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To: Florence Planning Dept.

First of all I would like to apologize for what appears to be an attempt to circumvent the city's rules and regulations concerning the installation of this temporary trailer. It was an assumption I made, being a temporary situation and on private property, that permits were not necessary.

The reason for the temporary crew office is the need for space as inventory is growing.

The new crew office is a 10' x 40' (400 square feet) modular office unit with no interior walls, water or sewer facilities. Only electrical and communication supplies are needed, both of which are served from the main office building. The electrical is an underground service, the communication an overhead. We moved 9 employees to this office trailer, 4 from the main office building and 5 from the old crew room. A deck with roof has been added. The deck measures 6' wide by 31' long. Two sets of stairs access the deck, both measuring 3' wide, have 4 steps each and include hand rails. The height of the deck is approximately 3' at the highest point.

The trailer is positioned 1' from the fence on the south side of the property, the fence being about 10' inside the property line.

The old crew room is part of the truck bay building. It measures 12' x 21' (252 square feet) and will be used for tool and inventory storage. The space vacated in the main office building is needed for file cabinets.

The intended duration of this unit is 3 years with the possibility of an extension of 2 years totaling 5 years.

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