                 |
| <input type="checkbox"/> Performance Guarantee Released     | _____          | _____  |                 |
|   | date           | signature  |                 |
| <input type="checkbox"/> Defect Guarantee Submitted         | _____          | _____  | _____           |
|   | submitted date | amount   | expiration date |
| <input type="checkbox"/> Defect Guarantee Released          | _____          | _____  |                 |
|   | date           | signature  |                 |



# Fixture Details

SKU P5674-31



**Catalog Page:** 310

**Category:** Outdoor

**Description:** 5" cylinder with heavy duty aluminum construction and die cast wall bracket. Powder coated finish. UL listed for wet locations.

**Finish:** ~~Black~~ **WHITE**

**Glass:** N/A

**Type:** Cylinders/Squares

**Notes:** H/CTR 2-1/2". May use 75w PAR-30 lamp.

**Width/Diameter:** 5"

**Height:** 7-1/4"

**Depth Extension:** 8"

**Lamp Quantity:** One

**Lamp Type:** BR-30

**Lamp Wattage:** 75w max

**Price:** \$68.10

Buy it

**View Companion Fixtures Below.**

## 32 Companion Fixtures

Key Specs	Photo	Description	Actions
SKU: P5741-		6" flush mount cylinder with heavy duty aluminum	<a href="#">View</a>




ABOUT US

SIDING & ACCESSORIES

BACKERBOARDS & UNDERLAYMENT

OTHER PRODUCTS

R & D

WHAT'S NEW

QUESTIONS & ANSWERS

CONTACT US

LINKS

**Cemplank**

**Fiber-cement Plank Siding**

Cemplank is an attractive and aesthetically pleasing fiber-cement plank siding. The deep cedar-grain texture provides a genuine wood appearance with premium fiber-cement performance.

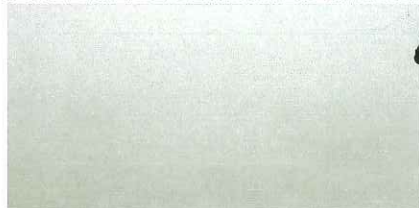
The unique fiber-cement formulation resists termites, will not rot or deteriorate, and provides long-term durability and strength. Eight excellent textures provide great design flexibility.

Cemplank can be painted or stained in any color to suit the homeowner's choice and enhance the beauty of the siding. Cemplank provides outstanding weatherability with low maintenance and has a limited lifetime warranty.





**AVAILABLE TEXTURES & SIZES**



**Traditional Smooth**

5 1/4", 6", 6 1/4", 7 1/4", 7 1/2", 8 1/4", 9 1/4", 9 1/2", 12"



**Traditional Cedar**

5 1/4", 6", 6 1/4", 7 1/4", 7 1/2", 8 1/4", 9 1/4", 9 1/2", 12"

**From:** Anthony Lombardo  
**To:** Kandi Talbot  
**Date:** Mon, Aug 13, 2001 2:02 PM  
**Subject:** Memos

Nevada Ave. Street Vacation:

Public Works does not object to this vacation request.

1900 Congress St:

Public Works does not object to a sidewalk waiver request, however, a form must be submitted to the Director for signing in order for this to be official.



**Charles Schwab**  
Helping Investors Help Themselves™

The Oxford Building  
185 Middle Street  
Portland, Maine 04101  
(800) 435-4000

August 21, 2001

Christchurch Evangelical Covenant  
1900 Congress St.  
Portland, ME 04102

Re: Account 2309-7679

Dear Mr. Glover:

As of August 21, 2001, the account value of account 2309-7679 is \$116,059.56. This account is registered to Christchurch Evangelical Covenant.

If you have any questions regarding this or need further information, please contact me at (207) 842-3903.

Thank you,



John Seitz  
Vice President and Branch Manager  
Portland, ME Branch



\$550.00 Paid 6/5  
ck#s 6138 for 50.00  
# 6137 for 500.00

6137

\$50.00 Outstanding

6/5/2001

# CITY OF PORTLAND, MAINE

## Department of Building Inspection

\$500.00

..... DOLLARS

6/5 20 01

Received from Archetype, P.A. a fee

of Six hundred /100 Dollars \$ 600.00

for permit to <sup>install</sup> Major site Plan  
<sup>erect</sup> Conditional USE  
<sup>alter</sup>

<sup>1888</sup> <sup>move</sup> Congress St. Est. Cost \$ —  
<sup>demolish</sup>

CBL# 212 A 025

ck# 6138

Per Ch H  
Inspector of buildings

### THIS IS NOT A PERMIT

No work is to be started until PERMIT CARD is actually posted upon the premises. Acceptance of fee is no guarantee that permit be granted. PRESERVE THIS RECEIPT. In case permit cannot be granted the amount of the fee will be refunded upon return of receipt less \$5.00 or 10% whichever is greater.

400.00  
100.00  
Inspection  
2001-0134

WHITE - Applicant's Copy  
YELLOW - Office Copy  
PINK - Auditors Copy

H<sub>2</sub>O District  
bank letter  
\$300 fee

# REVIEW

Department of Planning & Development  
Lee D. Urban, Director



**CITY OF PORTLAND**

Division Directors  
Mark B. Adelson  
Housing & Neighborhood Services

Alexander Q. Jaegerman, AICP  
Planning

John N. Lufkin  
Economic Development

June 4, 2003

Christ Church of Portland  
1900 Congress Street  
Portland, Maine 04102

RE: Building Addition  
Job ID #2001-0134, CBL #212-A-025

Dear Applicant:

On September 16, 2002, the City of Portland sent you a letter asking that you submit to the City an amendment to the approved site plan for Christ Church of Portland because a pipe was found on your site, which discharges onto a neighboring property. This pipe was not indicated on the approved site plan.

At this time, your site is not in compliance with the approved site plan. If you do not submit an amendment to the approved site plan by June 30, 2003, the City will forward this matter to counsel for legal action against Christ Church of Portland.

If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jay Reynolds', is written over the typed name.

Jay Reynolds  
Development Review Coordinator

Attachment: September 16, 2002 letter

CC: Alexander Jaegerman, Planning Division Director  
Sarah Hopkins, Development Review Services Manager  
— Kandice Talbot, Planner  
Penny Littell, Corporation Counsel  
Inspections Department  
File

Department of Planning & Development  
Lee D. Urban, Director



**CITY OF PORTLAND**

**Division Directors**  
Mark B. Adelson  
Housing & Neighborhood Services

Alexander Q. Jaegerman, AICP  
Planning

John N. Lufkin  
Economic Development

September 16, 2002

Christ Church of Portland  
1900 Congress Street  
Portland, Maine 04102

Subject: Building Addition  
(CBL# 212A025 ID #2001-0134)

Dear Applicant:

It has been brought to the city's attention that the development of your site is out of compliance with the approved site plan.

In particular, the following item must be addressed:

1. Drain Installation: A 4" diameter polyethylene pipe was found on your site which discharges onto a neighboring property. It appears to be either a roof drain or foundation drain discharge. This was not indicated on the site plan, but more importantly, it is directed onto another property.

This condition will need to be corrected by redirecting the pipe to an acceptable discharge location within your property. There is an undisturbed wetland-type area on your property that appears to be a suitable discharge location for this pipe. It also appears that the grades and elevations would allow for this to occur.

Please submit to the City an amendment to your site plan. This should reflect the changes needed to accomplish the pipe redirection.

Please contact me if you have any questions.  
Thank You.

Sincerely,

A handwritten signature in black ink, appearing to read "Jay Reynolds".

Jay Reynolds  
Development Review Coordinator

cc: Alexander Jaegerman, Planning Division Director  
Sarah Hopkins, Development Review Services Manager  
Kandice Talbot, Planner  
Penny Littell, Corporation Counsel  
Inspections Department  
✓ file

**From:** "Steve Bushey" <SBushey@DelucaHoffman.com>  
**To:** "Kandi Talbot (E-mail)" <KCOTE@ci.portland.me.us>  
**Date:** Wed, Jun 27, 2001 8:06 AM  
**Subject:** Christ Church Congress Street

Kandi,

I have the plan submitted by Archetype for the christ Church expansion. There is not much detail for me to look at. the expansion appears to be building related only therefore no substantial added pavement etc. is proposed. Does the project warrant substantial review fr drainage etc. outside of the normal conditions of approval for Erosion control etc.? If so let me know. Shall be do a site visit?

Steve Bushey

**PBM1**

CITY OF PORTLAND, MAINE  
MEMORANDUM

TO: Chair Caron and Members of the Portland Planning Board

FROM: Kandice Talbot, Planner

DATE: July 10, 2001

SUBJECT: Christ Church, 1900 Congress Street

#### Introduction

Christ Church has requested conditional and site plan approval for a 1,564 sq. ft. addition to the existing building located at 1900 Congress Street. This development would be reviewed for conditional use as an institutional use in the R-2 zone and site plan review. The standards for the institutional conditional use and the regular conditional use standards are attached.

The site currently has an existing 5,280 sq. ft. building, which consists of the church. The proposed addition will add school space for the church. Currently, there is an existing mobile classroom located in the parking lot. The new addition will include three classrooms to replace the portable classroom. The site is approximately 5 acres and is zoned R-2.

#### Access/Circulation

Access to the site will be from the existing driveway off of Congress Street. There are 64 parking spaces existing. The applicant is not proposing any new pavement.

There is no sidewalk existing along this section of Congress Street. Chapter 25 of the Municipal Code requires that sidewalk be installed along the entire frontage of the property. The applicant may request a waiver of the sidewalk requirement.

#### Utilities

The applicant is proposing to utilize the existing water and sewer connections to Congress Street. These utilities include sanitary sewer and water.

#### Drainage

Currently stormwater runoff flows down the hill towards a drainage ditch running adjacent and parallel to Congress Street. The applicant has stated that standard erosion control measures will be used during construction. The applicant should revise the plan to show location of erosion control measures, such as silt fence, etc.



## Building Design

The applicant is proposing to construct a 1,156 sq. ft. addition to the existing building. It appears that the facade will consist of either clapboard or vinyl siding. The applicant will need to submit further information regarding the material of the façade. Elevations drawings are included as Attachment 7.

The applicant will need to submit additional information regarding lighting, landscaping, financial capability, etc.

### Attachments:

1. Vicinity Map
2. Written Statement
3. R-2 Zoning Text
4. Conditional Use Text
5. Site Plan
6. Survey
7. Elevations

**PBR1**

CHURCH EXPANSION  
1900 CONGRESS STREET  
SITE PLAN AND CONDITIONAL USE REVIEW  
CHRIST CHURCH, APPLICANT

Submitted to:

Portland Planning Board  
Portland, Maine

August 14, 2001

## I. INTRODUCTION

Christ Church has requested conditional use and site plan approval for a 1,564 sq. ft. addition to the existing building located at 1900 Congress Street. This development would be reviewed for conditional use as an institutional use in the R-2 zone and site plan review. The standards for the institutional conditional use and the regular conditional use standards are attached.

The site currently has an existing 5,280 sq. ft. building, which consists of the church. The proposed addition will add school space for the church. Previously, there was a mobile classroom located in the parking lot, which has recently been removed. The new addition will include three classrooms to replace the portable classroom. The site is approximately 5 acres and is zoned R-2.

A legal ad appeared in the August 6th and 7th issues of the *Portland Press Herald*. 93 notices have been sent to area property owners in the vicinity of the project.

## II. STAFF REVIEW

The proposal has been reviewed for compliance with the R-2 Residential Zone, Site Plan Ordinance, and Conditional Use Standards of the Land Use Code. The plan has been reviewed by the Inspections, Traffic, Fire, Public Works, and Planning Department.

## III. SITE PLAN REVIEW

### 1. Traffic/Circulation/Parking

Access to the site will be from the existing driveway off of Congress Street. There are 64 parking spaces existing. The applicant is not proposing any new pavement.

There is no sidewalk existing along this section of Congress Street. Chapter 25 of the Municipal Code requires that sidewalk be installed along the entire frontage of the property. The applicant is requesting a waiver of sidewalk along the frontage because there is none existing along this side of Congress Street. Public Works has reviewed the request for granite curb and sidewalk and will support the request because granite curb and sidewalks are not prevalent in the vicinity of this site. A memo from Public Works will be provided at the public hearing.

### 2. Bulk, Location, Height of Building and Uses Thereof

The applicant is proposing to construct a 1,156 sq. ft. addition to the existing building. The façade will consist of painted cement clapboard with 4" exposure. The applicant will be providing a sample of the cement clapboard at the public hearing.

Recently, the Planning Board denied the Masonic Learning Center's request for a revision from clapboard siding to vinyl siding. The Masonic Learning Center building is located approximately 30 ft. from Congress Street, whereas the church addition is located approximately 500 ft. from Congress Street. Elevation drawings are included as Attachment 7.

3. Utilities/Easements/Solid Wastes

The applicant is proposing to utilize the existing water and sewer connections to Congress Street. These utilities include sanitary sewer and water. The applicant will need to provide capacity letters to staff. A potential condition of approval is:

- that the applicant provide capacity letters from the Portland Water District and Portland Sewer Division prior to issuance of building permit.

4. Landscaping

The applicant is not proposing any new landscaping other than seeding disturbed areas after construction. The site is currently well screened from abutting properties.

5. Drainage

Currently stormwater runoff flows down the hill towards a drainage ditch running adjacent and parallel to Congress Street. The applicant has stated that standard erosion control measures will be used during construction and has provided a sketch to show the location of silt fencing to prevent erosion of the hillside. The Development Review Coordinator has reviewed and approved the plan.

6. Lighting

The applicant is proposing a 60watt residential light fixture, as shown on Attachment 8b.

7. Fire Safety

The site plan has been reviewed and approved by the Fire Department.

8. Financial Capability

A letter from the Christchurch stating that their intent is to pay for the addition with existing funds, that are currently being held in a Charles Schwab money market with Key Bank of Portland. The letter is included as Attachment 8a. Staff is requesting that the applicant provide a letter from either Charles Schwab or Key Bank of Portland stating that there are available funds for this project. A potential condition of approval is:

- that the applicant provide financial capability to staff prior to issuance of a building permit.

#### IV. CONDITIONAL USE REVIEW

1. The following standards apply for review of an institutional expansion in the R-2 zone.

##### Section 14-78(2)

- i. In the case of expansion of existing such uses onto land other than the lot on which the principal use is located, it shall be demonstrated that the proposed use cannot reasonably be accommodated on the existing site through more efficient utilization of land or buildings, and will not cause significant physical encroachment into established areas; and

The placement of the addition will be within church property

- ii. The proposed use will not cause significant displacement or conversion of any residential uses as of June 1, 1983, or thereafter; and

The addition will not cause the displacement or conversion of any residential units.

- iii. In the case of a use or use expansion, which constitutes a combination of above-listed uses with capacity for concurrent operations, the applicable minimum lot sizes shall be cumulative.

The applicable lot sizes have been met.

2. The following standards apply for all conditional uses:

##### Section 14-474(2)

- i. There are unique or distinctive characteristics or effects associated with the proposed conditional use;

There are no known unique or distinctive characteristics associated with the proposed use.

- ii. There will be an adverse impact upon the health, safety, or welfare of the public or the surrounding area; and

It does not appear that there will be any adverse impacts with the proposed project.

- iii. Such impact differs substantially from the impact, which would normally occur from such a use in that zone.

The impacts of this site are similar as those normally expected from such a use in this zone.

## V. MOTIONS FOR THE BOARD TO CONSIDER

On the basis of plans and materials submitted by the applicant and on the basis of information provided in Planning Board Report #36-01 relevant to standards for site plan and conditional use review, the Board finds:

- i. That the plan is/is not in conformance with the Conditional Use Standards of the Land Use Code.
- ii. That the plan is/is not in conformance with the Site Plan Standards of the Land Use Code.

### Potential Conditions of Approval:

1. that the applicant provide capacity letters from the Portland Water District and Portland Sewer Division prior to issuance of building permit.
2. that the applicant provide financial capability to staff prior to issuance of a building permit.

### Attachments:

1. Vicinity Map
2. Written Statement
3. R-2 Zoning Text
4. Conditional Use Text
5. Site Plan
6. Survey
7. Elevations
8. Letter from Applicant dated July 18, 2001
9. Letter from Applicant dated July 27, 2001







Att. 2

**A R C H E T Y P E**

June 5, 2001

- only Sunday school, or daycare? W-✓


City of Portland  
Building Inspection Division  
389 Congress Street  
Portland, Maine 04101

RE: Addition to Christ Church  
1900 Congress Street, Portland, Maine

Enclosed is a submission for a Conditional Use Permit and Site Plan Review on the above project. I have enclosed nine copies of the submission. The submission includes the following items.

- Boundary and Topographic Survey dated June 1, 2001 by Titcomb Associates.
- Site Plan dated June 5, 2001 by Archetype Architects, P.A.
- Written statements for the Conditional Use Permit required by Section 14-78(2) and 14-474.
- Written statements for the Site Plan Review required by Section 14-525(c).

Sincerely,

  
 \_\_\_\_\_  
 John Shields  
 Architect

June 5, 2001

**Subject:** Addition to Christ Church - Minor Site Plan Submission  
Written Statements required by Sec. 14-525(c)

**References:**

City of Portland Ordinance, Chapter 14, Land Use, Article V. Site Plan, Sec. 14-521.

1. **Proposed Use** – Church. The existing building includes a worship space on the upper level and offices, kitchen and classrooms on the lower level. Also existing is a portable classroom located in the parking lot. The new addition includes three classrooms to replace the portable classroom.
2. **Areas** – Total land area – 5 acres +/- . Total ground coverage of existing building and new addition 3,796 square feet. Existing upper level 2,640 square feet, existing upper level 2,640 square feet, total existing building 5,280 square feet. New addition 1,156 square feet, storage space in new addition truss space 408 square feet. Total building, existing and new 6,844 square feet.
3. **Easements** – None.
4. **Solid Waste** – Ordinary household trash in minimal quantities. Disposal is by a parishioner once a week.
5. **Off Site Facilities** – Currently connected to municipal water and sewer, driveway connects to Congress Street.
6. **Surface Drainage** - The building and parking area is located at the top of a hill overlooking Congress Street. Currently storm water runoff flows down the hill towards a drainage ditch running adjacent and parallel to Congress Street. Most runoff is absorbed in the ground before reaching the ditch. The new addition will not change the overall storm water flow.
7. **Construction Plan** – Construction of the addition is scheduled for late summer 2001. No roads, retention basins, sewer lines or the like are included in the planned work but standard erosion control measures will be used.
8. **Regulatory Approvals** – The work is not subject to any state or federal regulatory approvals.
9. **Evidence of financial and technical capability** – Cost of construction to be paid in cash.
10. **Evidence of title** – to be provided.
11. **Unusual natural areas** – There are no unusual natural, wildlife, fisheries or archaeological areas within the project site.
12. **CADD.dxf Files** – to be provided.
13. **Recyclable materials** – Any recyclables are recycled by parishioner, see #4 above.

June 5, 2001

**Subject:** Addition to Christ Church – Conditional Use Permit  
Written Statements required by Sec. 14-78(2) and 14-474

**References:**

City of Portland Ordinance, Chapter 14, Land Use, Division 3. R-2 Residential Zone, Sec. 14-78 Conditional Use.

**Sec. 14-78 (2)(i –iii) Institutional**

- i. The addition to the existing church is on the same lot as the church itself.
- ii. The addition will not displace or convert existing residential uses.
- iii. The addition to the church does not constitute a combination of the referenced uses.

**Sec. 14-474(b)(1) Application**

- a. **Applicant** – Christ Church
- b. **Owner** - Christ Church
- c. **Address** – 1900 Congress Street, Portland, Maine 04102.
- d. **Zoning** – R-2 Residential Zone
- e. **Authorizing Reference** – Sec. 14-78(2)(c)
- f. **Site Plan** – attached.



Att. 2c

(508)  
28055

18

### Know all Men by these Presents,

That We, AGNES M. MAXFIELD and WILLIAM R. MAXFIELD, both of Portland in the County of Cumberland and State of Maine, and MARION E. CONNER, of Standish in said County and State, in consideration of One Dollar (\$1.00) and other valuable consideration

paid by CHRISTCHURCH OF PORTLAND, a corporation organized under the laws of the State of Maine and being located at said Portland, and whose mailing address is

the receipt whereof we do hereby acknowledge, do hereby give, grant, bargain, sell and convey, unto the said Christchurch of Portland, its successors and assigns forever,

~~and that the said grantors do hereby covenant, warrant and agree to defend and~~  
~~maintain forever~~ a certain lot or parcel of land, with any buildings thereon, situated on Congress Street in Portland, County of Cumberland and State of Maine, being more particularly bounded and described as follows:

Beginning at an iron on the southerly side of said Congress Street at the northeast corner of land of Elmer D. Maxfield, said iron also being located approximately three hundred ninety-seven (397) feet from the intersection of the westerly sideline of Garrison Street and the southerly sideline of Congress Street; thence running North 56° 13' 15" East along the southerly sideline of Congress Street two hundred twenty-three and eighty-nine hundredths (223.89) feet to an iron at other land of the grantors; thence running South 28° 52' 33" East along other land of the grantors nine hundred ninety and two hundredths (990.02) feet to an iron at land formerly of Cobb and Jacobs; thence running South 63° 13' 22" West along the Cobb and Jacobs line two hundred twenty-three and twenty-two hundredths (223.22) feet to an iron at land now or formerly of Elmer Maxfield; thence running North 28° 52' 33" West along the Maxfield line nine hundred sixty-two and seventy-three hundredths (962.73) feet to the point of beginning.

Being a portion of the premises conveyed to Arthur F. Maxfield by deed of Horatio Maxfield, dated October 16, 1943 and recorded in the Cumberland County Registry of Deeds in Book 1730, Page 37. The grantors' title is derived under the Will of the said Arthur F. Maxfield which is duly probated in Cumberland County, Maine, Docket No. 75641.

This conveyance is made subject to real estate taxes for the year 1977 which the grantee herein by its acceptance of this deed hereby assumes and agrees to pay.



AA-2d

To have and to hold the aforegranted and bargained premises, with all the privileges and appurtenances thereof, to the said Christchurch of Portland, its successors and assigns, to its and ~~its heirs and assigns forever.~~

And we do covenant with the said Grantee, as aforesaid, that we are lawfully seized in fee of the premises, that they are free of all encumbrances;

that we have good right to sell and convey the same to the said Grantee to hold as aforesaid; and that we and our heirs shall and will Warrant and Defend the same to the said Grantee, their <sup>successors</sup> and assigns against the lawful claims and demands of all persons.

In Witness Whereof, we, the said Agnes M. Maxfield, being a widow, William R. Maxfield and Dayle R. Maxfield, wife of the said William R. Maxfield, and Marion E. Conner and Milton Conner, husband of the said Marion E. Conner,

~~we~~ ~~do hereby~~ joining in this deed as Grantors, and relinquishing and conveying all rights by descent and all other rights in the above described premises, have hereunto set our hands and seals this 16th day of September in the year of our Lord one thousand nine hundred and seventy-seven.

Signed, Sealed and Delivered in presence of

*William Torpe*  
*William Torpe*  
*Barbara P. Chandler*  
*William Torpe*  
*William Torpe*

*William R. Maxfield*  
*Agnes M. Maxfield*  
*Dayle R. Maxfield*  
*Marion E. Conner*  
*Milton H. Conner*

State of Maine, Cumberland ss. September 16, 1977

Personally appeared the above named Agnes M. Maxfield, William R. Maxfield and Marion E. Conner

the foregoing instrument to be their free act and deed.

Before me,

*William R. Torpe*  
Justice of the Peace.  
Notary Public.  
Attorney at Law.

SEP 27 1977

REGISTRY OF DEEDS, CUMBERLAND COUNTY, MAINE

Received at 4:00 P.M. and recorded in BOOK 4107 PAGE 18

*Margaret L. Fisher* Register

R-2

City of Portland, Maine  
 Code of Ordinances, revised 10/01/2000  
 Sec. 14-78. Conditional use.

Land Use  
 Chapter 14

fire escapes above the ground floor;

- iv. Any additions or exterior alterations such as facade materials, building form, roof pitch, and exterior doors shall be designed to be compatible with the architectural style of the building and preserve the single-family appearance of the building;
- v. A lower level dwelling unit shall have a minimum two-thirds of its floor-to-ceiling height above the average adjoining ground level;
- vi. Either the accessory unit or the principal dwelling shall be occupied by the owner of the lot on which the principal building is located, except for bona fide temporary absences; and
- vii. Either the accessory unit or the principal dwelling shall be occupied by a person sixty (60) years of age or older or by a handicapped person.

(2) *Institutional*: Any of the following conditional uses provided that, notwithstanding section 14-474 (conditional uses) of this article or any other provisions of this Code, the planning board shall be substituted for the board of appeals as the reviewing authority:

- a. Elementary, middle, and secondary school;
- b.
  - i. Long-term and extended care facilities;
  - ii. Intermediate care facility for thirteen (13) or more persons;
- c. Church or other place of worship;
- d. Private club or fraternal organization;

Such uses shall be subject to the following conditions



and standards in addition to the provisions of section 14-474:

- i. In the case of expansion of existing such uses onto land other than the lot on which the principal use is located, it shall be demonstrated that the proposed use cannot reasonably be accommodated on the existing site through more efficient utilization of land or buildings, and will not cause significant physical encroachment into established residential area; and
- ii. The proposed use will not cause significant displacement or conversion of residential uses existing as of June 1, 1983, or thereafter; and
- iii. In the case of a use or use expansion which constitutes a combination of the above-listed uses with capacity for concurrent operations, the applicable minimum lot sizes shall be cumulative.

(3) *Other:*

- a. Utility substations, including sewage and water pumping stations and standpipes, electric power substations, transformer stations, telephone electronic equipment enclosures, and other similar structures, provided that such uses are suitably screened and landscaped so as to ensure compatibility with the surrounding neighborhood;
- b. Cemeteries.
- c. Day care facilities or home babysitting services not permitted as a home occupation under section 14-410, and nursery schools and kindergartens, subject to the following conditions:
  - i. The facility shall be located in a structure in which there is one (1) or more occupied residential units or in an existing accessory

AH. 4

- a. The applicant's name and address and his or her interest in the subject property;
  - b. The owner's name and address if different than the applicant;
  - c. The address, or chart, block and lot number as shown in the records of the office of the assessor of the subject property;
  - d. The zoning classification and present use of the subject property;
  - e. The particular provision of this article authorizing the proposed conditional use;
  - f. A general description of the proposed conditional use;
  - g. Where site plan approval is required by article V of this chapter, a preliminary or final site plan as defined by article V of this chapter.
- (2) *Public hearing.* A public hearing shall be set, advertised and conducted by the board of appeals in accordance with article VI of this chapter.
- (3) *Action by the board of appeals.* Within thirty (30) days following the close of the public hearing, the board of appeals shall render its decision, in a manner and form specified by article VI of this chapter, granting the application for a conditional use permit, granting it subject to conditions as specified in subsection (d), or denying it. The failure of the board to act within thirty (30) days shall be deemed an approval of the conditional use permit, unless such time period is mutually extended in writing by the applicant and the board. Within five (5) days of such decision or the expiration of such period, the secretary shall mail notice of such decision or failure to act to the applicant and, if a permit is authorized, shall issue such permit, listing therein any and all conditions imposed by the board of appeals.

(c) *Conditions for conditional uses:*



4a

- (1) *Authorized uses.* A conditional use permit may be issued for any use denominated as a conditional use in the regulations applicable to the zone in which it is proposed to be located.
- (2) *Standards.* Upon a showing that a proposed use is a conditional use under this article, a conditional use permit shall be granted unless the board determines that:
  - a. There are unique or distinctive characteristics or effects associated with the proposed conditional use;
  - b. There will be an adverse impact upon the health, safety, or welfare of the public or the surrounding area; and
  - c. Such impact differs substantially from the impact which would normally occur from such a use in that zone.

(d) *Conditions on conditional use permits.* The board of appeals may impose such reasonable conditions upon the premises benefited by a conditional use as may be necessary to prevent or minimize adverse effects therefrom upon other property in the neighborhood. Such conditions shall be expressly set forth in the resolution authorizing the conditional use permit and in the permit. Violation of such conditions shall be a violation of this article.

(e) *Effect of issuance of a conditional use permit.* The issuance of a conditional use permit shall not authorize the establishment or extension of any use nor the development, construction, reconstruction, alteration or moving of any building or structure, but shall merely authorize the preparation, filing and processing of applications for any permits or approvals which may be required by the codes and Ordinances of the city, including but not limited to a building permit, a certificate of occupancy, subdivision approval and site plan approval.

(f) *Limitations on conditional use permits.* No conditional use permit shall be valid for a period longer than six (6) months from the date of issue, or such other time as may be fixed at the time granted not to exceed two (2) years, unless the conditional use has been commenced or is issued and construction is actually begun

July 18, 2001

Kandi Talbot  
City of Portland  
Planning Department  
389 Congress Street  
Portland, Maine 04101

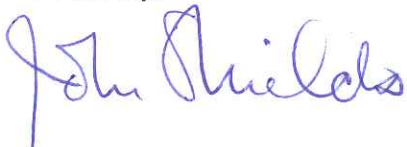
**RE: Planning Board Submission – Christchurch**

Dear Kandi:

Following are the items needed to complete the submission on this project.

- **Sidewalk:** The applicant requests a waiver of the sidewalk requirement.
- **Financing:** Attached is a letter from the Chairperson of the church's building committee explaining the financing of the project.
- **Siding:** Painted wood clapboard with 4" exposure to match existing. See attached sketch.
- **Lighting:** New lighting is limited to one 60W fixture over the new door from the classrooms. See sketch and cut sheet attached.
- **Erosion Control:** The attached sketch shows the location of silt fencing to prevent erosion of the hillside.
- **Landscaping:** No landscaping is planned other than seeding disturbed areas after construction.

Sincerely,



John Shields  
Architect

8a

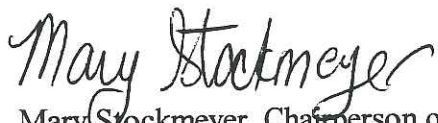
Christchurch Evangelical Covenant  
1900 Congress Street  
Portland, Maine 04102

Dear City of Portland Planning Board:

The congregation at Christchurch is hoping to add a four-classroom addition to the front of our existing building on outer Congress Street. It is our intent to pay for this addition with existing funds, which we have raised for this purpose over the past three years. These funds are currently held in a Charles Schwab money market account with Key Bank of Portland.

Thank you for your time and consideration.

Sincerely,



Mary Stockmeyer, Chairperson of Christchurch Building Committee





8b

# Fixture Details

SKU P5814-31



**Catalog Page:** 303

**Category:** Outdoor

**Description:** Wall lantern with ribbed mansard roof. Beveled clear acrylic panels.

**Finish:** Black

**Glass:** Clear Beveled Acrylic

**Type:** Plastic

**Notes:** H/CTR 10-5/8"

**Width/Diameter:** 8" sq.

**Height:** 12-3/4"

**Depth Extension:** 8-1/4"

**Lamp Quantity:** One

**Lamp Type:** Medium Base

**Lamp Wattage:** 60w max

**Price:** \$39.90

Buy it

**View Companion Fixtures Below.**

## 6 Companion Fixtures

**Key Specs**

**Photo**

**Description**

**Actions**

**SKU:** P5814-31  
**Category:** Outdoor  
**Finish:** Black  
**Glass:** Clear Beveled

Wall lantern with ribbed mansard roof. Beveled clear acrylic panels.

[View Details](#)

Buy it

July 27, 2001

Kandi Talbot  
City of Portland  
Planning Department  
389 Congress Street  
Portland, Maine 04101

**RE: Planning Board Submission – Christchurch**

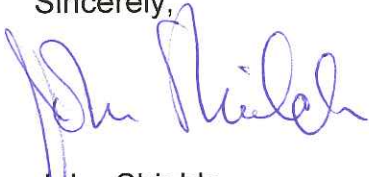
Dear Kandi:

Following is a change to the submission.

- **Siding:** Painted cement clapboard with 4" exposure to match existing rather than wood clapboard.

If you have any questions please call me.

Sincerely,



John Shields  
Architect