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July 16, 2013

Ms. Marge Schmuckal, Zoning Administrator
Dept. of Urban Development City of Portland
389 Congress St.
Portland, ME 04101

Dear Ms. Schmuckal:

I am requesting a permit to allow me the use of my new residence at 44 Belfield St. for a home occupation. I have had a permit (940095) for my counseling/psychotherapy practice at 19 Prospect St. since February, 1994. I wish to continue my counseling/psychotherapy practice at the new location starting mid

August, 2013. My profession is considered an acceptable home occupation listed under item (2) of Section 14-410 of the Portland Zoning Ordinance. The following is an explanation of how my home meets the criteria under item (1) of the same:

- a. My home occupation will occupy approximately 122 square feet of the residence. The total square feet for the residence is 1440 square feet
- b. No goods will be stored or displayed or be visible from outside the residence
- c. Storage of the material necessary to perform my occupation are minimal and included within the 122 square feet of floor space mentioned above
- d. There will be no external signage related to my home occupation, other than a name sign (small). Presently, I do have a name and occupation sign at the 19 Prospect St. office. If I can continue to use that sign, that would easier for clients to identify the proper entrance. The sign is 36X7 inches.
- e. No exterior alterations to the residence are necessary
- f. I will be meeting clients at my residence and the driveway or on-street parking are allowed and adequate
- g. No objectionable effects will result from my home occupation
- h. I will not require the services of any employees
- i. Additional traffic will be about 6 vehicles a day, Monday through Thursday
- j. No vehicles even nearing a gross vehicle weight of 6,000 pounds are necessary for my home occupation

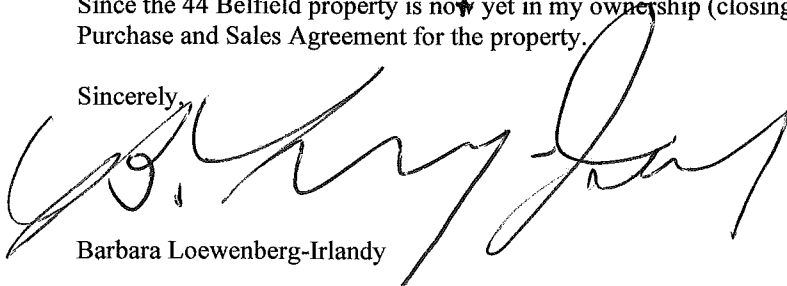
As you can see, my home occupation is a secondary and incidental use of my residence. The external activity level and impact is negligible and in keeping with the residential character of the neighborhood.

Attached you will find a copy of the floor plans and photos showing my entire dwelling and area of the home occupation space (dining room).

Since I prefer a separate entrance for my clients, I will have clients use a side door and will have a new doorway created to enter into the former dining room. I will include the builder's description and estimated costs along with the "General Building Permit Application" in my paperwork.

Since the 44 Belfield property is not yet in my ownership (closing expected to be mid August), I am including the Purchase and Sales Agreement for the property.

Sincerely,



Barbara Loewenberg-Irlandy

44 Belfield St, Portland ME 04103
Chart 176, Lots 021, 022