

October 27, 2015



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

RE: **Office to Apartment Conversion**  
17 Chestnut Street, 3<sup>rd</sup> 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 3<sup>rd</sup> floor office space into a single +/- 920sf apartment. 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**



Mark Sengelmann, NCARB  
Maine Licensed Architect

Cc: Richard Packard, 17 Westfield, LLC

Encl. Administrative Authorization application