



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

Ann Machado, Zoning Administrator

August 18, 2017

Sholeh Misaghian  
11 Gertrude Avenue  
Portland, ME 04103

Re: 11 Gertrude Avenue, Portland, ME 04103; 402-B-020; R-3 Residential Zone

Dear Ms. Misaghian:

On August 17, 2017, the Zoning Board of Appeals voted 5-0 to grant the Conditional Use Appeal to allow a licensed child care center for up to 12 children in your single family home. I am enclosing a copy of the Board's decision.

Now that the conditional use appeal has been approved, the Permitting and Inspections Department can complete their review of the change of use permit (#2017-00500) to operate a child care center for up to 12 children in your single family home. Under Section 14-474(f) of the ordinance, you have six months from the date of the meeting for your permit to be issued and for you to start operating the child care center, 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) 874-8709 or at [amachado@portlandmaine.gov](mailto:amachado@portlandmaine.gov).

Sincerely,

Ann B. Machado  
Zoning Administrator

cc: file