



## City of Portland Zoning Board of Appeals

July 11, 2007

Ray & Michele Clayton  
Takes A Village Daycare  
1171 Washington Avenue  
Portland, ME 04103

Dear Appellant,

Your Conditional Use Appeal has been scheduled to appear before The Zoning Board of Appeals on **July 19, 2007 at 6:30 p.m.** on the second floor of City Hall in Room 209. Please remember to bring a copy of the 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 the procedures of the meeting for you to familiarize yourself with.

I have also included the bill for the legal ad and notices. The check should be written as follows:

MAKE CHECK OUT TO: City of Portland  
MAILING ADDRESS: Room 315  
389 Congress Street  
Portland, Maine 04101

Please feel free to contact me at 207-874-8701 if you have any questions.

Sincerely,

Gayle Guertin  
Office Assistant

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