



# 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:** Reed School Site Map & Text Zoning Amendment

**PROPOSED DEVELOPMENT ADDRESS:**

19 Libby Street, Portland Maine 04103

**PROJECT DESCRIPTION:**

The application is for a zoning map amendment, rezoning the 2.5 acre property at 19 Libby St. from R-3 to R-5. It is also an application for a text amendment, to include Combined Living/Working Spaces as an allowed use in the R-5 zone.

**CHART/BLOCK/LOT:** 338 K004001

**CONTACT INFORMATION:**

<b>Applicant – must be owner, Lessee or Buyer</b> Name: Business Name, if applicable: City of Portland Address: 389 Congress Street City/State : Portland, ME Zip Code: 04101	<b>Applicant Contact Information</b> Work # 207-874-8608 Home# Cell # Fax# e-mail: cdg@portlandmaine.gov
<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: Address: City/State : Zip Code:	<b>Agent/Representative Contact information</b> Work # Cell # e-mail:
<b>Billing Information</b> Name: Address: City/State : Zip Code:	<b>Billing Information</b> Work # Cell # Fax# e-mail:

<b>Engineer</b> Name: Address: City/State :                      Zip Code:	<b>Engineer Contact Information</b> Work # Cell #                                      Fax# e-mail:
<b>Surveyor</b> Name: Address: City/State :                      Zip Code:	<b>Surveyor Contact Information</b> Work # Cell #                                      Fax# e-mail:
<b>Architect</b> Name: Address: City/State :                      Zip Code:	<b>Architect Contact Information</b> Work # Cell #                                      Fax# e-mail:
<b>Attorney</b> Name: 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:

Transfer letter from School Department and Assessor database information attached.

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**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:

Originally an elementary school, and for many years the central kitchen for Portland Public Schools as well as providing storage space, the property is not in active use, though the property is residually used for life safety trainings.

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**Current Zoning Designation(s):** R-3 Residential Zone

**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.

No project is being proposed at this time. The zone change is proposed ahead of redevelopment of the property so that zoning aligns with the recommended future uses for the property.

**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> <u>   </u> \$2,000.00 (from <u>R-3</u> zone to <u>R-5</u> zone)</p> <p><b>Zoning Text Amendment</b> <u>   </u> \$2,000.00 (to Section 14- <u>117</u>)</p> <p><b>Combination Zoning Text Amendment and Zoning Map Amendment</b> <input checked="" type="checkbox"/> \$3,000.00</p> <p><b>Conditional or Contract Zone</b> <u>   </u> \$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.

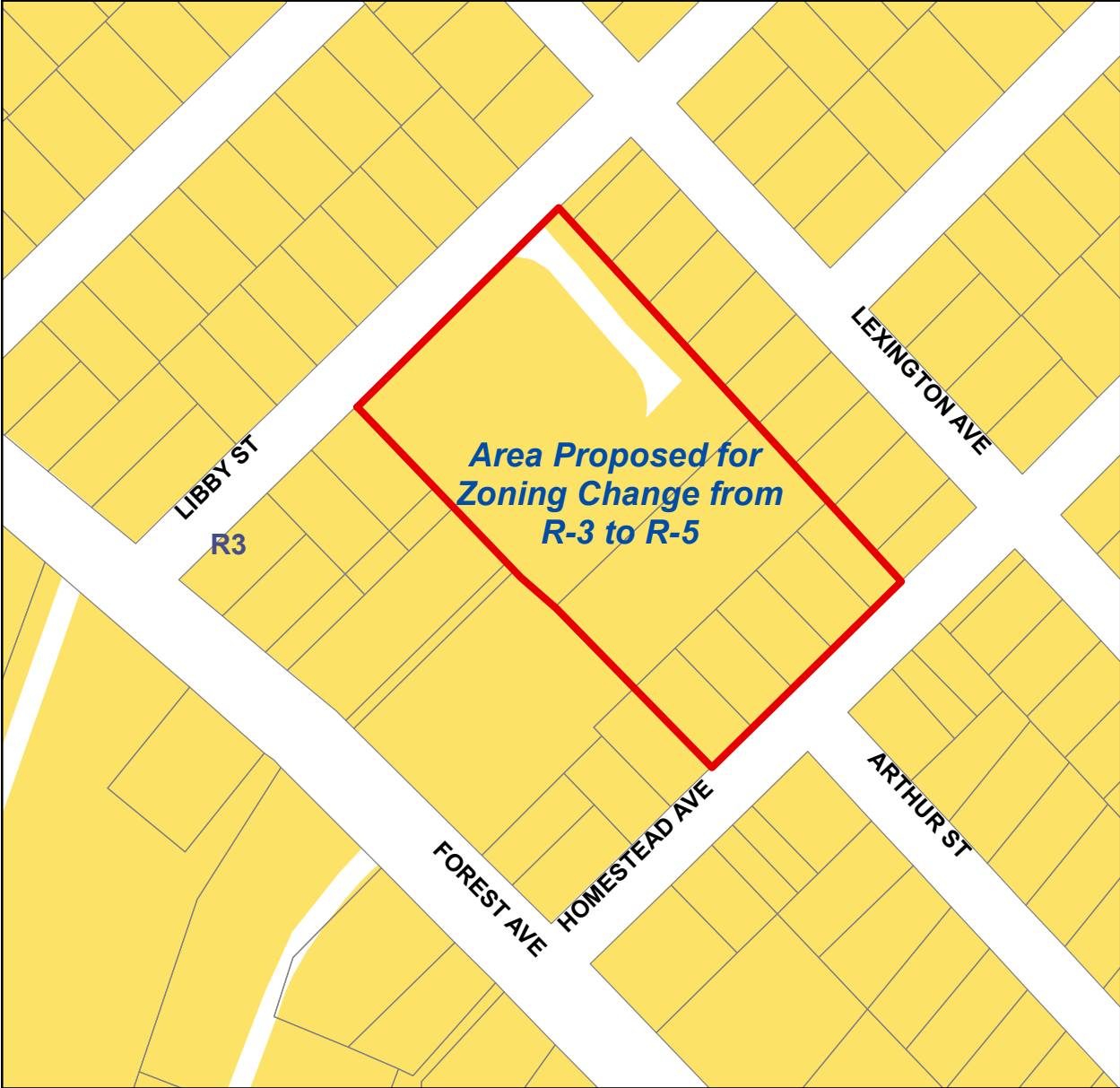
<b>Signature of Applicant:</b>	<b>Date:</b> August 24, 2015
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**Area Proposed for  
Zoning Change from  
R-3 to R-5**



0 200 400 Feet



**Legend**

 R3 Residential



0 200 400 Feet



Assessor's Office | 389 Congress Street | Portland, Maine 04101 | Room 115 | (207) 874-8486

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This page contains a detailed description of the Parcel ID you selected.

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Best viewed at 800x600, with Internet Explorer

**CBL** 338 K004001  
**Land Use Type** GOVERNMENTAL  
 Verify legal use with Inspections Division  
**Property Location** 19 LIBBY ST  
**Owner Information** CITY OF PORTLAND  
 389 CONGRESS ST  
 PORTLAND ME 04101

**Book and Page**  
**Legal Description** 338-K-4 340-A-46 TO  
 50-55 LIBBY ST 19-37  
 HOMESTEAD AVE 18-34  
 109513SF

**Acres** 2.5141

**Current Assessed Valuation:**

<b>TAX ACCT NO.</b>	No Tax Information Available at This Time	<b>OWNER OF RECORD AS OF APRIL 2015</b> CITY OF PORTLAND 389 CONGRESS ST PORTLAND ME 04101
<b>LAND VALUE</b>	\$245,900.00	
<b>BUILDING VALUE</b>	\$1,438,590.00	
<b>PORTLAND, CITY OF</b>	(\$1,684,490.00)	
<b>NET TAXABLE - REAL ESTATE</b>	\$0.00	

**TAX AMOUNT**Any information concerning tax payments should be directed to the Treasury office at 874-8490 or [e-mailed](#).**Building Information:****Building 1**

**Year Built** 1925  
**Style/Structure Type** SCHOOL  
**# Units** 1  
**Square Feet** 33243

[View Sketch](#)[View Map](#) [View Picture](#)**Exterior/Interior Information:****Building 1**

**Levels** B1/B1  
**Size** 4756  
**Use** MULTI-USE STORAGE  
**Height** 12



**Heating** HW/STEAM  
**A/C** NONE

**Building 1**

**Levels** 01/01  
**Size** 21331  
**Use** SCHOOL  
**Height** 13  
**Walls** BRICK/STONE  
**Heating** HW/STEAM  
**A/C** NONE

**Building 1**

**Levels** 01/01  
**Size** 2400  
**Use** AUTO PARTS/SERVICE  
**Height** 16  
**Walls** METAL-LIGHT  
**Heating** HW/STEAM  
**A/C** NONE

**Building 1**

**Levels** 02/02  
**Size** 4756  
**Use** SCHOOL  
**Height** 13  
**Walls** BRICK/STONE  
**Heating** HW/STEAM  
**A/C** NONE

**Other Features:****Building 1**

**Structure** SPRINKLER - WET  
**Size** 30843X0

**Outbuildings/Yard Improvements:****Building 1**

**Year Built** 1900  
**Structure** SHED FRAME  
**Size** 1X510  
**Units** 1  
**Grade** C  
**Condition** 3

**Building 1**

**Year Built** 1900  
**Structure** FENCE CHAIN  
**Size** 1X1800  
**Units** 1  
**Grade** C  
**Condition** 3

**Building 1**

<b>Year Built</b>	1900
<b>Structure</b>	ASPHALT PARKING
<b>Size</b>	25000
<b>Units</b>	1
<b>Grade</b>	C
<b>Condition</b>	3

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**Administration**

*Emmanuel Caulk, Superintendent*  
*David Galin, Chief Academic Officer*  
*Michael Wilson, Chief Financial Officer*  
*Peter Eglinton, Chief Operations Officer*

196 Allen Avenue, Portland, Maine 04103  
(207) 874-8100

July 8, 2014

Mr. Mark Rees  
City Manager  
City Hall  
389 Congress St  
Portland, ME 04101

Dear Mark:

The Portland Board of Public Education voted unanimously on June 24, 2014, to authorize the Superintendent to take all steps necessary to implement the closing of the former Reed School and the transfer of control of the property to the city, including notifying the City Manager and City Council. The facility is a 33,692 square foot structure located on 2.5 acres accessed from Homestead Avenue, and was most recently used as a Central Kitchen and warehouse. Because the building does not currently operate as a school, state approval of the facility closure and transfer is not required.

Accordingly, Portland Public Schools can transfer control of the property to the City of Portland. Please let me know if additional steps are required to complete the transfer. Note that later this summer we plan to sell a few remaining pieces of kitchen equipment and relocate stored district materials to other suitable facilities. We would appreciate continued access to the building until our moves are complete. Otherwise, the city can take control of the property effective immediately.

Sincerely,

Emmanuel Caulk  
Superintendent  
Portland Public Schools