

**CITY OF PORTLAND, MAINE**  
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May 1, 2013

Michael Scannell  
121 Partridge Circle  
Portland, Maine 04102

Re: Side stairs at 264 State Street

Dear Mr. Scannell,

We spoke last fall about the side stairs at 264 State Street, and I sent you the enclosed follow-up letter. You and I reached an understanding about some simple changes to bring the stairs into compliance, which I see have not been carried out yet.

We hope you are planning to complete the construction this spring. Please call me at 756-8023 within 10 business days of receipt of this letter, to discuss your plans for complying with the historic preservation ordinance. I would be happy to meet with you or your contractor at the building to discuss the project. Thank you for your prompt attention to this matter.

Sincerely,



Robert Wiener  
Historic Preservation Compliance Coordinator

Cc: Deborah Andrews, Historic Preservation Program Manager

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Rick Romano, Chair  
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October 23, 2012

Michael Scannell  
121 Partridge Circle  
Portland, Maine 04102

Re: Side stairs at 264 State Street

Dear Michael,

Thank you for your phone call and email regarding the side stairs at 264 State Street. The stairs should have been reviewed, but we at the Historic Preservation Office appreciate your willingness to work with us to bring them into compliance with the Historic Preservation Ordinance. I'm writing to confirm my understanding that you plan to have the work described below carried out, and I'm including a marked-up photograph to illustrate what we think will work well.

We have a short list of changes that would help make the appearance more acceptable without necessitating total reconstruction of the stairs:

1. A lattice skirt similar to the front porch should be added under the stairs and landing, with a frame of trim around the lattice. We recommend painting it all one color to match the side stairs and blend in, rather than painting it a contrasting white.
2. Trim pieces should cover the tops and bottoms of the balusters, on the outside of the stairs and the landing. These trim pieces should match the width of the members to which the balusters are attached. They will reduce the big contrast in construction styles, compared to the front balustrade.
3. I am not part of the Inspections Department, but your stairs would be safer and more code compliant with the addition of a graspable handrail on the stairs (with a width or diameter not greater than 2-3/4 inches.)

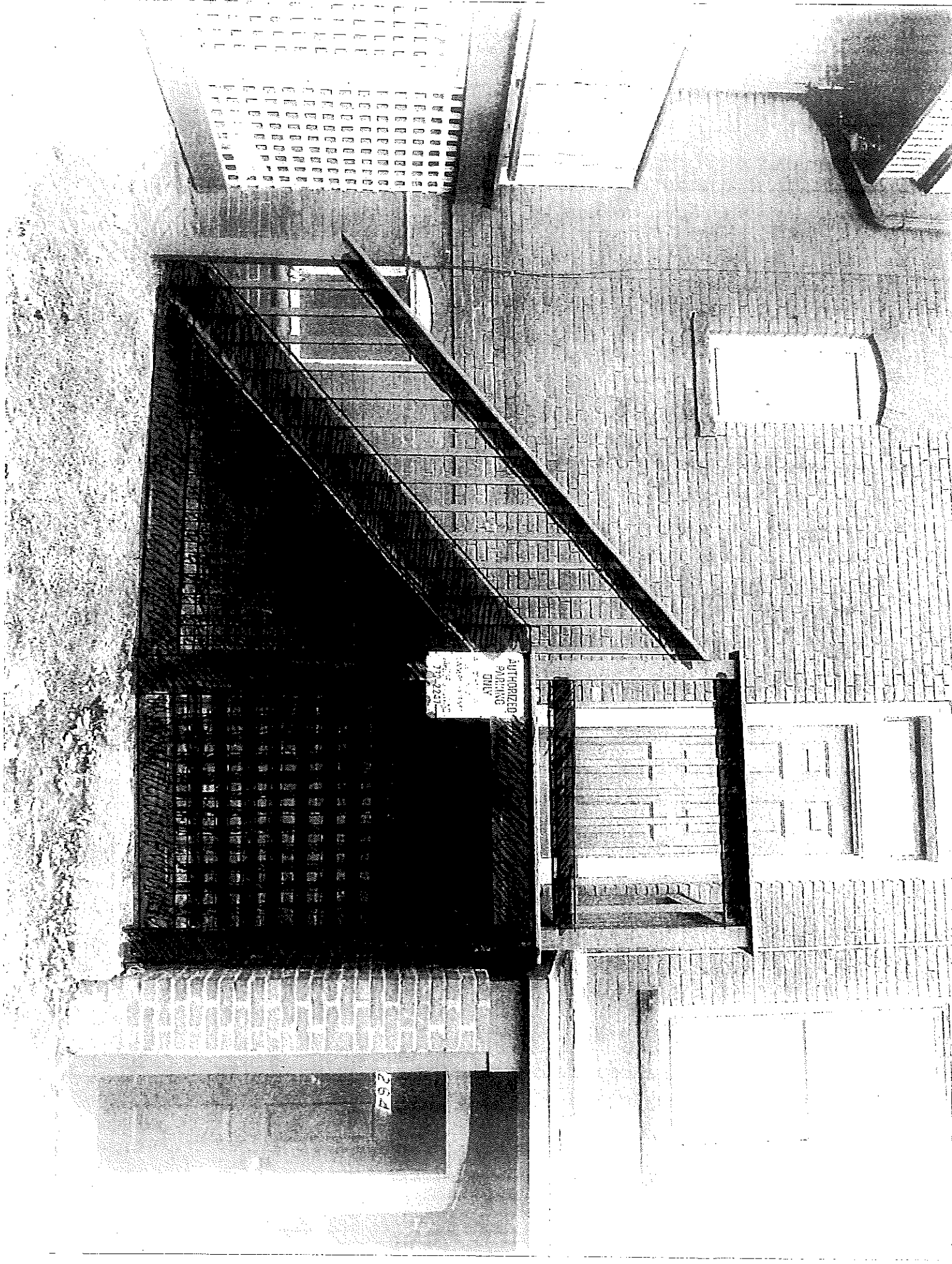
I would be happy to meet with the contractor at the site – it would probably be a good idea – before construction begins. Please feel free to call me at 756-8023 with any questions.

Sincerely,



Robert Wiener  
Historic Preservation Compliance Coordinator

Cc: Deborah Andrews, Historic Preservation Program Manager



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