

223 Western Promenade LLC
c/o Ford Reiche
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RE: Building Permit Application: 223 Western Promenade
Level 1 Minor Residential Site Plan Application
223 Western Promenade, LLC

July 25, 2013

City of Portland Building Inspections Dept:

This cover letter accompanies other required electronic submissions to request a building permit for conversion of former two unit dwelling at 223 Western Promenade to three dwelling units. Please note that the ZBA approved conversion of up to four units, but we are converting to only three. The property is in the R4 zoning district.

Project Description:

This involves a registered historic structure on National Registry. The Maine Historic Preservation Commission, Portland Historic Preservation Review Board and Greater Portland Landmarks are all fully engaged and supportive.

Interior renovation conversion to three dwelling units. Unit #1 will involve no structural or wall changes other than creation of demising walls with adjacent Unit #2. Unit #2 and Unit #3 will involve complete renovation with removal / replacement of interior walls and stairs.

There is no exterior expansion or construction other than minor restorations approved by the Portland Historic Preservation Review Board. We have had three meetings with that board to date. All remaining HP review has been delegated to staff review/approval other than landscape plan, which needs to go before full board.

Demolition will be limited to removals needed for renovation, and will be entirely within the interior of the structure except as follows (and previously approved by Historic Preservation Review Board):

- greenhouse facing Pine Street
- two very small entry porch steps for similar replacement
- windows in south and north elevations lower levels for similar replacement
- garage door for similar replacement.

Hazardous Materials Inspection and Remediation

A licensed asbestos abatement firm has inspected the property and found less than 3' of asbestos pipe covering, which is being properly abated per requirements on 7/15/13. Any lead paint is being properly abated per regulations by appropriate painting contractors or properly recoated in place.

Although perhaps unnecessary at this early stage, we received a DigSafe number on 7/10/13: #2013-2808309. No issues have arisen from any inspecting agencies to date. We have also, perhaps unnecessarily, contacted the following parties with full voice message or conversation on or before 7/10/13 without issue:

Maine DEP (287-2651)
Unitil (541-2533)
CMP (750-4000)
Portland Water District (761-8310)
Portland Dept Public Works – Traffic Division(874-8891)
Sealed Drain (874-8822)

We have engaged Mark Cummings of Fire Risk Management, Inc. to assist with fire safety code compliance, and he is in direct contact with the appropriate parties in City of Portland and State of Maine.

Payment of application fee. The total application fee of \$4,075 is itemized on the application form, and will be hand delivered immediately following this electronic submission.

Accompanying this cover letter please find the following attachments:

1. Photo of property exterior
2. April 4, 2013, ZBA approval of conversion application/conditional use
3. April 18, 2013 Letter from Historic Preservation Review Board
4. April 24, 2013, Dept Public Works approval of curb cut/second driveway
5. April 25, 2013 Deed to permit applicant
6. Tax map locator – 223 Western Promenade
7. Completed Level 1 Minor Residential Site Plan application form
8. Construction plans showing before/after as relates to demo/construction
9. Completed Electronic Signature and Fee Payment Confirmation form
10. Boundary Survey
11. Site plan/landscape plan
12. Written summary of fire safety compliance by consultant Mark Cummings, Fire Risk Management, Inc., based on Portland Fire Dept requirements.

Thank you,
Ford Reiche, President
223 Western Promenade, LLC