

Portland, Maine



Yes. Life's good here.

Permitting and Inspections Department  
Michael A. Russell, MS, Director

Ann Machado, Zoning Administrator

March 7, 2018

EZ Spanish Immersions, LLC  
Attn: Mr. Erik Zavasnik  
P.O. Box 64  
South Freeport, Maine 04078

Dear Erik,

Your Conditional Use Appeal has been scheduled to be heard before the Zoning Board of Appeals on **Thursday, March 15, 2018, at 6:30 p.m.** on the Second Floor in Room 209 at Portland City Hall, 389 Congress Street, Portland, Maine.

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, legal ad, and notices for the appeal. You may pay online by visiting <http://www.portlandmaine.gov/1728/Permitting-Inspections> and clicking the "Pay Your Bill Online" link in the menu on the left. You can also pay by mail at:

MAKE CHECK PAYABLE TO: City of Portland  
MAILING ADDRESS: Permitting & Inspections Department, Room 315  
389 Congress Street  
Portland, ME 04101

**All fees must be paid in full either before the hearing or by bringing payment to the hearing.** If there are outstanding fees at the time of the hearing, your appeal will be tabled and rescheduled once fees are paid.

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

Sincerely,

Doreen M. Christ  
Support Services Specialist

pc: File

# CITY OF PORTLAND, MAINE

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## ZONING BOARD OF APPEALS

Eric Larsson, Chair  
Donna Katsiaticas, Secretary  
Kent Avery  
Robert Bartels  
Benjamin McCall  
Joseph Zamboni  
Nicole Gray

### APPEAL AGENDA

The Board of Appeals will hold a Public Hearing on Thursday, March 15, 2018, at 6:30 p.m. in Room 209 on the Second Floor at Portland City Hall, 389 Congress Street, Portland, Maine, to hear the following appeals:

#### 1. New Business:

- A. Conditional Use Appeal:** 12 Alder Street, Michael and Kathleen Rokowski, owners, Tax Map 033, Block J, Lot 015, B-2b Community Business Zone: The applicant is seeking a Conditional Use Appeal under Section 14-391(f) to legalize one non-conforming dwelling unit. The existing building is legally a two-family home, and the applicant has presented evidence showing that a third dwelling unit has existed in the building since before April 1, 1995 and therefore qualifies for a legalization under Section 14-391. The legalization requires a conditional use approval from the Zoning Board of Appeals because an objection from an abutter was received. Representing the appeal are the owners.
- B. Conditional Use Appeal:** 79 Clinton St, EZ Spanish Immersions, LLC, owner, Tax Map 136, Block B, Lot 004, R-5 Residential Zone: The applicant is seeking a Conditional Use under Section 14-118(a)(5) to gain approval for an existing third dwelling unit in its building. The current legal use of the building is a two-family. This would extend the Conditional Use that was previously approved by the board on September 21, 2017, so that the applicant can complete the building permit process and start construction. Representing the appeal is Erik Zavasnik of EZ Spanish Immersions, LLC.

#### 2. Adjournment

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*Ann Machado, Zoning Administrator*

## Zoning Board of Appeals Meeting Process

You or your representative must attend the Zoning Board meeting in order to present your case and to answer any questions the Board may have concerning your appeal. Have a copy of your appeal with you.

First, the Chairperson will call the meeting to order and read the procedures.

Next, the Secretary will call the roll of the Board members present.

The meeting will then open to the first appeal on the agenda.

The first applicant will come forward to the small front table and give a verbal summary of what it is they are appealing to the Board. The Board will have already received your written application packet. You then may need to answer questions from the Board.

The public will have a chance to respond when the Chair first asks the public as to who would like to respond in favor or against the appeal application. The applicant will be able to respond after all the public comments.

When the Board is satisfied that they have all the information they need to make a decision, the Chairperson will close the meeting to public comment and will begin their deliberations.

The Board will make a motion (usually in the affirmative) and then further discuss the issues involved. On rare occasions, the Board may open the public portion again (temporarily) to ask another question to the applicant. After the deliberation, the Board will take an official vote and thus make an official decision.

The Board will then ask the next applicant to come forward. The process continues until all appeals are heard and decisions are rendered.

The Chairperson will then adjourn the meeting.

A copy of the Board's decision will be mailed to you, along with a bill for abutter's notices and legal ads. We will also include a building permit application if deemed necessary.

The Building Permit application will have to be filled out and returned to Inspection Services on the 3<sup>rd</sup> floor of City Hall, as per current application process. A document outlining the Building Permit process is available at the office or on line at: <http://www.portlandmaine.gov/DocumentCenter/View/4468>. It is the responsibility of the applicant to submit all the required documents and plans that are listed on the permit application checklist. Any outstanding fees incurred during the Appeal process must be paid before the building permit can be issued.

**CITY OF PORTLAND**  
**DEPARTMENT OF PLANNING & URBAN DEVELOPMENT**

389 Congress Street  
 Portland, Maine 04101

**INVOICE OF FEES**

<b>Application No:</b> 0000-3140	<b>Applicant:</b> EZ SPANISH IMMERSION LLC
<b>Project Name:</b> 79 CLINTON ST	<b>Location:</b> 79 CLINTON ST
<b>CBL:</b> 136 B004001	<b>Application Type:</b> Conditional Use
<b>Invoice Date:</b> 03/07/2018	

<b>Previous Balance</b>	-	<b>Payment Received</b>	+	<b>Current Fees</b>	-	<b>Current Payment</b>	=	<b>Total Due</b>	<b>Payment Due Date</b>
\$100.00		\$100.00		\$276.94		\$0.00		\$276.94	On Receipt

**First Billing**

<b>Previous Balance</b>	<b>\$100.00</b>
<b>Payment Received 2/22/2018 - Thank you</b>	-
	<b>\$100.00</b>

Fee Description	Qty	Fee/Deposit Charge
Processing Fee	1	\$50.00
Notices - ZBA	84	\$63.00
Legal Advertisements - ZBA	1	\$163.94
		\$276.94
<b>Total Current Fees:</b>		+ \$276.94
<b>Total Current Payments:</b>		- \$0.00
<b>Amount Due Now:</b>		<b>\$276.94</b>

Detach and remit with payment

**CBL** 136 B004001  
**Bill To:** EZ SPANISH IMMERSION LLC  
 PO BOX 64  
 SOUTH FREEPORT, ME 04078

**Application No:** 0000-3140  
**Invoice Date:** 03/07/2018  
**Invoice No:** 75896  
**Total Amt Due:** \$276.94  
**Payment Amount:**

Make checks payable to the *City of Portland*, ATTN: Inspections, 3rd Floor, 389 Congress Street, Portland, ME 04101.

**Pay On-Line at <http://portlandmaine.gov/550/Inspections>**