

Ms.Barbara Barhydt
Development Review Manager
City of Portland Planning Authority
389 Congress Street 4th Floor
Portland, ME 04101

Kevin Moquin, AIA, LEED AP BD+C
Maine Licensed Architect
29 Bedell St
Portland, ME 04103
info@km-a.me
T 207-265-6421

June 6, 2016

Dear Barbara,

Kevin Moquin Architect and our consultants have prepared a submission package for a Level III Final Site Plan Review on behalf of Steven and Roberta Cope, the property owner and applicant. The project is substantially as presented at our Pre-Application Conference on March 30, 2016.

The proposed project is located at 23 Ocean Avenue (Assessors Chart 19, Block G, Lot 001) and currently contains offices in a former a single family house and a parking lot. The project site is located in the B-1 Neighborhood Business Zone. The proposed project includes the construction of a new mixed use building containing of-fices and four apartments. The new building, as proposed, meet all applicable zoning standards. The existing building will remain.

Please include our project on the Planning Board agenda at your earliest convenience. We look forward to working with you, the Staff, and the Planning Board in the review of this project. Please feel free to contact me to discuss any questions or concerns you may have regarding the attached application materials.

Sincerely,

A handwritten signature in black ink, appearing to read 'K Moquin', with a horizontal line extending to the right.

Kevin Moquin, AIA, LEED AP BD+C
Maine Licensed Architect
Portland, Maine