



Ann Machado <amachado@portlandmaine.gov>

270 Veranda Street, Portland, ME

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Fri, Jun 3, 2016 at 2:30 PM

To: Abby Cassidy <acassidy@commercialpropertiesinc.com>

Abby -

I apologize for not getting back to you sooner. I just left you a voicemail.

To apply for a Conditional Use Appeal to the Zoning Board of Appeals under Section 14-118(a)(5) to convert the basement area to a dwelling unit, you need to be able to meet all the criteria. These conditions are outlined in the second document that Barbara sent to you. Sub section (d) says:

d. The additional units shall have a minimum floor area of four hundred (400) square feet and may not involve removing more than ten percent of the gross floor area of an existing dwelling unit into a new dwelling unit. Gross floor area shall exclude any floor area that has less than two-thirds of its floor-to-ceiling height above the average adjoining ground level and may include the attic if such space is habitable.

The second sentence specifically states that the gross floor area does not include any floor area in a space that is less than two thirds of the floor to ceiling height above the average grade of the building. I went over this with Tracie when I met with her. She confirmed that the space in the floor to ceiling height in the basement is less than two-thirds above the average grade of the building. Because this is the case, the basement unit does not meet this criteria so the Board would not be able to approve it under this section.

Please contact me if you have any more questions about appealing Christina Stacey's letter.

Ann

Ann Machado
Zoning Administrator
Permitting and Inspections Department
City of Portland, Maine
(207) 874-8709

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