December 5, 2016

Heather Thompson & Mario Proia

9 Adams Street

Peaks Island, ME 04108

Re: 2 Island Ave, Peaks Island, ME 04108; 84-R-3; I-B Island Business Zone

Dear Ms. Thompson and Mr. Proia:

On December 1, 2016, the Zoning Board of Appeals voted 6-0 to grant the Conditional Use Appeal to convert an existing two-family dwelling to a four-family dwelling. 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 Commercial Change of Use Permit (<http://me-portland.civicplus.com/DocumentCenter/Home/View/2301>) to change the property from a two-family dwelling to a four-family dwelling, and for any necessary interior construction or alterations. Under Section 14-474(f) of the ordinance, you have six months from the date of the meeting (December 1, 2016), to obtain the permit and start any construction work, or your Zoning Board approval will expire.

The addition of new dwelling unit(s) also requires approval under the Site Plan review process, which is handled by the city’s Planning Department. Please contact Development Review Manager Barbara Barhydt at (207) 874-8699 or [bab@portlandmaine.gov](mailto:bab@portlandmaine.gov) to determine what level of review will be required. The Site Plan approval will be needed before a building permit can be issued.

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) 874-8695 or [cstacey@portlandmaine.gov](mailto:cstacey@portlandmaine.gov).

Sincerely,

Christina Stacey

Zoning Specialist

cc: file