Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 01/05/16

Portland, Maine | Yes. Life's good here.

Planning & Urban Development Department

Jeff Levine, AICP, Director
Ann Machado, Zoning Administrator

October 5, 2015

Sandra Chaussee
263 Brighton Avenue
Portland, ME 04102

Re: 263 Brighton Avenue, Portland, ME 04102; 119-E-004; R-3 Residential Zone

Dear Ms. Chaussee:

On October 1, 2015, the Zoning Board of Appeals voted 5-0 (Moppin absent) to grant the Conditional Use Appeal to add an accessory dwelling unit to the existing single family home. I am enclosing a copy of the Board's decision.

Now that the conditional use appeal has been approved, you will need to apply for a Change of Use Permit to change the use of your property from a single family to a single family with an accessory dwelling unit. This permit can be found on the City website http://www.portlandmaine.gov/documentcenter/view/2301. You have six months from the date of the meeting, October 1, 2015, referenced under section 14-474(f) to obtain the permit and start work, or your Zoning Board approval will expire.

You will also need to submit an Administrative Authorization Application to add the accessory dwelling unit. This application can be found on the City website http://www.portlandmaine.gov/documentcenter/view/2809 . Your permit for the change of use cannot be issued until Planning approves the Administrative Authorization.

Appeals from decisions of the Board may be filed in Superior Court in accordance with Rule 80B of the Maine Rules of Civil Procedure.

Should you have any questions, please contact me at (207) 874-8709.

Sincerely,

Ann Machado

Ann B. Machado
Zoning Administrator

cc: file

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OF PORTLAND, MAINE
ZONING BOARD OF APPEALS

Sara Moppin, Chair
Kent Avery, Secretary
Chip Gavin
William Getz
Donna Katsiaficas
Eric Larsson

ZONING BOARD OF APPEALS
DECISIONS FROM OCTOBER 1, 2015

To: City Clerk
From: Ann Machado, Zoning Administrator
Date: October 5, 2015
RE: Action taken by the Zoning Board of Appeals on October 1, 2015

Attendance: Kent Avery (acting chair), Donna Katsiaficas (acting secretary), Chip Gavin, William Getz and Eric Larsson present; Sara Moppin absent.

1. **New Business:**

A. Conditional Use Appeal: 263 Brighton Ave, Sandra M. Chaussee owner, Tax Map 119, Block E, Lot 004, R-3 Residential Zone: The applicant is seeking a Conditional Use Appeal under section 14-88(a)(2) to add an accessory dwelling unit to her existing single family home. Representing the appeal is the owner and Patrick Lever, Esq. ***The Board of Appeals voted 5-0 to grant the Conditional Use Appeal to add an accessory dwelling unit to the existing single family home.***

B. Disability Variance Appeal: 224 Island Ave, Steward Moss owner, Tax Map 119, Block W, Lot 007, IR-2 Island Residential Zone: The applicant is seeking a disability variance under section 14-145.11(c) to install a handicap ramp and landings. The appellant is requesting a front setback of seven feet instead of the required twenty-five foot front yard setback [section 14-145.11(c)(1)] and a side setback of fifteen feet, six inches instead of the required twenty foot side setback [section 14-145.11(c)(3)]. Representing the appeal is the owner. ***The Board of Appeals voted 5-0 to grant the Disability Variance Appeal to install a handicap ramp and landings with a front setback of 7 ft. and a side setback of 15 ft., 6 inches.***

C. Conditional Use Appeal: 476 Summit St, Grace Baptist Church owner, Verizon Wireless, lessee, Tax Map 384, Block A, Lot 021 and Tax Map 385, Block C, Lot 002, R-2 Residential Zone: The applicant is seeking a Conditional Use Appeal under section 14-78(c)(1) to construct a one hundred foot tall flagpole tower for wireless antennas and a twelve foot by twenty six foot telephone equipment shelter and pad-mounted propane tank. Representing the appeal is the lessee and Scott D. Anderson, Esq. ***The Board of Appeals voted 5-0 to grant the Conditional Use Appeal to construct a flagpole and equipment shelter.***

2. **Adjourned (meeting started at 6:30 p.m.; adjourned at 8:28 p.m.)**

Enclosures:
1. ZBA Chair Decisions from 10-1-15
2. DVD of 10-1-15 Meeting

cc: Jon Jennings, City Manager;
Jeff Levine, AICP, Director Planning & Urban Development
Tammy Munson, Director of Inspection Services
Mary Davis, Housing and Neighborhood Services Division