



# PORTLAND MAINE

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*Penny Littell - Director of Planning and Development  
Marge Schmuckal, Zoning Administrator*

August 8, 2008

Michael S. Komich  
Cheverus High School  
267 Ocean Avenue  
Portland, ME 04103

RE: 267 Ocean Avenue – 156 F001 – R-3 – attach thirteen banner signs – permit #08-0885

Dear Mr. Komich,

I have reviewed your application to install thirteen banners at Cheverus High School. I must deny your application because it does not meet the requirements of the ordinance for signs.

Cheverus High School is located in the R-3 residential zone. Section 14-369.5, Table 2.2 of the ordinance outlines the requirements for signs for institutional uses in residential zones. This section only allows one freestanding sign for each street that the property abuts. There is already one freestanding sign on the property, so the ordinance does not allow for thirteen more. Also three of the proposed banners are located in the right of way and not on the property. Signs are considered an accessory use (section 14-404d). The use must be located on the property that it is accessory to. Section 14-368(e) states that signs are not allowed in the public right of way unless they are specifically listed in that section.

You have the right to appeal my decision. Section 14-368.5(g) of the ordinance states that an applicant who has been denied a permit or approval for failure to meet the signage regulations of section 14-369.5 “may apply to the planning authority for review of the denied signage pursuant to the standards set forth in section 14-526(a)(23)”. If the planning authority disapproves the application, then under section 14-527 of the ordinance you may appeal the decision to the Planning Board within ten (10) days of the decision being rendered.

If you choose not to apply to the planning authority for a review, you are entitled to get most of your money back if you bring in the original receipt you got when you applied for the permit. Please feel free to call me at 874-8709 if you have any questions.

Yours truly,

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