

Inspection Services  
P. Samuel Hoffses  
Chief



Planning and Urban Development  
Joseph E. Gray Jr.  
Director

## CITY OF PORTLAND

Elizabeth L. Bordowitz  
72 Pine Street  
Portland, ME 04102

July 10, 1996

RE: Board of Appeals meeting Scheduled for August 15, 1996

Dear Beth,

I've enclosed a copy of Charlie Lane's memo to me in regards to the 116 Free Street appeal . Since you are one of the four voters on this appeal, please let me know as soon as possible as to whether you are able to attend the August 15, 1996 meeting. If you can not attend on that date, let me know what dates you would be available so that we can schedule this appeal.

You can reach me at 874-8300 x8695. If for some reason I am not available, please leave word with Vicki Dover.

Sincerely,

A handwritten signature in cursive script that reads "Marge Schmuckal".

Marge Schmuckal  
Zoning Administrator

cc to: Matthew Manahan, Chairman of Board of Appeals  
Charles Lane, Associate Corporation Counsel  
P. Samuel Hoffses, Chief of Code Enforcement  
Joseph Gray, Jr, Dir. of Planning & Urban Dev.

enclosure