

Zoning Division
Marge Schmuckal
Zoning Administrator



Department of Urban Development
Joseph E. Gray, Jr.
Director

CITY OF PORTLAND

Edward Train
1159 Washington Avenue
Portland, ME. 04103

February 24, 2000

RE: 1159 Washington Avenue - 408-D-012 - R-3 zone

Dear Mr. Train,

I am in receipt of your permit application to change the use from one (1) dwelling unit to two (2) dwelling units. I am unable to approve this permit. The R-3 zone allows a two unit conversion under a Conditional Use Appeal. Only the Zoning Board of Appeals can approve this type of use in this zone, if you are meeting all the required conditions. I have included a copy of section 14-88(1)b which outlines all the conditions that you must prove to the Zoning Board. I have also included a packet of information that explains how to apply for this type of appeal.

Within your required cover letter, I strongly urge you to specifically address the listed conditions, to make your case very clear to the Board. You will also need drawings that have dimensions on them. What you presently submitted to the City has no dimensions on them. There are minimum unit size requirements for both units. If you can not meet the conditions as listed, please let me know. Your appeal will then no longer be just a conditional use appeal, but also a Variance appeal. Please note that Variance appeals are almost impossible to have granted by the Board of Appeals.

If you have any questions regarding this matter, please do not hesitate to contact this office. There shall be no work on the proposed unit, nor shall it be occupied prior to any approvals.

Very truly yours,

Marge Schmuckal
Zoning Administrator.

cc: File

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