

Ms. Marge Schmuckal, Zoning Administrator  
Department of Urban Development  
City of Portland  
389 Congress Street  
Portland, Maine 04101

Dear Ms. Schmuckal,

I am writing to request a permit to allow me the use of my residence at 30 Craigie Street for a home occupation. I intend to serve as an Professional Counselor, which is an acceptable home occupation listed under item (b) of Section 14-410 of the Portland Zoning Ordinance. This is a secondary office to my main office at 56 Maine St. in Brunswick, ME and I will be providing counseling services to individuals, couples and families on 1-3 business days per week.

The following is an explanation of how my home occupation meets the criteria listed under item (1) of the same.

- a. My home occupation will occupy approximately 322 square feet (22%) of floor area of the residence
- b. No goods will be stored displayed or be visible from outside the residence
- c. Storage of the material necessary to perform my occupation are minimal and included in the 322 square feet of floor space mentioned above
- d. There will be an external sign of approximately 0.5 square feet, fastened to the front door of my home, indicating my name and licensing credentials: "Asa N. Russell, LCPCC"
- e. No exterior alterations to the residence are necessary
- f. I will be meeting clients at my residence but, since my private driveway accommodates up to four vehicles, no additional parking is necessary
- g. No objectionable effects will result from my home occupation
- h. I will not require the services of any employees
- i. Since I will be meeting with no more than 1-2 clients at any given time at my residence, additional traffic generated by my home occupation should not exceed volumes normally expected in a residential neighborhood
- 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 a floor plans showing my entire dwelling and area of the home occupation space, as well as a letter from the owners of the building, Carl A. Russell and Margaret S. Russell, granting permission to conduct a home occupation on the premises. Thank you for your assistance in this matter.

Sincerely,

  
Asa N. Russell

11/12/2014

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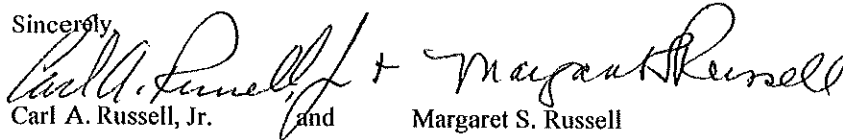
Dear Ms. Schmuckal,

11/12/14

As the owners of 30 Craigie Street Portland, ME 04102, we are writing to grant permission to Asa N. Russell, resident of same property, to conduct a home occupation as a Professional Counselor. This is an acceptable home occupation as listed under item (b) of Section 14-410 of the Portland Zoning Ordinance.

If you should have any questions or require further information from us, please feel free to contact us on our home telephone at (207) 633-4583.

Sincerely

Handwritten signatures of Carl A. Russell, Jr. and Margaret S. Russell, joined by a plus sign. The signature of Carl A. Russell, Jr. is on the left and the signature of Margaret S. Russell is on the right.

Carl A. Russell, Jr.

and

Margaret S. Russell