

July 30, 2013

City of Portland
Planning & Urban Development Dept./Inspections Division
389 Congress Street, Rm. 315
Portland, ME 04101



RE: Building Permit Application – Merrill’s Wharf, 252/254 Commercial Street – Tenant Fit Up

Inspections Division:

Attached please find a completed Building Permit Application, Construction Drawings and supporting documents for a small first floor tenant fit up at Merrill’s Wharf. The fit up is for a 2,260 s.f. office space for Ricoh Corp.- a copier sales company.

The Owners of Merrill’s Wharf have been filling the first floor of the building with tenants in accordance with the City’s Waterfront Central Zone allowing for up to 45% non-marine use tenants and 55% marine use tenants at the ground floor level. Most recently, a submission was made to the City for a restaurant tenant -King’s Head which required a recent Planning Board Hearing to review parking requirements and site usage and Zoning Administrator approval of the proposed first floor master plan (copy attached) showing the allocation of uses as well as, approval of the rental marketing efforts geared toward securing marine tenants.

While the King’s Head project is still under building permit review, all of the zoning requirements were satisfactorily met and the first floor master plan approved by the zoning administrator. The project that is the subject of this application is the last remaining non-marine tenant that can be located on the first floor as the 45% maximum threshold will then be met.

Zoning issues aside, this project is very small and straight forward. Enclosed are the completed application, construction drawings in PDF format, and the first floor master plan. A check for the application fee is in the mail.

Sincerely,

A handwritten signature in black ink, appearing to read "Steve Weatherhead". The signature is fluid and cursive, with the first name being more prominent.

Steve Weatherhead, Senior Associate
Winton Scott Architects