



# PORTLAND MAINE

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*Penny St. Louis Littell - Director of Planning and Urban Development  
Marge Schmuckal, Zoning Administrator*

May 10, 2010

Sulan Chau  
105 Falmouth Street  
Portland, ME 04103

Certified Mail 7009 0820 0001 4189 2041

Re: 105 Falmouth Street – 117 A003 – R-5 – illegal third unit

Dear Ms. Chau,

I sent you a letter on March 15, 2010 informing you that the dwelling unit on the third floor of your building was illegal and that you needed to bring your property into compliance. The legal use of your property is two residential dwelling units with two rooms to rent on the third floor which are connected to the second floor unit. I told you that you needed to bring your property into compliance by removing the kitchen from the third unit and returning the two rooms on the third floor to rental rooms connected with the second floor dwelling unit. I also informed you that an inspection had been scheduled for April 14, 2010 to confirm that the property had been brought into compliance.

Suzanne Hunt, Code Enforcement Officer, has called you numerous times at 504-3444 to schedule an inspection to confirm that the kitchen has been removed from the third floor. Each time the phone has rung and rung and no one has answered. She has not been able to leave a message because there is no voicemail or answering machine. Ms. Hunt has called your number on March 14, 2020, March 21, 2010 and May 5, 2010.

Since Ms. Hunt has been unable to reach you to schedule an inspection, you need to call the Inspections Division at 874-8703 as soon as possible to schedule an inspection. You have seven days from the date of this letter to schedule an inspection. Failure to do so will result in our office turning the matter over to our Corporation Counsel and they begin legal proceedings to bring your property into compliance.

Please feel free to call me at 874-8709 if you have any questions.

Yours truly,

Ann B. Machado  
Zoning Specialist  
(207) 874-8709