

**Ann Machado - Re: 195 Longfellow St**

---

**From:** Lloyd Hall <altonhall@gmail.com>  
**To:** Ann Machado <AMACHADO@portlandmaine.gov>  
**Date:** 1/27/2016 11:45 AM  
**Subject:** Re: 195 Longfellow St  
**CC:** Chuck Fagone <PSF@portlandmaine.gov>

---

Ann,

Thanks for letting me know about the application progress.

For the other concerns, I'm not sure why anyone would think I'm hosting weddings at my house. I certainly haven't done anything like that. I have been having dinner parties occasionally which are private social gatherings among me and my friends. Since so many of my friends and I are Tango dancers, we do dance in the house, and I'm sure this is very visible to the neighbors given the expansive windows around the house. If any of the parties are disturbing the neighbors in terms of noise, I would like to know so I can keep that from being a problem, but if the concern is that I'm trying to rent out the house out as a commercial event space, that has not been going on and is not something I was planning to do.

Lloyd Hall

On Wed, Jan 27, 2016 at 11:15 AM, Ann Machado <[AMACHADO@portlandmaine.gov](mailto:AMACHADO@portlandmaine.gov)> wrote:

Lloyd -

I just left you a voicemail, but I wanted to follow up with an email.

First of all your application looks complete. Our front staff should enter it into the system in the next day or so and send you an invoice. Once it is paid, it goes into review with zoning.

I also wanted to talk to you about ongoing concerns from some of your neighbors. Chuck Fagone has received a few more complaints voicing the concern that you are renting out your home as a venue for dances and possibly weddings. I just wanted to make you aware of these concerns. I'm not sure what is leading to these concerns or the validity of them, but I just wanted to remind you that the property is located in the R-3 Residential zone which does not allow venues for dances or weddings as a permitted use. I would be happy to talk further with you about this.

Ann

Ann Machado  
Zoning Administrator  
Planning & Urban Development  
Portland, Maine  
[\(207\) 874-8709](tel:(207)874-8709)

>>> Lloyd Hall <[altonhall@gmail.com](mailto:altonhall@gmail.com)> 1/25/2016 11:16 PM >>>

As per the email history copied below, I have attached the proper files here to apply for a change of use from "Single Family Home" to "Single Family Home with 2 Rooms to Rent" for the property at 195 Longfellow Street in Portland.

Ann, I am copying you on my email to [BulidingInspections@PortlandMaine.gov](mailto:BulidingInspections@PortlandMaine.gov). If anything looks wrong or incomplete here, please let me know. And thanks for your help.

Lloyd Hall  
 195 Longfellow St  
 Portland, ME 04103  
[207-200-7727](tel:207-200-7727)

On Thu, Jan 7, 2016 at 1:17 PM, Ann Machado <[AMACHADO@portlandmaine.gov](mailto:AMACHADO@portlandmaine.gov)> wrote:

Lloyd -  
 Thank you for closing down the listing. You can go ahead and honor the two listings that were already booked.  
 To address the three criteria, you can just do it in statement form.  
 With the application, what I was trying to say is that you don't need to include the last three pages which are the Certificate of Design, Accessibility form and the second Certificate of Design. With the two page checklist since you are not doing any construction you can put N/A for everything but the bottom of the first page where you can check shape & dimension of the lot, location of parking etc. and dimensioned floor plan. If you are still unclear about this you can call me the week of the 18th with any questions.  
 Thank you.  
 Ann

Ann Machado  
 Zoning Administrator  
 Planning & Urban Development  
 Portland, Maine  
[\(207\) 874-8709](tel:207-874-8709)

>>> Lloyd Hall <[altonhall@gmail.com](mailto:altonhall@gmail.com)> 1/6/2016 1:30 PM >>>  
 Ann,

I have closed down the AirBnB listings for the property while it is not in compliance so no new reservations will be made. One room does currently have reservations booked and paid for January 9th - 18th and for February 20th - 22nd.

The three criteria you have outlined will be met without issues. I will note the two rooms intended to be rented on the floor plan illustration that I have, but I'm not exactly sure what the document that addresses the three criteria should look like. Should this just be a signed statement, or will it require an inspection or some other form of verification?

I will have to track down a detailed plot plan since I don't have one available at the moment.

For the change of use application, you say I need to submit the first four pages. In the document you linked to, it looks like the first two pages are checklists and then there are pages numbered 1 - 5. A lot of what's in this form seems to deal with new construction, so I think I will need help filling it out properly. Would it be best for me to come in person to submit the form during the week of January 18th when I'm back in town?

Thanks for all the information, Ann.  
 Lloyd Hall  
 195 Longfellow St

On Wed, Jan 6, 2016 at 2:03 AM, Ann Machado <[AMACHADO@portlandmaine.gov](mailto:AMACHADO@portlandmaine.gov)> wrote:

Lloyd -

Thank you for contacting me so quickly.

I understand that you have been renting rooms at your property through Airbnb. Your property at 195 Longfellow Street is located in the R-3 Residential Zone which allows for single family homes. It is my understanding that this is a single family home. Since this is the legal use of the property, it is not legal for you to rent rooms. You need to bring your property into compliance.

Section 14-404(e) of the ordinance allows "the letting of rooms within an existing dwelling unit in any residential zone" as an accessory use. In order to "let" rooms under this section you must be able to meet the following criteria:

(e) The letting of rooms within an existing dwelling unit in any residential zone, provided that:

1. There shall be no more than two (2) persons occupying such room or rooms;
2. There shall be not more than two (2) rooms per dwelling unit occupied for such use; and
3. There shall be no increase in the bathroom and/or kitchen facilities in the dwelling, and no such facility shall have been constructed in the immediately preceding two (2) years.

If you can meet this criteria, you can apply for a change of use permit through the Inspections Division to change the use of your property from a single family home to a single family home with two rooms to rent. Here is a link to the change of use application on the city website:

<http://www.portlandmaine.gov/DocumentCenter/Home/View/2301> You only need to submit the first four pages of the application. Besides submitting the electronic signature and fee payment page and the building permit page you need to submit the following:

1. A plot plan of the entire lot that shows the dimensions of the lot, the location of any buildings on the lot, and the location of the driveway (dimensioned).
2. A floor plan for each floor of the building, labeling all the rooms and indicating which two rooms are for rent.
3. A document that addresses the three criteria that have to be met.

Permit are submitted electronically to the Inspections office. Here is a link to a document on the city website that explains the building permit process:

<http://www.portlandmaine.gov/DocumentCenter/Home/View/4468>

You should not be renting rooms at your property until you have submitted the change of use permit, it has been issued and you have received a certificate of occupancy allowing you to legally rent rooms. Do you have any reservations at the moment through Airbnb for your house? If so, how far out do the reservations go? You should not book any new reservations at this time.

I understand that you are in India until January 18th. You should apply for the permit within thirty days of this email to bring your property into compliance.

Please feel free to contact me with any questions.

Ann

Ann Machado  
Zoning Administrator  
Planning & Urban Development  
Portland, Maine  
[\(207\) 874-8709](tel:(207)874-8709)

>>> Lloyd Hall <[altonhall@gmail.com](mailto:altonhall@gmail.com)> 1/5/2016 11:52 AM >>>

Hi Ann,

I just spoke to the code enforcement officer Chuck Fagone who gave me your contact info. He paid a visit to my property at 195 Longfellow St today to let me know that there are some things I need to do if I want to be able to rent out rooms in my house.

I really want to get educated on this to make sure I'm doing everything properly, so I hope to hear back from you soon. Right now, email ( [AltonHall@gmail.com](mailto:AltonHall@gmail.com) ) is the best way to reach me since I'm in India until Monday the 18th, but you can also call me at [207-200-7727](tel:207-200-7727) as long as it's before noon Maine time and I should be able to answer.

Thanks Ann,

Lloyd Hall  
195 Longfellow St  
Portland, ME 04103