

**Christina Stacey - Re: ZBA Appeal Application - Cover Letter Revision**

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**From:** Nate Underwood <nate.underwood@me.com>  
**To:** Christina Stacey <cstacey@portlandmaine.gov>  
**Date:** 10/6/2015 10:09 AM  
**Subject:** Re: ZBA Appeal Application - Cover Letter Revision  
**Attachments:** Categorical Exceptions Sec 14-332.2.pdf; Verizon Conditional Use Application.pdf

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Hi Chris,

Thanks for sending this over. There were some complications with the space due to the flooding that I became aware of after we spoke last Thursday. That is why I did not respond with the revised Cover letter. At this point I will not be moving forward with the ZBA appeal. I'm imagining that my \$100 fee is non refundable. Regardless please remove me from the docket.

Kind Regards,

Nate Underwood

On Oct 01, 2015, at 09:35 AM, Christina Stacey <cstacey@portlandmaine.gov> wrote:

Hi Nate,

As we discussed, I am requesting a revised cover letter for your ZBA application. The cover letter should include a point-by-point explanation of how the proposed project will meet the appeal and conditional use standards. In your case, you do not need to address items a through d of the conditional use standards because the structure was not designed or constructed for residential use (I would explain that in the cover letter so the board understands). You will still need to address items e and f which relate to off-street parking. Because this church is a historic landmark structure, it appears that you are exempt from needing to add new parking, per Section 14-332.2(d) of the ordinance (see attached document for language). Still, you will want to explain this exemption in your cover letter.

In addition to items e and f of the conditional use standards, in the letter you will also need to address the three standards that are shown on the front page of the application (starting with "1. The volume and type of vehicle traffic...")

Please e-mail me your updated cover letter in PDF format no later than mid-day tomorrow so that we may proceed with the appeal. Per your request, I am attaching an example of an appeal application with cover letter that is from tonight's agenda, so you can see what others have done. In their specific case, there were no other special conditional use standards besides the three shown on the application, so it is slightly different than yours will be.

The only other thing I just realized was missing was a plot plan - I noticed you submitted a printout from the assessor's map but this doesn't include lot dimensions and structure setbacks as we would normally like to see. You might want to check in with the church administrators - they applied awhile back for a conditional use day care and they may have a plot plan from that you could use.

Please let me know if you have any questions about this.

Yours,  
Chris

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