



Planning & Urban Development Department

*Jeff Levine, AICP, Director*  
*Ann Machado, Zoning Administrator*

July 28, 2015

Timothy Ingraham  
91 Vesper Street, Apt. #2  
Portland, ME 04101

Dear Mr. Ingraham,

Your Conditional Use Appeal has been scheduled to be heard before the Zoning Board of Appeals on **Thursday, August 6, 2015, at 6:30 p.m.**, Portland City Hall, Room 209, 2<sup>nd</sup> Floor.

Please bring with you to the meeting, a copy of your application packet. The application packet is for your reference, should the Board have any questions for you.

Included with this letter is an agenda (with your appeal highlighted), a handout outlining the meeting process for the Zoning Board of Appeals and an invoice for the legal ad and notices sent for this project as well as a \$50.00 processing fee.

If paying by check, please make checks payable to the "City of Portland". Checks should be mailed to the following address:

City of Portland  
Attention: Doreen Christ  
Inspections Division, Room 315  
389 Congress Street  
Portland, ME 04101

If paying by credit card, please visit <http://www.portlandmaine.gov/315/Zoning-Administration> and select "pay your bill online" located in the left hand column.

If you have any questions, please contact Doreen Christ at (207) 874-8707.

Sincerely,

Doreen M. Christ  
Inspections Office Assistant

cc: File  
Enclosures: Agenda, Meeting Process Handout and an Invoice

**CITY OF PORTLAND, MAINE**  
**ZONING BOARD OF APPEALS**

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Sara Moppin, Chair  
Kent Avery, Secretary  
Chip Gavin  
William Getz  
Donna Katsiaficas  
Eric Larsson

**APPEAL AGENDA**

**The Board of Appeals will hold a Public Hearing on Thursday, August 6, 2015, 6:30 p.m., Room 209, 2<sup>nd</sup> Floor, City Hall, 389 Congress Street, Portland, Maine, to hear the following appeal:**

1. **New Business:**
  - A. **Conditional Use Appeal:**  
314-316 Stevens Avenue, Timothy Ingraham, buyer, Tax Map 176, Block E, Lot 011, R-5 Residential Zone: The applicant is seeking a Conditional Use Appeal under Section 14-118(a)(5) to legalize an existing accessory dwelling unit within the footprint of the single family home. The accessory dwelling unit was created by a previous owner without a permit. Representing the appeal is the buyer.
2. **Adjournment**



## 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 Board procedures. Next, the Secretary will call the roll of 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 that 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 of 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 all the deliberations, 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 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 third floor of City Hall, along with the appropriate fees as indicated on the permit application, along with the specifications of that particular permit application. Please note that all those specifications are your responsibility to bring with you, not for the City to copy and add into your submissions. Any submissions that were in your Appeal packet and are necessary for the building permit, but are missing, will be copied from the Appeal packet and billed to you at \$0.50 per page.

The Building Permit Application will then be processed. It takes approximately 15 business days to approve the permit. At the time of issuance of the permit, all fees incurred during the Appeal process must be paid.

You must then call and schedule an inspection as stated in your permit application packet. If a Certificate of Occupancy is necessary, you must call and schedule with us at 874-8703. Once the Inspector is satisfied you have complied with all State and Local regulations, a Certificate of Occupancy will be issued, the fee for which is \$75.00.

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

389 Congress Street  
 Portland, Maine 04101

**INVOICE OF FEES**

<b>Application No:</b> 0000-2247	<b>Applicant:</b> Timothy Ingraham
<b>Project Name:</b> 314 STEVENS AVE	<b>Location:</b> 314 STEVENS AVE
<b>CBL:</b> 176 E011001	<b>Application Type:</b> Conditional Use
<b>Invoice Date:</b> 07/27/2015	

<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		\$331.06		\$0.00		\$331.06	On Receipt

**First Billing**

<b>Previous Balance</b>	<b>\$100.00</b>
<b>Payment Received 7/17/2015 - Thank you</b>	<b>\$100.00</b>

<u>Fee Description</u>	<u>Qty</u>	<u>Fee/Deposit Charge</u>		
Processing Fee	1	\$50.00		
Notices - ZBA	156	\$117.00		
Legal Advertisements - ZBA	1	\$164.06		
		<u>\$331.06</u>		
			<b>Total Current Fees:</b>	<b>\$331.06</b>
			<b>Total Current Payments:</b>	<b>\$0.00</b>
			<b>Amount Due Now:</b>	<b>\$331.06</b>

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 Detach and remit with payment

**CBL** 176 E011001  
**Bill To:** Timothy Ingraham  
 91 Vesper St., Apt. #2  
 PORTLAND, ME 04101

**Application No:** 0000-2247  
**Invoice Date:** 07/27/2015  
**Invoice No:** 50187  
**Total Amt Due:** \$331.06  
**Payment Amount:**

Make checks payable to the *City of Portland*, ATTN: Inspections, 3rd Floor, 389 Congress Street, Portland, ME 04101.  
 Check the status of your permit or schedule an inspection on-line at <http://www.portlandmaine.gov/792/Permit-Status>

[Click Here to Pay On Line](#)