



Permitting and Inspections Department
Michael A. Russell, MS, Director

Ann Machado, Zoning Administrator

November 6, 2017

James Guidi
319 Main St.
Cumberland, ME 04021

Re: 240 Brighton Avenue, CBL's 186A-F-009 and 186A-F-022; R-5 Residential Zone

Dear Mr. Guidi:

On November 2, 2017, the Zoning Board of Appeals voted 5-0 (Bartels absent) to grant your Conditional Use Appeal to add one attic dwelling unit to your legal two-family dwelling, and voted 5-0 to deny your Conditional Use Appeal to add one basement dwelling unit to your legal two-family dwelling. I am enclosing a copy of the Board's decision.

For the unit that has been approved, you will need to do the following:

1. Apply for a Commercial Interior Alteration Permit (application: <http://www.portlandmaine.gov/DocumentCenter/Home/View/2301>) to formally change the use to a three-unit and to gain approval for any construction or alterations that are needed.
2. Submit an Administrative Authorization to the Planning Department for their approval of the new dwelling unit (application form: <http://www.portlandmaine.gov/DocumentCenter/View/2809>).
3. Contact the Victoria Volent of the Housing and Community Development Division (207-482-5028 or vvolent@portlandmaine.gov) to sign an Affordable Housing Agreement with the city for the new dwelling unit. The finalized agreement will need to be submitted to this office before your building permit can be issued.

Under Section 14-474(f) of the ordinance, you have six months from the date of the meeting (November 2, 2017), to obtain the building permit and start any construction work, or your Zoning Board approval will expire.

Appeals from decisions of the Board may be filed in Superior Court in accordance with Rule 80B of the Maine Rules of Civil Procedure.

Should you have any questions, please contact me at (207) 874-8695 or cstacey@portlandmaine.gov.

Sincerely,

Christina Stacey
Zoning Specialist

cc: file