



PORTLAND MAINE

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

February 2, 2010

Ronald Gan
202 Washington Avenue
Portland, ME 04101

Re: 15 Longfellow Street – 126 B015 – R-5 – plan to remove illegal dwelling unit

Dear Mr. Gan,

This letter is a follow up to the meeting we had yesterday about your property at 15 Longfellow Street. At the meeting you stated that the illegal unit would be removed, but that there is a tenant in there at this time. We decided on a plan of action which I have outlined below.

An inspection has been scheduled for Thursday, February 4, 2010 to check that there are no life safety issues for the illegal third unit. If the inspector finds that there are life safety issues that make the unit unsafe to occupy, the unit will be posted and the tenant will have to be relocated. If the unit is safe to occupy temporarily, then the following will happen.

You said yesterday that the building is under contract and that the closing is scheduled to happen before the end of the month. When the building is sold, the tenant's lease has a clause that allows the lease to be terminated ninety days after the sale of the building. If the building is sold then the tenant has ninety days to vacate the illegal unit. Please let us know the date that the building is sold and who the new owner is because we will need to schedule an inspection ninety days from the date of the sale to verify that the unit is empty and the kitchen has been removed including all the kitchen equipment. The purchaser also needs to be made aware of this process.

If the sale does not happen, then the tenant still has to move out within a certain amount of time because the building has to be brought into compliance. We will allow the tenant to remain in the unit for up to ninety days after February 28, 2010. An inspection will be scheduled for Monday, May 31, 2010 to verify that the unit is empty and that the kitchen has been removed including all the kitchen equipment. We would like the tenant to be relocated before the ninety day period is up if possible, just so the property can be brought into compliance as soon as possible. Please call me to let me know the date that the tenant moves out.

We also discussed the possibility of making the third floor part of the second floor unit. A permit would be required to make this change, and a certificate of occupancy must be issued at the end of the process to state the use of the building.

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

Yours truly,

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