



PORTLAND MAINE

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

February 10, 2010

Sandra Chaussee
263 Brighton Avenue
Portland, ME 04102

Re: 263 Brighton Avenue – 119 E004 – R-3 – illegal unit

Dear Ms. Chaussee,

I received your letter dated February 3, 2010. I understand that you did not put the kitchen in the basement. The bottom line is that there is a dwelling unit in the basement of your single family home. Suzanne Hunt, code enforcement officer, found this unit on 12/29/09 when she did an inspection for general assistance because you were trying to rent the unit. Section 14-47 defines “dwelling unit” as “One (1) or more rooms with private bath and kitchen facilities comprising an independent self-contained dwelling”. This second dwelling unit is not permitted and therefore it is not legal.

Your property needs to be brought into compliance. You have fourteen days from the date of this letter to remove the kitchen which includes removing all the kitchen equipment. An inspection has been scheduled for February 24, 2010.

You have the right to appeal my decision. If you wish to exercise your right to appeal, you have thirty days from the date of this letter in which to appeal. If you should fail to do so, my decision is binding and not subject to appeal. You may contact our office for the necessary paper work if you decide to file an appeal.

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

Yours truly,

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

Cc. file