



# PORTLAND MAINE

*Strengthening a Remarkable City, Building a Community for Life • [www.portlandmaine.gov](http://www.portlandmaine.gov)*

*Jeff Levine, AICP, Director  
Marge Schmuckal, Zoning Administrator*

May 30, 2013

June Holman  
1340 Riverside Street  
Portland, ME 04103

RE: 1340 Riverside Street – Hug-A-Bug - 357-C-004 – I-M Zone

Dear Ms. Holman,

This is a follow-up letter concerning your opportunity to appeal the Fire Department's decision concerning your day care business.

You had ten (10) working days from the date of the letter (April 30, 2013) sent from Sheila Hill-Christian in which to appeal. I sent you the appropriate forms by e-mail for such an appeal on May 2, 2013. As of this date I have not received an application for any appeal. Because the allowed time for filing an appeal has lapsed, your rights to appeal have been extinguished. You must abide by the requirements of the Fire Department.

Very truly yours,

A handwritten signature in black ink that reads "Marge Schmuckal".

Marge Schmuckal  
Zoning Administrator  
City of Portland

Cc: Mark Rees, City Manager  
Sheila Hill-Christian, Deputy City Manager  
Chief Jerry LaMoria, Portland Fire Chief  
Danielle West-Chuhta, Corporate Counsel  
Jeff Levine, Director of Planning and Urban Development  
Lt. Benjamin Wallace, Fire Department

## Marge Schmuckal - Interpretation Appeal forms and information

---

**From:** Marge Schmuckal  
**To:** juneholman712@gmail.com  
**Date:** 5/2/2013 3:53 PM  
**Subject:** Interpretation Appeal forms and information  
**Attachments:** Interpretation appeal.pdf

---

Hi June,

I have attached a copy of the Interpretation appeal form, appeal dates, and information on how to apply for an appeal.

Please call me if you have any questions at 874-8695. Also note that apparently chapter 10 of the Ordinance states that you have 10 working days in which to apply for an appeal after there has been a decision of the Fire Department. It is my understanding that the Fire Department made a decision at its April 24, 2013 meeting with you. Therefore you must appropriately apply for the appeal with all paperwork and fees by Wednesday May 8, 2013. Please submit your appeal to Inspection Services located at room 315 City Hall.

thank you,  
Marge Schmuckal  
Zoning Administrator