Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 06/04/15

Roger Milliken
70 Blanchard Rd
Cumberland ME 04021

Zoning Administrator
Department of Urban Development
City of Portland
389 Congress Street
Portland, Maine 04101

27 May 2015

Dear Zoning Administrator:

I am requesting a permit to allow me the use of the residence that my wife and I own at 157-9 Pine Street for a home office. Here in Cumberland, I work (with one part-time administrative assistant) as an executive and board member of family businesses, a member of non-profit boards and provider of occasional off-site consulting work. The work performed in my office is computer work related to writing & spreadsheets, along with phone calls and other office work. My wife and I plan to move to the Pine Street house in the fall, after the proposed renovation is complete. I would like to relocate my home office to our Pine Street residence as part of that move.

My proposed home-office activity is consistent with Section 14-410 of the Portland Zoning Ordinance, as its associated "external activity levels and impacts are so limited as to be compatible with the residential character of the neighborhood." As to the specific requirements of the Ordinance under section 14-410(a):

1. My home office (including space for my assistant) will occupy approximately 256 square feet, or 11.9% of floor area of the residence.

2. No goods will be stored, displayed or be visible from outside the residence

3. Storage of the material necessary (office supplies and equipment) for my home office are minimal and included in the 256 square feet of floor space mentioned above

4. There will be no external signage related to my home office.

5. No exterior alterations to the residence are necessary.

6. The current off-street parking associated with my residence (4 parking places) will more than meet any parking needs, which are limited to parking for my assistant. I will not be meeting clients at the residence.