



Planning & Urban Development Department

Jeff Levine, AICP, Director

Ann Machado, Zoning Administrator

November 25, 2015

Kelly Boden, Esq.
Verrill Dana
One Portland Square
Portland, ME 04112-0586

Dear Ms. Boden,

A Conditional Use Appeal for Verizon Wireless has been scheduled to be heard before the Zoning Board of Appeals on **Thursday, December 3, 2015, at 6:30 p.m.** in Room 209 located on the second floor of City Hall.

Please remember to bring a copy of your application packet 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, the legal ad, and the notices for the appeal. If paying by check it should be submitted as follows:

MAKE CHECK OUT TO: City of Portland
MAILING ADDRESS: Jennifer Munson, Office Manager
Planning Division, 4th Floor
389 Congress Street
Portland, ME 04101

If paying by credit card, please visit <http://www.portlandmaine.gov/315/Zoning-Administration> and select "pay your bill online" located in the left hand column.

If you have any questions, please contact me at (207) 874-8695.

Sincerely,

Christina Stacey
Zoning Specialist

cc: File