



CITY OF PORTLAND

July 6, 2001

Mr. Timothy Higgins
242 Veranda Street
Portland, ME 04103

RE: 244 Veranda Street (CBL 432-F-003)

Dear Mr. Higgins:

On June 28, 2001, the Portland Planning Authority granted minor site plan approval for remodel and expansion of the existing 2-unit at 244 Veranda Street. This approval is **not** for the adding of an additional 3rd unit to the existing structure.

The approval is subject to the following conditions:

1. That the applicant adds two additional trees of a size consistent with the City's landscape standards for a total of 4 trees (2 per unit).

The approval is based on the submitted site plan. If you need to make any modifications to the approved site plan, you must submit a revised site plan for staff review and approval.

Please note the following provisions and requirements for all site plan approvals:

1. The site plan approval will be deemed to have expired unless work in the development has commenced within one (1) year of the approval or within a time period agreed upon in writing by the City and the applicant. A one year extension may be granted by this department if requested by the applicant in writing prior to the expiration date of the site plan.
2. A performance guarantee in a form acceptable to the City of Portland and an inspection fee equal to 2.0% of the performance guarantee will have to be posted before beginning any site construction or issuance of a building permit.
3. A defect guarantee, consisting of 10% of the performance guarantee, must be posted before the performance guarantee will be released.
4. Prior to construction, a pre-construction meeting shall be held at the project site with the contractor, development review coordinator, Public Work's representative and owner to review the construction schedule and critical aspects of the site work. At that time, the site/building contractor shall provide three (3) copies of a detailed construction schedule to the attending City representatives. It shall be the contractor's responsibility to arrange a mutually agreeable time



CITY OF PORTLAND

May 2, 2001

Elizabeth Houlton
18 Victoria Street
Portland, ME 04103

RE: 244 Veranda Street, 432-F-003 - R-5 zone

Dear Elizabeth Houlton,

I promised you previously that I would notify you when the framing construction permit was issued for this property. It is being issued today, May 2, 2001. As you know the foundation permit was issued on March 9, 2001. Again, you have 30 days from the issue date of this recent permit in which to exercise your right to appeal. My previous letter contained all the information you will need in which to apply for an appeal.

As I have mentioned in my past letter to you, we have begun discussions relating to text changes concerning the R-5 zone. Your ideas and suggestions were taken into serious consideration. We have only had a first meeting in which we scoped out some possible text changes. The process will take more discussions and time. The text changes that we finally propose will be part of the public process. There will be public meetings in which you should be notified.

Very truly yours,

Marge Schmuckal
Zoning Administrator

CC: Mayor Cheryl Leeman
Mark Adelson, Housing and Neighborhood Services
Mike Nugent, Inspection Services
Penny Littell, Corporation Counsel
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