

# CITY OF PORTLAND, MAINE

## PLANNING BOARD

John H. Carroll, Chair  
Jaimey Caron, Vice Chair  
Kenneth M. Cole III  
Cyrus Y. Hagge  
Deborah Krichels  
Erin Rodriguez  
Mark Malone

038-F-008  
July 6, 1998

Mr. David Bateman, President  
Dictar Associates  
P. O. Box 3572  
Portland, ME 04104

RE: Harbor Plaza Hotel and Apartments project, 468 Fore Street

Dear Mr. Bateman:

On June 23, 1998 the Portland Planning Board voted 4-2 (Carrol & Malone opposed, Krichels absent) to approve the site plan for the Harbor Plaza Hotel and Apartments project (468 Fore Street). The approval was granted for the project with the following conditions:

- i. that the applicant shall provide sidewalk lighting along the Union Street side of the development, and that such lighting shall be reviewed and approved by the planning staff.
- ii. that the applicant shall construction sidewalks along the Union Street side of the development out of brick and reset granite curbing for accessible pedestrain movement. All work to be in accordance with the City of Portland Technical and Design Standards.

The approval is based on the submitted site plan and the findings related to site plan review standards as contained in Planning Report #29-98, which is attached.

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

1. A performance guarantee covering the site improvements as well as an inspection fee payment of 1.7% of the guarantee amount and 7 final sets of plans must be submitted to and approved by the Planning Division and Public Works prior to the release of the building permit. If you need to make any modifications to the approved site plan, you must submit a revised site plan for staff review and approval.
2. 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. Requests to extend approvals must be received before the expiration date.

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Dictar Associates  
P. O. Box 3572  
Portland, ME 04104

RE: Harbor Plaza Hotel and Apartments project, 468 Fore Street

Dear Mr. Bateman:

On June 23, 1998 the Portland Planning Board voted 5-1 (Carroll opposed, Krichels absent) on the following motions regarding the Harbor Plaza Hotel and Apartments project (468 Fore Street) subdivision:

1. That the plan was in conformance with the Subdivision Review Ordinance of the City Land Use Code.

The approval is based on the submitted plan and the findings related to site plan review standards as contained in Planning Board # 29-98, which is attached.

Please note the following provisions and requirements for all subdivision approvals:

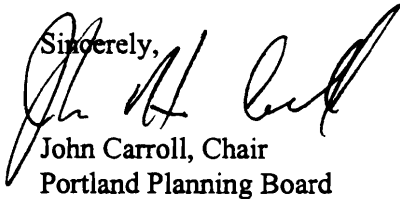
1. Mylar copies of the construction drawing for the subdivision must be submitted to the Public Works Department prior to the release of the plat.
2. A performance guarantee covering the site improvements as well as an inspection fee payment of 1.7% of the guarantee amount must be submitted to and approved by the Planning Division and Public works prior to the recording of the subdivision plat. The subdivision approval is valid for three (3) years.
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 preconstruction 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

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 preconstruction 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 for the preconstruction meeting.
5. If work will occur within the public right-of-way such as utilities, curb, sidewalk and driveway construction, a street opening permit(s) is required for your site. Please contact Carol Merritt at 874-8300, ext. 8828. (Only excavators licensed by the City of Portland are eligible.)

The Development Review Coordinator (874-8300 ext. 8722) must be notified five (5) working days prior to date required for final site inspection. Please make allowances for completion of site plan requirements determined to be incomplete or defective during the inspection. This is essential as all site plan requirements must be completed and approved by the Development Review Coordinator prior to issuance of a Certificate of Occupancy. Please schedule any property closing with these requirements in mind.

If there are any questions, please contact the Planning Staff.

Sincerely,



John Carroll, Chair  
Portland Planning Board

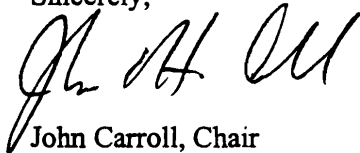
cc: Joseph E. Gray, Jr., Director of Planning and Urban Development  
Alexander Jaegerman, Chief Planner  
Alan Holt, Urban Designer  
P. Samuel Hoffses, Building Inspector  
Marge Schmuckal, Zoning Administrator  
Tony Lombardo, Project Engineer  
Development Review Coordinator  
William Bray, Director of Public Works  
Jeff Tarling, City Arborist  
Penny Littell, Associate Corporation Counsel  
Lt. Gaylen McDougall, Fire Prevention  
Mary Gresik, Building Permit Secretary  
Kathleen Brown, Director of Economic Development  
Susan Doughty, Assessor's Office  
Approval Letter File

representatives. It shall be the contractor's responsibility to arrange a mutually agreeable time for the preconstruction meeting.

6. If work will occur within the public right-of-way such as utilities, curb, sidewalk and driveway construction, a street opening permit(s) is required for your site. Please contact Carol Merritt at 874-8300, ext. 8828. (Only excavators licensed by the City of Portland are eligible.)
7. The Development Review Coordinator (874-8300 ext. 8722) must be notified five (5) working days prior to date required for final site inspection. Please make allowances for completion of site plan requirements determined to be incomplete or defective during the inspection. This is essential as all site plan requirements must be completed and approved by the Development Review Coordinator prior to issuance of a Certificate of Occupancy. Please schedule any property closing with these requirements in mind.

If there are any questions regarding the Board's actions, please contact the planning staff.

Sincerely,



John Carroll, Chair  
Portland Planning Board

cc: Joseph E. Gray, Jr., Director of Planning and Urban Development  
Alexander Jaegerman, Chief Planner  
Alan Holt, Urban Designer  
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