

Zoning Division
Marge Schmuckal
Zoning Administrator

Department of Urban Development
Joseph E. Gray, Jr.
Director



CITY OF PORTLAND

February 1, 2001

Debra R. Napolitano
C/o The Boulos Company
One Canal Plaza
Portland, ME 04101

RE: 2319-2349 Congress Street – 238A-A-003 - I-M zone

Dear Deb,

I am in receipt of your letter dated January 25, 2001 asking about the use at the Clark Insurance buildings. I have reviewed the information you submitted. It was all very helpful in making my determination.

I believe that Clark Insurance does meet the criteria of a back office use. There is minimal public visitation or direct in-person sales on site. There are no appraisals or repair of damaged vehicles on-site. There is a support staff that does data processing and performs clerical tasks. All these functions comply with the definition and intent of a back office use.

There for I have determined that the Clark Insurance offices are allowable under the I-M zone. They are considered a legal, conforming use.

If you have any other questions or requests on this matter, please do not hesitate to call.

Very truly yours,

Marge Schmuckal
Zoning Administrator

Cc: Sarah Hopkins, Planning Division
File



January 25, 2001

via Fax (207) 874-8716
and U.S. Mail

One Canal Plaza
Portland, ME 04101
(207) 772-1333
Fax: (207) 871-1288
E-Mail: info@boulos.com
www.boulos.com

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



Individual Member



Individual Membership
Specialist,
Industrial and
Office Real Estate

Re: 2331 Congress Street, Clark Insurance Occupancy

Dear Marge:

In follow up to our meeting on Tuesday, January 23, this letter shall serve as a written request for a "Determination" from you with regard to Clark Associates' occupancy at the above referenced location. As this property is located in Portland's IM Zone and back office use is a permitted use, I am seeking a "Determination" that Clark Associates' occupancy is a permitted use under the current Zoning Ordinance.

Clark Associates is an insurance company with three locations other than its Portland location, to include branch offices in Windham, Gorham and East Waterboro, Maine. The insurance company sells and administers business policies for: Workmen's Compensation, property and liability packages, auto fleets and garages, professional liability and bonding, group life and health, and personal policies to include: auto, home, boats, RVs, life, health and disability, and long term nursing care. There is minimal public visitation or direct in-person sales at the 2331 Congress Street location. Sales associates work from both the Congress Street and branch offices, contacting clients via telephone, internet, or in person *off-site* at the client/customer's home or business location. The Congress Street location provides support staff and processing services for the network of branch offices. In the instance of auto insurance customers, there are no appraisals or repair of damage vehicles on-site, whatsoever.

received
1/29/01



Marge Schmuckal
January 24, 2001
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Should you wish to clarify the description of Clark Associates' business operations, please feel free to contact Dale Hudson of Clark Associates directly at (207) 774-6257.

I would appreciate your verbal response to this request at your earliest possible opportunity. I look forward to your "Letter of Determination" within a week or so. I am the agent for Wellsford/Whitehall LLC (the owner of the property), and I ask that your written response be addressed to it in care of my office. I have enclosed the \$50 check payable to the City of Portland with this request via ordinary mail.

I am happy to discuss this matter further. Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script, appearing to read "Debra R. Napolitano".

Debra R. Napolitano

Encl.

cc: Dale Hudson, Clark Insurance

D.R. NAPOLITANO, INC.
DEBRA R. NAPOLITANO
P.O. BOX 2301
SOUTH PORTLAND, MAINE 04116-2301

FLEET
SOUTH PORTLAND, ME
52-36/112

1812

PAY TO THE
ORDER OF

City of Portland
Fifty dollars and 00/100

1/26/01
(EW)
\$ 350.00
\$50.00

DOLLARS
Security features
included.
Details on back.

MEMO

2331 Congress St.
Code Enforcement Determination

Debra R. Napolitano

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