



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

Ann Machado, Zoning Administrator

June 30, 2017

Thomas Covington Johnson
Pleasant Ave
Peaks Island, ME 04108

Nicholas Bull P.C.
P.O. Box 203
Center Lovell, ME 04016

Re: Interpretation Appeal – 37 Ball Field Road, Peaks Island - 088 – I-006 thru 011, 088 – I-013 thru 016, 088-I-022 and 088-J-001 thru 003 and 90 Ball Field Road – 088-J-006 (the “Property”)

Dear Mr. Johnson and Mr. Bull,

At your request, the Interpretation Appeal for the Property has been scheduled for the Zoning Board of Appeals meeting on July 13, 2017. Christina Stacey, Zoning Specialist, sent Mr. Bull an email on June 26, 2017 notifying him that the application for the Interpretation Appeal was incomplete. She included the following list of what needed to be submitted to complete the application.

- 1) A copy of tax map with the properties highlighted
- 2) Photos of the properties
- 3) Copies of deed(s) to properties
- 4) Letter from Mr. Johnson authorizing you to legally represent him
- 5) 10 paper copies of the complete appeal packet, including all required attachments
- 6) A digital (PDF) scan of the complete appeal packet, including all required attachments

In order to be on the July 13, 2017 meeting agenda for the Zoning Board of Appeals, she needed to receive this information no later than Friday, July 30, 2017. When Ms. Stacey had not received this information yesterday, June 29, 2017, she left Mr. Bull a voicemail.

Portland City Hall is closed both July 3, 2017 and July 4, 2017 for the holiday. If we do not receive this information by 10:00 am, Wednesday, July 5, 2017, the Interpretation Appeal will not be able to be heard at the July 13, Zoning Board of Appeals meeting and will have to be moved to the August 3, 2017 Zoning Board of Appeals meeting.

Sincerely,

Ann B. Machado
Zoning Administrator
Permitting and Inspections Department
Portland, Maine
(207) 874-8709
amachado@portlandmaine.gov