

**Ann Machado** <amachado@portlandmaine.gov>

Unit 1 at 39 Deering St

11 messages

Ann Machado <amachado@portlandmaine.gov>
To: 39deeringstreetllc@gmail.com
Cc: Gregory Gilbert <ggilbert@portlandmaine.gov>

Tue, Oct 25, 2016 at 11:25 AM

James -

The NOV for the illegal unit will be mailed today. The NOV lists the three options we discussed to bring the property into compliance. When we met on Friday we determined that you would not meet all the criteria for a professional office for Unit 1 because there is a professional office next door at 43 Deering Street.

You were going to take some time to think about your other options. If you decide to add another dwelling unit to the building for a total of five dwelling units, providing you meet the criteria of sections 14-139 & 14-140, you will need to apply for a change of use permit. Your other option is to make Unit 1 part of Unit 2. and have the use of the building stay as four dwelling units. To do this you would need to submit revised floor plans for permit #2016-02129. Both of these options will require revised floor plans to what has been submitted to date. I have asked Greg Gilbert not to review the revised plans you submitted for the permit until you decide how you are going to address Unit 1.

I did talk to my supervisor and he felt that since your tenant in the office is a tenant at will, that two months notice to vacate the office would be reasonable.

Please let me know if you have any questions.

Ann

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

39Deering Street <39deeringstreetllc@gmail.com>
To: Ann Machado <amachado@portlandmaine.gov>
Cc: Gregory Gilbert <ggilbert@portlandmaine.gov>

Tue, Oct 25, 2016 at 2:39 PM

Ann,

Thank you for your time Friday and for this follow-up note.

I am thinking through my options now. I may have some questions, in which case I will follow up with you.

Best regards,
James

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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.

39Deering Street <39deeringstreetllc@gmail.com>
To: Ann Machado <amachado@portlandmaine.gov>
Cc: Gregory Gilbert <ggilbert@portlandmaine.gov>

Fri, Nov 11, 2016 at 4:01 PM

Ann,

Thank you for your note. I have received the Notice of Violation and Order to Correct.

I have thought this through and am going to proceed with converting Unit #1 into a separate dwelling unit. I believe my contractor has submitted plans to this effect earlier this week.

Regarding the current tenant, I have spoken with her about the below. Two months from the date of your email is Christmas Day. Given the holiday period and the difficulty of finding small office space in Portland, and also considering some medical issues with her father that have been taking her time, she has asked me to request until January 31 for her to leave the building. Would it be possible for her to remain in the unit until that date? That will get her through the holidays and into a new and suitable space.

Thank you in advance for your consideration.

Best regards,
James Cabot

On Oct 25, 2016, at 11:25 AM, Ann Machado <amachado@portlandmaine.gov> wrote:

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Ann Machado <amachado@portlandmaine.gov>
To: 39Deering Street <39deeringstreetllc@gmail.com>

Thu, Nov 17, 2016 at 9:19 PM

James -

Sorry that I did not get back to you sooner. If you want to go ahead and get the work done on Unit 2, then I will sign off on the permit for that work. The only new plan that I saw from the contractor for the first floor front unit was the fact that the office label had been removed.

You will need to submit a separate change of use permit to convert the front unit on the first floor to a dwelling unit for a total of five dwelling units in the building. Since you are adding a unit you will also have to submit an administrative authorization application to the Planning Division. Please let me know if you have any questions about this. This permit should be submitted by Monday, November 25, 2016

I will check in with my supervisor about extending the date for when your tenant needs to vacate the office.

Ann

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

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39Deering Street <39deeringstreetllc@gmail.com>
To: Ann Machado <amachado@portlandmaine.gov>

Wed, Nov 23, 2016 at 1:11 PM

Ann,

I have located and will fill out the Administrative Authorization Application form. Should I be filling out a Commercial Interior & Change of Use Permit Application?

Have a wonderful Thanksgiving.

Best,
James Cabot
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Ann Machado <amachado@portlandmaine.gov>
To: 39Deering Street <39deeringstreetllc@gmail.com>

Wed, Nov 23, 2016 at 1:20 PM

James -

Yes, you also need to fill out a Commercial & Interior Change of Use Permit application. That is submitted to the Permitting and Inspections Department. The Administrative Authorization is submitted to the Planning Division.

I hope that you also gave a great Thanksgiving.

Ann

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

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39Deering Street <39deeringstreetllc@gmail.com>
To: Ann Machado <amachado@portlandmaine.gov>

Wed, Nov 23, 2016 at 2:13 PM

Okay - thank you
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39Deering Street <39deeringstreetllc@gmail.com>
To: Ann Machado <amachado@portlandmaine.gov>

Wed, Nov 23, 2016 at 2:17 PM

Ann,

What happens if I do not submit these two documents Monday but instead on Tuesday or Wednesday of this coming week? I am looking through this documentation now and some of this I am going to need to coordinate with my contractor, which is going to be difficult these next several days.

Many thanks,
James
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Ann Machado <amachado@portlandmaine.gov>
To: 39Deering Street <39deeringstreetllc@gmail.com>

Wed, Nov 23, 2016 at 3:28 PM

James -

If you can't submit on Monday, please send me an email and tell me when you can submit it by. The fact that you are working with us is what we are looking for as long as the process to comply continues to move forward.

Ann

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

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39Deering Street <39deeringstreetllc@gmail.com>

Wed, Nov 23, 2016 at 3:37 PM

To: Ann Machado <amachado@portlandmaine.gov>

Ann,

Thank you for getting back to me so quickly. I will shoot to submit everything by Friday, December 2 (end of this coming week). I apologize for the delay - I was out of the country all last week and this week is obviously a short week. I am going to need to sit down with my contractor to go through these forms to make sure we are sync'd up with what has already been submitted.

I will keep you informed this coming week as to my progress and get everything in as quickly as I can.

Have a great Thanksgiving!

All the best,
James

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Ann Machado <amachado@portlandmaine.gov>
To: 39Deering Street <39deeringstreetllc@gmail.com>

Mon, Nov 28, 2016 at 9:09 AM

James -

Thank you for keeping me informed. If you can get the permit in sooner, great, but if it is in by Friday, December 2, that will be fine. When you submit the application to Permitting and Inspections please also copy me.

Ann

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

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