



# PORTLAND MAINE

*Strengthening a Remarkable City, Building a Community for Life • [www.portlandmaine.gov](http://www.portlandmaine.gov)*

Lee Urban - Director of Planning and Development  
Jeanie Bourke - Inspection Division Services Director

January 18, 2008

BUTLER PAYSON COMPANY  
100 STATE ST  
PORTLAND, ME 04101

**CBL: 055 A004001**  
**Located at 17 CARLETON ST**

**Certified Mail**

Dear BUTLER PAYSON COMPANY,

This letter is to inform you of the City of Portland's enforcement on the Removal of Snow and Ice Ordinance, Section 25-173, found in the Code of Ordinances for the City of Portland.

While conducting recent sidewalk inspection on 1/17/2008, the City of Portland noticed the sidewalk bordering your property (Parking Lot) was not cleared properly. This is a violation of the ordinance mentioned above.

The sidewalks bordering your property must be properly cleared/left opened the length of your frontage along the public street (s) within 24 hours of the date of this notice. A re-inspection of the premises will occur, at which time compliance is required. Failure to comply will result in this office referring the matter to the City of Portland Corporation Counsel for legal action and possible civil penalties, as provided for in Section 1-15 of the Code.

If a property owner fails to clear their sidewalks and treat the ice 24 hours after receiving a notice of violation, in addition to a fine, the City can clear the sidewalk and bill the property owner the cost of doing so plus 10% administrative charge.

This constitutes an appealable decision pursuant to Section 25-204 of the Code.

For more information regarding the City Code of Ordinance for sidewalks please see the City website:  
<http://www.portlandmaine.gov/Chapter025.pdf>. Feel free to contact me at 874-8693 if you have any questions.

Sincerely,

Jay Kelley @ (207) 874-8693 Building Inspector