



August 10, 2015

Portland Planning Board
389 Congress Street
Portland Maine, 04101

Re: Preliminary Submission for Site Plan Review
32 Thomas St – Williston West Church

Dear Chair O'Brien and Members of the Planning Board,

On behalf of 32 Thomas Street LLC please accept and consider this submission for site plan review for the conversion of the parish house at 32 Thomas Street to 5 residential dwelling units and office use. The work proposed meets the requirements of the conditional rezoning agreement for the property as well as the underlying requirements for the R4 Zone, which in part are applicable to this submission.

This submission includes:

- A completed application and fee.
- A narrative of the proposed work and compliance with the requirements
- Deed for the property
- Existing site plan and existing conditions analysis
- Preliminary utility plan and site plan
- Illustrative landscape plan and exterior elevations.

Along with this submittal, we are concurrently submitting to the Zoning Board of Appeals as required for conditionally allowed uses in the R4. In addition we are submitting to Historic Preservation for approval of the proposed modifications to the courtyard per the requirements of the historic designation of the property.

We look forward to submission of a Final Plan - Level III Site Plan application and subsequent presentations to the planning board.

Sincerely,

A handwritten signature in red ink that reads "m.g. winch".

Matthew G Winch, Architect
Principal

Written Description of Project

Located on the Western Promenade, 32 Thomas Street is the location of the historic Williston West Church and Parish House. A cornerstone to the neighborhood the church sanctuary, designed by renowned Architect Francis Fassett was constructed in the 1870's. At this time Fassett was a mentor to a young John Calvin Stevens. Williston West Church celebrated its first service on September 1, 1878.

That service was led by Reverend Francis E Clarke, whose role in the church can not be taken lightly. Williston West Church is credited as the birthplace of and Reverend Clarke the founder of the Young People's Society of Christian Endeavor, later know as Christian Endeavor Society. It is with that amazing legacy that the future history of the church was built.

That legacy also led to the design and construction of the parish house, the focus of this current submission to the Planning Board. Designed by the then established Architect John Calvin Stevens the parish house fully transformed the church from a place of worship to a home for related activities of the church that served community as well as religious mores.

The church was added to the National Register of Historic Places in 1980 however the result of a declining congregation the church property was sold to a private entity (32 Thomas St LLC) in 2011 and the church merged with Emmanuelle Church. Known today as Williston Emanuelle United Church and located in the Emanuelle Church on High Street.

After the property was purchased, 32 Thomas St LLC requested and was granted a Conditional Zoning designation for the property. While not going into full detail this designation allowed for the conversion of up to 2800 SF of space in the Parish House for use as office space with a maximum of 14 staff and private off street parking for the staff that commuted via automobile. The agreement for this office use included the completion of an agreed to Rehabilitation Work Schedule (Exhibit B of the agreement).

At the time of this submission the rehabilitation of the bell tower (Item #2), Installation of the temporary storm window (Item #7) and the reset and repair of the granite steps (Item #8) have all been completed. In addition the work to repair or repoint the masonry in identified locations around the property (Items #3 and #4) has also been started.

The final work from the rehabilitation schedule, replacement of the sanctuary roof with a new slate roof, copper flashings gutters and downspouts (Item #1) and the repair of the missing or leaky downspouts on the Parish House (Item #5). Regrading of the courtyard to create positive drainage away from the building will be completed last and will be incorporated into the proposed site landscape improvements to the courtyard as part of this submission to the city.

The proposed scope work associated with this submission for preliminary site plan review is for the conversion of 2,500 SF of ground floor space of the Parish House to office use, the conversion of the remaining ground floor space of the Parish House to one residential dwelling unit (Caretaker's Unit) and the conversion of the upper two floors of the Parish House (approximately 8,000SF) to 4 residential dwelling units.

The proposed uses are allowable per the Conditional Zoning Agreement for the property and by the Conditionally Allowable Uses of the underlying R4 Zone. The following sections of the narrative evaluates each of the required components individually.