



Permitting and Inspections Department
Michael A. Russell, MS, Director

Ann Machado, Zoning Administrator

July 13, 2017

NOTICE OF VIOLATION AND ORDER TO CORRECT
Certified Mail #7014 1820 0001 4047 0607

Unified Parking Partners
Attn: Andy Martin
496 Congress St.
Portland, ME 04101

Re: 15 Middle Street and 47 India Street – CBL 020-E-029 and 020-E-026 – IS-FBC zone –
unpermitted sidewalk signs

Dear Mr. Martin:

On July 7, 2017, this office received photographs showing that Unified Parking had placed sidewalk signs at or in the vicinity of properties at 15 Middle Street and 47 India Street, within the city-owned right-of-way. Unified Parking has done so without any permits in violation of section 25-26 of the City of Portland Code of Ordinances (available on the City's website), which requires that "no person shall place or cause to be placed in or on, or shall suspend over any street, way or public place in the city any article or thing whatsoever, including but not limited to portable sidewalk signs, except under a duly authorized permit therefor issued pursuant to the provisions of this division."

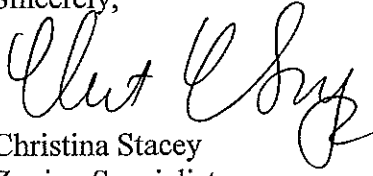
Within seven days of the date of this letter, you must comply with the ordinance by either removing any unpermitted signs or by applying for a sidewalk sign permit with the Permitting and Inspections Department. If the permit is denied, the signs must be removed within three days of the City's initial decision.

If you do not bring the property into compliance within seven days of the date of this letter, the City will refer this matter to the City's Corporation Counsel's office for enforcement action. The City may be entitled to an order to correct the violations, civil penalties in the minimum of \$75 per violation per day, costs and fees, and other relief, under Sections 1-15 and 25-27 of the City's Code of Ordinances and 30-A M.R.S. § 4452.

You have the right to appeal this Notice of Violation and Order to Correct pursuant to section 14-472 within thirty days from the date of this letter. If you do not appeal, you may be barred from challenging my findings in the future. Please contact the Zoning Division for the necessary paperwork if you decide to file an appeal.

Please contact me with any questions. Thank you for your prompt attention to this matter.

Sincerely,

A handwritten signature in black ink, appearing to read 'Christina Stacey', written in a cursive style.

Christina Stacey
Zoning Specialist
Permitting and Inspections Department
(207) 874-8695
cstacey@portlandmaine.gov