

Portland, Maine



Yes. Life's good here.

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

Ann Machado, Zoning Administrator

November 24, 2016

Jamie Howard  
Jennifer Graham  
20 Orland Street  
Portland, Maine 04103

Dear Ms. Howard & Ms. Graham,

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