

Portland, Maine



Yes. Life's good here.

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

*Ann Machado, Zoning Administrator*

October 12, 2016

Scott D. Anderson  
Verrill Dana  
One Portland Sq.  
Portland, ME 041102-0586

Dear Mr. Anderson,

Your client's Conditional Use Appeal has been scheduled to be heard before the Zoning Board of Appeals on **Thursday, October 20, 2016, at 6:30 p.m.** in Council Chambers, located on the second floor of City Hall.

Please remember to bring a copy of your application packet with you to the meeting to answer any questions the Board may have.

I have included an agenda with your appeal highlighted, as well as a handout outlining the meeting process for the Zoning Board of Appeals.

I have also included the bill for the processing fee, legal ad, and notices for the appeal. You may pay online by visiting <http://www.portlandmaine.gov/314/Planning-Urban-Development> and clicking the "Pay Your Bill Online" link in the menu on the left. You can also pay by mail at:

MAKE CHECK OUT TO: City of Portland  
MAILING ADDRESS: Inspections Division, Room 315  
389 Congress Street  
Portland, ME 04101

Please feel free to contact me at 207-874-8695 if you have any questions.

Sincerely,

Christina Stacey  
Zoning Specialist

cc: File