

From: Jean Fraser
To: Keiter, Tim
Date: 9/3/2014 4:43 PM
Subject: Update RE: 140 William street- conversion of carriage house

Tim

This morning we had a "review meeting" and the Administrative Authorization has been "signed off" (which confirms that the site plan review piece is OK) but there won't be a separate document sent to you as its tied into the Building Permit system.

We all anticipate that tomorrow's ZBA will go well for you, so once you get confirmation of that and the building permit, I think thats the end of the bureaucracy (except for the building inspections re CO). Hope all goes well with the project.

Thank you
Jean

*Jean Fraser, Planner
City of Portland
874 8728*

>>> "Tim Keiter" <tkeiter@keiterassociates.com> 8/28/2014 2:09 PM >>>

Hi Jean, thanks for the info, please don't hesitate to let me know, if there is anything I can do to help.
Many thanks - Tim

From: Jean Fraser [mailto:JF@portlandmaine.gov]
Sent: Thursday, August 28, 2014 2:04 PM
To: Tim Keiter
Subject: RE: 140 William street- conversion of carriage house

Tim

I rely on colleagues to contribute to the review so its hard to be precise, but I would hope we would be able to sign off by the end of next week.

Thank you

Jean

Jean Fraser, Planner

City of Portland

874 8728

>>> "Tim Keiter" <tkeiter@keiterassociates.com> 8/27/2014 2:13 PM >>>

Hi Jean, that's great, thank you, I appreciate your letting me know that you have them.
I believe we have a Zoning Board meeting on the 4th, for the Conditional Use application. When you have a minute, I'd love to know what you see as the likely timing on the site plan side.
Many thanks as always, for your help - Tim

From: Jean Fraser [mailto:JF@portlandmaine.gov]
Sent: Wednesday, August 27, 2014 1:57 PM
To: Tim Keiter
Subject: RE: 140 William street- conversion of carriage house

Tim

The application and (4) plans all got through- our system is quite tolerant as we receive so many plans via e-mail.

I just got out of meetings so I have not had a chance to look at the details- but wanted to confirm that I have it and will follow up.

thank you

Jean

Jean Fraser, Planner

City of Portland

874 8728

>>> "Tim Keiter" <tkeiter@keiterassociates.com> 8/26/2014 4:08 PM >>>

Hi Jean - Here are the Administrative Review materials I filed today with the City. Please don't hesitate to let me know if there is anything else you may need. Please confirm for me when you get these. Many thanks! Tim

From: Jean Fraser [mailto:JF@portlandmaine.gov]
Sent: Tuesday, August 26, 2014 2:23 PM
To: Tim Keiter
Subject: RE: 140 William street- conversion of carriage house

Sorry Tim- I am preparing for a 2 hour Planning Board meeting this afternoon so just didn't have time to reply quickly...

Jean

>>> "Tim Keiter" <tkeiter@keiterassociates.com> 8/26/2014 2:17 PM >>>

Hi Jean, never mind, I found a reference to the section in the letter from the City regarding the text amendment. I will reference the section mentioned there. Many thanks - Tim

From: Tim Keiter [mailto:tkeiter@keiterassociates.com]
Sent: Tuesday, August 26, 2014 12:55 PM
To: 'Jean Fraser'
Subject: RE: 140 William street- conversion of carriage house

Hi Jean – It has taken me a little while to get back to this after getting the Conditional Use materials filed – I saw your note below about referring to the sections of the ordinance that require Administrative Review for this conditional use, but I can't seem to find them. I'm trying to get this filed today or tomorrow, but I have no idea where this requirement comes from. Could you please point me in the right direction?

Many thanks – Tim

From: Jean Fraser [mailto:JF@portlandmaine.gov]
Sent: Wednesday, August 06, 2014 6:12 PM
To: Tim Keiter
Subject: RE: 140 William street- conversion of carriage house

Tim

This one looks fine - at least in terms of the submission.

The only thought I have is that you might mention (in the cover letter) that this is to comply with the Conditional Use requirements and quote the sections that relate to the site plan/external appearance or site. This would help others here understand why its even been submitted (although I will explain, it helps to have it on the record and added to the computer notes).

Thank you

Jean

Jean Fraser, Planner

City of Portland

874 8728

>>> "Tim Keiter" <tkeiter@keiterassociates.com> 8/5/2014 5:27 PM >>>

Hi Jean, we have spent some time planning the best way to go about our carriage house changes, and I think we finally have it figured out. We took the pictures you sent, and did some more looking around at other carriage house doors in the city, as well as a bunch of work figuring out how best to get a stairway into the building without using up all of the downstairs.

I am attaching a filled-out application for Site Plan Administrative Review, and will send you another email in a moment with the application for the Conditional Use permit. I just wanted to run these by you quickly, if that is all right, to make sure we have everything you need in here before bringing you the paper copies and the disc with the electronic copies.

I am looking forward to working with you to get this finished up, so we can move along to actually making the changes!

Many thanks as always, for your help - Tim

From: Jean Fraser [mailto:JF@portlandmaine.gov]
Sent: Monday, June 02, 2014 12:38 PM
To: Tim Keiter
Cc: 'Kay Hamlin'
Subject: 140 William street- conversion of carriage house

Tim

A letter is on the way which confirms the City Council decision to approve the text amendment and confirms the "process" re the three fairly minor permits (Conditional Use per zoning; Administrative Authorization Site Plan; Building Permit for structural etc) you would need in order to start construction. The appeal period has just ended and the new text has been "announced" on the City's website.

I recall you asked for some guidance regarding what might be historically appropriate and Deb Andrews, the Historic Preservation Program Manager, has provided the attached photos of some Portland 20th century garages, which could provide models for new doors. These are based on the assumption that you would use the existing side entrance.

The first photo, of a garage at 191 Pine, was successfully converted into a studio apartment and that might be one to take a look at. The others are from the 1924 Portland (tax) Photo collection which you can look at on line at <http://www.mainememory.net/search/ptr/>

Hope this helps and please do not hesitate to contact me if you would like any further information.

Thank you

Jean

Jean Fraser, Planner

City of Portland

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