

Portland, Maine



Yes. Life's good here.

Planning & Urban Development Department

Jeff Levine, AICP, Director

Marge Schmuckal, Zoning Administrator

February 23, 2015

Lynn Rutter
161 Clinton Street
Portland, Maine

Dear Ms. Rutter,

Your Conditional Use Appeal has been scheduled to be heard before the Zoning Board of Appeals on **Thursday, March 5, 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: Room 315, Attn. Doreen Christ
389 Congress Street
Portland, ME 04101

Please feel free to contact me at 207-874-8701 if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Doreen Christ".

Doreen Christ
Inspections Office Assistant

cc: File