

MEMO

August 21, 2007

RE: 31 Hillcrest Avenue – 260 D017 – R-3 – Dwelling unit

I received a voicemail from the owner, Melissa Davis on August 20, 2007. She had received my letter dated August 16, 2007 addressing the issue that she had a second unit in her house. The voicemail said that I had misunderstood her earlier voicemail and that she does not have a separate apartment in her house. I called her back and left her a message saying that if she does not have an apartment then she does not need to do anything. I also told her that a second kitchen would constitute a separate unit.

Ann Machado
Zoning Specialist