



## Zoning Map/Text Amendment/Contract or Conditional Rezoning Application Portland, Maine

Planning and Urban Development Department  
Planning Division

Portland's Planning and Urban Development Department coordinates the review of requests for zoning map amendments, zoning text amendments and contract or conditional re-zoning. The Division also coordinates site plan, subdivision and other applications under the City's Land Use Code. Attached is the application form for a Zone Change.

Portland's development review process and requirements are outlined in the Land Use Code (Chapter 14) which is available on our website:

Land Use Code: <http://me-portland.civicplus.com/DocumentCenter/Home/View/1080>

Design Manual: <http://me-portland.civicplus.com/DocumentCenter/View/2355>

Technical Manual: <http://me-portland.civicplus.com/DocumentCenter/View/2356>

**Planning Division**

Fourth Floor, City Hall  
389 Congress Street  
(207) 874-8719

**Office Hours**

Monday thru Friday  
8:00 a.m. – 4:30 p.m.

**PROJECT NAME:** Spurwink Services - Land Use Ordinance, text amendments

**PROPOSED DEVELOPMENT ADDRESS:**

899 Riverside Street

**PROJECT DESCRIPTION:**

1. Request for text amendment to the IM Zone establishing an Intermediate care facility (ICF) as an allowable use within the Zone.
2. Further clarify the definition of Intermediate care facility to better align with Department of Health and Human Services terminologies and definitions.

**CHART/BLOCK/LOT:** 326 B004

**CONTACT INFORMATION:**

<b>Applicant – must be owner, Lessee or Buyer</b> Name: Spurwink Services (c/o Eric Meyer) Business Name, if applicable: Address: 899 Riverside Street City/State : Portland, Maine Zip Code: 04103	<b>Applicant Contact Information</b> Work # (207) 871-1200 Home# Cell # Fax# e-mail: emeyer@spurwink.org
<b>Owner – (if different from Applicant)</b> Name: Address: City/State : Zip Code:	<b>Owner Contact Information</b> Work # Home# Cell # Fax# e-mail:
<b>Agent/ Representative</b> Name: Garrison Consulting (c/o Matthew Winch) Address: 41 Edgewood Ave City/State : Portland, Maine Zip Code: 04103	<b>Agent/Representative Contact information</b> Work # (207) 450-0750 Cell # (207) 450-0750 e-mail: matthewwinch@earthlink.net
<b>Billing Information</b> Name: Spurwink Services (c/o Daniel Bonner) Address: 899 Riverside Street City/State : Portland, Maine Zip Code: 04103	<b>Billing Information</b> Work # (207) 871-1200 Cell # Fax# e-mail: dbonner@spurwink.org

<b>Engineer</b> Name: Address: City/State :                      Zip Code:	<b>Engineer Contact Information</b> Work # Cell #                                      Fax# e-mail:
<b>Surveyor</b> Name: To Be Determined Address: City/State :                      Zip Code:	<b>Surveyor Contact Information</b> Work # Cell #                                      Fax# e-mail:
<b>Architect</b> Name: Garrison Consulting (c/o Matthew Winch) Address: 41 Edgewood Ave City/State : Portland, Maine      Zip Code: 04103	<b>Architect Contact Information</b> Work # (207) 450-0750 Cell # (207) 450-0750      Fax# e-mail: matthewwinch@earthlink.net
<b>Attorney</b> Name: To Be Determined Address: City/State :                      Zip Code:	<b>Attorney Contact Information</b> Work # Cell #                                      Fax# e-mail:

**Right, Title, or Interest:** Please identify the status of the applicant’s right, title, or interest in the subject property:

Applicant is the current property Owner. See attached for proof of right, title and interest in the property

**Provide documentary evidence, attached to this application, of applicant’s right, title, or interest in the subject property.**  
(For example, a deed, option or contract to purchase or lease the subject property.)

**Vicinity Map:** Attach a map showing the subject parcel and abutting parcels, labeled as to ownership and/or current use.  
(Applicant may utilize the City Zoning Map or Parcel Map as a source.)

**Existing Use:** Describe the existing use of the subject property:

There are 3 separate structures on the property. The Applicant currently uses two of the buildings, Smith House and Kaufmann House, to house offices for professional staff including but not limited to senior management, finance, facilities HR and development functions. The third building on the property, Sue Wright House, is used as an 8-bed residence (plus house parents) for students at Baxter School for the Deaf. This residence is not used for “treatment” purposes.

Current Zoning Designation(s): IM - Moderate Impact Industrial

**Proposed Use of Property:** Please describe the proposed use of the subject property. If construction or development is proposed, please describe any changes to the physical condition of the property.

The applicant will maintain the 8-bed residential use at Sue Wright House and maintain one of the buildings, Smith House, as office space for some staff functions which will remain on site. The applicant proposes to use Kaufmann House as (up to) a 16-person (plus staff) Intermediate care facility. The proposal at this time would not require any increase in volume or footprint. All construction associated with this conversion would take place within the existing connected structure of Kaufmann House.

**Site Plan:** On a separate sheet, please provide a site plan of the property showing existing and proposed improvements, including such features as buildings, parking, driveways, walkways, landscape and property boundaries. This may be a professionally drawn plan, or a carefully drawn plan, to scale, by the applicant. (Scale to suit, range from 1" = 10' to 1' = 50'.) Contract and conditional rezoning applications may require additional site plans and written material that address physical development and operation of the property to ensure that the rezoning and subsequent development are consistent with the comprehensive plan, meet applicable land use regulations, and compatible with the surrounding neighborhood.

**APPLICATION FEES:**

**Check all reviews that apply. (Payment may be made by Credit Card, Cash or Check payable to the City of Portland.)**

<p><b>Zoning Map Amendment</b> ___ \$2,000.00 (from _____ zone to _____ zone)</p> <p><b>Zoning Text Amendment</b> <input checked="" type="checkbox"/> <del>\$2,000,000</del> (to Section 14- <u>246 &amp;</u> 14-47)</p> <p><b>Combination Zoning Text Amendment and Zoning Map Amendment</b> ___ \$3,000.00</p> <p><b>Conditional or Contract Zone</b> ___ \$3,000.00 (A conditional or contract rezoning map be requested by an applicant in cases where limitations, conditions, or special assurances related to the physical development and operation of the property are needed to ensure that the rezoning and subsequent development are consistent with the comprehensive plan, meet applicable land use regulations, and compatible with the surrounding neighborhood. Please refer to Division 1.5, Sections 14-60 to 62.)</p>	<p>The City invoices separately for the following:</p> <ul style="list-style-type: none"><li>• Notices (\$.75 each)</li><li>• Legal Ad (% of total Ad)</li><li>• Planning Review (\$40.00 hour)</li><li>• Legal Review (\$75.00 hour)</li><li>•</li></ul> <p>Third party review fees are assessed separately. Any outside reviews or analysis requested from the Applicant as part of the development review, are the responsibility of the Applicant and are separate from any application or invoice fees.</p>
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**APPLICATION SUBMISSION:**

1. All plans and written application materials must be submitted electronically on a CD or thumb drive with each plan submitted as separate files, with individual file names which can be found on the **Electronic Plan and Document Submittal** page of the City's website at <http://me-portland.civicplus.com/764/Electronic-Plan-and-Document-Submittal>
  
2. **The submission shall include the following materials:**
  - a. One (1) paper set of the zoning amendment application, concept plan and written narrative.
  - b. Contract and conditional rezoning applications must include site plans and written material that address physical development and operation of the property to ensure that the rezoning and subsequent development are consistent with the comprehensive plan, meet applicable land use regulations and compatible with the surrounding neighborhood.

**APPLICANT SIGNATURE:**

I hereby certify that I am the Owner of record of the named property, or that the owner of record authorizes the proposed work and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the Planning Authority and Code Enforcement's authorized representative shall have the authority to enter all areas covered by this permit at any reasonable hour to enforce the provisions of the codes applicable to this permit.

<b>Signature of Applicant:</b> 	<b>Date:</b> 
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