

Little Woodfords  
643 Forest Ave  
Portland, ME 04103

Permitting and Inspections Department  
City of Portland  
389 Congress St. Rm 315  
Portland, ME 04101

August 15, 2017



To Whom It May Concern:

Little Woodfords is a small, locally owned, and owner-operated business opening up the Woodfords Corner neighborhood. Little Woodfords has signed a lease and intends to open at 643 Forest Ave, which is located in the I.O.O.F Building on Forest Ave. The I.O.O.F. building was originally constructed in 1887.

As a 120-year-old building, there are certain aspects that are not compliant with the Americans with Disability Act. Specifically, the bathroom is located on the lower level and is accessible only via stairs. Additionally, the main door has a step-up and is not wheelchair accessible.

Per the U.S. Small Business Administration, small businesses are required to make ADA-compliant modifications, only when it's not burdensome on the business. According to their "[ADA Guide for Small Business](#)":

If you own or operate a business that serves the public you must remove physical "barriers" that are "readily achievable," which means easily accomplishable without much difficulty or expense. The "readily achievable" requirement is based on the size and resources of the business.

Little Woodfords asked for a quote to relocate the bathroom from the lower level to the main floor. Our general contractor and plumber, quoted it at \$15,000 combined. With a startup budget of \$35,000 total, \$15,000 would account for approximately 42% of our startup budget. Additionally, Little Woodford's initial budget for construction was approximately \$8000. Adding an additional \$15,000 would result in a 187% increase in construction costs. This would be prohibitively expensive and a barrier to opening.

For the non-compliant entrance, the SBA states in their ADA guide: "when it is not readily achievable to provide an accessible entrance, the goods and services must be provided in some other way, if doing so is readily achievable." Little Woodfords is committed to making our space as inclusive as possible and we're working to address the non-compliant entrance with our landlords. In the meantime, we will be making accommodations by taking phone orders and doing curbside delivery if necessary.

We look forward to serving all customers in Portland. Please contact Andrew Zarro at 802.999.6212 or [Andrew@littlewoodfords.com](mailto:Andrew@littlewoodfords.com) for additional information.

Sincerely,

Andrew Zarro  
Managing Member  
Little Woodfords