



June 22, 2016

Barbara Barhydt, Development Review Manager  
City of Portland Planning Division  
389 Congress Street  
Portland, ME 04101

Re: Zero Canal Plaza Development  
Level II Site Plan Application

Dear Barbara:

On behalf of Cow Plaza 1, LLC, enclosed please find one paper copy and an electronic copy on CD of the Level II Site Plan Application and the associated Plans for the proposed Zero Canal Plaza Infill Development, located in Portland, Maine. Woodard & Curran will be acting as the agent for Cow Plaza 1, LLC for this permit application. The permit documents were prepared in accordance with Chapter 14, Land Use Code of Ordinances of the City of Portland, Maine and meet the applicable sections of the City of Portland Design and Technical Manuals.

The proposed project involves significant enhancements to the plaza, inclusive of the area that fronts on Middle Street and the steps that link the plaza to Union Street and the center parking area (in the direction of Exchange St). Enhancements to the plaza include the replacement of the Site's existing pavers with new granite pavers, the planting of new trees in planters and throughout the plaza, and the construction of new utilities, site features and stormwater management systems. The project also includes a stand-alone, 1,536 square-foot building structure located within the plaza area. The proposed single story structure is an accessory to the plaza, and has been designed at a pedestrian scale to enhance the plaza space.

While the project qualifies for a Level II Site Plan in scale and scope, we are requesting that setback that is larger than the B-3 Zone maximum of 5 feet be allowed, and we understand that this will require review by the Planning Board.

We look forward to working with your office on this project, and would be glad to meet to discuss this application in greater detail. Please do not hesitate to contact me if you have any questions or require additional information.

Sincerely,

WOODARD & CURRAN, INC.

A handwritten signature in cursive script that reads "Lauren Swett".

Lauren Swett, PE  
Project Manager

Enclosures: \$650 Check for Level II Site Plan Review Fee  
Application narrative & attachments (1 Hardcopy)  
Full Sized Plan Set  
CD with electronic copy of all submitted materials