



Planning &amp; Urban Development Department

December 29, 2015

Zoning Board of Appeals  
389 Congress Street  
Portland, Maine 04101

Chair Avery & Board Members,

On October 19, 2015, the City Council voted 7-2 to approve revisions to the R-5 zone allowing Accessory Dwelling Units (ADU's) to be built on non-conforming lots provided they meet certain criteria. The criteria included an affordability restriction that would make the units affordable to households earning up to 80% of the area median income (AMI). This letter is intended to clarify the enforcement process related to the prescribed affordability levels of the two proposed ADU's at 14 Alba Street. Prior to releasing a building permit the City and the Proponent will enter into an Affordable Housing Agreement (AHA) that will detail the terms by which the ADU's will be restricted. The AHA will be a legally binding document that is registered with the Cumberland County Registry of Deeds and attached to the property's deed. Among other things, the AHA will delineate how to determine maximum allowable rents, household eligibility, the length of the restriction, and certification process for potential tenants. The Housing & Community Development Division within the Planning & Urban Development Department will be responsible for overseeing and enforcing the provisions of the AHA.

If you have any specific questions or concerns please do not hesitate to contact me directly.

Sincerely,

A handwritten signature in black ink, appearing to read "Tyler Norod".

Tyler Norod  
*Housing Planner*  
*Housing & Community Development Division*  
*Planning & Urban Development Department*  
*City of Portland*