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*Lee Urban- Director of Planning and Development  
Marge Schmuckal, Zoning Administrator*

May 3, 2007

Stevan Morrow  
P.O. Box 43  
Westbrook, ME 04098

RE: 22 Colonial Road – 185 C006 – R-5 – handicap access ramp – permit #07-0337

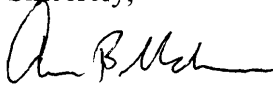
Dear Mr. Morrow,

You came into our office on April 2, 2007 to apply for a permit to build a handicap access ramp at 22 Colonial Road. 22 Colonial Road is located in the R-5 zone. Section 14-120(d) of the ordinance states that the setback to the rear property line in the R-5 zone is twenty feet, and the setback to the side property line in the R-5 zone for a one-story structure is eight feet. The plot plan that you submitted with the application did not show how far the ramp is from the rear property line, but it did show that the closest part of the ramp to the left side property line is one foot, six inches. Since the ramp did not meet the required side setback and did not appear to meet the rear setback, you needed to apply for a Disability Variance from the Zoning Board of Appeals. You informed us that the owner of the property was coming home from the hospital later that week and that you needed to install the handicap ramp immediately. Since the ramp needed to be installed, our office issued the permit for the ramp with the condition that you would get the Disability Variance Appeal Application in by the next application deadline for the Zoning Board of Appeals.

The deadline for the next Zoning Board of Appeals meeting was April 17, 2007. It is now May 3, 2007, and we have not received a Disability Variance Appeal Application. You have not fulfilled the condition under which the building permit for the ramp was issued. You have thirty days from today to submit the Disability Variance Appeal Application to our office. If we do not receive the Disability Variance Appeal application within thirty days, we will turn the matter over to our Corporation Counsel.

I have enclosed a Disability Variance Appeal Application and a handout that explains the application process for the Zoning Board of Appeals. Please feel free to call me at 874-8709 if you have any questions. I have also sent a copy of this letter to the owners, Virginia and Dennis Archambault.

Sincerely,

A handwritten signature in black ink, appearing to read "Ann B. Machado". The signature is fluid and cursive, with a long horizontal stroke at the end.

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