



PORTLAND MAINE

Strengthening a Remarkable City, Building a Community for Life • www.portlandmaine.gov

*Penny St. Louis Littell- Director of Planning and Urban Development
Marge Schmuckal, Zoning Administrator*

February 11, 2010

Gregory L. Trueworthy
339 Woodford Street
Portland, ME 04103

RE: 339 Woodford Street – 122-F-011 – R-5 Residential Zone – permit #10-0123

Dear Mr. Trueworthy,

I am in receipt of your permit application to do work in your building at 339 Woodford Street in an area that was used as doctor's offices by a previous owner. When I spoke with you at the counter yesterday, you were going to create a new dwelling unit for a total of two dwelling units in your building. I understand that after you spoke with Jeanie Bourke discussing the Building Code requirements, you revised your application to create only be a bedroom suite and not a separate dwelling unit. However, per your application, there is already a separate kitchen in this area. If this is not going to be a separate dwelling unit now, you must remove the existing kitchen facilities. Kitchen facilities are what constitute a separate dwelling unit. Kitchen facilities are defined within the Land Use Zoning Ordinance as "Facilities used for the preparation of meals, including refrigerators and devices used for the cooking and preparation of food." We would need to inspect that all the kitchen facilities have been removed before we can move forward on this permit. I am also seeing that you will be removing the kitchen sink and replacing it with a bar sink. Before I can approve that change, I will need to see the specifications of the replacement bar sink. Bar sinks are limited on size. They are not the same as kitchen sinks.

Please note that the R-5 Zone in which you are located would most probably allow you to have a 2nd dwelling unit on this property. I understand that you may be taking issue with the Building Code requirements that are also required when you do this change.

Your permit is on hold until this matter can be sorted out. I would suggest that you call so that both Jeanie Bourke and I can meet with you to go over the details together. Please give us some times that you could be available. You can call me at 874-8695.

Very truly yours,

Marge Schmuckal
Zoning Administrator

Cc: Jeanie Bourke, Code Enforcement Officer