Reviewed for Code Compliance
Inspections Division
Approved with Conditions

Date: 11/01/13

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> 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

>>> Betsy Graves <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

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On Apr 23, 2013, at 11:20 AM, "Barbara Barhydt" <BAB@portlandmaine.gov> wr

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

>>> Betsy Graves <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
To: betsy_graves@hotmail.com
Subject: Re: FW: 97 Newbury St

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Betsy -

As far as zoning and building is concerned, you would need to apply for a permit use from office back to a dwelling unit. If you don't need to do any construction t 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> 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>