

Portland, Maine



Yes. Life's good here.

Permitting and Inspections Department  
Michael A. Russell, MS, Director

Ann Machado, Zoning Administrator

May 9, 2017

Roslyn Shalett  
Merril Abramson  
23 Sanborn Street  
Portland, Maine 04103

Dear Roslyn & Merrill,

Your Conditional Use Appeal has been scheduled to be heard before the Zoning Board of Appeals on **Thursday, May 18, 2017, at 6:30 p.m.** in Room 209, 2<sup>nd</sup> Floor, 389 Congress Street, Portland, Maine.

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, legal ad, and notices for the appeal. You may pay online by visiting <http://www.portlandmaine.gov/1728/Permitting-Inspections> and clicking the "Pay Your Bill Online" link in the menu on the left. You can also pay by mail at:

MAKE CHECK PAYABLE TO: City of Portland  
MAILING ADDRESS: Permitting & Inspections Department, Room 315  
389 Congress Street  
Portland, ME 04101

**All fees must be paid in full either before the hearing or by bringing payment to the hearing.** If there are outstanding fees at the time of the hearing, your appeal will be tabled and rescheduled once fees are paid.

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

Sincerely,

Doreen M. Christ  
Support Services Specialist

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