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*Penny St. Louis Littell - Director of Planning and Urban Development
Marge Schmuckal, Zoning Administrator*

July 13, 2009

Norman Maze
Shalom House
106 Gilman Street
Portland, ME 04102

Re: 1476 Forest Avenue – 298 B023 – R-3- group home

Dear Mr. Maze,

This letter is a follow up to the telephone conversation that we had July 6, 2009.

As you know, I have researched our records for the property at 1476 Forest Avenue and found that the legal use is a single family home. This is based on the most recent permit in our records, permit #99-0312, which listed the use as a “1 family”. At his inspection on July 6, 2009, Code Enforcement Officer Jon Rioux found that the property is not being used as a single family home. He found that there were four “units” with independent locks on each door and a shared kitchen. Since this is not the legal use of the building, the property must be brought into compliance.

1476 Forest Avenue is located in a R-3 residential zone. Section 14-87(a)(3) of the ordinance lists a handicapped family unit as a permitted use. If the use of the property fits the definition of a handicapped family unit (section 14-47), then you need to apply for a change of use permit from a single family home to a handicapped family unit. Section 14-88(a)(1) of the ordinance lists a sheltered care group home as a conditional use. If the use of the property fits the definition of a sheltered care group home (section 14-47) and can meet the criteria outlined in section 14-88(a)(1), then you need to apply for a conditional use through the Zoning Board of Appeals. You have thirty days to bring the property into compliance.

You have the right to appeal my decision. If you wish to exercise your right to appeal, you have thirty days from the date of this letter in which to appeal. If you should fail to do so, my decision is binding and not subject to appeal. Please contact the office for the necessary paper work if you decide to appeal.

Please feel free to call me at 874-8709 if you have any questions.

Yours truly,

Ann B. Machado
Zoning Specialist
(207) 874-8709

