



# PORTLAND MAINE

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Lee Urban - Director of Planning and Development  
Jeanie Bourke - Inspection Division Services Director

March 26, 2007

Risbara, A L  
970 Brighton Ave, Apt 2  
Portland, ME 04102-1008

RE: 264 Terrace Avenue  
CBL: 262 B021001

Dear Ms. Risbara:

It has come to my attention that you are conducting a business use out of your home. A box truck is parked in your driveway with a small portable trailer with an "Office" sign on the door. Such uses are required to meet the City of Portland's zoning requirements through a permit application procedure. Normally, business uses are not permitted in any residential zones. However, 14-410 of the Land Use Zoning Ordinance allows certain listed uses to be conducted out of a residence. Enclosed is a copy of our "Home Occupation" handout including § 14-410 of our zoning ordinance.

You are required to come in our office within thirty (30) days to appropriately apply for a home occupation. After reviewing the ordinance if you find that your business is not specifically listed, § 14 410(c) does allow you to apply to the Zoning Board of Appeals under a Conditional Use appeal.

If we do not receive an application within thirty days, and an inspection shows that the business is still there, we will turn this matter over to our corporation counsel, and they may begin legal proceedings to bring the use of your property into compliance.

If you have any questions, please give me a call.

Sincerely,

Jon Rioux, @ 874-8702  
Code Enforcement Officer

Ann Machado, @ 874-8709  
Zoning Specialist