

March 4, 2016



ALPHAarchitects

Barbara Barhydt
Development Review Manager
Planning Department
City of Portland
379 Congress Street
Portland ME 04101

RE: **Office to Apartment Conversion**
17 Chestnut Street, 2nd Floor
Portland ME 04101

Dear Barbara,

The applicant is 17 Westfield, LLC, 408 Fore Street, Portland ME 04101, 949-606-6080. The Project Architect is Mark Sengelmann of ALPHAarchitects, 17 Chestnut St, Portland ME 04101 (207) 761-9500.

The applicant is seeking to convert the entire 2nd floor office space into a single +/- 909sf apartment in addition to the 3rd floor single apartment that was previously granted Administrative Authorization. The building is in the B-3 zone and the Downtown Overlay District as well as in the Congress Street Historic District. There are no changes proposed to the exterior of the building. There is already an existing 10.8sf egress window in the proposed bedroom. Parking is not required for this historic building per Deb Andrews. This conversion is allowable with Administrative Authorization.

Please find attached the Administrative Authorization application.

Sincerely,
ALPHAarchitects

A handwritten signature in black ink, appearing to read "Mark Sengelmann". The signature is fluid and cursive, with a long horizontal stroke at the end.

Mark Sengelmann, NCARB
Maine Licensed Architect

Cc: Richard Packard, 17 Westfield, LLC

Encl. Administrative Authorization application

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