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*Lee Urban- Director of Planning and Development
Marge Schmuckal, Zoning Administrator*

September 20, 2007

Kamlesh Patel
1150 Brighton Avenue
Portland, ME 04102

RE: Portland Inn, 1150 Brighton Avenue – 265 B005 – B2 – establish use of building – permit #07-1006

Dear Mr. Patel,

This letter is just a follow up to our phone conversation yesterday and the voicemail that I left you this morning. I spoke to Suzanne Hunt, who does the food inspections, and Jeanie Bourke, Inspections Division Director, this morning about the food preparation requirements. They both agreed that serving muffins and coffee falls into the category of food service with preparation. For food service with preparation, you need a two bay sink, a hand wash sink and a refrigerator, and these items need to be located close to where the food is being served. Where you have it located on the floor plan is too far from where the food is being served. They said that it should be located in the area across from the check in desk. Suzanne Hunt also said that the two bay sink, the hand wash sink and the refrigerator need to be commercial grade.

Part of the purpose of this permit is to establish the exact use of the building. We need a cover letter from you explaining exactly how the building is being used. In this letter when you talk about the food service component, you need to include exactly what is being served. You also need to submit a new floor plan that shows where the two sinks and refrigerator for the food prep is being located. The floor plan should also label how each space is being used. You may have one bed in the bedroom indicated on the plan if you install the egress window, but you must make it clear that the room will only include one bed.

Please feel free to call me at 874-8709 if you have any questions. Your permit will be on hold until we receive this information.

Yours truly,

Ann B. Machado
Zoning Specialist
(207) 874-8709

Cc Suzanne Hunt
Jeanie Bourke