

June 2nd, 2014

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| Tim Keiter  140 William Street  Portland, ME. 04103 |

**RE: Application for Zoning Text Amendment to allow dwelling unit in existing carriage house (Text amendment to 14-433)**

**ADDRESS: 140 William Street**

**APP. NO: # 2014-007**

**CBL: 192-C001001**

**APPLICANT: Tim Keiter**

**PLANNER: Jean Fraser**

Dear Mr Keiter:

On April 28th, 2014 the City Council considered Order 202-13/14, Amendment to City Code §14-433 [*Amendment to Division 25 Space and Bulk Regulations and Exceptions, Section 14-433 Lots of record and accessory structure setbacks for existing buildings Re; Allowing Accessory Structures in R-3 and R-5 zones to be Converted to Dwelling Units Without Meeting Setback Requirements*] (copy attached). The City Council voted to pass the amendments with a vote of 9-0; the motion was made by Councilor Suslovic and seconded by Councilor Marshall for passage.

This amendment to the City Code has now come into effect, as was confirmed on the City’s website at <http://www.portlandmaine.gov/131/City-Code> .

I confirm that in order for you to proceed with the conversion of the carriage house on your property, you would need to obtain a Conditional Use permit from the Zoning Board of Appeals (per 14-88 (a) 2). I confirm that the

additional standards under provision 14-88 (a) 2 i. would be reviewed by the Planning Division as part of an Administrative Authorization site plan review. Once approved through Zoning and Site Plan, you would also need a Building Permit from the Inspections Division regarding the more detailed aspects of the proposal. The application forms for all of these are on the Citys website at: <http://me-portland.civicplus.com/754/Applications-Fees>

If there are any questions, please contact Jean Fraser, Planner, at 874-8728 or at jf@portlandmaine.gov.

Sincerely,

Alexander Jaegerman

Planning Division Director

Attachment: Order 202-13/14

cc: Jeff Levine, AICP, Director of Planning and Urban Development

Alexander Jaegerman, FAICP, Planning Division Director

Barbara Barhydt, Development Review Services Manager

Jean Fraser, Planner

Philip DiPierro, Development Review Coordinator, Planning

Marge Schmuckal, Zoning Administrator, Inspections Division

Tammy Munson, Inspection Division Director

Lannie Dobson, Administration, Inspections Division

Gayle Guertin, Administration, Inspections Division

Michael Bobinsky, Public Services Director

Katherine Earley, Engineering Services Manager, Public Services

Bill Clark, Project Engineer, Public Services

David Margolis-Pineo, Deputy City Engineer, Public Services

Doug Roncarati, Stormwater Coordinator, Public Services

Greg Vining, Associate Engineer, Public Services

Michelle Sweeney, Associate Engineer

John Low, Associate Engineer, Public Services

Rhonda Zazzara, Field Inspection Coordinator, Public Services

Mike Farmer, Project Engineer, Public Services

Jane Ward, Administration, Public Services

Jeff Tarling, City Arborist, Public Services

Jeremiah Bartlett, Public Services

Captain Chris Pirone, Fire Department

Danielle West-Chuhta, Corporation Counsel

Thomas Errico, P.E., TY Lin Associates

David Senus, P.E., Woodard and Curran

Rick Blackburn, Assessor’s Department

Approval Letter File

**Attachment 1**

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