

CITY OF PORTLAND, MAINE

PLANNING BOARD

CBL: 199-A-001

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March 21, 2001

Mr. Jeff Schultes, Jetport Manager
Portland International Jetport
1001 Westbrook Street
Portland, ME 04102

RE: Portland International Jetport Parking Garage (1001 Westbrook Street; 199-A-001, unit 16) and Temporary Parking Lot (Outer Congress Street).

Dear Mr. Schultes:

On March 13, 2001, the Portland Planning Board voted on the following motions regarding expansion of the Portland International Jetport:

1. The Planning Board voted 5-0 (Hagge, Delogu absent) that the parking garage site plan is in conformance with the site plan ordinance of the land use code with the following conditions:
 - i. That the site plan be revised for review and approval reflecting the comments of Steve Bushey, Development Review Coordinator.
 - ii. That the landscape plan is subject to review and approval by the City Arborist.
 - iii. That additional information be submitted for the interior lighting of the parking garage for planning staff review and approval.
 - iv. That the walkway plan be revised to reflect an appropriate walkway from the westerly employee parking lot to the terminal.
 - v. That an executed agreement between the City and Thomas Toye shall be submitted for staff review and approval.
2. The Planning Board voted 5-0 (Hagge, Delogu absent) that the temporary parking lot on outer Congress Street is in conformance with the following conditions
 - i. That the parking lot is temporary and site plan approval shall expire on April 1, 2003. The applicant shall submit for review and approval by

the Planning Board a site plan by April 1, 2003 either restoring the site or a revised site plan for its future use.

- ii. That the site plan be revised for review and approval reflecting the comments of Steve Bushey, Development Review Coordinator.
- iii. That a landscape plan be submitted for review and approval by the City Arborist.

The approval is based on the submitted site plan and the findings related to site plan review standards as contained in Planning Report #11-01, 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 2.0% 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.
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 must be notified five (5) working days prior to date required for final site inspection. The Development Review Coordinator can be reached at the Planning Department at 874-8721 or 874-87199. 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,



Jaime Caron, Chair
Portland Planning Board

CC: Alexander Jaegerman, Chief Planner
Richard Knowland, Senior Planner
P. Samuel Hoffses, Building Inspector
✓ Marge Schmuckal, Zoning Administrator
Tony Lombardo, Project Engineer
Jay Reynolds, Development Review Coordinator
William Bray, Director of Public works
Jeff Tarling, city Arborist
Penny Littell, Associate Corporation Counsel
Lt. Gaylend McDougall, Fire Prevention
Inspection Department
Lee Urban, Director of Economic Development
Don Hall, Appraiser, Assessor's Office
Susan Doughty, Assessor's Office
Paul Bradbury, Jetport
Jeff Preble, Dufresne-Henry, Inc., 22 Free St., Portland, ME. 04101
Approval Letter File