



# PORTLAND MAINE

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

May 18, 2009

Tomasso & Suzanne Ciccomancini  
80 Fall Brook Street  
Portland, ME 04103

Re: 80 Fall Brook Street – 162 B045 – R-5 – Stream Protection – illegal shed

Dear Mr. & Mrs. Ciccomanicini,

This letter is a follow up to the previous two letters that I sent you dated December 10, 2008 and February 2, 2009, and to the telephone conversations and the voicemails regarding the shed that was built without a permit on your property.

In the letter that I sent on February 2, 2009, I asked you to submit a building application within thirty days to relocate the shed. You needed to submit a site plan as part of this application to show the 75' setback from the stream and the location of the shed.

On March 5, 2009 I received a voicemail from Jim Cloutier telling me that he was working with you and what were your options. I left him a voicemail that day telling him that I would meet with him to go over the options.

On March 9, 2009 I spoke with Jim Cloutier. He had spoken to Suzanne and given her the options of either removing the shed or relocating the shed. If the shed was relocated then a surveyor would have to be hired. He said that Suzanne was going to talk to Tomasso since he was out of town and decide.

On March 16, 2009 I left a voicemail on the home number asking the shed was going to be relocated or removed. I asked to be notified as soon as possible.

On March 17, 2009 Suzanne left me a voicemail. She wanted to relocate the shed and that she was working with Kelly at Jim Cloutier's office to get a surveyor. Once the survey was complete Kelly would help her fill out the application. I left Suzanne a voicemail that day asking her to call me when the survey was done.

I have not heard anything from either of you since then. You have fourteen days from the date of this letter to apply for a permit to relocate the shed or remove it. If we do not receive a building permit within fourteen days of the date of this letter and the shed has

not been removed, we will turn the matter over to our corporation counsel, and they may begin legal proceedings to bring your property into compliance.

Feel free to call me at 874-8709 if you have any questions.

Yours truly,

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

Cc. file