

KAY HAMLIN & TIM KEITER

140 WILLIAM STREET
PORTLAND, MAINE 04103
(207) 272-0306

August 26, 2014

City of Portland
Planning Division
389 Congress Street, 4th Floor
Portland, Maine 04101

Re: Administrative Authorization Application/Site Plan/140 William Street

Dear Sir or Madam:

I am enclosing with this letter my Administrative Authorization Application to convert the existing carriage house at 140 William Street in Portland, to an in-law apartment. This application is being submitted to comply with the requirements for a conditional use under Section 14-433 of the Portland Zoning Ordinance, which incorporates the requirements of Section 14-88(a)(2) for properties within the R-3 Zone (which this is). Section 14-88(a)(2)(i) states that a project pursuant to that section is subject to Article V (Site Plan) for site plan review and approval, and the following additional standards:

- i. Any additions or exterior alterations such as facade materials, building form and roof pitch shall be designed to be compatible with the architectural style of the building;
- ii. The scale and surface area of parking, driveways and paved areas shall be arranged and landscaped to properly screen vehicles from adjacent properties and streets.

Please be advised that, with respect to the above-quoted standards:

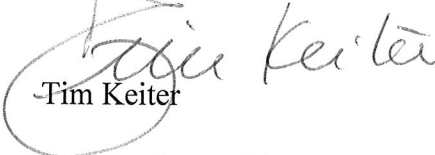
- i. No exterior alterations are proposed (including any changes to the roof pitch, building form or building facade materials) except for a slightly larger second floor (rear) window to allow for fire exit, which will not materially affect the appearance of the building, and renovation of the front of the carriage house to a historic look that may more accurately represent the building's original appearance and function, and that will be entirely compatible with the architectural style of the building (as shown on the attached plans); and
- ii. No changes are proposed to the existing parking, driveway or other paved areas. The parking areas are sufficiently screened from neighboring properties and the street by hedges, fences and other plantings, and all of said visual screening is proposed to remain.

To support my application I am also enclosing the following materials:

1. Completed and signed Administrative Authorization Application Form.
2. Our application fee check, made payable to the City of Portland, in the amount of \$50.00.
3. Plans of the proposed renovations.
4. Site Plan.

If you should need any further information or materials in connection with this application, please don't hesitate to contact me. Many thanks for your help with this application.

Sincerely,



Tim Keiter

cc: Jean Fraser, Planner