

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