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

June 18, 2009

Patricia Meehan
1757 Forest Avenue
Portland, ME 04103

Re: 1757 Forest Avenue – 309 A018 – R-3 – daycare

Dear Ms. Meehan,

This letter is just a follow up to the telephone conversation that we had earlier today about the daycare that you have at your residence for twelve children. Right now the legal use of your property is a single family home. You need to bring your property into compliance by taking the necessary steps to change the use of your property to a single family home with a daycare for up to twelve children.

Your residence, 1757 Forest Avenue, is located in the R-3 residential zone. Under section 14-88(d)(3) of the land use ordinance a daycare for up to twelve children is allowed as a conditional use. This section lists the conditions that are required to have a daycare. I have enclosed a copy of the section of the ordinance.

Since a daycare is listed as a conditional use, you need to go before the Zoning Board of Appeals to be approved for the conditional use. Section 14-474 of the ordinance explains the appeal process for conditional uses. I have enclosed a conditional use appeal application and a sheet that explains the application process for the Zoning Board of Appeals. Part of the application to the Board is to write a cover letter explaining what you want to do. In this cover letter address each of the conditions that have to be met for a daycare and address the three standards that are found at the bottom of the Conditional Use Appeal Application.

If the Zoning Board of Appeals approves your conditional use application then the next step is to file a change of use application with our office.

You have thirty days from the date of this letter to submit your conditional use appeal application to our office. Please feel free to call me if you have any questions.

Yours truly,

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