



Planning & Urban Development Department

Jeff Levine, AICP, Director
Marge Schmuckal, Zoning Administrator

November 25, 2015

Alpha One
Attn: Lori Tully
127 Main St.
South Portland, ME 04106

Dear Ms. Tully,

A Disability Variance Appeal for Robert E. Shaw, 39 Skylark Drive, has been scheduled to be heard before the Zoning Board of Appeals on **Thursday, December 3, 2015, at 6:30 p.m.** in Room 209, located on the second floor of City Hall.

Please remember to bring a copy of your application packet with you to the meeting to answer any questions the Board may have.

I have included an agenda with your appeal highlighted, as well as a handout outlining the meeting process for the Zoning Board of Appeals. I have also included the bill for the processing fee, the legal ad, and the notices for the appeal. The check should be written as follows:

MAKE CHECK OUT TO: City of Portland
MAILING ADDRESS: Jennifer Munson, Office Manager
Planning Division, 4th Floor
389 Congress Street
Portland, ME 04101

Please feel free to contact me at 207-874-8695 if you have any questions.

Sincerely,

Christina Stacey
Zoning Specialist

cc: File
Candace Scripture, Custom Float Services