



PORTLAND MAINE

Strengthening a Remarkable City, Building a Community for Life • www.portlandmaine.gov

*Penny St. Louis Littell - Director of Planning and Development
Marge Schmuckal, Zoning Administrator*

March 17, 2009

Mr. Lenny Holmes
Southern Maine Sports Zone Inc.
400 North Street
Saco, ME 04072

RE: 115-119 Bishop Street – 293 A014 – I-M zone – change of use permit for the
“Bounce Zone” & “All Play” – permit #09-0202

Dear Mr. Holmes,

I am in receipt of your change of use application to change the left half of the building at 115-119 Bishop Street from a dog daycare, training and grooming use to an indoor amusement/entertainment center. At this point your application is incomplete.

A change of use application requires a full size, scalable site plan. This site plan needs to show the property lines, the footprint of the existing building including any stairs etc., and existing parking.

A change of use permit also requires that you show that you can meet the parking requirement for the new use. Section 14-332(j) of the ordinance requires that you have one off-street parking space for each 400 square feet of floor area. Since the total floor area of your space is 14,713 square feet, you need to show 37 off-street parking spaces. Section 14-334 of the ordinance states that the required off-street parking spaces have to be located on the same lot with the principal building or within 100 feet of the building.

Section 14-523 of the ordinance states that any development requires a site plan improvement permit from the Planning Division. The square footage of the floor area for your change of use is over 10,000 square feet, so it is considered a major development under section 14-522(d – under major development). The person to talk to in the Planning Division about the site plan application is Barbara Barhydt. Her phone number is 874-8699. I have enclosed the Development Review Application Packet for the site review.

Your change of use permit application is on hold in zoning until it is complete. Once the application is complete, it will go through the review process. When it has met all the requirements of the review process, and your site plan application has been approved, your permit will be issued and you can get your certificate of occupancy for the space.

Please feel free to call me at 874-8709 if you have any questions.

Yours truly,

Ann B. Machado
Zoning Specialist
(207) 874-8709

Cc. Penny Littell, Director of Planning and Urban Development
Tammy Munson, Inspections Division Director
Marge Schmuckal, Zoning Administrator
Barbara Barhydt, Development Review Service Manager
file