



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

Ann Machado, Zoning Administrator

May 3, 2017

**NOTICE OF VIOLATION AND ORDER TO CORRECT**  
**Sent by Certified and Regular Mail**

Jennifer C. Wilson  
1567 Westbrook St.  
Portland, ME 04102

Re: 1567 Westbrook Street – CBL 256-B-001 – R-1 Residential Zone – Single-Family Dwelling

Dear Ms. Wilson:

On June 13, 2016, this office inspected the above-referenced property and observed that a 288 square foot shed addition had been constructed. You have done so without any permits in violation of section 14-463 of the City of Portland Code of Ordinances (available on-line or at the City Clerk's office), which requires that "no building or part thereof shall be constructed, altered, enlarged or moved unless a permit for such action has been issued by the building authority."

On October 14, 2016 you submitted a permit application seeking after-the-fact approval for this shed addition. On January 23, 2017, this office sent you an e-mail requesting a clearer plot plan, since the one submitted was illegible, and raising questions about the setbacks of the existing shed. This office received no response, and the e-mail was sent to you again on April 25, 2017. To date, this office has received no response to the e-mails (copies of which are attached).

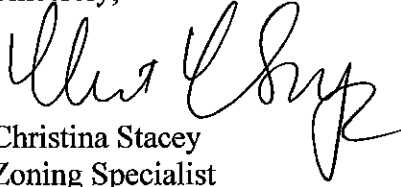
Within 7 days of the date of this letter, you must submit the requested plot plan and setback information, or the permit will be denied. If the permit is denied, you must bring the property into compliance by removing the structure within 30 days of the City's initial decision.

If you do not bring the property into compliance within 7 days of the date of this letter by submitting the requested plot plan and setback information, then City will refer this matter to the City's Corporation Counsel for enforcement action. The City may be entitled to an order to correct the violations, civil penalties in the minimum of \$100 per violation per day, costs and fees, and other relief, under Section 1-15 of the City's Code of Ordinances and 30-A M.R.S. § 4452.

You have the right to appeal this Notice of Violation and Order to Correct pursuant to section 14-472 within thirty days from the date of this letter. If you do not appeal, you may be barred from challenging my findings in the future. Please contact the Zoning Division for the necessary paperwork if you decide to file an appeal.

Please contact me with any questions at [cstacey@portlandmaine.gov](mailto:cstacey@portlandmaine.gov). Thank you for your prompt attention to this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Christina Stacey". The signature is fluid and cursive, with the first name being more prominent.

Christina Stacey  
Zoning Specialist  
(207) 874-8695

cc: file

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**Permit application #2689 - Shed Exansion, 1567 Westbrook St.**

2 messages

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**Christina Stacey** <cstacey@portlandmaine.gov>  
To: copperdo1022@yahoo.com

Mon, Jan 23, 2017 at 2:06 PM

Dear Jennifer,

I am writing regarding your permit application that you submitted back in October. I apologize that it has not been reviewed until now.

I had some questions/concerns.

First, the plot plan showing the dimensions and setbacks is almost impossible to read because it is so blurry. Would it be possible for you to e-mail me a clearer version?

Regarding the setbacks, the plan appears to show a 21' setback to Swan Street. However, this seems to be the measurement to the street pavement, rather than to the actual property line, as required. The setback minimum to the side street property line is 20 feet. If the shed and addition do not meet this setback, they need to be relocated to meet the requirement.

I am also wondering about the rear setback. On the plan, it appears to say 9 feet, which is well below the 25' minimum setback required in this zone, and which was what we approved in the original shed permit (attached). Are you sure it is only 9 feet from the rear property line? It looks much further away in air photos.


If you don't know the location of your property lines, you may need to enlist the services of a surveyor to locate you boundary markers, which will help answer these questions.

Please let me know if you have questions about this.

Kind regards,  
Chris

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Chris Stacey - Zoning Specialist  
Permitting & Inspections Department  
City of Portland  
389 Congress St.  
Portland, ME 04101  
(207) 874-8695  
cstacey@portlandmaine.gov

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**Christina Stacey** <cstacey@portlandmaine.gov>  
To: copperdo1022@yahoo.com

Tue, Apr 25, 2017 at 12:42 PM

Dear Jennifer,

Chuck Fagone told me he spoke with you recently about the unpermitted shed addition on your property. The permit has been on hold because I need additional information. Please see the e-mail (below) which I sent to you on 1/23/17 outlining what is required. Please let me know if you have questions about it.

Bets,  
Chris  
[Quoted text hidden]