

November 13, 2017

Zoning Administrator
Permitting and Inspections Department City of Portland
389 Congress Street
Portland, Maine 04101

Dear Zoning Administrator:

I am requesting a permit to allow me the use of my residence at 650 Seashore Avenue for a home occupation. I am 60 years old and semi retired. I intend to provide therapeutic massage therapy to the Peaks Island community on a very part time basis. This will be a seasonal business from late spring to early fall. I am a licensed massage therapist in the state of Maine and Massachusetts. I am member in good standing with the American massage therapy association (AMTA), I am board certified with the National Certification Board for therapeutic massage & Bodywork (NCBTMB). The NCBTMB is the organization that provides the national exam that is recognized in all 52 states and certifies all continuing education classes and programs required for state licensure. I am also an orthopedic massage therapist (OMT) after completing an extensive course work and passing the exams required for such designation. Therapists and health care practitioners are an acceptable home occupation listed under item (b) 9. of Section 14-410 of the Portland Zoning Ordinance.

The following is an explanation of how my home occupation meets the criteria listed under item (1) of the same.

1. My home occupation will occupy approximately 140 square feet (8%) of floor area of the residence. When the weather is warm enough I will use part of the outside porch which measures 24 * 6 labeled E on the diagram or an inside room measuring 14 * 10 labeled massage on the diagram.
2. No goods will be stored displayed or be visible from outside the residence.
3. Storage of the material necessary to perform my occupation are minimal and included in the 140 square feet of floor space mentioned above.
4. There will be one non-illuminated external signage measuring no more than two square feet laying flat against the building.
5. No exterior alterations to the residence are necessary.
6. Since I only see one client at a time at my residence, will not have anyone working for me, and most clients arrive by walking, bike or a golf cart, and my driveway is sufficiently large; all parking will be off street and no additional parking is necessary.
7. I am 60 years old and will only provide at most, a few massages a day if that, and not every day of the week, so no additional traffic will be generated by my home occupation.

8. The home occupation will not produce any offensive noise, vibration, smoke, dust or other particulate matter, odorous matter, heat, humidity, glare or other objectionable effects.
9. No vehicles even nearing a gross vehicle weight of 6,000 pounds are necessary for my home occupation.

As you can see, my home occupation is a secondary and incidental use of my residence, which I own along with my wife. The external activity level and impact is negligible and in keeping with the residential character of the neighborhood.

Attached you will find a copy of the floor plans showing my entire dwelling and area of the home occupation space as well as copies of my massage license and professional certificates. Thank you for your assistance in this matter. Please contact me at 781-771-2387 if you have any questions or if I inadvertently left out items that are necessary.

Regards,



Thomas Kipp

650 Seashore Avenue
Peaks Island, ME 04108 (seasonal)

14 Balsam Drive
Bedford, MA 01730 (permanent/ mailing address)