

**Department of Permitting and Inspections**

*Ann Machado, Zoning Administrator*

June 3, 2016

Stephen Pondelis  
Attardo Pondelis Architecture  
81 Bridge St., Suite 402  
Yarmouth, ME 04096

Re: 100 Vaughan Street, Portland, ME 04102; 069-C-008; R-4 Residential Zone

Dear Mr. Pondelis:

On June 2, 2016, the Zoning Board of Appeals voted 5-0 to grant the Conditional Use Appeal to convert the existing single family home to two residential condominiums. I am enclosing a copy of the Board's decision.

Now that the conditional use appeal has been approved, you will need to apply for a Change of Use Permit to change the property from a single family home to two residential condominiums. You will also need to submit an Administrative Authorization to the Planning Division since you are adding a dwelling unit within the existing structure. Under Section 14-474(f) of the ordinance, you have six months from the date of the meeting, June 2, 2016, to obtain the permit and start any construction work (if necessary), or your Zoning Board approval will expire.

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 or [amachado@portlandmaine.gov](mailto:amachado@portlandmaine.gov).

Sincerely,

Ann Machado  
Zoning Administrator

cc: file