Subject: Re: 97 Newbury st  
From: betsy\_graves@hotmail.com  
Date: Fri, 26 Apr 2013 12:07:23 -0400  
To: BAB@portlandmaine.gov

Hi Barbara

I really appreciate your feedback, thank you!

Have a great weekend

Betsy  
  
Sent from my iPhone

On Apr 26, 2013, at 10:50 AM, "Barbara Barhydt" <[BAB@portlandmaine.gov](mailto:BAB@portlandmaine.gov)> wrote:

Hi Betsy:

Ann Machado and I discussed this potential project today and she showed me the plans.  Converting the first floor to a residential unit could be handled as an Administrative Authorization as long as there is no site work required.  I think based on the plans when the site was converted to office space, you have the required number of parking spaces needed for the residential units.

I am attaching an application.

Thank you.

Barbara

Barbara Barhydt  
Development Review Services Manager

Planning Division  
389 Congress Street  4th Floor  
Portland, ME 04101  
(207) 874-8699  
Fax: (207) 756-8256  
[bab@portlandmaine.gov](mailto:bab@portlandmaine.gov)

>>> Betsy Graves <[betsy\_graves@hotmail.com](mailto:betsy_graves@hotmail.com)> Tuesday, April 23, 2013 1:29 PM >>>

No problem, Barbara, I'm still just considering if the change to residential is possible and makes sense .

Thank you!  
  
Sent from my iPhone

On Apr 23, 2013, at 11:20 AM, "Barbara Barhydt" <[BAB@portlandmaine.gov](mailto:BAB@portlandmaine.gov)> wrote:

Hi Betsy:

I see I have an administrative authorization application for a deck at this site.  I will discuss with Ann Machado regarding your proposal and get back to you regarding what is needed.  I apologize for the delay.

Barbara

Barbara Barhydt  
Development Review Services Manager

Planning Division  
389 Congress Street  4th Floor  
Portland, ME 04101  
(207) 874-8699  
Fax: (207) 756-8256  
[bab@portlandmaine.gov](mailto:bab@portlandmaine.gov)

>>> Betsy Graves <[betsy\_graves@hotmail.com](mailto:betsy_graves@hotmail.com)> Saturday, April 13, 2013 8:13 AM >>>

Hi Barbara  
This property was a residential 2 unit when I bought it.  I left 1 apartment on the second floor and converted the first floor to 2 office units.  
 I now want to convert the offices back to a residential unit - which would make this a residential 2 unit  property (as it was originally)  
   
Per Ann's suggestion I wanted to check with you to see if there are any reasons I can't do this and what the requirements are from your perspective.  
   
Thank you  
Betsy Regards  
Betsy

Date: Tue, 19 Mar 2013 08:04:15 -0400  
From: [AMACHADO@portlandmaine.gov](mailto:AMACHADO@portlandmaine.gov)  
To: [betsy\_graves@hotmail.com](mailto:betsy_graves@hotmail.com)  
Subject: Re: FW: 97 Newbury St

Betsy -

As far as zoning and building is concerned, you would need to apply for a permit to change the use from office back to a dwelling unit. If you don't need to do any construction the cost would be $30 for the permit and $75 for the certificate of occupancy.

You would also have to do a Level I Minor Residential Site Plan application because you are adding a dwelling unit to create a two family. The Level I Minor Residential Site Plan costs $400. Because the building was previously a two unit and you are not adding on to it, some of the requirements for the boundary survey/site plan might be waived. You would have to talk to Barbara Barhydt in planning about that.

Ann

Betsy Graves <[betsy\_graves@hotmail.com](mailto:betsy_graves@hotmail.com)> 3/19/2013 5:26 AM >>>

Hi Ann  
   
This property was a residential 2 unit when I bought it.  I left 1 apartment on the second floor and converted the first floor to 2 office units.  
   
What would be the process (from the city's perspective) to convert this back to a 2 unit residential property? and how much would it cost?  
   
Best Regards  
Betsy

Ann Machado

Zoning Specialist

Planning & Urban Development

Portland City Hall

(207) 874-8709

Notice: Under Maine law, documents - including e-mails - in the possession of public officials or city employees about government business may be classified as public records. There are very few exceptions. As a result, please be advised that what is written in an e-mail could be released to the public and/or the media if requested.   ­­

<Administrative Authorization 2012.doc>