Inspections Division
Date: 11/22/13

OAKHURST PROPERTIES LLC
364 Forest Avenue
Portland, Maine
04101
(207) 772-7468

November 14, 2013

Ann Machado
Zoning Specialist
City of Portland
389 Congress Street
Portland, Maine 04101

Re: 330-338 Forest Avenue, Portland, Maine -- Sign Change Request

Dear Ann,

We are writing to request that the previously approved sign plan currently in place for 330-338 Forest Avenue (Ref: Permit # 101353) be amended, for the parking lot side and rear wall of the building, as follows:

1.) Reduce the size of the sign permitted for Tenant of Unit #1 on the parking lot side of the building (please see the attached building plan) from the current 2'6" x 12' to dimensions that will be no greater than 25 SF (i.e. a maximum of either 2'6" x 10'0" or 2'0" x 12'6"). This signage is currently not in place and not utilized by the Unit #1 Tenant, however, we wish to have this option reserved and available for future use. The existing signage of the Unit #1 Tenant, on the Forest Avenue side of the building, shall remain unchanged.

2.) Allow an incoming Tenant of Unit #3 to add a 4th sign to the parking lot side of the building, which measures 3' x 7'. (With this change, along with the modification noted in #1 above, the total square footage of signage on that side of the building will be less than the total 106.5 SF allowed.)

3.) Change the dimensions of the two signs approved for the end wall of the building (facing Durham Street) from 3'0" x 5'0" to 2'6 x 6'0" (total signage square footage remains unchanged; this conforms to the existing sign already in place for the Tenant of Unit #4).

The remainder of the approved sign plan for the property shall remain unchanged.

Please feel free to call with questions or concerns or if you need additional information in order to approve this request.

Sincerely,

Thomas A. Brigham, Manager
Oakhurst Properties LLC