



PORTLAND MAINE

Strengthening a Remarkable City, Building a Community for Life • www.portlandmaine.gov

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

January 27, 2010

Sandra Chaussee
263 Brighton Avenue
Portland, ME 04102

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

Dear Ms. Chaussee,

Thank you for your letter dated January 25, 2010 in response to the letter I sent you on January 4, 2010. As I told you in my original letter, the legal use of your property is a single family. Suzanne Hunt found a second kitchen in the basement during her inspection on December 29, 2009. A single family home can only have one kitchen. The second kitchen must be removed to bring the property into compliance.

If you would like to keep the second dwelling unit, you can apply for a conditional use for an accessory dwelling unit which entails going before the Zoning Board of Appeals. I have enclosed a conditional use application, and I have enclosed section 14-88(a)(2), so you can see the conditions for an accessory dwelling unit. Your other option is to try applying to legalize an illegal unit. To pursue this option, the illegal unit must have existed since April 1, 1995 and it must have been built by a previous owner. I have also enclosed an application for Legalization of Nonconforming Dwelling Units and the section of the ordinance that pertains to it.

Your property needs to be brought into compliance. You need to either submit an application for a conditional use or to legalize an illegal dwelling unit, or you need to remove the second kitchen. You have fourteen days from the date of this letter to let me know which option you are going to pursue.

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

Yours truly,

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