



Ann Machado <amachado@portlandmaine.gov>

Sign for MaineLY Property Management at 52 Myrtle Street

3 messages

Ann Machado <amachado@portlandmaine.gov>
To: MainelyPM@gmail.com

Thu, Jun 16, 2016 at 5:39 PM

Tim -

I left a voicemail at the Portland office but I am following up with an email to you. The sign for MaineLY Property Management just recently appeared on the building at 52 Myrtle Street. I have received emails about it since I am the Zoning Administrator.

To put a sign up in the City, you need to apply for a sign permit. We have not received a sign permit for this sign. A sign is an accessory use to a use that is permitted on the property. The legal use of that property is a six family building. It is located in a residential zone. We have not received a change of use permit to locate a property management office there and it is not a permitted use in the zone that it is located in.

Please contact me as soon as possible because the sign needs to be removed and the possible illegal use also needs to be addressed.

Thank you.

Ann

Ann Machado
Zoning Administrator
Permitting and Inspections Department
City of Portland, Maine
(207) 874-8709

Dena Sutton <denasutt@gmail.com>
To: Ann Machado <amachado@portlandmaine.gov>
Cc: MaineLY Property Management <MainelyPM@gmail.com>

Fri, Jun 17, 2016 at 8:14 AM

Hi Ann,

There is no property management office there, the sign says "Managed by MaineLY Property Management" This is to let tenants/neighbors know who to call in the event of Maintenance issues, concerns etc.

Do we still need to apply for a permit? If so, how would we go about doing so?

Thanks!

Dena Y. Sutton

[MaineLY Property Management](#)

188 Dartmouth St Portland ME 04103 (Main Office)

Direct: 207-956-0066

Fax: 207-956-0011

Visit our Website to view available apartments or to fill out an application!

https://mainely.appfolio.com/connect/users/sign_in

Maintenance Issue? mainelypropertymanagement@gmail.com

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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.

Ann Machado <amachado@portlandmaine.gov>

Fri, Jun 17, 2016 at 9:11 AM

To: Dena Sutton <denasutt@gmail.com>

Dena -

I'm just following up on our telephone conversation. The sign that was installed is not considered an incidental sign. It is advertising the property management company. The tenants in the building should know who to call if there is a maintenance issue. If you are concerned about neighbors needing to contact the management company about a concern with the building, you could put a small sign on the entry doors with your name and contact information.

The hanging sign needs to be removed within 48 hours.

Please let me know if you have any questions.

Thank you.

Ann

Ann Machado
Zoning Administrator
Permitting and Inspections Department
City of Portland, Maine
[\(207\) 874-8709](tel:(207)874-8709)

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