



Planning & Urban Development Department

Jeff Levine, AICP, Director

Marge Schmuckal, Zoning Administrator

September 21, 2015

Sandra Chaussee
263 Brighton Avenue
Portland, ME 04102

Dear Ms. Chaussee,

Your Conditional Use Appeal has been scheduled to be heard before the Zoning Board of Appeals on **Thursday, October 1, 2015, 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, the legal ad, and the notices for the appeal. The check should be written as follows:

MAKE CHECK OUT TO: City of Portland
MAILING ADDRESS: Jennifer Munson, Office Manager
Planning Division, 4th Floor
389 Congress Street
Portland, ME 04101

Please feel free to contact me at 207-874-8719 if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Jennifer Munson".

Jennifer Munson
Planning Division Office Manager

cc: File

CITY OF PORTLAND, MAINE
ZONING BOARD OF APPEALS

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

APPEAL AGENDA

The Board of Appeals will hold a Public Hearing on Thursday, October 1, 2015, 6:30 p.m., Room 209, 2nd Floor, City Hall, 389 Congress Street, Portland, Maine, to hear the following appeals:

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.

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.

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.

2. Adjournment



Zoning Board of Appeals Meeting Process

You or your representative must attend the Zoning Board meeting in order to present your case and to answer any questions the Board may have concerning your Appeal. Have a copy of your Appeal with you.

First, the Chairperson will call the meeting to order and read the Board procedures. Next, the Secretary will call the roll of Board members present. The meeting will then open to the first Appeal on the Agenda.

The first Applicant will come forward to the small front table and give a verbal summary of what it is that they are appealing to the Board. The Board will have already received your written application packet. You then may need to answer questions from the Board.

The Public will have a chance to respond when the Chair first asks the public as to who would like to respond in favor or against of the Appeal application. The Applicant will be able to respond after all the public comments.

When the Board is satisfied that they have all the information they need to make a decision, the Chairperson will close the meeting to public comment and will begin their deliberations.

The Board will make a motion (usually in the affirmative) and then further discuss the issues involved. On rare occasions the Board may open the public portion again temporarily to ask another question to the applicant. After all the deliberations, the Board will take an official vote and thus make an official decision.

The Board will then ask the next applicant to come forward. The process continues until all appeals are heard and decisions rendered.

The Chairperson will then adjourn the meeting.

A copy of the Board's decision will be mailed to you, along with a bill for abutter's notices and legal ads. We will also include a building permit application if deemed necessary.

The Building Permit Application will have to be filled out and returned to Inspection Services on the third floor of City Hall, along with the appropriate fees as indicated on the permit application, along with the specifications of that particular permit application. Please note that all those specifications are your responsibility to bring with you, not for the City to copy and add into your submissions. Any submissions that were in your Appeal packet and are necessary for the building permit, but are missing, will be copied from the Appeal packet and billed to you at \$0.50 per page.

The Building Permit Application will then be processed. It takes approximately 15 business days to approve the permit. At the time of issuance of the permit, all fees incurred during the Appeal process must be paid.

You must then call and schedule an inspection as stated in your permit application packet. If a Certificate of Occupancy is necessary, you must call and schedule with us at 874-8703. Once the Inspector is satisfied you have complied with all State and Local regulations, a Certificate of Occupancy will be issued, the fee for which is \$75.00.

CITY OF PORTLAND
DEPARTMENT OF PLANNING & URBAN DEVELOPMENT

389 Congress Street
 Portland, Maine 04101

INVOICE OF FEES

Application No: 0000-2487	Applicant: CHAUSSEE SANDRA M TRUSTEE
Project Name: 263 BRIGHTON AVE	Location: 263 BRIGHTON AVE
CBL: 119 E004001	Application Type: Conditional Use
Invoice Date: 09/21/2015	

Previous Balance	-	Payment Received	+	Current Fees	-	Current Payment	=	Total Due	Payment Due Date
\$100.00		\$100.00		\$276.13		\$0.00		\$276.13	On Receipt

First Billing

Previous Balance	\$100.00
Payment Received 9/14/2015 - Thank you	\$100.00

<u>Fee Description</u>	<u>Qty</u>	<u>Fee/Deposit Charge</u>
Processing Fee	1	\$50.00
Notices - ZBA	146	\$109.50
Legal Advertisements - ZBA	1	\$116.63
		<u>\$276.13</u>

Total Current Fees:	+	\$276.13
Total Current Payments:	-	\$0.00
Amount Due Now:		\$276.13

 Detach and remit with payment

CBL 119 E004001
Bill To: CHAUSSEE SANDRA M TRUSTEE
 263 BRIGHTON AVE
 PORTLAND, ME 04102

Application No: 0000-2487
Invoice Date: 09/21/2015
Invoice No: 50871
Total Amt Due: \$276.13
Payment Amount:

Make checks payable to the *City of Portland*, ATTN: Inspections, 3rd Floor, 389 Congress Street, Portland, ME 04101.
 Check the status of your permit or schedule an inspection on-line at <http://www.portlandmaine.gov/792/Permit-Status>

[Click Here to Pay On Line](#)