



CITY OF PORTLAND
Permitting and Inspections Department

Ann Machado, Zoning Administrator

ZONING BOARD OF APPEALS MEETING PROCESS

You or your representative must attend the Zoning Board meeting to present your case and to answer any questions the Board may have concerning your appeal. Please bring a copy of your application packet with you.

First, the Chair will call the meeting to order and read the procedures. The meeting will then open to the first appeal on the agenda.

The first applicant will come forward to the table and give a verbal summary of their appeal. Please note that the Board will have already received and read the application packet. The Board may then ask the applicant questions.

The Chair will next ask if there are any members of the public who would like to speak in favor or against the appeal application. The applicant will be able to respond after all the public comments have been given.

When the Board is satisfied that they have all the information they need to make a decision, the Chair will close the meeting to public comment. The Board will then discuss the issues involved and vote on each applicable review standard, pursuant to the City's code. On rare occasions, the Board may temporarily re-open the public portion to ask another question of the applicant.

After deliberation, the Board will make a motion, take a vote, and thus make an official decision. Once the decision is rendered, the applicant may depart the meeting.

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

In the week after the meeting, a copy of the Board's decision will be mailed to you, along with a letter advising you on the next steps to proceed with your project and appeal information.

If you have any questions before or after the meeting, please do not hesitate to contact Zoning staff at zoning@portlandmaine.gov or 207-874-8703.