

Portland, Maine



Yes. Life's good here.

Permitting and Inspections Department
Michael A. Russell, MS, Director

Ann Machado, Zoning Administrator

November 24, 2016

Heather Thompson
c/o Ten Pin LLC
9 Adam Street
Peaks Island, Maine

Dear Ms. Thompson,

Your Conditional Use Appeal has been scheduled to be heard before the Zoning Board of Appeals on **Thursday, December 1, 2016, at 6:30 p.m.** in Room 209, located on the Second Floor of City Hall.

Please remember to bring a copy of your application packet with you to the meeting to answer any questions the Board may have.

I have included an agenda with your appeal highlighted, as well as a handout outlining the meeting process for the Zoning Board of Appeals.

I have also included the bill for the processing fee, legal ad, and notices for the appeal. You may pay online by visiting <http://www.portlandmaine.gov/314/Planning-Urban-Development> and clicking the "Pay Your Bill Online" link in the menu on the left. You can also pay by mail at:

MAKE CHECK OUT TO: City of Portland
MAILING ADDRESS: Permitting and Inspections Department, Room 315
389 Congress Street
Portland, ME 04101

Please feel free to contact me at 207-874-8701 if you have any questions.

Sincerely,

Doreen Christ
Support Services Specialist

cc: File