



# PORTLAND MAINE

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*Penny St. Louis Littell - Director of Planning and Development  
Marge Schmuckal, Zoning Administrator*

November 20, 2008

Alex Piper  
PO Box 10587  
Portland, ME 04104

RE: 237 High Street – 036 G010 – R-6 – illegal dwelling unit

Dear Mr. Piper,

As you know, Ben Wallace from the fire department inspected your property at 237 High Street on November 18, 2008. After his inspection, he contacted our office because he found that there were eleven units in the building. Our office has the legal use of the property as ten dwelling units.

Our records show that in 1923 a three-story addition was added to the building and the use was changed from a two family to a ten family building. A permit issued in 1932 for a “refrigeration system” listed the use of the building as a nine family. This permit from 1932 is the most recent building permit that we have on file. If we don’t have a recent building permit in our records, we look at the pre-1957 assessor’s card, and the use listed on the card is considered the legal use. The pre-1957 assessor’s card listed the use as ten apartments.

You need to bring the use of your property into compliance. 237 High Street is located in the R-6 residential zone. Section 14-139(1)(b)(1) of the ordinance gives the required minimum area per dwelling unit as 1,000 square feet. Your property is 5,000 square feet, so you do not have the land area per dwelling unit to apply for a change of use permit. You may be able to legalize the eleventh unit through the Legalization of the Nonconforming Dwelling Units application. The process is outlined in section 14-391 of the ordinance. I have enclosed a copy of the application, which includes section 14-391.

You have thirty days to bring your property into compliance by either submitting the application to legalize the nonconforming dwelling unit or removing one dwelling unit to bring the number of dwelling units back to ten. Please call our office as soon as possible to let us know which route you plan to pursue. Feel free to call me at 874-8709 if you have any questions.

Yours truly,

Ann B. Machado  
Zoning Specialist  
(207) 874-8709

Cc. file