

July 10, 2015

Mr. Chuck Fagone  
Code Enforcement Officer  
City of Portland  
Department of Planning and Urban Development  
389 Congress Street  
Portland, ME 04101

Ref: 259 Woodford Street; CBL 123 L004001

Dear Mr. Fagone:

We received your letter dated July 1, 2015 concerning the exterior stairs at 259 Woodford Street. Yes, you are correct; these stairs have reached the end of their life span. In fact, we had scheduled work on them beginning in late September. In summary, these stairs represent two significant projects, and they cannot be completed within your timeframe of August 3. Every construction company is busy, and it would take several months to get a contractor to the site. Thus, we will renovate and repair these stairs ourselves. Moreover, we wish to do a good job. We will replace and raise the railings to meet the new codes and replace all of the decking and stair treads/risers. We will also improve the structural supports and replace the rusted out joist hangers.

In response to your letter, our planned approach will be as follows to address these issues:

1. Evaluate the existing structures to determine the level of repairs and replacement. This has been visually completed. We will not know whether the stair stringers will need replacement until the treads and risers are pulled off.
2. Begin work on the smaller set of two-story stairs on Monday, July 13. We will complete this side of the building by August 3. We welcome your inspection either then or at any point during construction.
3. Begin work on the larger set of stairs by August 10 and completing by Friday, September 11.

Please call me directly if you have any questions or concerns; my cell is 837-5322. We appreciate your flexibility and help with this matter. It is important to us as well; we are always concerned with the safety of our tenants.

Regards,



Bollie Bollenbach  
Owner