



Planning & Urban Development Department

*Jeff Levine, AICP, Director**Ann Machado, Zoning Administrator*

September 9, 2015

Prof. Frank Monsour
32 Thomas Street LLC
32 Thomas Street
Portland ME 04101

Re: 26-32 Thomas Street

Dear Prof. Monsour:

On September 3, 2015, the Zoning Board of Appeals voted 4-0 (Moppin and Larssen absent) to grant the Conditional Use Appeal to add five dwelling units to the existing structure that was previously used as the Parish House for the Church. This approval is valid for two years. I am enclosing a copy of the Board's decision. You will also find an invoice for the fees that are still owed for the processing fee, legal ad and the notices for the appeal. Please submit your payment on receipt of this invoice.

Now that the conditional use appeal has been approved, you will need to apply for a permit to add the five dwelling units to the existing building. This permit can be found on the City website <http://www.portlandmaine.gov/documentcenter/view/2301>. You have two years from the date of the meeting, September 3, 2015, referenced under section 14-474(f) to obtain the permit and start work, or your Zoning Board approval will expire.

Your permit will be reviewed concurrently with the current Level III Site Plan (#2015-131). It cannot be issued until the Planning Board approves the Level III Site Plan.

Appeals from decisions of the Board may be filed in Superior Court in accordance with Rule 80B of the Maine Rules of Civil Procedure.

Should you have any questions, please contact me at (207) 874-8709.

Sincerely,

A handwritten signature in black ink, appearing to read "Ann B. Machado", with a long, sweeping underline.

Ann B. Machado
Zoning Administrator

CC: file