



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

Ann Machado, Zoning Administrator

March 5, 2018

Dianne and Matt Watters  
120 Douglass St.  
Portland, ME 04102

Re: 15 Morningstar Lane, CBL 385A-A-032; R-2 Residential Zone

Dear Mr. and Mrs. Watters:

On March 1, 2018, the Zoning Board of Appeals voted 5-0 (Zamboni absent) to grant a Conditional Use to add an accessory dwelling unit to the partially-completed single-family dwelling at 15 Morningstar Lane. I am enclosing a copy of the Board's decision.

Now that the conditional use appeal has been approved, you will need to do the following:

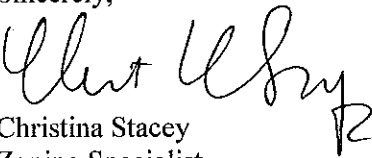
1. Apply for a One and Two Family Alteration Building Permit (application: <http://portlandmaine.gov/DocumentCenter/Home/View/3661>) to formally change the use to a single-family with accessory dwelling unit, and to gain approval for any construction or alterations that are needed.
2. Submit an Administrative Authorization to the Planning Department for their approval of the accessory dwelling unit (application form: <http://www.portlandmaine.gov/DocumentCenter/View/2809>).

Under Section 14-474(f) of the ordinance, you have two years from the date of the meeting (March 1, 2018), to obtain the building permit and start any construction work, 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 [cstacey@portlandmaine.gov](mailto:cstacey@portlandmaine.gov).

Sincerely,

  
Christina Stacey  
Zoning Specialist

cc: file