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

August 5, 2011

Howard Yee
120 Baxter Boulevard
Portland, ME 04101

Re: 120 Baxter Boulevard – 111 B006 – R-5 – Permit #2011-07-1709
17 Codman Street – 129 G011 – R-3 – Permit #2011-07-1712
209 Stevens Avenue - 177 I010 – R-5 – Permit #2011-07-1708

Dear Mr. Yee,

Our office is in receipt of your three building permits, one for each property listed above. At this point the permits for 120 Baxter Boulevard and 17 Codman are on hold, and the permit for 209 Stevens Avenue is denied.

120 Baxter Boulevard, Permit #2011-07-1709

We need the following information for 120 Baxter Boulevard in order to process the permit.

1. a specific list as part of the project description that encompasses the complete scope of work that the permit covers. In other words, we need an exact, detailed list that spells out all the remodeling details that are included as part of the permit application.
2. as part of the removal of the kitchen in the basement level, all the kitchen equipment has to be removed including the sink, refrigerator and any appliances used for cooking. This needs to be indicated on the plan.
3. the area labeled “Artist Studio” in the basement needs to be removed
4. identify all the individuals who are currently residing at the property and indicate on the plan which bedroom each individual occupies.
5. under permit #10-1233 which was applied for last year and has expired, you proposed to put a roof over the existing entry stairs on the left side of the building. Are you still planning to build the roof, and if so, is it part of this permit application?

6. there has been a hot tub stored on the property. You need a permit to install the hot tub.
7. certification from a licensed plumber and licensed electrician that all the work that was done without permits complies with the City's codes.

Once all these items are addressed, the review process can be completed and the permit can be issued.

17 Codman Street, Permit #2011-07-1712

We need the following information for 17 Codman Street in order to process the permit.

1. a specific list as part of the project description that encompasses the complete scope of work that the permit covers. In other words, we need an exact, detailed list that spells out all the details that are included as part of the permit.
2. permit #10-0686 was never issued and has expired. Any work that was done under that permit must be included on this permit application. The nine foot by 5.5 foot landing at the bottom of the front stairs needs to be removed. It was never permitted and it does not meet the required front yard setback [section 14-90(d)(1)].
3. the site plan shows a deck around the proposed hot tub. We need details about the construction of the deck and the stairs for the hot tub.
4. certification from a licensed plumber and licensed electrician that all the work that was done without permits complies with the City's codes

Once these items are addressed, the review process can be completed and the permit can be issued.

209 Stevens Avenue, Permit #2011-07-1708

This permit is denied. Part of the application is to build an exterior stair from the second floor to the ground as a means of egress. This is a four family dwelling in the R-5 residential zone. Section 14-117(a)(2)(c) states that "no open outside stairways or fire escapes above the ground floor shall be constructed.". If a second means of egress is required, it must be constructed as a completely enclosed structure. You need to submit revised plans that show an enclosed stair that meets all the zoning requirements.

As far as the rest of the work proposed on the permit, as with the other permits, we need a specific list as part of the project description that encompasses the complete scope of work that the permit covers. In other words, we need an exact, detailed list that spells out all the details that are included as part of the permit. We also need certification from a licensed plumber and licensed electrician that all the work that was done without permits or done incorrectly complies with the City's codes

Once we have received this information, the review of the permit can continue.

You have the right to appeal our decision. If you wish to exercise your right to appeal, you have thirty days from the date of this letter in which to file an appeal. If you should

fail to do so, our decision is binding and no longer subject to appeal. If you decide to file an appeal you may contact our office for the necessary paper work.

Yours truly,

Ann B. Machado
Zoning Specialist
207-874-8709

Cc. Penny St Louis, Director of Planning and Development
Tammy Munson, Director of Inspections Division
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