



# PORTLAND MAINE

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*Jeff Levine, AICP, Director  
Marge Schmuckal, Zoning Administrator*

November 5, 2012

Sarah Coupe  
251 Pleasant Avenue  
Portland, ME 04103

Re: 251 Pleasant Avenue – 133 H003 – R-5 Residential Zone – use of property

Dear Ms. Coupe,

This letter is a follow up to our attempts to speak to each other on the telephone. I left you a voicemail on October 17, 2012 at the 210-6541 number. You left me a voicemail on October 18, 2012 with a call back number which I wrote down as 615-3456. When I called it, I got a male's voicemail, so although I left you a message I'm not sure it was the correct number. I also left you a voicemail again at the 210-6541 number. I have not heard back from you.

I am trying to contact you because I need to determine how the property is being used at 251 Pleasant Avenue. Our records show that the legal use is two dwelling units. I have received an email from the Social Services Division of the City stating that the owner of the property gave one of the clients from Social Services a landlord form indicating that the rent was \$685 a month for a single. Section 14-47 defines family as: "not more than sixteen (16) individuals living together in a dwelling unit as a single nonprofit housekeeping unit". If rent is being charged to individuals renting rooms in the dwelling unit then it does not fit the definition of a family. The email from Social Services also said that the property owner stated that there were six bedrooms upstairs, two singles and four doubles. If these rooms are being rented out to individuals then it sounds as though the second floor is being used as a lodging house and not as a dwelling unit. If this is the case then you need to bring the use of the property into compliance.

Please contact me as soon as possible because I need you to clarify how the second floor of the building is being used, and if it is as a lodging house then we need to talk about how the property can be brought into compliance. My telephone number is 874-8709 and my email is [amachado@portlandmaine.gov](mailto:amachado@portlandmaine.gov).

Yours truly,

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