

667-669 CONGRESS STREET

SHAW-WALKER



# APPLICATION FOR PERMIT

PERMIT ISSUED

B.O.C. USE GROUP

B.O.C.A. TYPE OF CONSTRUCTION

AUG 15 1977

ZONING LOCATION PORTLAND, MAINE, Aug. 16, 1977

CITY of PORTLAND

To the DIRECTOR OF BUILDING & INSPECTION SERVICES, PORTLAND, MAINE

The undersigned hereby applies for a permit to erect, alter, repair, demolish, move or install the following building, structure, equipment or change use in accordance with the Laws of the State of Maine, the Portland B.O.C.A. Building Code and Zoning Ordinance of the City of Portland with plans and specifications, if any, submitted herewith and the following specifications:

LOCATION 667 Congress St. Fire District #1 ☐ #2 ☐  
1. Owner's name and address Joe Smoke Shop - 665 Congress St. Telephone 773-3656  
2. Lessee's name and address Telephone  
3. Contractor's name and address Telephone  
4. Architect Specifications Plans No. of sheets  
Proposed use of building fruit stand for apples sale No. families  
Last use No. families  
Material No. stories Heat Style of roof Roofing  
Other buildings on same lot  
Estimated contractual cos. \$ Fee \$ 5.00

FIELD INSPECTOR—Mr. Marge GENERAL DESCRIPTION

This application is for: @ 775-5451  
Dwelling Ext. 234 Permit to erect stand to be used as apple  
Garage stand 5 x 8, temporary 8-16-77 to  
Masonry Bldg. 10-16-77

Stamp of Special Conditions

Alterations  
Demolitions  
Change of Use  
Other

NOTE TO APPLICANT: Separate permits are required by the installers and subcontractors of heating, plumbing, electrical and mechanicals.

PERMIT IS TO BE ISSUED TO 1 ☒ 2 ☐ 3 ☐ 4 ☐

Other:

## DETAILS OF NEW WORK

Is any plumbing involved in this work? Is any electrical work involved in this work?  
Is connection to be made to public sewer? If not, what is proposed for sewage?  
Has septic tank notice been sent? Form notice sent?  
Height average grade to top of plate Height average grade to highest point of roof  
Size, front depth No. stories solid or filled land? earth or rock?  
Material of foundation Thickness, top bottom cellar  
Kind of roof Rise per foot Roof covering  
No. of chimneys Material of chimneys of lining Kind of heat fuel  
Framing Lumber—Kind Dressed or full size? Corner posts Sills  
Size Girue Columns under girders Size Max. on centers  
Studs (outside walls and carrying partitions) 2x4 16" O. C. Bridging in every floor and flat roof span over 8 feet.  
Joists and rafters: 1st floor 2nd 3rd roof  
On centers: 1st floor 2nd 3rd roof  
Maximum span: 1st floor 2nd 3rd roof  
If one story building with masonry walls, thickness of walls? height?

## IF A GARAGE

No. cars now accommodated on same lot, to be accommodated number commercial cars to be accommodated  
Will automobile repairing be done other than minor repairs to cars habitually stored in the proposed building?

## APPROVALS BY:

### DATE

### MISCELLANEOUS

BUILDING INSPECTION—PLAN EXAMINER Will work require disturbing of any tree on a public street?  
ZONING: BUILDING CODE: Will there be in charge of the above work a person competent  
Fire Dept.: to see that the State and City requirements pertaining thereto  
Health Dept.: are observed?  
Others:

Signature of Applicant Martin S. Crommie Phone # same

Type Name of above Martin Crommie 1 ☒ 2 ☐ 3 ☐ 4 ☐

Other and Address

FIELD INSPECTOR'S COPY

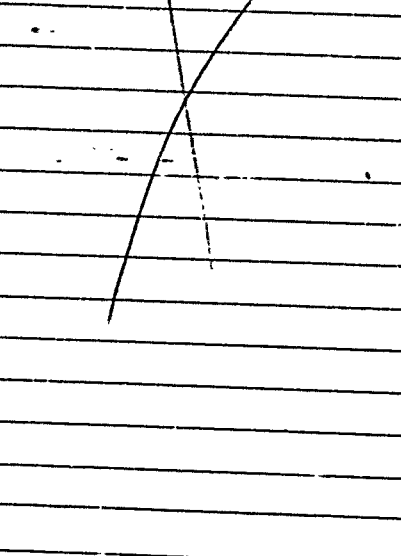
## NOTES

8-10-77 had a new cone in ferguson stand  
shrubbery - fed in S  
11-14-77 flew in to new stand - K

Permit No. 77-8109  
Location 617 Canyon St.  
Owner Joe A. Smith  
Date of permit 8-16-77  
Approved 8-16-77 <sup>ten</sup> <sub>3rd</sub> 11/16/77

12.

P. Apple  
2011/146-77



CITY OF PORTLAND, MAINE  
MEMORANDUM

TO: R. Lovell Brown, Director of Building Inspection  
FROM: Derry Rundlett, Special Assistant to the City Manager  
SUBJECT: 667-669 Congress Street

DATE: 12/10/73

Bob,

Attached you will find the complete file relating to the parking lot at 667-669 Congress Street.

In my report to the City Manager, relating to this lot and other zoning violations, I indicated that perhaps official correspondance should begin anew with final action towards prosecution if necessary to obtain compliance. While I realize that legal action is a necessarily difficult final step, it is appropriate action for reluctant property owners such as this one. It is my feeling that this particular owner may require only a threat toward legal action, but if that threat does not result in compliance with our zoning laws, I would suggest the City initiate court proceedings.

*Derry Rundlett*

4/3/72  
~~2-14-72~~  
~~2-5-72~~ Allan

AAC  
~~3-14-72~~  
5-18-72

Follow Up - 667-669 Congress St. - parking lot ----

Bob: -

6/1/72

Hugh says things just the

same. -

Allan

PLEASE FURNISH SERVICE(S) INDICATED BY CHECKED BLOCK(S).  
REQU. RED FEE (if PAID).  
☐ Show to whom, date and address where delivered ☐ Deliver ONLY to addressee

**RECEIPT**  
Received the numbered article described below.

REGISTERED NO. 83934  
CERTIFIED NO. \_\_\_\_\_  
INSURED NO. \_\_\_\_\_  
DATE DELIVERED 12-8-71

SIGNATURE OR NAME OF ADDRESSEE (Must always be filled in)  
[Signature]  
SIGNATURE OF ADDRESSEE (if ANY)  
SHOW WHERE DELIVERED (only if requested)  
[Initials]

43-18-71-11 311-195 GPO

REGISTERED NO.

33934

Value \$ 1.00	Special Delivery \$
Reg. Fee \$ 91	Return Receipt \$ 1.00
Handling Charge \$	Restricted Delivery \$
Postage \$ 8	<input type="checkbox"/> AIRMAIL

POSTMASTER (By)

FROM

City of Portland  
113 E. 1st St.

TO

Mr. W. A. [unclear]  
201 [unclear] St. City

POSTMARK OF



U.S. POSTAGE 1970-404-980



reg.mail  
ret.rec.req.

667-669 Congress Street

Dec. 6, 1971

Dr. K. Alexander Laughlin  
201 State Street

cc to: Corporation Counsel

Dear Dr. Laughlin:

Parking lot owned by you at the above location is in violation of the Portland Zoning Ordinance. You applied for a certificate of occupancy on March 11, 1966 and was given permission to proceed as per plan filed with your application on March 16, 1966. The certificate of occupancy was never issued because this lot did not comply with the plot plan submitted and the letter sent to you on March 16, 1966. The following Zoning Ordinance requirements are necessary before approval can be given for this parking lot.

1. A continuous guard curb, rectangular in cross section, at least 6" in height and permanently anchored shall be provided and maintained at least 5' from Congress Street and the lot line between your property and the abutter. A guard curb is also needed 5' from Vernon Place, 18' back from the guard curb from Congress Street. An inspection of your premises on Dec. 2nd reveals that there are a few loose ties along the lot line between you and your neighbor. In some places these ties are completely missing, and no evidence of any ties ever being provided along the Congress Street side. You would also have the right if you did not want to use guard curbs to use a continuous bumper guard (Sec.602.14H.1) of adequate strength, the top of which shall be at least 70" in height, and shall be maintained so that bumpers of vehicles cannot project beyond this space toward the street or lot line involved, either above or below the impact surface.
2. Chain link fence (about 25' in length) at the rear of your lot is fallen down. (Sec.602.14H.2 states, where such off-street parking abuts a lot in residential use or an unoccupied lot which is located in a Residential Zone, a chain link, picket or sapling fence, not less than 48" in height, shall be provided and maintained between such off-street parking and that part of the lot line involved.

I would assume that the three different fences at the rear of your lot are fences belonging to your abutters and not owned by you. The responsibility of providing and maintaining a fence at the rear of your parking lot is the responsibility of the owner of the parking lot.

*over*



Fri. Dec. 17, 71

Dr. Laykin: arr @ 11:50 AM @ Helbert's

R. L. Brown — will put up with guests in Oregon

H. etc.

Dr. Alexander Laughlin

Page 2

Dec. 6, 1971

3. Parking a motor vehicle along Vernon Place is not allowable. If you desire to park cars on this section of your lot, it will be necessary for you to apply for a new certificate of occupancy with a new plot plan showing the desired increase in parking so that we may check this out with the different ordinance requirements.

It is hoped that we may have your cooperation in this matter so that it will not be necessary to take legal action against this unlawful parking. It is necessary that this parking lot apply with the above requirements or all parking be removed from this lot no later than Dec. 22, 1971. If there are any questions on the above please do not hesitate to call me here at this office in City Hall.

Very truly yours,

R. Lovell Brown  
Director

S:m

Bob

12-1-71

PARKING LOT AT 667-669 CONGRESS STREET

They applied for a certificate of occupancy on March 11, 1966 and we gave them permission to start construction of this lot on March 16, 1966 with the understanding that:

1. Any water run-off from the parking lot shall not run across or over adjoining streets. Sec. 602.14J.3).
2. Fences along rear lot line between parking and adjoining property are not to be more than 4' in height within 25' of the street line. (Sec. 602.14I.2). The plan submitted on March 11, 1966 shows a chain link fence 5' high from Avon Street and a split rail fence 5' high from Burnham Place.

In answer to Don Megathlin's memorandum of Oct. 6th from the Manager taken in order -

No. 1 - A continuous guard curb (Sec. 602.14 H-1) this section says that a continuous guard curb, rectangular in cross section, at least 6" in height and permanently anchored shall be provided and maintained at least 5' from the street or lot line between such off-street parking and that part of the street or lot line involved; or a continuous bumper guard of adequate strength, the top of which shall be at least 20 inches in height.

There is no guard curb along Congress Street nor along Burnham Place, (this would be for about 18' - see plans ). There are bumper guards however, down the lot line toward Avon Street- these apparently were not permanently anchored in the first place - now some are missing - some are out of place.

2. A street or fence not less than 48" in height (602.14H-2), as stated above, we ask that all fences be not over 4' in height. Actually as we inspect this area we find that this is really three separate fences, apparently belonging to adjacent property owners and not to the owner of this parking lot. The Zoning Ordinance does not say who has to have the fence. I feel that the only requirement should be that the fence be provided.

3. Approved site plan (driveways, streets, alleys, ~~maneuvering~~ maneuvering, area by the Dept. of Public Works (Sec. 602.14J.1)- this we have, was submitted to us on March 11, 1966, approved by the Public Works Dept. on March 16, 1966.

4. Uniform grading - (602.14J.2). This lot was uniformly graded according to the requirements of this section. There are now some depression on the lot where water is standing.

5. <sup>Drainage</sup> (Sec. 602.14J.3) - I don't believe this is a problem that I know of, however see my letter of above of which I remind the owner of this.

.Bob - 667-669 Congress Street - 12-1-71

1

6. Lighting is appropriate. (Sec. 602.14J.4)

No lighting here - therefore this would not apply.

7. We have not issued a certificate of occupancy for this lot.

What is required as stated in my memorandum to John Dexter of March 15th of '68 is a guard curb along Congress Street, 18' from Congress Street along Burnham Place. The fence in the rear is starting to fall down; we could like them straighten this up or put up a new fence - ask them to re-grade the lot leveling it off-- they are parking cars where they are not supposed to along Burnham Place as you saw the other day. High is not allowable. I would again suggest, as I did in that memo, that where this parking lot abuts Burnham Place that the City install curbing as a deterrent from cars going from Burnham Place into this parking lot.

Vernon

Allan

CITY OF PORTLAND, MAINE  
MEMORANDUM

TO: R. Lovell Brown, Building Inspection Director

FROM: John E. Menario, City Manager

SUBJECT: Parking Lot at 667-669 Congress Street

DATE: 11/24/71

Several days ago, Mayor MacVane called to my attention a continuing concern of his relating to the unsightly conditions of a parking lot which was developed at 667-669 Congress Street.

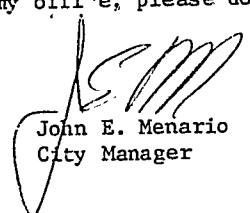
In forwarding a routine memo to Mr. Megathlin for some information on this particular lot, I discovered from the material which he returned to me that this apparently has been a long standing problem and one which the City has met with limited success.

Rather than to repeat the history of the project, I have attached to this memorandum all of the data which Mr. Megathlin forwarded to me, including the original copy of his memorandum.

I would now appreciate it if we could have some action of this particular situation in view of the fact that there have been several months, if not years, lapse since the beginning problem. I think as a matter of good business practice, it might be well to direct a formal letter to the present owner of the facility, bringing to his attention the City's difficulty in having these matters remedied over the years, and an indication that the City of Portland now has no alternative but to insist within a reasonable length of time that the requirements be adhered to, otherwise, the City will be forced to entertain legal action.

Before the letter is directed to the owner, I think it might be helpful if you would spend a few moments with Mr. Megathlin in order that we could spell out in the letter the kind of requirements which would be in the best interest of the City, and it might also be well if you reviewed the contents of the letter with Bob Donovan in order to make certain that we provide the proper self-serving clauses, or at least are aware of our legal position before proceeding.

Should you need any general direction from my office, please do not hesitate to call it to my attention.



John E. Menario  
City Manager

JEM/jd  
cc: Robert W. Donovan, Corporation Counsel

CITY OF PORTLAND, MAINE  
MEMORANDUM

TO: John E. Menario, City Manager

FROM: Donald E. Megathlin, Jr., Planning Director

SUBJECT: Parking Lot at 667-669 Congress Street

DATE: 10/6/71

The above property is owned by Dr. Alexander K. Laughlin of Cumberland Foreside, Maine. The property is located in both B-3 Business Zone and a R-6 Residence Zone.

In 1966, Dr. Laughlin applied and was granted a permit to construct a parking lot on the site shaded in black on the attached map. However, Dr. Laughlin never complied to the Zoning Laws with regards to all of the off street parking requirements (Section 602.14 of the Zoning Ordinance), and was never issued a certificate of occupancy for use of the premises by the City.

In 1968, John S. Dexter, Jr., Administrative Assistant to the City Manager, wrote a memorandum to Alan Soule dealing with this matter. I have attached a copy for your information with Alan Soules' responses.

It is considered that the Building & Inspection Department could bring legal action against Dr. Laughlin, because he appears to be in violation of the Zoning Ordinance. This view is also shared by the Corporation Counsel's office. (For your information I have attached a copy of Section 602.14 of the Zoning Ordinance dealing with off street parking requirements).

Based on the Zoning Ordinance, the City specifically could and should enforce the following requirements:

1. A continuous guard curb (Section 602.14 H-1)
2. A screen or fence not less than 48" in height (602.14 H-2)
3. Approval of a site plan (driveways, streets, alleys, maneuvering areas by the Dept. of Public Works. (602.14 J-1)
4. Uniform grading (602.14 J-2)
5. Drainage (602.14 J-3)
6. Lighting if appropriate (602.14 J-4)

The provisions of these requirements could materially improve this unsightly parking lot as well as provide better amenities for surrounding residents, particularly on State Street and Deering Street.

*Don*  
Donald E. Megathlin, Jr.  
Planning Director

DEM/JK

Section 602.14

OFF-STREET PARKING

A. Off-street parking, either by means of open-air spaces, each having an area eight feet wide and eighteen feet long, or by garage space, in addition to being a permitted use in certain zones, shall be considered as an accessory use when required or provided to serve conforming uses located in any zone.

Off-street parking defined

602.14 A.

B. In those zones where off-street parking is required, the following minimum off-street parking requirements shall be provided and maintained in the case of new construction, alterations, and changes of use:

Uses requiring off-street parking

602.14 B.

Use classification;  
and number of required  
parking spaces

Residential structures  
602.14 B. 1.

1. 1 parking space for each dwelling unit except that in an R-5 Residence Zone only one space need be provided for each lot under 5,000 square feet and in an R-6 Residence Zone only one space need be provided for each lot under 5,000 square feet and only two spaces for each lot of 5,000 square feet to 5,500 square feet.

Tourist home, tourist  
court, motel, cabins  
602.14 B. 2.

2. 1 parking space for each sleeping room.

Hotels and lodging  
houses

602.14 B. 3.

3. 1 parking space for each 4 guest rooms.

Schools providing  
instruction for  
students up to and  
including those 15  
years of age

602.14 B. 4.

4. 1 parking space for each room used for purposes of instruction.

Schools providing  
instruction for  
students 16 years of  
age and over

602.14 B. 5.

5. 1 parking space for each 10 seats or major fraction thereof, used for purposes of instruction; if no fixed seats, 1 parking space for each 100 square feet or major fraction thereof used for purposes of instruction.

Hospitals, sanitariums,  
nursing homes

602.14 B. 6.

6. 1 parking space for each 500 square feet or major fraction thereof, of floor area, exclusive of cellar.

Auditoriums, theaters,  
assembly halls, funeral  
homes

602.14 B. 7.

7. 1 parking space for each 5 seats or for each 100 square feet, or major fraction thereof, of assemblage space if no fixed seats.



Retail stores  
602.14 B. 8.

8. 1 parking space for each 150 square feet or major fraction thereof, of first floor area in excess of 3,000 square feet not used for bulk storage and 1 parking space for each 400 square feet, or major fraction thereof, for each floor above the first floor not used for bulk storage.

Restaurants or establishments constructed and intended for the dispensing of food and drink as the principal activity  
602.14 B. 9.

9. 1 parking space for each 100 square feet, or major fraction thereof, of floor area not used for bulk storage or food preparation.

Offices, professional and public buildings  
602.14 B. 10.

10. 1 parking space for each 400 square feet or major fraction thereof, of floor area exclusive of cellar not used for bulk storage.

Church and customarily incidental accessory uses located on same or contiguous lots  
602.14 B. 11.

11. 1 parking space for each 10 fixed seats in excess of 250, or major fraction thereof; if no fixed seats, 1 parking space for each 100 square feet, or major fraction thereof, of area in sanctuary or principal place of assemblage for worship in the church.

For that part of every business, manufacturing, and industrial building not catering to retail trade and with floor area over 3,000 square feet  
602.14 B. 12.

12. 1 parking space for each 1,000 square feet of floor area, or major fraction thereof.

To be located on lot with principal use in Residence Zones; exceptions  
602.14 C.

C. Required off-street parking in all Residence Zones and accessory off-street parking in R-1 through R-5 Residence Zones shall be located on the same lot with the principal building or use, except that the Board of Appeals may permit such off-street parking to be located at a distance of not more than 300 feet from said principal building or use, measured along lines of public access where it can not reasonably be provided on the same lot if the premises to be used for parking are held under the same ownership or lease as the building or use served and if said premises are located in the same or a less restricted zone as the building or use served. Evidence of such control, either deed or lease, shall be required.

To be located on lot with principal use in Business and Industrial Zones; exceptions  
602.14 D.

D. Required off-street parking in all Business and Industrial Zones shall be located on the same lot with the principal building or use, or within 100 feet measured along lines of public access, except that where off-street parking can not be provided within these limits, the Board

of Appeals may permit such off-street parking to be located a reasonable distance from the principal building or use measured along lines of public access if the premises to be used for parking are held under the same ownership or lease. Evidence of such control, either deed or lease, shall be required.

E. Off-street parking shall not include:

1. More than one commercial motor vehicle per dwelling unit in any Residence Zone or in any B-1 Business Zone.
2. More than six commercial motor vehicles in any B-2 Business Zone.
3. Loading, sales, dead storage repair, or servicing of any kind, except when customarily incidental or accessory to a conforming principal building or use when located in an I-2, I-2b, I-3 and I-3b Industrial Zone.

Off-street parking restricted

602.14 E.  
602.14 E. 1.  
  
602.14 E. 2.  
  
602.14 E. 3.

F. Where off-street parking for six or less vehicles is required or provided in any Residence Zone, it shall not be located closer than 50 feet to any street line if less than 5 feet from any lot line and shall not be closer to any street line than the required depth of the front yard for the same lot, except on a corner lot where the minimum depth from the line of the side street shall be the minimum width of the side yard on the side street.

Location in Residence Zones for six or less vehicles  
602.14 F.

\* G. Where off-street parking for more than six vehicles is required or provided for non-residential uses in Residence Zones, it shall not be located closer than 25 feet to any residential structure on an adjoining lot.

Location in Residence Zones for more than six vehicles  
602.14 G.  
When located within required open yard areas in Residence Zones  
602.14 H.

\* H. Where off-street parking for more than six vehicles is required or provided on a lot in a Residence Zone and vehicles are to be or may be parked within the area otherwise required to be kept open and unoccupied for front, side, and rear yards in the zone in which such parking is located, the following requirements shall be met:

1. A continuous guard curb, rectangular in cross-section, at least six inches in height and permanently anchored, shall be provided and maintained at least five feet from the street or lot line between such off-street parking and that part of the street or lot line involved; or a continuous bumper guard of adequate strength, the top of which shall be at least 20 inches

602.14 H. 1.

in height, shall be provided and maintained between such off-street parking and that part of the street or lot line involved so that bumpers of vehicles can not project beyond its face toward the street or lot line involved, either above or below the impact surface.

602.14 H. 2.

2. Where such off-street parking shall abut a lot in residential use or an unoccupied lot which is located in a Residence Zone, a chain link, picket or sapling fence, not less than 48 inches in height, shall be provided and maintained between such off-street parking and that part of the lot line involved.

\* When located adjacent to a street or a residential use

602.14 I.

602.14 I. 1.

I. Where off-street parking for more than six vehicles is required or provided on a lot in any Business Zone, the following requirements shall be met:

1. Where vehicles are to be or may be parked within ten feet of any street line, a continuous guard curb, rectangular in cross-section, at least six inches in height and permanently anchored, shall be provided and maintained at least five feet from the street line between such off-street parking and that part of the street line involved; or a continuous bumper guard of adequate strength, the top of which shall be at least 20 inches in height, shall be provided and maintained between such off-street parking and that part of the street line involved so that bumpers of vehicles can not project beyond its face toward the street line involved either above or below the impact surface.

602.14 I. 2.

2. Where such off-street parking shall abut a lot in a Residence Zone or a lot in residential use, a chain link, picket or sapling fence, not less than 48 inches in height, shall be provided and maintained between such off-street parking and that part of the lot line involved.

\* Construction requirements when more than six vehicles parked

602.14 J.

602.14 J. 1.

J. Where off-street parking for more than six vehicles is required or provided, the following construction requirements shall apply:

1. Appropriate driveway from streets or alleys, as well as maneuvering areas, shall be provided. Location and width of approaches over public sidewalks shall be approved by the Traffic Engineer. When access to parking areas is available from more than one street, ingress and egress to and from the lot shall have the approval of the Planning Board.

2. The surface of driveways, maneuvering areas and parking areas shall be uniformly graded with a sub-grade consisting of gravel or equivalent materials at least six inches in depth, well compacted, and with a wearing surface equivalent in qualities of compaction and durability to fine gravel. 602.14 J. 2.
3. A system of surface drainage shall be provided in such a way that the water run-off shall not run over or across any public sidewalk or street. 602.14 J. 3.
4. Where artificial lighting is provided, it shall be shaded or screened so that no light source shall be visible from outside the area and its access driveways. 602.14 J. 4.

K. The Board of Appeals may, in specific causes of hardship, reduce the requirements for off-street parking where it is clearly demonstrated that such reduction will not detract from neighborhood values, inconvenience the public, or increase congestion in the streets.

Board of  
Appeals may  
reduce re-  
quirements  
602.14 K.

L. The Board of Appeals may approve the joint use of a parking facility by two or more principal buildings or uses where it is clearly demonstrated that said parking facility will substantially meet the intent of the requirements by reason of variation in the probable time of maximum use by patrons or employees among such establishments.

Board of  
Appeals may  
approve  
joint use  
602.14 L.

M. In R-1 through R-5 Residence Zones, the Board of Appeals may permit off-street parking for passenger cars only accessory to a use located in and conforming with the provisions of a nearby Business or Industrial Zone (except B-1 Business Zones) if the lot on which the use is proposed is located wholly within 300 feet, measured along lines of public access, of the principal building of the use to which the proposed use would be accessory and provided further that:

Board of  
Appeals may  
authorize  
parking in  
certain resi-  
dence zones  
602.14 M.

(1) The lot where the parking use is proposed shall be under the control of the owner of the use to which the parking use would be accessory. Evidence of such control by deed or lease shall be required before the certificate of occupancy is issued. If such control should be abrogated, the parking use thus allowed shall automatically revert to a non-conforming use in violation of this ordinance and shall be terminated forthwith.

602.14 M. (1)

(2) No such appeal shall be in order for hearing before the Board of Appeals until the City Planning Board shall have reviewed the site plan accompanying the application for building permit or certificate of occupancy for such use and shall have submitted its recommendations with respect thereto.

602.14 M. (2)

ZONING ORDINANCE  
Section 602.14

OFF-STREET PARKING

A. Off-street parking, either by means of open-air spaces, each having an area eight feet wide and eighteen feet long, or by garage space, in addition to being a permitted use in certain zones, shall be considered as an accessory use when required or provided to serve conforming uses located in any zone.

Off-street parking defined

602.14 A.

B. In those zones where off-street parking is required, the following minimum off-street parking requirements shall be provided and maintained in the case of new construction, alterations, and changes of use:

Uses requiring off-street parking

602.14 B.

Use classification;  
and number of required  
parking spaces

Residential structures  
602.14 B. 1.

1. 1 parking space for each dwelling unit except that in an R-5 Residence Zone only one space need be provided for each lot under 5,000 square feet and in an R-6 Residence Zone only one space need be provided for each lot under 5,000 square feet and only two spaces for each lot of 5,000 square feet to 5,500 square feet.

Tourist home, tourist  
court, motel, cabins  
602.14 B. 2.

2. 1 parking space for each sleeping room.

Hotels and lodging  
houses  
602.14 B. 3.

3. 1 parking space for each 4 guest rooms.

Schools providing  
instruction for  
students up to and  
including those 15  
years of age  
602.14 B. 4.

4. 1 parking space for each room used for purposes of instruction.

Schools providing  
instruction for  
students 16 years of  
age and over  
602.14 B. 5.

5. 1 parking space for each 10 seats or major fraction thereof, used for purposes of instruction; if no fixed seats, 1 parking space for each 100 square feet or major fraction thereof used for purposes of instruction.

Hospitals, sanitariums,  
nursing homes  
602.14 B. 6.

6. 1 parking space for each 500 square feet or major fraction thereof, of floor area, exclusive of cellar.

Auditoriums, theaters,  
assembly halls, funeral  
homes  
602.14 B. 7.

7. 1 parking space for each 5 seats or for each 100 square feet, or major fraction thereof, of assemblage space if no fixed seats.

tail stores  
602.14 B. 8.

Restaurants or establishments constructed and intended for the dispensing of food and drink as the principal activity  
602.14 B. 9

Offices, professional and public buildings  
602.14 B. 10.

Church and customarily incidental accessory uses located on same or contiguous lots  
602.14 B. 11.

For that part of every business, manufacturing, and industrial building not catering to retail trade and with floor area over 3,000 square feet  
602.14 B. 12.

To be located on lot with principal use in Residence Zones; exceptions  
602.14 C.

To be located on lot with principal use in Business and Industrial Zones; exceptions  
602.14 D.

8. 1 parking space for each 150 square feet or major fraction thereof, of first floor area in excess of 3,000 square feet not used for bulk storage and 1 parking space for each 400 square feet, or major fraction thereof, for each floor above the first floor not used for bulk storage.

9. 1 parking space for each 100 square feet, or major fraction thereof, of floor area not used for bulk storage or food preparation.

10. 1 parking space for each 400 square feet or major fraction thereof, of floor area exclusive of cellar not used for bulk storage.

11. 1 parking space for each 10 fixed seats in excess of 250, or major fraction thereof; if no fixed seats, 1 parking space for each 100 square feet, or major fraction thereof, of area in sanctuary or principal place of assemblage for worship in the church.

12. 1 parking space for each 1,000 square feet of floor area, or major fraction thereof.

C. Required off-street parking in all Residence Zones and accessory off-street parking in R-1 through R-5 Residence Zones shall be located on the same lot with the principal building or use, except that the Board of Appeals may permit such off-street parking to be located at a distance of not more than 300 feet from said principal building or use, measured along lines of public access where it can not reasonably be provided on the same lot if the premises to be used for parking are held under the same ownership or lease as the building or use served and if said premises are located in the same or a less restricted zone as the building or use served. Evidence of such control, either deed or lease, shall be required.

D. Required off-street parking in all Business and Industrial Zones shall be located on the same lot with the principal building or use, or within 100 feet measured along lines of public access, except that where off-street parking can not be provided within these limits, the Board

of Appeals may permit such off-street parking to be located a reasonable distance from the principal building or use measured along lines of public access if the premises to be used for parking are held under the same ownership or lease. Evidence of such control, either deed or lease, shall be required.

E. Off-street parking shall not include:

1. More than one commercial motor vehicle per dwelling unit in any Residence Zone or in any B-1 Business Zone.
2. More than six commercial motor vehicles in any B-2 Business Zone.
3. Loading, sales, dead storage, repair, or servicing of any kind, except when customarily incidental or accessory to a conforming principal building or use when located in an I-2, I-2b, I-3 and I-3b Industrial Zone.

Off-street parking restricted

602.14 E.  
602.14 E. 1.

602.14 E. 2

602.14 E. 3

F. Where off-street parking for six or less vehicles is required or provided in any Residence Zone, it shall not be located closer than 50 feet to any street line if less than 5 feet from any lot line and shall not be closer to any street line than the required depth of the front yard for the same lot, except on a corner lot where the minimum depth from the line of the side street shall be the minimum width of the side yard on the side street.

Location in Residence Zones for six or less vehicles  
602.14 F.

\* G. Where off-street parking for more than six vehicles is required or provided for non-residential uses in Residence Zones, it shall not be located closer than 25 feet to any residential structure on an adjoining lot.

Location in Residence Zones for more than six vehicles

602.14 G.  
When located within required open yard areas in Residence Zones

602.14 H.

\* H. Where off-street parking for more than six vehicles is required or provided on a lot in a Residence Zone and vehicles are to be or may be parked within the area otherwise required to be kept open and unoccupied for front, side, and rear yards in the zone in which such parking is located, the following requirements shall be met:

1. A continuous guard curb, rectangular in cross-section, at least six inches in height and permanently anchored, shall be provided and maintained at least five feet from the street or lot line between such off-street parking and that part of the street or lot line involved; or a continuous bumper guard of adequate strength, the top of which shall be at least 20 inches

602.14 H. 1.



in height, shall be provided and maintained between such off-street parking and that part of the street or lot line involved so that bumpers of vehicles do not project beyond its face toward the street or lot line involved, either above or below the impact surface.

602.14 H. 2.

2. Where such off-street parking shall abut a lot in residential use or an unoccupied lot which is located in a Residence Zone, a chain link, picket or sapling fence, not less than 48 inches in height, shall be provided and maintained between such off-street parking and that part of the lot line involved.

\* When located adjacent to a street or a residential use  
602.14 I.  
602.14 I. 1.

I. Where off-street parking for more than six vehicles is required or provided on a lot in any Business Zone, the following requirements shall be met:

1. Where vehicles are to be or may be parked within five feet of any street line, a continuous guard curb rectangular in cross-section, at least six inches in height and permanently anchored, shall be provided and maintained at least five feet from the street line between such off-street parking and that part of the street line involved; or a continuous curb guard of adequate strength, the top of which shall be at least 20 inches in height, shall be provided and maintained between such off-street parking and that part of the street line involved so that bumpers of vehicles can not project beyond its face toward the street line involved either above or below the impact surface.

602.14 I. 2.

2. Where such off-street parking shall abut a lot in Residence Zone or a lot in residential use, a chain link, picket or sapling fence, not less than 48 inches in height, shall be provided and maintained between such off-street parking and that part of the lot line involved.

\* Construction requirements when more than six vehicles parked  
602.14 J.  
602.14 J. 1.

J. Where off-street parking for more than six vehicles is required or provided, the following construction requirements shall apply:

1. Appropriate driveways from streets or alleys, as well as maneuvering areas, shall be provided. Location and width of approaches over public sidewalks shall be approved by the Traffic Engineer. When access to parking areas is available from more than one street, ingress and egress to and from the lot shall have the approval of the Planning Department.

2. The surface of driveways, maneuvering areas and parking areas shall be uniformly graded with a sub-grade consisting of gravel or equivalent materials at least six inches in depth, well compacted, and with a wearing surface equivalent in qualities of compaction and durability to fine gravel.

602.14 J. 2.

3. A system of surface drainage shall be provided in such a way that the water run-off shall not run over or across any public sidewalk or street.

602.14 J. 3.

4. Where artificial lighting is provided, it shall be shaded or screened so that no light source shall be visible from outside the area and its access driveways.

602.14 J. 4.

K. The Board of Appeals may, in specific causes of hardship, reduce the requirements for off-street parking where it is clearly demonstrated that such reduction will not detract from neighborhood values, inconvenience the public, or increase congestion in the streets.

Board of  
Appeals may  
reduce re-  
quirements  
602.14 K.

L. The Board of Appeals may approve the joint use of a parking facility by two or more principal buildings or uses where it is clearly demonstrated that said parking facility will substantially meet the intent of the requirements by reason of variation in the probable time of maximum use by patrons or employees among such establishments.

Board of  
Appeals may  
approve  
joint use  
602.14 L.

M. In R-1 through R-5 Residence Zones, the board of Appeals may permit off-street parking for passenger cars only accessory to a use located in and conforming with the provisions of a nearby Business or Industrial Zone (except B-1 Business Zones) if the lot on which the use is proposed is located wholly within 300 feet, measured along lines of public access, of the principal building of the use to which the proposed use would be accessory and provided further that:

Board of  
Appeals may  
authorize  
parking in  
certain resi-  
dence zones  
602.14 M.

(1) The lot where the parking use is proposed shall be under the control of the owner of the use to which the parking use would be accessory. Evidence of such control by deed or lease shall be required before the certificate of occupancy is issued. If such control should be abrogated, the parking use thus allowed shall automatically revert to a non-conforming use in violation of this ordinance and shall be terminated forthwith.

602.14 M. (1)

(2) No such appeal shall be in order for hearing before the Board of Appeals until the City Planning Board shall have reviewed the site plan accompanying the application for building permit or certificate of occupancy for such use and shall have submitted its recommendations with respect thereto.

602.14 M. (2)



117

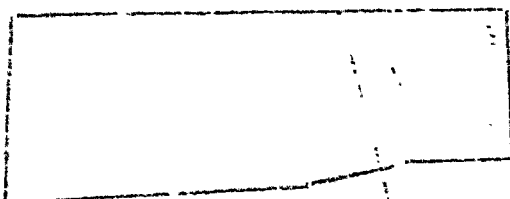
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CITY OF PORTLAND, OREGON  
MEMORANDUM

Mr. Alvin S. Gable, Building Inspector

DATE: 3/13/68

FROM: Mayor S. G. Benson, Jr., Administrative Assistant to the City Manager  
SUBJECT: Problems with Parking, 1st Corner: Vernon Place and Congress Street.

Councilman Dr. W. H. H. MacVane, Jr. has called to my attention a problem with a parking lot on Vernon Place near Congress Street.

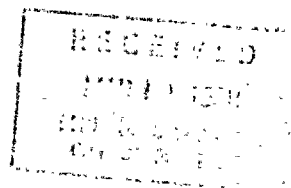
The lot was constructed after the demolition of a church on the site and during the demolition the sidewalk, curb, and gutter along Vernon Place was removed. No curbs, curb cuts, or barriers were required when the lot was built.

Apparently, for sometime cars have been parking in such a way that traffic on Vernon Place is seriously impeded. Ticketing would appear to require almost constant Police attention to keep this problem under control. However, a barrier, once erected, would probably eliminate the problem once and for all.

I do not know why we did not require barriers when the lot was constructed but I agree we felt this would not become a problem. I am not sure we can legally require that a barrier be installed now. I would very much appreciate your comments on how we can alleviate this situation.

ISD

JSD:cc



CITY OF HOUSTON, TEXAS  
MEMORANDUM

TO: John E. Butler, Jr., Administrative Assistant  
to the City Manager  
FROM: A. Allan Bule, Acting Building Inspector  
SUBJECT: Parking lot at 607-609, Congress Street

DATE: March 25, 1938

Authorization was given for construction of an off-street parking lot on March 15, 1938 at the above location but a certificate of occupancy was never issued.

This parking lot was an addition to the parking lot in the rear for 15 vehicles which has two entrances from Congress Street, so that the only way to legally get in and out of this lot is from Congress Street. This property abuts the public street (Congress Street) which has no sidewalk or curb. The plan for this parking lot meets the Building Code requirements in Section 34-1. Barriers are required along Congress Street, and a barrier 18' from Congress Street along Vernon Place. Due to the snow an inspection from this department was unable to tell if these barriers are in place. If the owners can complete the requirements of this department they would be required to keep all vehicles that are parked here at least 18' from the street line.

I feel that if a curbing was installed where the parking lot abuts Vernon Place that this would greatly help the situation. I will have an inspection made of this lot after the snow goes (sometime in April) to see that this parking lot meets requirements and if it does not I will so notify the owner to do so.

A. Allan Bule

MS:m

CITY OF PORTLAND, OREGON  
MEMORANDUM

TO: John T. Smith, Administrative Assistant to the City Engineer  
DATE: April 11, 1943  
FROM: A. Allen Seale, Acting County Director of Building & Inspection Department  
SUBJECT: Parking lot at 107-417 Commercial Street

The parking lot at the above address with you have asked about in regard to dust blowing and from lot which in turn was a complaint from L. B. Gore, 16 Irving Street, the following conditions were noted:

This lot is required to be graded with gravel or equivalent materials at least six inches in depth, well compacted, and with a surface equivalent in quality of composition and availability to fine gravel. Our inspector on April 10, 1943 reports the above requirement has been complied with.

We have never issued a certificate of occupancy for this use because the required bumper guards have not been provided between this lot and the adjoining parking lot owned by Mr. Joseph L. Mastic. Efforts to obtain this final requirement in the past has failed.

A. Allen Seale

AS:m



CITY OF PORTLAND, MAINE  
MEMORANDUM

TO: John S. Dexter, Jr., Administrative Assistant  
FROM: to the City Manager  
A. Allan Soule, Acting Building Inspector  
SUBJECT: Parking lot at 667-669 Congress Street

DATE: March 15, 1968

Authorization was given for construction of an off-street parking lot on March 16, 1966 at the above location but a certificate of occupancy was never issued.

This parking lot was an addition to the parking lot in the rear for 15 vehicles which has two entrances from Avon Street, so that the only way to rightly get in and out of this lot is from Avon Street. This property abuts the public street (Vernon Place) which has no sidewalks or curbing. The plan for this parking lot meets the Zoning Ordinance requirements in Section 14-I. Barriers are required along Congress Street, and a barrier 18' from Congress Street along Vernon Place. Due to the snow an inspector from this department was unable to tell if these barriers are in place. If the owners can complete the requirements of this department they would be required to keep the vehicles that are parked here at least 10' from the street line.

I feel that if a curbing was installed where the parking lot abuts Vernon Place that this would greatly help the situation. I will have an inspection made of this lot after the snow goes (sometime in April) to see that this parking lot meets requirements and if it does not I will so notify the owner to do so.

A. Allan Soule

AAS:m

*File 157-100-100000-10*

CITY OF PORTLAND, MAINE  
MEMORANDUM

TO: Alan Soule, Acting Building Inspector

DATE: 3/13/68

FROM: John S. Dexter, Jr., Administrative Assistant to the City Manager

SUBJECT: Problems with Parking Lot Corner; Vernon Place and Congress Street.

Councilman Dr. William L. MacVane, Jr. has called to my attention a problem with a parking lot on Vernon Place near Congress Street.

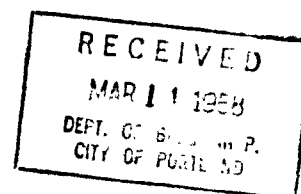
The lot was constructed after the demolition of a church on the site and during the demolition, the sidewalk, curb, and gutter along Vernon Place was removed. No curbs, curb cuts, or barriers were required when the lot was built.

Apparently, for sometime cars have been parking in such a way that traffic on Vernon Place is seriously impeded. Ticketing would appear to require almost continual Police attention to keep this problem under control. However, a barrier, once erected, would probably eliminate the problem once and for all.

I do not know why we did not require barriers when the lot was constructed but I assume we felt this would not become a problem. I am not sure we can legally require that a barrier be installed now. I would very much appreciate your comments on how we can alleviate this situation.

*JSD*  
JSD

JSD:ef



CITY OF PORTLAND, MAINE  
MEMORANDUM

TO: John Dexter, Administrative Assistant to the City Manager      DATE: April 11, 1968  
FROM: A. Allan Soule, Acting Deputy Director of Building & Inspections Department  
SUBJECT: Parking lot at 667-669 Congress Street

The parking lot at the above named location which you have asked about in regard to dust blowing away from lot which in turn was a complaint from L. E. Goss, 26 Deering Street, the following conditions were found:

This lot is required to be graded with gravel or equivalent materials at least six inches in depth, well compacted, and with a wearing surface equivalent in qualities of compaction and durability to fine gravel. Our inspector on April 10, 1968 reports the above requirement has been complied with.

We have never issued a certificate of occupancy for this use because the required bumper guards have not been provided between this lot and the adjoining parking lot owned by Mr. Joseph L. Discario. Efforts to finish this final requirement in the past has failed.

A. Allan Soule

AAS:m

A.P.- 667-669 Congress Street

March 10, 1966

Dr. K. Alexander Laughlin  
201 State Street  
Portland, Maine

cc to: Henry Yopp, Vernon Place

cc to: William O. Armitage, 666A Congress St.

Dear Mr. Laughlin:

Authorization is hereby given for construction of an off-street parking lot as per plot plan filed with application for certificate of occupancy, but subject to the following conditions:

1. Any water run-off from the parking lot shall not run across or over the adjoining street.
2. Fences along rear lot line between parking lot and adjoining property are not to be more than four feet in height within twenty-five feet of the street lines.

Very truly yours,

Allan Seale  
Inspector

AL/kc

3-28-66 Wood bumpers ready to  
spike down See

5-23-66 Bumpers not 5' from  
property line AD

No cert. issued AD

100-200000

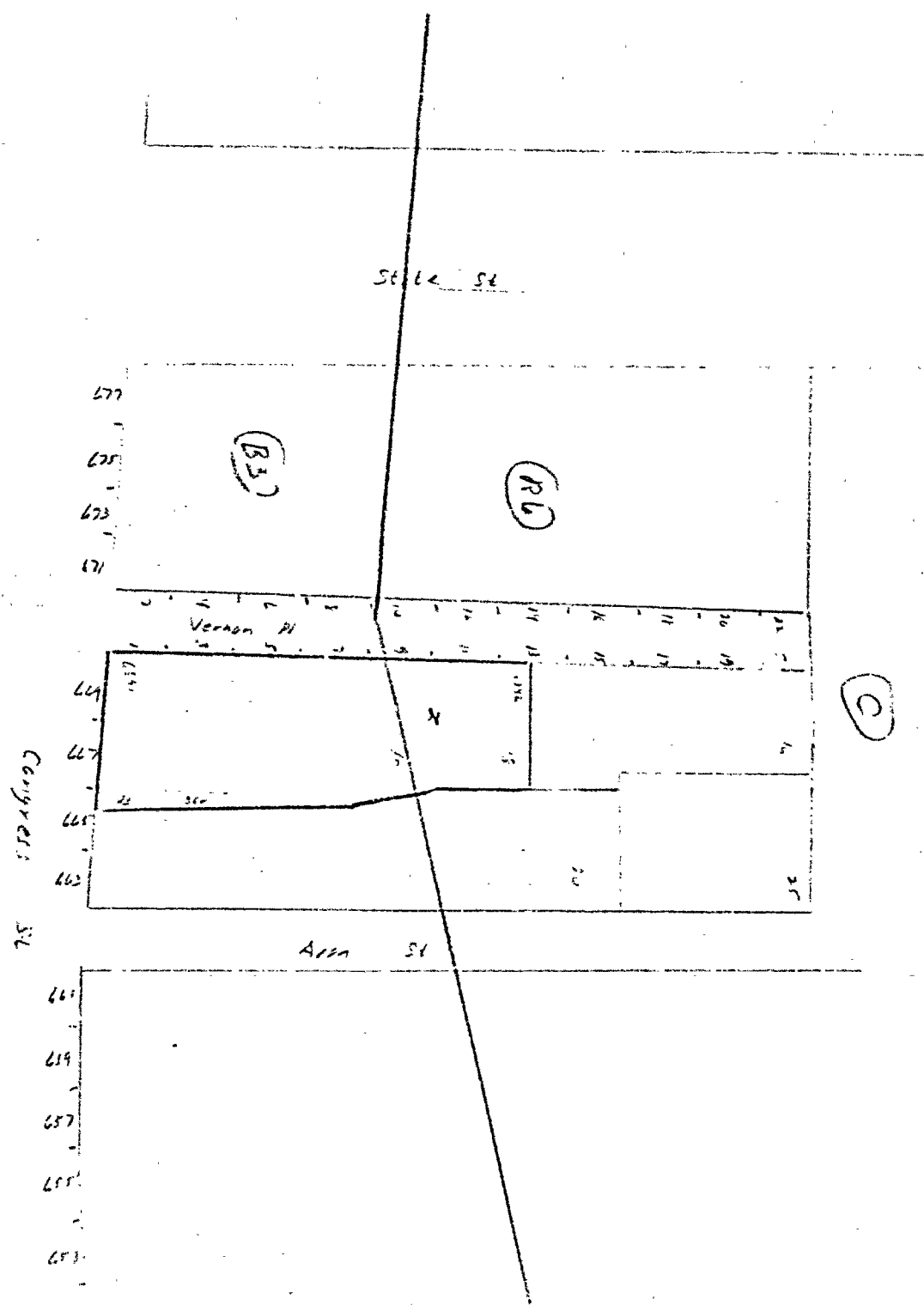
Co. 70

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2/1/10

100-200000

UL-2-19



APPLICATION FOR CERTIFICATE OF OCCUPANCY FOR USE OF PREMISES

Portland, Maine March 11, 1966  
Zone B3 BUL. MISS. ZONE

Location 667-669 Congress St.

To the INSPECTOR OF BUILDINGS, Portland, Maine

The undersigned hereby applies for a certificate of occupancy to allow the use of the above named premises for Parking Lot,

as set forth on the attached site plan (made by William A. Bradley whose address is 666A Congress St. to show compliance with the Zoning

Ordinance according to the intended use and the zone in which the property is located; and in accordance with the following pertinent information:

Owner (name, address and phone number) Dr. K. Alexander Laughlin, 201 State St.

Lessee (name, address and phone number) Henry Kopp, Vernon Place

Is proposed use to be accessory to a building or other use on this lot? no  
If so, what is use of building or other use \_\_\_\_\_

If off-street parking is sought, what is proposed maximum number of vehicles to be parked—passenger cars? 40, commercial vehicles? -

Have you secured on the site plan the written approval of existing and proposed entrances to and exits from the premises for vehicles over public sidewalks by the Traffic Engineer (Dept. of Pub. Works)? no  
And, if access to the premises is available from more than one street, have you secured similar approval by the Planning Board? ?

Have you shown on the site plan the true location of all trees on the public street along the frontage of the premises (both streets if a corner lot)? no trees

Do you propose to remove or disturb any tree on a public street? none  
If so, have you secured on the site plan the written approval of the Director of Parks and Recreation? \_\_\_\_\_

\$2.00 -paid.

Signature of Owner K. Alexander Laughlin

By \_\_\_\_\_  
(duly authorized thereto)

To— Dr. K. Alexander Laughlin \* \* \* \* \*  
201 State St.  
Portland Maine

THIS IS NOT A CERTIFICATE OF OCCUPANCY

COMMENCING the above proposed use of the premises would be IN VIOLATION of the Zoning Ordinance unless a Certificate of Occupancy is first procured from the Department of Building Inspection.

However, improvement of the premises according to the site plan and the above application may now proceed without further authorization, but subject to the conditions indicated below—notice of readiness for final inspection to be given to this department when the premises have been placed in compliance with the requirements:

DATE 3/16/66

Gerald E. Mayberry  
Inspector of Buildings

INSPECTION LPT.



CITY OF PORTLAND, MAINE  
DEPARTMENT OF BUILDING INSPECTION  
COMPLAINT

INSPECTION COPY

COMPLAINT NO. 61/64

Date Received March 25, 1964

Location  
669 Congress St.

Location 669 Congress Street

Use of Building Church

Owner's name and address St. Stephen's Episcopal Church

Telephone \_\_\_\_\_

Tenant's name and address \_\_\_\_\_

Telephone \_\_\_\_\_

Complainant's name and address Police Dept.

Telephone \_\_\_\_\_

Description: Portion of vent cap flapping in the wind

NOTES: Mrs. Brown, secretary to Bishop Loring contacted H. B. Bourne & Sons roofing  
company who will send a man up to check on it. GEN.

11-10-65 Building being demolished

*[Handwritten X mark]*



447-449 Congress

St. - 3141 46 -

Alto

Parking Lot

B3-RL

CHECK AGAINST ZONING ORDINANCE

✓ Date - New - O.K.

✓ Zone Location - B3-RL

Interior or corner Lot -

✓ 40 ft. setback area? (Section 21) N/O - O.K.

✓ Use - O.K.

Sewage Disposal -

✓ Rear Yards - Chain link fence on existing parking lot - O.K.

✓ Side Yards -

✓ Front Yards - O.K.

Projections -

Height -

✓ Lot Area - 9,001.0' - O.K.

Building Area -

Area per Family -

Width of Lot -

Lot Frontage -

Off-street Parking

✓ Entered from Vernon Place - Yes

✓ 2 Entrances? N/O

✓ Traffic Engineer's O.K. - needed

→ C. of O. - shouldn't give O.K. for more than 27 parking spaces on new lot.

✓ 6" curb - 4" x 6"  
✓ 5' from street

✓ 6" gravel surface

→ Driveway - not over  
street or sidewalk  
→ Fence 4' high

APPLICATION FOR CERTIFICATE OF OCCUPANCY FOR USE OF PREMISES

Portland, Maine March 11, 1966  
Zone B3 BUSINESS ZONE

Location 647-669 Congress St.

To the INSPECTOR OF BUILDINGS, Portland, Maine

The undersigned hereby applies for a certificate of occupancy to allow the use of the above named premises for Parking Lot

as set forth on the attached site plan (made by William O. Bennett whose address is 666 Congress St. to show compliance with the Zoning

Ordinance according to the intended use and the zone in which the property is located; and in accordance with the following pertinent information:

Owner (name, address and phone number) Dr. K. Alexander Laughlin, 201 State St.

Lessee (name, address and phone number) Henry Kopp, Vernon Place

Is proposed use to be accessory to a building or other use on this lot? no  
If so, what is use of building or other use? \_\_\_\_\_

If off-street parking is sought, what is proposed maximum number of vehicles to be parked--passenger cars? 40, commercial vehicles? \_\_\_\_\_

Have you secured on the site plan the written approval of existing and proposed entrances to and exits from the premises for vehicles over public sidewalks by the Traffic Engineer (Dept. of Pub. Works)? no

And, if access to the premises is available from more than one street, have you secured similar approval by the Planning Board? \_\_\_\_\_?

Have you shown on the site plan the true location of all trees on the public street along the frontage of the premises (both streets if a corner lot)? no trees

Do you propose to remove or disturb any tree on a public street? none

If so, have you secured on the site plan the written approval of the Director of Parks and Recreation? \_\_\_\_\_

Signature of Owner K. Alexander Laughlin

\$2.00 -paid.

By \_\_\_\_\_  
(duly authorized thereto)

TO-- AT.A. RICHMOND BRUGMAN \* \* \* \* \*  
201 State St.  
Portland, Maine

THIS IS NOT A CERTIFICATE OF OCCUPANCY

COMMENCING the above proposed use of the premises would be IN VIOLATION of the Zoning Ordinance unless a Certificate of Occupancy is first procured from the Department of Building Inspection.

However, improvement of the premises according to the site plan and the above application may now proceed without further authorization, but subject to the conditions indicated below--notice of readiness for final inspection to be given to this department when the premises have been placed in compliance with the requirements:

DATE

3/16/66

Gerald E. Mayberry  
Inspector of Buildings

INSPECTION DEPT.



RE BUREAU  
CITY OF PORTLAND, MAINE  
DEPARTMENT OF BUILDING INSPECTION  
COMPLAINT

INSPECTION COPY

COMPLAINT NO. 6673

Date Received January 11, 1966

Location: 667-669 Congress St.

Location 667-669 Congress Street

Use of Building \_\_\_\_\_

Owner's name and address Mr. & Mrs. Alexander Laughlin

Telephone 4-2211

Tenant's name and address 201 State St. or Cumberland Foreside, Maine

Telephone \_\_\_\_\_

Complainant's name and address Joseph Viscato, 665 Congress St.

Telephone \_\_\_\_\_

Description: Using vacant lot for parking - no permit.

NOTES: Using this vacant lot for parking cars, even using sidewalk. Lot is not properly drained and water is draining on adjoining property. No permit for this parking lot has been issued. PH and L.R. Laughlin, Dec 11, 1965.

1/13/66

Letter to owner

H. E. M.

1/13/66 - No cars on lot on this date. - Allan

Cplt.66/3- 667-369 Congress St.

Jan. 13, 1966

Dr. K. Alexander Laughlin  
201 State Street

cc to: Donald E. Vance  
367 Warren Ave.

Dear Dr. Laughlin:

Although permit was issued to demolish the church building at the above location, this lot is required to be graded with gravel or other suitable material as stated on the instruction sheet attached to the demolition permit, a copy of which is enclosed.

As further stated on the demolition instructions this lot is not to be used for any purpose until a Certificate of Occupancy is issued by this department for the new use.

Although this property is located in a Business 3 zone where off-street parking is allowable, Zoning Ordinance requirements as to this off-street parking lot will need to be met and a certificate of occupancy issued before this property can be lawfully used for this purpose.

Enclosed are information sheets explaining the construction requirements and what is needed on the plot plan to be presented when the application for a certificate of occupancy is applied for.

Please contact this office for any additional information.

Very truly yours,

Gerald E. Myberry  
Building Inspection Director

GEK:m

CITY OF PORTLAND, MAINE  
MEMORANDUM

To: Building Dept.  
of all Mr. Stule  
TO: E.A. Gordon, C.E.

DATE: 1/11/66

FROM:

SUBJECT: Complaint about drainage from Parking lot

Mr. Joseph L. Descatie, of the Smock Shop, 665 Congress St. complains that the land just cleared next door to him is used as a parking lot & it is so graded it is draining off all over his yard & that there are even parking cars on sidewalk cause inconvenience to his customers. He also said he was forced to install a yard drain on his lot & wants to know why this other Parking lot does not have to do the same. He wants you to stop them from draining their lot on to his.

Ernst



# APPLICATION FOR AMENDMENT TO PERMIT

Amendment No. #1

Portland, Maine, November 16, 1965

**PERMIT ISSUED**

NOV 16 1965

**CITY of PORTLAND**

To the INSPECTOR OF BUILDINGS, PORTLAND, MAINE

The undersigned hereby applies for amendment to Permit No. 65/1238 pertaining to the building or structure comprised in the original application in accordance with the Laws of the State of Maine, the Building Code and Zoning Ordinance of the City of Portland, plans and specifications, if any, submitted herewith, and the following specifications:

Location 669 Congress St. Within Fire Limits?            Dist. No.             
 Owner's name and address St. Stephens Episcopal Church, 201 State St. Telephone             
 Lessee's name and address            Telephone             
 Contractor's name and address Donald E Vance, 367 Warren Ave. Telephone             
 Architect            Plans filed            No. of sheets             
 Proposed use of building            No. families             
 Last use Church No. families             
 Increased cost of work            Additional fee .50

## Description of Proposed Work:

Change of contractors.

## Details of New Work permit to contractor

Is any plumbing involved in this work?            Is any electrical work involved in this work?             
 Height average grade to top of plate            Height average grade to highest point of roof             
 Size, front            depth            No. stories            solid or filled land?            earth or rock?             
 Material of foundation            Thickness, top            bottom            cellar             
 Material of underpinning            Height            Thickness             
 Kind of roof            Rise per foot            Roof covering             
 No. of chimneys            Material of chimneys            of lining             
 Framing lumber—Kind            Dressed or full size?             
 Corner posts            Sills            Girt or ledger board?            Size             
 Girders            Size            Columns under girders            Size            Max. on centers             
 Studs (outside walls and carrying partitions) 2x4-16" O. C. Bridging in every floor and flat roof span over 8 feet.  
 Joists and rafters: 1st floor           , 2nd           , 3rd           , roof             
 On centers: 1st floor           , 2nd           , 3rd           , roof             
 Maximum span: 1st floor           , 2nd           , 3rd           , roof           

Approved:

G. E. M.

St. Stephens Church (Episcopal)

Donald E Vance

Signature of Owner by Donald E Vance

Approved:

Gerald E. Mayberry

Inspector of Buildings

INSPECTION COPY

CS-105

AP - 669 Congress Street

November 9, 1965

St. Stephen's Episcopal Church,  
201 State Street

Mr. John E. Vance,  
91 Chesley Avenue

Gentlemen:

Permit is being issued to contractor to demolish the existing masonry church building and other frame buildings on the same lot at the above location subject to compliance with the following conditions:

After demolition all openings shall be filled in with solid, compact, non-combustible, non-decaying material to the level six inches below the surrounding grade and the remaining six inches shall be filled with gravel, sand, earth or similar material to the level of the surrounding grade in accordance with Section 1101.2.3 of the City of Portland Building Code.

This land is to remain vacant until a Certificate of Occupancy is issued by this department for the new use.

Should the land be used for parking of motor vehicles, it is necessary that a layout plan be provided showing the location of parking spaces, bumper at curb guards, fences, and drainage as required by Section 14 of the Zoning Ordinance.

Very truly yours,

Gerald A. Mayberry  
Acting Director of  
Building Inspector

GEM/h





## APPLICATION FOR PERMIT

Class of Building or Type of Structure

Portland, Maine, November 6, 1965

To the INSPECTOR OF BUILDINGS, PORTLAND, MAINE

The undersigned hereby applies for a permit to erect alter repair demolish install the following building structure equipment in accordance with the Laws of the State of Maine, the Building Code and Zoning Ordinance of the City of Portland, plans and specifications, if any, submitted herewith and the following specifications:

Location 669 Congress St. Within Fire Limits? Dist. No.  
 Owner's name and address St. Stephens Episcopal Church, 201 State St. Telephone  
 Lessee's name and address Telephone  
 Contractor's name and address John E. Vance, 91 Chesley Ave. Telephone  
 Architect Specifications Plans No. of sheets  
 Proposed use of building No. families  
 Last use Church No. families  
 Material No. stories Heat Style of roof Roofing  
 Other buildings on same lot  
 Estimated cost \$ Fee \$ 5.00

## General Description of New Work

To demolish existing masonry church building

Do you agree to tightly and permanently close all sewers or drains connecting with public or private sewers from this building or structure to be demolished under the supervision and to the approval of the Dept. of Public Works of the City of Portland? Yes

Land probably will be used for parking

It is understood that this permit does not include installation of heating apparatus which is to be taken out separately by and in the name of the heating contractor. PERMIT TO BE ISSUED TO John E. Vance

## Details of New Work

Is any plumbing involved in this work? Is any electrical work involved in this work?  
 Is connection to be made to public sewer? If not, what is proposed for sewage?  
 Has septic tank notice been sent? Form notice sent?  
 Height average grade to top of plate Height average grade to highest point of roof  
 Size, front depth No. stories solid or filled land? earth or rock?  
 Material of foundation Thickness, top bottom cellar  
 Kind of roof Rise per foot Roof covering  
 No. of chimneys Material of chimneys of lining Kind of heat fuel  
 Framing Lumber—Kind Dressed or full size? Corner posts Sills  
 Size Girder C Channels under girders Size Max. on centers  
 Studs (outside walls and carrying partitions) 2x4-16" O. C. Bridging in every floor and flat roof span over 8 feet.  
 Joists and rafters: 1st floor, 2nd, 3rd, roof  
 On centers: 1st floor, 2nd, 3rd, roof  
 Maximum span: 1st floor, 2nd, 3rd, roof  
 If one story building with masonry walls, thickness of walls? height?

## If a Garage

No. cars now accommodated on same lot, to be accommodated number commercial cars to be accommodated  
 Will automobile repairing be done other than minor repairs to cars habitually stored in the proposed building?

APPROVED:

J. E. Vance

## Miscellaneous

Will work require disturbing of any tree on a public street? No  
 Will there be in charge of the above work a person competent to see that the State and City requirements pertaining thereto are observed? Yes

St. Stephens Episcopal Church

CS 301

INSPECTION COPY

Signature of owner By:

John E. Vance

P.#

Permit No. 6511238  
Location 669 Congress Street  
Owner Al Stephens Principal  
Date of permit 11/4/87  
Notif. closing-in  
Inspn. closing-in  
Final Notif.  
Final Inspn.  
Cert. of Occupancy issued  
Staking Out Notice  
Form Check Notice

Permit No. 65/1238

Location 669 W. Rogers Street

Owner Lt. J. D. Hancock

Date of permit 11/9/88

**Notif. closing-in**

**Inspn. closing-in**

**Final Notif.**

**Final Issues**

Final Dispute.

**Cert. of Occupancy**

## Staking Out Notice

## NOTES

11-29-65 Rear half  
down. *Red*

12-6-95 2 1/2 down DD

12-17-65 All down



FILL IN AND SIGN WITH INK

APPLICATION FOR PERMIT FOR  
HEATING, COOKING OR POWER EQUIPMENT

Portland, Maine, 8/12/58

PERMIT ISSUED  
01100

AUG 19 1958

CITY of PORTLAND

To the INSPECTOR OF BUILDINGS, PORTLAND, ME.

The undersigned hereby applies for a permit to install the following heating, cooking or power equipment in accordance with the Laws of Maine, the Building Code of the City of Portland, and the following specifications:

Location 667 Congress St Use of Building News Stand No. Stories 1 New Building  
 Name and address of owner of appliance Joseph Louis DiNapoli Existing "  
 Installer's name and address Richard C. Equip. Co. Telephone 2-1891

## General Description of Work

To install Swarm air heating unit.

## IF HEATER, OR POWER BOILER

Location of appliance Rear of Shop. Any burnable material in floor surface or beneath? yes  
 If so, how protected? Covered by floor board Kind of fuel? oil  
 Minimum distance to burnable material, from top of appliance or casing top of furnace 3'  
 From top of smoke pipe 3' From front of appliance 3' From sides or back of appliance Clear  
 Size of chimney flue 8" x 8" Other connections to same flue None  
 If gas fired, how vented? None Rated maximum demand per hour 1.9 gal.  
 Will sufficient fresh air be supplied to the appliance to insure proper and safe combustion? yes

## IF OIL BURNER

Name and type of burner Ballard Burner Labeled by underwriters' laboratories? yes  
 Will operator be always in attendance? no Does oil supply line feed from top or bottom of tank? Bottom  
 Type of floor beneath burner wood but up 20" Size of vent pipe 1-2.75  
 Location of oil storage outside on slab Number and capacity of tanks 1-2.75  
 Low water shut off Make No.  
 Will all tanks be more than five feet from any flame? yes How many tanks enclosed? 2.75  
 Total capacity of any existing storage tanks for furnace burners 2.75

## IF COOKING APPLIANCE

Location of appliance Any burnable material in floor surface or beneath?  
 If so, how protected? Height of Legs, if any  
 Skirting at bottom of appliance? Distance to combustible material from top of appliance?  
 From front of appliance From sides and back From top of smokepipe  
 Size of chimney flue Other connections to same flue  
 Is hood to be provided? If so, how vented? Forced or gravity?  
 If gas fired, how vented? Rated maximum demand per hour

## MISCELLANEOUS EQUIPMENT OR SPECIAL INFORMATION

8/15/58 - Tank will be on reinforced concrete slab - slab to be 6" thick - surface of slab will be higher than ground around it.  
To go inside of smoke shop will install kitchen sink & 8" x 8" x 4" of wall & 2" floor limit. Slab held on floor.  
8-14-58 Owner of appliance says tank to be removed and tank will be supported by a 4" reinforced concrete slab - R.M.S.  
 Amount of fee enclosed? (\$2.00 for one heater, etc., 50 cents additional for each additional heater, etc., in same building at same time.)

APPROVED:

Carl P. Johnson  
 CHIEF OF FIRE DEPT.

Will there be in charge of the above work a person competent to see that the State and City requirements pertaining thereto are observed?

INSPECTION COPY

Signature of Installer

Joseph D. Dan Ballard  
 Fm

7-3 416 / 1100 C-1

Permit No. 35 / 1100  
Location 667 Chaves St  
Owner J. B. Williams & Sons  
Date of permit 8/19/58  
Approved 9-11-60 59 M.H.

1	Year type	1
2	Kind of II	1
3	Distance	1
4	Shore of land	1
5	Shore of land	1
6	Shore of land	1
7	High (not) land	1
8	Location of road	1
9	Yielding effect & protection	1
10	Notes on the 13 and	1
11	Capacity of	1
12	Task for	1
13	Task for	1
14	Offshore	1
15	Inspection	1
16	Low Water Station	1

NOTES

7.3 58.710 along  
started  
R.H.

Enc: Copy of specifications

WMCJ/B

Inspector of Buildings  
Warren McDonald

Very truly yours,

certificate has been issued.  
issued, and it is not lawful to use the premises for the new activity until that  
upon final inspection all is found in order, the certificate of occupancy will be  
pleased, notice to this office is necessary of readiness for final inspection. If  
building permit is issued and when the work controlled by the building code is com-  
pleted, the work of rehabilitation and improvement should not be started until the  
project, but this requirement will be brought in from the outside ready to serve.  
as to requirements for protective hoods over such appliances. However, Mr. King  
tells me that present plans call for no preparation of food on the premises for this  
project, but this requirement will be brought in from the outside ready to serve.

If the kitchen were to be used for any type of cooking appliances separate  
permits would be required, issuable only to the installer and question would come up  
as to requirements for protective hoods over such appliances. However, Mr. King  
tells me that present plans call for no preparation of food on the premises for this  
project, but this requirement will be brought in from the outside ready to serve.

have to know more about the proposition to give final assurance.  
understood probably would not require an annual license, the legal department would  
certificates of occupancy from this department. While the proposition as it is now  
the proposed use of the premises as distinguished from the building permit and the  
The letter from the Council raised the question of municipal license for

application form and item 6 crossed out on the specifications which you file.  
you should decide to try this alternative, that information should be entered on the  
of hinges or door closers which would keep them normally in the closed position. If  
lugs and locksets would have to be removed and all four doors equipped with some type  
doors, which is quite expensive, could be omitted. However, all of the present fasten-  
ing outward from pressure on the inside, then the anti-bump hardware on these  
without fastening or locking devices of any kind so that any of the four doors would  
able to have both of the double entrance and exit doors to and from the main hall  
That expedient would be questionable as to practicability, as we have learned in  
the safety of the occupants. There is only one point of this character in item 6.  
tion sheet with the idea that possibly some work could be saved without affecting  
We have finally reviewed these requirements as contained on the specifica-

would know which way they came in.  
desired to have exit lights--this on the basis that even in a panic most everyone  
Congress 22., only that means of egress not habitually used for entrance being re-

Mr. Samuel Walker

December 7, 1952

CITY OF PORTLAND, MAINE  
Department of Building Inspection

Ind. 669 Congress St., corner of Vernon Pl.—Proposed use of part of 2d. floors  
10 HI-19 Project

December 7, 1922

Copies to Messrs. J. L. King and C. L. King

Mr. Samuel Walker  
Chairman of Vestibule  
St. Stephen's Church  
90 Anthony St.  
South Portland, Me.

Dear Mr. Walker,

No doubt you are aware of the above proposition, and that the Council of Social Agencies has asked this department to make inspection and report what steps are necessary and what improvements are required under the Building Code and Public Assembly Ordinance of the City. Bearing in mind that there is great need for this project, we have tried to modify the requirements consistent with the safety of the young people wherever we had authority to do so because of the present somewhat similar use of the rooms. However, upon examining the negotiations in 1921 when these two assembly halls were established, we find out that certain defects called to attention at that time have never been cared for, the main ones being provision of a self-closing fire door on the heater room and the providing of protection under the stairs from the basement toward Congress St. where exposed in the storage room back stage. There have been many public assembly disasters since 1921 and much has been learned therefrom. As a result the City now has a Public Assembly Ordinance, and even though the present proposition does not go ahead, both of these rooms fall far short of the standards of safety contained in the Public Assembly Ordinance, which apply to existing buildings but are not mandatory toward a church or similar organization. Thus, if the present objective is not achieved, you and your board are urged to make immediate correction of some of the unsafe conditions which now exist.

If the project is to proceed under the Building Code, the first step is to have some authorized agent of the church apply for a building permit at this office to cover change from church use to club and lodge use, the latter being a separate class of use. This is required although no physical changes are intended, and with the application should be filed all necessary plans and specifications to establish that the Building Code will be complied with. Under the circumstances it seemed best to prepare a report of what is required in the form of specifications which the church or its agent could file with the application for the permit as an explanation and statement of what is to be done. Of course, if any physical changes are intended, they should be illustrated by plan, but if there are none, it may be that these specifications with a plan of the rear exit from the Union Chapel would suffice. The application should, of course, indicate whether or not the total capacity in persons of Union Chapel is to be limited to 20 at one time.

The arrangement indicated for exit lights is based on the information from Mr. King that the entrance door from Vernon Pl. would be the one farther from

December 6, 1955

on the side of that door to the H. I and arrange the door so that persons in the sanctuary can always open the door without requiring a key or any special knowledge in other words so that in case of an emergency the congregation can open this door without fail to use the exit doors + Vernon Pl.

9. If not existing, provide anti-slip surfaces on treads (full width) of both front and rear stairs from basement.

10. Provide standard exit lights (see Sect. 10.1) in all means of egress and outside entrance otherwise as may be needed, and white lights in all means of egress and outside entrance and emergency exit doors on as few circuits as possible and controlled by as few switches as possible consistent with the use of the two rooms, all switches to be marked "exit light". Provide standard exit lights on the main hall side of the double doors toward Congress St., another over the exterior door toward Congress St. which are to be recessed, sufficient white lights in that means of egress and at least one outside of the exterior door, and paint an exit sign with arrow pointing to the stairway on the wall toward Congress St., where persons leaving the main hall would see unerringly how to reach the stairs upward. Provide standard exit light, directional or otherwise as may be needed, to indicate the new emergency exit door from the first story room and a white light outside of that doorway. Provide white lights in the stairhall farther from Congress St., and at least one white light outside of the exterior entrance door.

11. See to it that permanent instructions are given to those in charge of the two rooms that when seating is to be used for any activity that aisles, etc. are maintained as required by the Building Code.

12. Limit the capacity in persons of the main hall to 300 at one time with the reservation that the capacity is subject to approval of the Fire Chief at a loss number. In his opinion, 300 is too great a number for such activities as dancing to avoid overcrowding.

13. See to it that the use of second floor rooms and stairway leading to those rooms is excluded from the H-19 Project.

STEPHEN'S CHURCH AT 665 CONGRESS ST., CORNER OF VERNON PLACE—DEC. 6, 1927.  
PROJECT COMMITTEE OF COUNCIL OF SOCIAL AGENCIES, THIS SPACE BEING A PART OF ST.  
BASEMENT) AND DALTON CHAPEL (Ground floor) TO ASSEMBLY ROOMS UNDER HI-19-  
PERMIT TO AUTHORIZE PART-TIME CHANGE OF USE OF BURHAM HALL (in  
SPECIFICATIONS TO ACCOMPANY APPLICATION FOR BUILDING

The following improvements will be made to comply with Building Code require-  
ments and certificate of occupancy secured from the Department of Building Inspection  
before the new use is commenced:

1. The defective ceiling of Burham Hall will be examined by a competent party  
and his recommendations as to permanent repairs will be filed with the application  
for the permit before the permit is issued.  
The water side of the stairway nearer Congress St., where exposed in the storage  
room back stage, will be protected either by plaster or by non-flammable wallboard  
tightly taped and cemented over at the joints.

2. At the entrance from Vernon Pl., the inner single door will be removed, the  
outward-swinging double doors will be made fully operative and equipped with anti-panic  
hardware with crash bar across each door.

3. Unless Dalton Chapel is limited to not more than 50 persons at one time  
(in which case that limitation will appear on the required certificate of occupancy)  
the entrance door from the hall will be made to swing outwards and recessed into the  
room so that when flung open it would not obstruct the exit passageway from top of  
basement stairs to Vernon Pl. The present hardware will be changed out to a vestibule  
latchset (a type of lock which permits locking the room against entry from the outside  
but will always allow anyone on the inside to open the door quickly at any time merely  
by turning the usual knob without requiring a key or any special knowledge). If the  
capacity is limited to 50, the door will be left as it is but the latchset will be  
changed out to a vestibule latchset.

4. Whether capacity of this ground floor room is limited to 50 or not, provide  
an emergency exit door, three feet wide to the open air at the end farther from  
Vernon Pl., door to swing outwards to be equipped with a vestibule latchset and a  
suitable platform and steps to the ground provided outside of the door, the platform  
to be at least as deep as the door is wide, to have foundations extending at least  
four feet below the surface of the ground, including the foundations under the  
steps, steps to be at least three feet wide with stout handrails on both sides. A  
suitable plan showing the location of the door, the framing and supports and founda-  
tion of platform and steps will be filed with the application before the permit is  
issued.

5. Change out the existing door to the boiler room supplying a Class C fire  
door, labelled by Underwriters' Laboratories, in a structural metal frame and make the  
door self-closing by means of a rigid door closer. Provide a suitable cast iron  
cleanout door and frame at the very bottom of the chimney. Line, close up the existing  
cleanout opening just below the smokepipe and see that the smokepipe is thoroughly  
cleaned out.

6. On each door of the double doors on both ends of the main hall provide anti-  
panic hardware with crash bar full width of each door.

7. Make the heavy double exterior doors (toward Congress St.) leading to Vernon  
Pl. to swing outwards, recess them far enough so that the doors will not be closer to  
the edge of the outside top step than the doors are wide, and equip each door with  
anti-panic hardware with crash bar full width of door.

8. From hall just inside the doors referred to in the preceding paragraph,  
there is a door leading to the church sanctuary. Remove the hook and all fastenings



December 7, 1952

2

Mr. James Walker

Enclosed for you are two copies of a letterhead memorandum from the Bureau of Fire Protection, dated December 7, 1952, which contains information regarding the proposed revision of the Fire Protection Code, Chapter 1, Section 101, relating to the installation of fire extinguishers in buildings.

We have finally reviewed these requirements as contained on the specifications sheet with the idea that possibly some money could be saved without affecting the safety of the occupants. There is only one point of this character in Item 6, that expedient would be questionable as to practicality, as we have learned in similar circumstances; but it seems best to tell you about it. If it would be practical to have both of the inside entrance and exit doors to and from the main hall without fastening or locking devices of any kind so that any of the four doors would swing outward from pressure on the inside, then the anti-panic hardware on these doors, which is quite expensive, could be omitted. However, all of the present locking and latching devices would have to be removed and all four doors equipped with some type of hinges or door closers which would keep them normally in the closed position. If you should decide to try this alternative, that information should be entered on the application form and Item 6 crossed out in the specifications which you file.

The letter from the Council raised the question of municipal license for the proposed use of the premises as distinguished from the building permit and the certificate of occupancy from this department. While the proposition as it is now understood probably would not require an annual license, the legal department would have to know more about the proposition to give final assurance.

If the kitchen were to be used for any type of cooking appliances separate parties would be required, as far as the installation and question would come up as to requirements for protective hood over such appliances. However, Mr. King tells me that present plans call for no preparation of food on the premises for this project, but that refinements will be brought in from the outside ready to serve.

The work of rehabilitation and improvement should not be started until the building permit is issued and when the work controlled by the Building Code is completed, notice of this office is necessary for final inspection. If upon final inspection all is found in order, the certificate of occupancy will be issued, and it is not lawful to use the premises for the new activity until that certificate has been issued.

Very truly yours,

Warren McDonald  
Inspector of Buildings

WMC:J/B

Enc: Copy of specifications

Ind. 669 Congress St., corner of Vernon Pl.—Proposed use of part of St. Stephens  
pg 11-12 Project

December 7, 1952

Copies to Mrs. Jarrett and to Messrs.  
King and Crain

Mr. Samuel Walker  
Chairman of Vestibule  
St. Stephen's Church  
90 Ardmore St.  
South Portland, Me.

Dear Mr. Walker:

No doubt you are aware of the above proposition, and that the Council of Social Agencies has asked this department to make inspection and report what steps are necessary and what improvements required under the Building Code and Public Assembly Ordinance of the City. Being in mind that there is great need for this project, we have tried to notify the representatives consistent with the safety of the young people who are gathered there. However, upon examining the negotiations sent over the use of the rooms. We have established, we find out that certain in 1947 when these two assembly halls were established, we find out that certain defects called to attention at that time have never been cured for, the main one being provision of a self-closing fire door on the heater room and the providing of protection under the stairs from the basement toward Congress St. where exposed in the storage room back stairs. There have been many public assembly disasters since 1927 and even though the present proposal does not go ahead, Public Assembly Ordinance, and even though the standards of safety contained in the both of these rooms fall far short of the standards of safety contained in the Public Assembly Ordinance, which apply to existing buildings but are not mandatory toward a church or similar organization. Thus, if the present objective is not achieved, you and your board are urged to make immediate correction of some of the unsafe conditions which now exist.

If the project is to proceed under the Building Code, the first step is to have some authorized agent of the church apply for a building permit at this office to cover change from church use to club and lounge use, the latter being a separate class of use. This agent is required to fill out physical changes are required, and with the application should be filled all necessary plans and specifications to establish that the Building Code will be complied with. Under the circumstances it seemed best to prepare a report of what is required in the form of specifications which the church or its agent could fill with the application for the permit as an explanation and statement of what is to be done. Of course, if any physical changes are intended, they should be illustrated by plan, but if there are none, it may be that these specifications with a plan of the rest, except from the Gideon Chapel would suffice. The application should, of course, indicate whether or not the total capacity in persons of Gideon Chapel is to be limited to 50 at one time.

The arrangement indicated for exit rights is based on the information from Mr. King that the entrance door from Vernon Pl. would be the one farther from





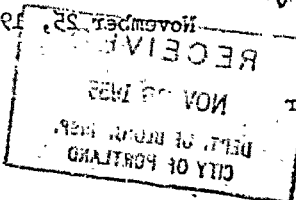
# Council of Social Agencies

ONE-FORTY-TWO FREE STREET

PORTLAND, OREGON

MRS. KARL K. SOULE  
President  
REV. EDWARD R. NELSON  
Vice President  
HARLEY SMITH  
Vice President

ARTHUR PHILIPS  
Executive Secretary  
JOSEPH E. KING  
Associate Executive Secretary



Mr. Warren McDonald, City Planning Inspector  
309 Congress St.  
Portland, Maine

Dear Mr. McDonald:

The H-12 Project Committee would very much appreciate your inspecting the premises at St. Stephen's Church, located at 609 Congress Street, from the viewpoint as to whether it would meet the City's standards for the following use.

The Committee is planning a project which would utilize the large room in the basement and the small room, which is immediately on the left side as one enters the side door on Vernon Place, for a program which would involve a group of teenagers. The large room downstairs would be utilized for a maximum number of 300 for a center type dance program. This room measures approximately 15 by 50 feet. Included in the downstairs facilities are a kitchen which would be used for snack bar purposes and two washrooms, each having one flush. The lounge, or small room to the left, measures approximately 15 by 25 feet. It is planned that this will be renovated and heated to be used as a small game room and general lounge area. No more than 50 young people would use this premise at any time.

At this stage of planning, it appears as though the premises would be used two nights a week from approximately 7 to 11 P.M. and possibly two afternoons from 3 to 5:30. Paid leadership, under the supervision of the Y.W.C.A. of Portland, would be in attendance at all times.

As Mr. Crane has informed you, this is planned as a non-profit project.

We would very much appreciate your evaluation as to whether the premises meet with the City standards for the purposes presented. If a license to use the premises for this purpose is required, would you please inform us as to the proper procedure for obtaining this.

Inasmuch as we hope to initiate the project at an early date, we would appreciate your attention to this matter at your earliest convenience.

Sincerely,

Mrs. George F. Dudley  
Chairman, Project Committee

ccg

1/20/25

St. Stephen's Church

- 1st floor

3x10 full size spruce - 12 ft

Good for 2400

$$\frac{12 \times 12}{2400} = 0.5 \text{ per sq ft}$$

- 2nd floor

3x10 full size spruce - 12 ft

Good for 2400

$$\frac{12 \times 12}{2400} = 0.5 \text{ per sq ft}$$

There are 20 # per sq ft.  
There are 20 # per sq ft.  
There are 20 # per sq ft.

W. W. Brown of New York  
brought over the first

1/30/56  
 DATE  
 TIME  
 COMPLAINT  
 1/30/56

that should not  
be used as a basis for  
any further action.  
The Committee has  
received no information  
from the State Department  
regarding the results of  
its investigation.

[illegible]

RECEIVED  
AUG 15 1958  
DEPT. OF BLDG. INSP.  
CITY OF PORTLAND

THANK YOU VERY MUCH  
JAN 2

~~10-11-12~~