

**Department of Permitting and Inspections**

Ann Machado, Zoning Administrator

May 18, 2016

Crooker Girls Development, LLC
Attn: Abby Cassidy
270 Veranda St.
Portland, ME 04103

Re: 270 Veranda St. – 434 B001 – R-5 Residential Zone and Shoreland Zone – Unpermitted use

Dear Ms. Cassidy:

It has come to the attention of this office that you have added a kitchen to the basement of your building at 270 Veranda Street. Because it has a kitchen, the basement would be considered a dwelling unit, thereby resulting in a total of three dwelling units in your building. Our records show that the legal use of the property is a two-family dwelling, as shown in building permit #06-1700, which approved the change of use from a one-family dwelling to a two-family dwelling. This building permit also authorized finishing a portion of the basement space into two bedrooms to be used by the first floor apartment, but it did not authorize the installation of a kitchen or the creation of a third dwelling unit. Because you do not have approval for three dwelling units, you need to bring your property into compliance.

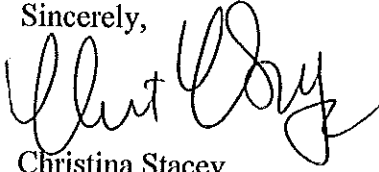
This property, 270 Veranda Street, is located in the R-5 Residential Zone. This zone limits residential uses to one- and two-family dwellings unless the property can meet the minimum land area for a “multiplex development” of 6,000 square feet of land per dwelling unit. For three dwelling units, your lot would need to be at least 18,000 square feet in size. Based on the tax assessor’s records, this lot is 9,422 square feet, which does not meet the land area criteria for a multiplex development. Therefore, you cannot get permit approval to have three dwelling units on this property.

You have thirty days to bring your property into compliance by removing the illegal dwelling unit, which includes removing the basement kitchen including all the equipment. An inspection has been scheduled for June 20, 2016 to confirm that the illegal unit has been removed

You have the right to appeal my decision. If you wish to exercise your right to appeal, you have thirty days from the date of this letter in which to file an appeal. If you should fail to do so, my decision is binding and no longer subject to appeal. To file an appeal, please contact our office for the necessary paperwork.

If you have any questions about this letter, please contact me at (207) 874-8695 or by e-mail at cstacey@portlandmaine.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Christina Stacey". The signature is fluid and cursive, with the first name "Christina" written in a larger, more prominent script than the last name "Stacey".

Christina Stacey
Zoning Specialist

cc: file