

**Department of Permitting and Inspections**

Ann Machado, Zoning Administrator

May 23, 2016

Sarah Palmer
Sasa's House, LLC
174 Plymouth St.
Portland, ME 04103

Re: 174 Plymouth Street, Portland, ME 04103; 345-A-001; R-3 Residential Zone

Dear Ms. Palmer:

On May 19, 2016, the Zoning Board of Appeals voted 6-0 to grant the Conditional Use Appeal to operate a licensed day care center for up to 12 children in your existing single-family home. I am enclosing a copy of the Board's decision.

Now that the conditional use appeal has been approved, you will need to apply for a Change of Use Permit to change the property to a single-family home with day care. I am enclosing the application for this permit. Under Section 14-474(f) of the ordinance, you have six months from the date of the meeting, May 19, 2016, to obtain the permit and start any construction work (if necessary), or your Zoning Board approval will expire.

Appeals from decisions of the Board may be filed in Superior Court in accordance with Rule 80B of the Maine Rules of Civil Procedure.

Should you have any questions, please contact me at (207) 874-8695 or ctstacey@portlandmaine.gov.

Sincerely,

Christina Stacey
Zoning Specialist

cc: file