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

January 4, 2010

Sandra Chausse
263 Brighton Avenue
Portland, ME 04102

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

Dear Ms. Chausse,

I'm writing this letter as a follow up to Suzanne Hunt's inspection at 263 Brighton Avenue on December 29, 2009. During her inspection, she found a dwelling unit with a kitchen and bathroom in the basement. Since the legal use of the property is a single family home, this dwelling unit is illegal.

263 Brighton Avenue is located in the R-3 residential zone. The permitted uses for the zone are listed in section 14-87. A duplex is not listed as a permitted use. An accessory dwelling unit can be added to a single family home if certain criteria can be met [section 14-88(a)(2)]. This is a conditional use and entails getting approval from the Zoning Board of Appeals if all the conditions can be met.

You have thirty days from the date of this letter to bring your property into compliance. You must either apply for a conditional use for an accessory dwelling unit if the criteria can be met, or you must remove the unit. An inspection has been scheduled for February 3, 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.

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

Yours truly,

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