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

December 18, 2008

Richard G. Tibbals
95 Frances Street
Portland, ME 04102

RE: 95 Frances Street – 186-B-10 & 11 – R-3 Zone – Legalize illegal unit - Permit
#06-0726

Dear Mr. Tibbals,

On April 5, 2007, I wrote you a letter informing you that you needed to apply for a conditional use appeal to get final permit approval for your application to legalize the illegal dwelling unit at 95 Frances Street. As I said in my letter, you need to apply for the conditional use appeal because two of your neighbors objected to your application.

You have thirty days to submit a conditional use appeal application. I have enclosed a conditional use appeal application and a sheet explaining the application process. In your cover letter for the Board, it will be necessary to reiterate each condition that is required in order for the Board to approve this conditional use. You should attach each item of documentation for these conditions. It will also be necessary to outline and answer each of the three standards that are listed at the bottom of the conditional use appeal application. If we do not receive a conditional use appeal application within thirty days, your permit will be denied, and you will be required to remove the illegal unit to bring your property into compliance.

Please feel free to contact me at 874-8709, if you have any questions. I have enclosed copies of our previous correspondence to you.

Yours truly,

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