

246-A-2

2001-0244

81 Riverside St.
Building Addition
Harper Hotels

add to Spreadsheet

CITY OF PORTLAND, MAINE
DEVELOPMENT REVIEW APPLICATION
PLANNING DEPARTMENT PROCESSING FORM
Planning Copy

2001-0244

Application I. D. Number

09/14/2001

Application Date

81 Riverside St.

Project Name/Description

Harper Hotels Inc

Applicant

81 Riverside St., Portland, ME 04102

Applicant's Mailing Address

Leasure, John H.

Consultant/Agent

Applicant Ph: (207) 767-4600 Agent Fax:

Applicant or Agent Daytime Telephone, Fax

81 - 81 Riverside Ave, Portland, Maine

Address of Proposed Site

266 A002001

Assessor's Reference: Chart-Block-Lot

Proposed Development (check all that apply): ☐ New Building ☒ Building Addition ☐ Change Of Use ☐ Residential ☒ Office ☐ Retail

☐ Manufacturing ☐ Warehouse/Distribution ☐ Parking Lot

☒ Other (specify) hotel

600-700 Sf

Proposed Building square Feet or # of Units

Acreeage of Site

Zoning

Check Review Required:

☒ Site Plan
(major/minor)

☐ Subdivision
of lots

☐ PAD Review

☐ 14-403 Streets Review

☐ Flood Hazard

☐ Shoreland

☐ Historic Preservation

☐ DEP Local Certification

☐ Zoning Conditional
Use (ZBA/PB)

☐ Zoning Variance

☐ Other

Fees Paid: Site Plan Subdivision Engineer Review Date

Planning Approval Status:

Reviewer Kandi Talbot

☐ Approved

☒ Approved w/Conditions
See Attached

☐ Denied

Approval Date 10/03/2001

Approval Expiration 10/03/2002

Extension to

☒ Additional Sheets
Attached

☒ OK to Issue Building Permit

Kandi Talbot
signature

11/27/2001
date

Performance Guarantee

☒ Required*

☐ Not Required

* No building permit may be issued until a performance guarantee has been submitted as indicated below

☒ Performance Guarantee Accepted

11/26/2001
date

\$1,000.00
amount

expiration date

☐ Inspection Fee Paid

date

amount

☐ Building Permit Issue

date

☐ Performance Guarantee Reduced

date

remaining balance

signature

☐ Temporary Certificate of Occupancy

date

☐ Conditions (See Attached)

expiration date

☐ Final Inspection

date

signature

☐ Certificate Of Occupancy

date

☐ Performance Guarantee Released

date

signature

☐ Defect Guarantee Submitted

submitted date

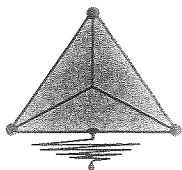
amount

expiration date

☐ Defect Guarantee Released

date

signature



ATLANTIC COAST ELECTRIC, INC.

170 DINGLEY SPRING RD. • P.O. BOX 8 • GORHAM, ME 04038 • PHONE: 207-839-2600 • FAX: 839-2947 • EMAIL: ACEJSJ@AOL.COM

HOLIDAY IN EXIT-8
POOL/BUILDING EXPANSION

03-20-02

LIGHT FIXTURE SCHEDULE

TYPE	QTY	DESCRIPTION	LOCATION
A	9	LITO-LD12DWH/LD12D25HB/1958	DRIVE-UP CANOPY
B	6	PROGRESS 5643-30	DWNLGT COLUMNS
C	22	PROGRESS 5209-39	PLANTING AREAS
D	1	HINKLEY 76410/77611/70310MH	WALKWAY
E	7	EXCELINE VRA7OMAL-8	FLAG/ROOF/KIT DOOR
F		EXISTING FLOOD TO BE RELOCATED AT THE PLANTING AREAS	
G	33	LITO 1102P1/1105	LOBBY "B"
H	11	LITO SD12D10HVWH/1951	WAITING AREA
I	5	LITO QVR2GPF0S1U4120SB	ENTRY RUNWAY
J	2	FORECAST F576-36	ENTRY RUNWAY
K	7	PROGRESS 5644-30/P8797-31	POOL AREA
L	12	WIDELIGHT EFXM400XX208QVHMWHT	POOL AREA
M	5	FORECAST F5410-36N1	LOBBY SCHONCES
N	1	LITO QVR2GPF0S155120SB/FK92X2	LOBBY VESTIBULE
O	55	LITO DPS2G9LP317120SO	BALL ROOMS
P	10	LITO 1102P1/1171	BALL ROOMS
Q	10	BETA 31 0101-BL-1	EXTERIOR ENTRY'S
Q-ALT	10	LITO 4533BKE1	EXTERIOR ENTRY'S

ALL LIGHTING SHALL BE WHITE IN COLOR AND THE CALVIN'S OF EACH LAMP SHALL BE SURE TO DICTATE THIS.



ATLANTIC COAST
ELECTRIC

P.O. BOX 8
GORHAM, MAINE 04038

36 Main St.
Gorham, ME

LIGHTOLIER/GENLYTE

HOLIDAY INN - Exit 8

DRW'G. #

DATE: 4/24/02

SCALE:

**CITY OF PORTLAND, MAINE
DEVELOPMENT REVIEW APPLICATION
PLANNING DEPARTMENT PROCESSING FORM
ADDENDUM**

2001-0244

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Approval Conditions of DRC

- 1 see Planning conditions

**CITY OF PORTLAND, MAINE
DEVELOPMENT REVIEW APPLICATION
PLANNING DEPARTMENT PROCESSING FORM
DRC Copy**

2001-0244

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Proposed Building square Feet or # of Units

Acreage of Site

Zoning

Check Review Required:

☒ Site Plan (major/minor) ☐ Subdivision # of lots ☐ PAD Review ☐ 14-403 Streets Review
☐ Flood Hazard ☐ Shoreland ☐ Historic Preservation ☐ DEP Local Certification
☐ Zoning Conditional Use (ZBA/PB) ☐ Zoning Variance ☐ Other

Fees Paid: Site Plan Subdivision Engineer Review Date

DRC Approval Status:

Reviewer Chris Earle/Steve Bushey

☐ Approved ☒ Approved w/Conditions See Attached ☐ Denied

Approval Date 10/03/2001 Approval Expiration 10/03/2002 Extension to ☒ Additional Sheets Attached

☒ Condition Compliance Kandi Talbot 11/27/2001
signature date

Performance Guarantee ☒ Required* ☐ Not Required

* No building permit may be issued until a performance guarantee has been submitted as indicated below

<input checked="" type="checkbox"/> Performance Guarantee Accepted	11/26/2001 date	\$1,000.00 amount	expiration date
<input type="checkbox"/> Inspection Fee Paid	date	amount	
<input type="checkbox"/> Building Permit Issue	date		
<input type="checkbox"/> Performance Guarantee Reduced	date	remaining balance	signature
<input type="checkbox"/> Temporary Certificate of Occupancy	date	<input type="checkbox"/> Conditions (See Attached)	expiration date
<input type="checkbox"/> Final Inspection	date	signature	
<input type="checkbox"/> Certificate Of Occupancy	date		
<input type="checkbox"/> Performance Guarantee Released	date	signature	
<input type="checkbox"/> Defect Guarantee Submitted	submitted date	amount	expiration date
<input type="checkbox"/> Defect Guarantee Released	date	signature	

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Approval Conditions of DRC

- 1 see Planning conditions



CITY OF PORTLAND

October 4, 2001

Rich Kelly
Harper Hotels, Inc.
81 Riverside Street
Portland, ME 04101

RE: 81 Riverside Street, Addition
Job #2001-0244, CBL #266-A-2

Dear Mr. Kelly:

On October 3, 2001, the Portland Planning Authority granted minor site plan approval for a 700 sq. ft. addition located at 81 Riverside Street. The approval is subject to the following conditions:

- i. That additional vegetation shall be installed along the Riverside Street frontage of the site. One (1) Karpick Red Maple, minimum 2 1/2" caliper, will be installed along the right-of-way, south of the driveway. Three (3) Crus-Gali Hawthorne, minimum 2 1/2" caliper, will be installed along the right-of-way, north of the driveway.
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The approval is based on the submitted site plan. If you need to make any modifications to the approved site plan, you must submit a revised site plan for staff review and approval.

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

1. 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. A one-year extension may be granted by this department if requested by the applicant in writing prior to the expiration date of the site plan.
2. A performance guarantee in a form acceptable to the City of Portland and an inspection fee equal to 2.0% of the performance guarantee will have to be posted before beginning any site construction or issuance of a building permit.

- ✱
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 pre-construction 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 pre-construction meeting. AND ARCHT
 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. 8822. (Only excavators licensed by the City of Portland are eligible.)
 6. 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 874-8632. Please make allowances for completion of site plan requirements determined to be incomplete or defective during the inspection. This 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 at 874-8901.

Sincerely,


Alexander Jaegerman
Chief Planner

cc: Kandice Talbot, Planner ✓
✱ P. Samuel Hoffses, Chief of Building Inspections
Marge Schmuckal, Zoning Administrator
Tony Lombardo, Project Engineer
Jay Reynolds, Development Review Coordinator
William Bray, Deputy Director/City Traffic Engineer
Eric Labelle, City Engineer
Jeff Tarling, City Arborist
Penny Littell, Associate Corporation Counsel
Lt. Gaylen McDougall, Fire Prevention
Inspections Department
Lee Urban, Director of Economic Development
Don Hall, Appraiser, Assessor's Office
Susan Doughty, Assessor's Office
Approval Letter File
John Leasure, John H. Leasure Architect, Inc., Six Q Street, South Portland, ME 04106

PERFORMANCE GUARANTEE
with the City of Portland

Developer's Tax Identification Number: _____

Developer's Name and Mailing Address: _____

City Account Number: ¹ _____

Treasurer's Report of Receipts Number: ¹ _____

Project Job Number: ¹ _____
(from Site Plan Application form)

Application of _____ [applicant] for
_____ [insert street/project name] at
_____ [address], Portland, Maine.

The City of Portland (hereinafter the "City") will hold the sum of \$ _____ [amount of
performance guarantee] on behalf of _____ [applicant] in a non-
interest bearing account established with the City. This account shall represent the estimated cost of
installing _____ [insert: subdivision and/ or
site improvements (as applicable)] as depicted on the subdivision/site plan, approved on
_____ [date] as required under Portland Code of Ordinances Chapter 14 §§499,
499.5, 525 and Chapter 25 §§46 through 65. It is intended to satisfy the Applicant's obligation,
under Portland Code of Ordinances Chapter 14 §§501, 502 and 525, to post a performance
guarantee for the above referenced development.

The City, through its Director of Planning and Urban Development and in his sole discretion,
may draw against this Escrow Account in the event that:

1. the Developer has failed to satisfactorily complete by _____ [date: within
two years] the work on the improvements contained within the _____
[insert: subdivision and/ or site improvements (as applicable)] approval, dated
_____ [insert date]; or

2. the Developer has failed to deliver to the City a deed containing the metes and bounds description of any streets, easements or other improvements required to be deeded to the City; or
3. the Developer has failed to post the ten percent (10%) Defect Guarantee required by Portland Code of Ordinances Chapter 14 §§501 and 525; or
4. the Developer has failed to notify the City for inspections in conjunction with the installation of improvements noted in paragraph one.

The Director of Planning and Urban Development may draw on this guarantee, at his option, either thirty days prior to the expiration date contained herein, or s/he may draw against this escrow for a period not to exceed ninety (90) days after the expiration of this commitment; provided that the Applicant will give the City written notice, by certified mail (restricted delivery to Duane Kline, Director of Finance, City of Portland, 389 Congress Street, Room 110, Portland, Maine) of the expiration of this escrow within sixty (60) days prior thereto. Otherwise, drafts may be submitted by the City of Portland no later than ninety (90) days following such notice, whenever given. Provided, however, that the City shall notify the Applicant of its intention to call on the guarantee and to retain the monies posted as guarantee. The City shall provide the Applicant thirty (30) days from the date of such notice in which to complete the noted improvements.

After all underground work has been completed and inspected to the satisfaction of the Department of Public Works and Planning, including but not limited to sanitary sewers, storm drains, catch basins, manholes, electrical conduits, and other required improvements constructed chiefly below grade, the City of Portland Director of Planning and Urban Development or its Director of Finance as provided in Chapter 14 §501 of the Portland Code of Ordinances, may authorize the City to reduce the available amount of the escrowed money by a specified amount.

This Escrow will automatically expire upon the earlier of:

1. the written notification from Portland's Director of Planning and Urban Development that said work contained within the _____ [insert: subdivision and/ or site improvements as applicable] approval and as required by Portland Code of Ordinances Chapter 14 §§499, 499.5, 525 and Chapter 25 §46 through 65 has been completed in accordance with the City of Portland's specifications; or
2. the expiration date of _____ [date may not fall between October 30 and April 15] or any automatically extended date as specified herein..

Seen and Agreed to: [Applicant]

By: _____

Reviewed pursuant to Portland Code of Ordinances, Chapter 14 §§501, 525:

By: _____
Director of Planning and Urban Development

Date: _____

By: _____
Director of Finance

Date: _____

By: _____
Corporation Counsel

Date: _____

Attach Letter of Approval and Estimated Cost of Improvements to this form.

Distribution

1. This information will be completed by Planning Staff.
2. The account number can be obtained by calling Paul Colpitts, ext. 8665.
3. The Agreement will be executed with one original and one copy.
4. The original and copy, each signed by the Developer, will be delivered to the Finance Office, together with a copy of the Report of Receipts form.
5. The Director of Finance will sign the copies, retain the original for their files and deliver the other signed copy to the Planning Office.
6. The Planning Office will keep one copy for their files and the original signed copy will be mailed to the Developer.

From: Penny Littell
To: Kandi Talbot
Date: Fri, Oct 5, 2001 8:41 AM
Subject: Re: Holiday Inn - Riverside Street

I would either have them take it off or place a note on the plan that the items labeled "future additions" are in the nature of a master plan; have NOT been reviewed by the City; and are subject to site plan review and approval in the future.

>>> Kandi Talbot 10/04 2:43 PM >>>

They show a couple of things on their plan for construction. One is a small addition in the courtyard, and a second is two future additions. They are shown on the plan as future additions. At this time we are just reviewing the courtyard addition.

I think I've asked this question before, so sorry if I'm not retaining this, but do they have to revise the plan so that the future additions are not shown, or can I put a condition on the approval that the future additions can not be built until reviewed by the City. Thanks.

Kandi



CITY OF PORTLAND

October 4, 2001

Rich Kelly
Harper Hotels, Inc.
81 Riverside Street
Portland, ME 04101

RE: 81 Riverside Street, Addition
Job #2001-0244, CBL #266-A-2

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2. A performance guarantee in a form acceptable to the City of Portland and an inspection fee equal to 2.0% of the performance guarantee will have to be posted before beginning any site construction or issuance of a building permit.

Site Review Pre-Application
Multi-Family/Attached Single Family Dwellings/Two-Family Dwelling
or Commercial Structures and Additions Thereto

In the interest of processing your application in the quickest possible manner, please complete the Information below for Site Plan Review

NOTEIf you or the property owner owes real estate or personal property taxes or user charges on ANY PROPERTY within the City, payment arrangements must be made before permits of any kind are accepted.**

HARPER HOTELS, (WEST) 14 SEPT, 2001
Applicant Application Date
81 RIVERSIDE ST., PORT., ME. ADD'NS & ALTS. TO
Applicant's Mailing Address Project Name/Description TOILET-ADMIN AREA
JOHN H. LEASURE ARCH'T, INC. 81 RIVERSIDE ST, PORT, ME.
Consultant/Agent Address Of Proposed Site
(207) 767-4600 (RICH KELLY) HOTEL-774-5601 MAP-#266, BLK-A, LOT#2
Applicant/Agent Daytime telephone and FAX Assessor's Reference, Chart#, Block, Lot#
Proposed Development (Check all that apply) ☐ New Building ☐ Building Addition ☐ Change of Use ☐ Residential ☐ Office ☐ Retail
☐ Manufacturing ☐ Warehouse/Distribution ☐ Parking Lot ☐ Other(Specify) ADD'NS & ALTS. TO ADMIN.
N.A. 3-4 Acs B-4
Proposed Building Square Footage and /or # of Units Acreage of Site Zoning
Major Site Plan ☐ Minor Site Plan ☒

You must Include the following with you application:

- 1) A Copy of Your Deed or Purchase and Sale Agreement (INS.)
- 2) 2 sets of Site Plan packages containing the information found in the attached sample plans and checklist.

(Section 14-522 of the Zoning Ordinance outlines the process, copies are available for review at the counter, photocopies are \$ 0.25 per page)

I hereby certify that I am the Owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. In addition, if an approval for the proposed project or use described in this application is issued, I certify that the Code Official's authorized representative shall have the authority to enter all areas covered by this approval at any reasonable hour to enforce the provisions of the codes applicable to this approval.

Signature of applicant:

Date:

Site Review Fee: Major \$500.00 Minor 400.00

This application is for site review ONLY, a Building Permit application and associated fees will be required prior to construction.

CITY OF PORTLAND, MAINE
SITE PLAN CHECKLIST

HOLIDAY INN - WEST - 81 RIVERSIDE ST.
Project Name, Address of Project PORTLAND, ME.

I.d. Number _____

Submitted () & Date	Item	Required Information	Section 14-525 (b,c)
<u>N.A. (AVAIL ON REQUEST)</u>	(1)	Standard boundary survey (stamped by a registered surveyor, at a scale of not less than 1 inch to 100 feet and including:	1
<u>✓</u>	(2)	Name and address of applicant and name of proposed development	a
<u>✓</u>	(3)	Scale and north points	b
<u>✓</u>	(4)	Boundaries of the site	c
<u>✓</u>	(5)	Total land area of site	d
<u>N.A.</u>	(6)	Topography - existing and proposed (2 feet intervals or less)	e
	(7)	Plans based on the boundary survey including:	2
<u>N.A.</u>	(8)	Existing soil conditions	a
<u>N.A.</u>	(9)	Location of water courses, marshes, rock outcroppings and wooded areas	b
<u>✓</u>	(10)	Location, ground floor area and grade elevations of building and other structures existing and proposed, elevation drawings of exterior facades, and materials to be used	c
<u>N.A.</u>	(11)	Approximate location of buildings or other structures on parcels abutting the site	d
<u>✓</u>	(12)	Location of on-site waste receptacles	e
<u>N.A.</u>	(13)	Public utilities	e
<u>✓</u>	(14)	Water and sewer mains	e
<u>✓</u>	(15)	Culverts, drains, existing and proposed, showing size and directions of flows	e
<u>✓</u>	(16)	Location and dimensions, and ownership of easements, public or private rights-of-way, both existing and proposed	f
<u>✓</u>	(17)	Location and dimensions of on-site pedestrian and vehicular accessways	g
<u>✓</u>	(18)	Parking areas	g
<u>✓</u>	(19)	Loading facilities	g
<u>✓</u>	(20)	Design of ingress and egress of vehicles to and from the site onto public streets	g
<u>✓</u>	(21)	Curb and sidewalks	g
<u>N.A.</u>	(22)	Landscape plan showing:	h
	(23)	Location of existing proposed vegetation	h
	(24)	Type of vegetation	h
	(25)	Quantity of plantings	h
	(26)	Size of proposed landscaping	h
	(27)	Existing areas to be preserved	h
	(28)	Preservation measures to be employed	h
	(29)	Details of planting and preservation specifications	h
<u>✓</u>	(30)	Location and dimensions of all fencing and screening	i
<u>N.A.</u>	(31)	Location and intensity of outdoor lighting system	j
<u>N.A.</u>	(32)	Location of fire hydrants, existing and proposed	k
<u>✓</u>	(33)	Written statement	c
<u>N.A.</u>	(34)	Description of proposed uses to be located on site	1
<u>N.A.</u>	(35)	Quantity and type of residential, if any	1
<u>✓</u>	(36)	Total land area of the site	b2
<u>✓</u>	(37)	Total floor area and ground coverage of each proposed building and structure	b2
<u>✓</u>	(38)	General summary of existing and proposed easements or other burdens	c3
<u>✓</u>	(39)	Method of handling solid waste disposal	4

<u>✓</u>	(40)	Applicant's evaluation of availability of off-site public facilities, including sewer, water and streets	5
<u>✓</u>	(41)	Description of any problems of drainage or topography, or a representation that there are none	6
<u>✓</u>	(42)	An estimate of the time period required for completion of the development	7
<u>✓</u>	(43)	A list of all state and federal regulatory approvals to which the development may be subject	8
<u>NA</u>	(44)	The status of any pending applications	8
<u>✓</u>	(45)	Anticipated timeframe for obtaining such permits	h8
<u>NA</u>	(46)	A letter of non jurisdiction	h8
<u>U.A. - ✓</u>	(47)	Evidence of financial and technical capability to undertake and complete the development including a letter from a responsible financial institution stating that it has reviewed the planned development and would seriously consider financing it when approved.	

Note: Depending on the size and scope of the proposed development, the Planning Board or Planning Authority may request additional information, including (but not limited to):

- drainage patterns and facilities;
- erosion and sedimentation controls to be used during construction;
- a parking and/or traffic study;
- a noise study;
- an environmental impact study;
- a sun shadow study;
- a study of particulates and any other noxious emissions; and
- a wind impact analysis.

Other comments:

THIS ADDITION/ALTERATION IS APPROX 600-200 SF,
ON INTERIOR OF BLDG COURT, SUBJECT TO PLANNING &
CODE ENFORCEMENT & ADA REGS.

IT IS A MUCH NEEDED STEP BEFORE 2002 WHEN WE
WILL APPLY FOR ALL ADDITIONS MARKED "FUTURE".

THIS IS A MINOR SUB. IMPROVEMENT TO A LONG
EXISTING PROPERTY. IF WE NEEDED ONLY ADA APPROVALS
BEFORE WE APPLY TO CITY OF PORTLAND CODE ENFORCE-
MENT. APPROX. TIME-FRAME OCT. 2001 - FEB 2002.

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)

01/09/2001

PRODUCER (765)288-8802 FAX (765)286-3479

First Merchants Insurance Services, Inc.

P.O. Box 2279

First Merchants Bank Building

Muncie, IN 47307

Attn: John K. Parker

Ext: 3403

INSURED

Harper Hotels Inc.

Holiday Inn

125 E. Charles Street

Suite 200

Muncie, IN 47305

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

COMPANIES AFFORDING COVERAGE

COMPANY A Northern Insurance Co. of New York
COMPANY B American Alternative Insurance
COMPANY C Maine Employers Mutual Insurance Co.
COMPANY D American Guarantee & Liability

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY	CMM95893807	12/31/2000	12/31/2001	GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				PERSONAL & ADV INJURY \$ 1,000,000
	<input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT				EACH OCCURRENCE \$ 1,000,000
					FIRE DAMAGE (Any one fire) \$ 1,000,000
					MED EXP (Any one person) \$ 10,000
A	AUTOMOBILE LIABILITY	CMM 95893807	12/31/2000	12/31/2001	COMBINED SINGLE LIMIT \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO				BODILY INJURY (Per person) \$
	<input checked="" type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE \$
	<input checked="" type="checkbox"/> HIRED AUTOS				
	<input checked="" type="checkbox"/> NON-OWNED AUTOS				
	<input checked="" type="checkbox"/> GKLL				
	GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT \$
	<input type="checkbox"/> ANY AUTO				OTHER THAN AUTO ONLY: \$
					EACH ACCIDENT \$
					AGGREGATE \$
B	EXCESS LIABILITY	16A2UM291	12/31/2000	12/31/2001	EACH OCCURRENCE \$ 10,000,000
	<input checked="" type="checkbox"/> UMBRELLA FORM				AGGREGATE \$ 10,000,000
	<input type="checkbox"/> OTHER THAN UMBRELLA FORM				\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	1810051511	12/31/2000	12/31/2001	WC STATUTORY LIMITS OTH-ER
	<input type="checkbox"/> THE PROPRIETOR/ PARTNERS/EXECUTIVE OFFICERS ARE:				EL EACH ACCIDENT \$ 500,000
	<input type="checkbox"/> INCL				EL DISEASE - POLICY LIMIT \$ 500,000
	<input type="checkbox"/> EXCL				EL DISEASE - EA EMPLOYEE \$ 500,000
D	OTHER Excess Liability	AVC374964200	12/31/2000	12/31/2001	Limits included as shown above

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

CERTIFICATE HOLDER

Holiday Inn-West
81 Riverside Street
Portland, ME 04103

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

John K. Parker



**First Merchants
Bank**

June 28, 2004

Lee D. Urban
Planning and Development Department Director
Planning Division
City of Portland, 4th Floor
389 Congress St.
Portland, ME 04101

RE: Application of Harper Hotels Inc d/b/a Holiday Inn-West for parking lot
expansion at 81 Riverside St., Portland, Maine

Irrevocable Standby Letter of Credit FMB - 1401

Dear Mr. Urban:

First Merchants Bank, N.A. (hereinafter referred to as "Bank") issues its
Irrevocable Standby Letter of Credit No. FMB-1401 for the account of Harper
Hotels Inc d/b/a Holiday Inn-West, as developer, (hereinafter referred to as
"Developer"), in the name of the City of Portland, in the aggregate amount of
Eighty-One Thousand Thirty-Eight and no/100 U.S. dollars (\$81,038.00). # 91,738

These funds represent the estimated cost of installing site improvements as
depicted on the site plan, approved on June 8, 2004 and as required under
Portland Code of Ordinances Chapter 14 §§499, 499.5, 525 and Chapter 25
§§46 through 65.

This Irrevocable Letter of Credit is intended to satisfy the Developer's
obligation, under Portland Code of Ordinances Chapter 14 §§501, 502 and 525,
to post a performance guarantee for the above referenced development.

The City, through its Director of Planning and Development and in his sole
discretion, may draw on this Letter of Credit by presentation of a sight draft and
the original Letter of Credit and all amendments thereto, at First Merchants
Bank, N.A. office located at 200 East Jackson Street, Muncie, IN 47305, stating
that:

1. the Developer has failed to satisfactorily complete by June 1, 2006 the
work on the improvements contained within the site plan approval, dated
June 8, 2004; or
2. the Developer has failed to deliver to the City a deed containing the
metes and bounds description of any streets, easements or other
improvements required to be deeded to the City; or

Irrevocable Letter of Credit No. FMB-1401 – Page two

3. the Developer has failed to post the ten percent (10%) Defect Guarantee required by Portland Code of Ordinances Chapter 14 §§501 and 525; or
4. the Developer has failed to notify the City for inspections.

In the event of the Bank's dishonor of the City of Portland's sight draft, the Bank shall inform the City of Portland in writing of the reason or reasons thereof within three (3) working days of the dishonor.

After all underground work has been completed and inspected to the satisfaction of the Department of Public Works and Planning, including but not limited to sanitary sewers, storm drains, catch basins, manholes, electrical conduits, and other required improvements constructed chiefly below grade, the City of Portland Director of Planning and Development or its Director of Finance as provide in Chapter 14 §501 of the Portland Code of Ordinances, may authorize the Bank, by written certification, to reduce the available amount of the Letter of Credit by a specified amount.

It is a condition of the Letter of Credit that it is deemed to be automatically extended without amendment for period(s) of one year each from the current expiration date hereof, or any future expiration date, unless within sixty (60) days prior to any expiration, the Bank notifies the City by certified mail (restricted delivery to Duane Kline, Director of Finance, City of Portland, 389 Congress Street, Portland, Maine 04101) that the Bank elects not to consider this Letter of Credit renewed for any such additional period.

In the event of such notice, the City, in its sole discretion, may draw hereunder by presentation of a sight draft drawn on the Bank, accompanied by the original Letter of Credit and all amendments thereto, and a statement purportedly signed by the Director of Planning and Development, at the Bank's office located at 200 East Jackson Street, Muncie, IN 47305 stating that:

1. this drawing results from notification that the Bank has elected not to renew its Letter of Credit No. FMB-1401; or
2. the Developer has failed to satisfactorily complete by June 1, 2006 the work on the improvements contained within the site plan approval, dated June 8, 2004; or

Irrevocable Letter of Credit No. FMB-1401 – Page three

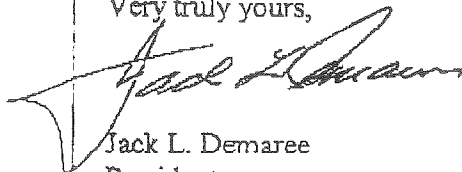
3. the Developer has failed to deliver to the City a deed containing the metes and bounds description of any streets, easements or other improvements required to be deeded to the City; or
4. the Developer has failed to post the ten percent (10% Defect Guarantee required by Portland Code of Ordinances Chapter 14 §§501 and 525; or
5. the Developer has failed to notify the City for inspections.

This Letter of Credit will automatically expire upon the earlier of:

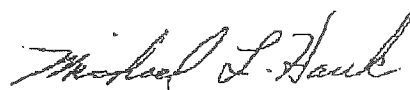
1. the Bank's receipt of written notification from the City of Portland that said work contained within the site plan approval and as required by Portland Code of Ordinances Chapter 14 §§499, 499.5, 526 and Chapter 25 §46 through 65 has been completed in accordance with the City of Portland's specifications and the Bank's Letter of Credit No. FMB1401 may be cancelled; or
2. the expiration date of June 1, 2006 or any automatically extended date as specified herein.

This letter of credit is subject, so far as applicable, to "The Uniform Customs and Practice for Documentary Credits, (1993 Revisions), The International Chamber of Commerce Publication No. 500."

Very truly yours,



Jack L. Demaree
President
Chief Executive Officer



Michael L. Hauk
Vice President
Commercial Banking Division

81 RIVERSIDE ST.
PORTLAND, MAINE 04103
TEL NO: 207-774-5601
FAX NO: 207-774-2103

HOLIDAY INN WEST



Fax

To: Jay Reynolds

From: Rich Kelly

Fax: 756-8258

Pages: 4

Phone:

Date: 6-28-04

Re: PARKING LOT
EXPANSION

CC:

☒ Urgent

☒ For Review

☐ Please Comment

☐ Please Reply

☐ Please Recycle

Message:

Attached please find Ltr. of Credit
per your request.

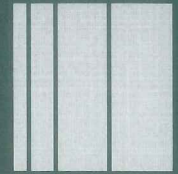
Our Home Office advises original Ltr

should be rec'd by you on 6/29.

Check for Inspection Fee being mailed

out tonight - should receive by 6/30

Any questions, please call me.



April 27, 2004
03120

Jay Reynolds, Development Review Coordinator
City of Portland
389 Congress Street
Portland, ME 04101

Amended Site Plan Submittal, Holiday Inn-West, 81 Riverside Street
(CBL#266A002) (ID#2003-0195)

Dear Jay:

On behalf of the applicant, Holiday Inn-West, we are submitting an Amended Site Plan Application package for a proposed new parking area in the western portion of the site. This project was recently reviewed by the City and awarded Minor Site Plan Approval on April 14, 2004. Due to discussions with the Portland Pipe Line Co., the applicant has been forced to alter the approved design to minimize the impacts on existing pipelines crossing through the property.

The major aspects of the project remain virtually unchanged from the approved design. This includes the overall stormwater management design and the proposed sidewalk, curbing, and drainage improvements along Riverside Street. Drainage from the new parking area will enter two vegetated swales via overland flow that will temporarily detain runoff before being allowed to outlet through existing storm drain pipes. Runoff from Riverside Street will be collected by the proposed catch basin and directed to the existing piping system within the existing parking area. The western portion of the new parking area will also be directed to this existing pipe system. A proposed 30-foot maintenance easement to be granted to the City of Portland along the path of the Riverside Street drainage through the property is shown on the plans.

Site lighting will remain virtually unchanged from the approved proposal. Lighting details are included for review.

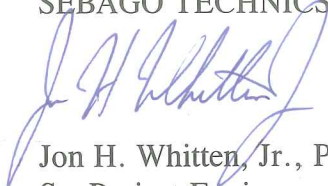
* Alterations to the plan include the layout of the eastern portion of the parking area and the relocation of the vegetated swale in this same area. Instead of adding a total of 40 spaces as originally proposed, the applicant is proposing to add 37 new parking spaces. In an effort to conform to the design guidelines of the Portland Pipe Line Co., the eastern end of the proposed parking area will be constructed as a gravel parking area. Eight parking spaces will be located on a gravel surface, while the rest will be paved. The proposed entrance/exit on the western end of the new parking area is proposed to be 24 feet wide, and an 18-foot wide exit-only drive is proposed on the eastern end of the new parking area. These access points will remove a total of six existing parking spaces from the parking lot.

We have received verbal approvals from the Portland Pipe Line Co. for this amended parking area and associated stormwater management structures, and will continue to communicate with them throughout this review process. We feel that this amended proposal changes the physical location of some portions of the design, but does not alter the overall aspect and workability of the design which will benefit both the applicant and the City in the end.

With the submittal of this Amended Site Plan package, we respectfully ask that this item be included on the next available agenda for discussion and any applicable approvals.

Sincerely,

SEBAGO TECHNICS, INC.



Jon H. Whitten, Jr., P.E.
Sr. Project Engineer

JHW:jhw/jc
Enc.

cc: Richard Kelly, Jr.

03120

SiteMaster Roadway Series

Horizontal Lamp Cutoff Luminaire

TYPE A

APPLICATIONS

- Building Perimeters, Parks, Recreation Areas, Parking Areas, Roadways, Outdoor Sales Areas, Sport Courts, Outdoor Areas.

CONSTRUCTION

- Precision die-cast aluminum housing.
- One-piece fully gasketed die-cast aluminum lens frame.
- Construction and gasketing prohibit dust, moisture, and bug entry.
- Toolless entry into housing/lamp chamber via door/lens frame latch.
- Corrosion resistant Duraplex II Bronze polyester powder coated finish.
- Optional designer finishes available. See inside back cover of ExceLine catalog.

ELECTRICAL

- Porcelain spring-loaded 4KV pulse rated socket-mogul base.
- HPF CWA ballast.
- Electrical components mounted to hinged ballast tray.
- Starting temperature: LX(HPS)-40° F/-40° C, MA(MH)-20° F/-30° C.
- **Pulse Start compatible.** See chart in the Energy Saving Products section.

OPTICS

- One-piece hydroformed anodized aluminum reflector.
- Type 4 reflector incorporates segmented inserts.
- 400W MA Types 2 and 4 optics require reduced outer jacketed lamps.

MOUNTING

- Factory installed die-cast aluminum arm.
- Arm contains integral wiring/splice chamber via side access.
- Key slot design provides one person installation and leveling.
- Hands-free wiring.

WARRANTY/LISTINGS

- UL 1598 listed for wet locations.
- Published five year limited warranty.

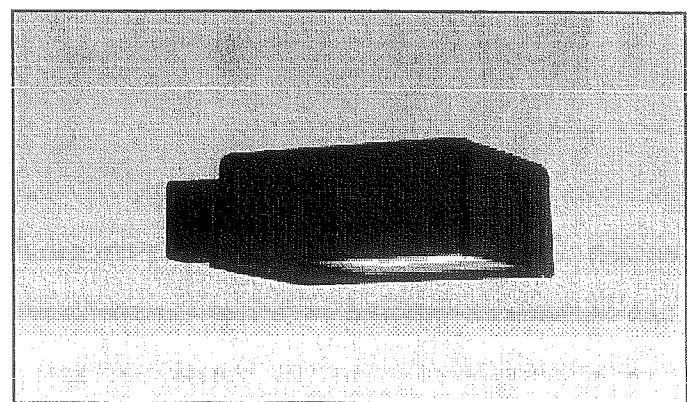
OPTIONS & ACCESSORIES — SEE END OF THIS SECTION.

PHOTOMETRICS — SEE REVERSE SIDE.

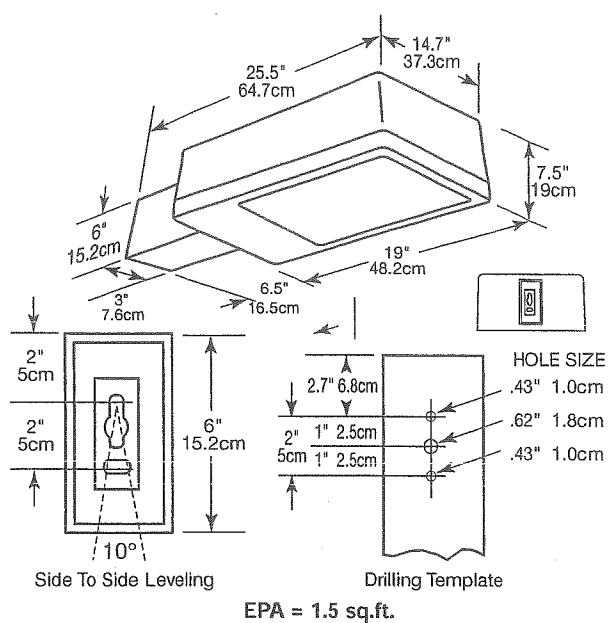
ORDERING GUIDE EXAMPLE: SMR154MA-1

SMR	15	4	MA	-	1
SMR	40	4	MA	-	8
Prefix	Wattage	Distribution	Source	Options	Voltage
SMR	15=150(E/BT/ED28) 17=175(E/BT/ED28) 25=250(E/BT/ED28) 40=400(ED/BT28) ¹	4 3 2	MA	See options/acc's end of this section.	1=120 2=208 3=240 4=277 5=480 8=120-277
	10=100(ED/ET23.5) 15=150(ED/ET23.5) 25=250(ED/ET23.5) 40=400(ED/ET18) ¹	4 3 2	LX		

¹Requires ED37 lamp for Type 3 only.



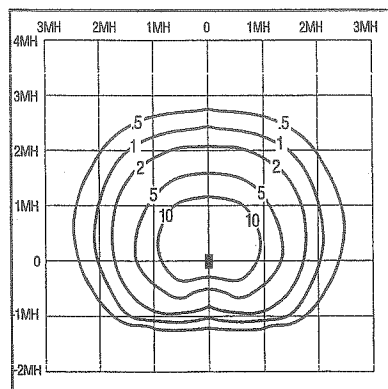
150 to 400 Watt (MA) Metal Halide
100 to 400 Watt (LX) High Pressure Sodium



— TYPE A —

SiteMaster Roadway Series

1 Fixture Per Pole



SMR153NLXL
LU150/55/MED
16,000 Lumens
10' Mount. Hgt.
Type III Distrib.

Footcandle Correction

Different Lamps/Watts

Multiply the following factors times the footcandle values for changes in lamps/watts:

35W HPS	.14	50W MA	.21
50W HPS	.25	70W MA	.34
70W HPS	.34	100W MA	.45
100W HPS	.60		
150W HPS	1.00		

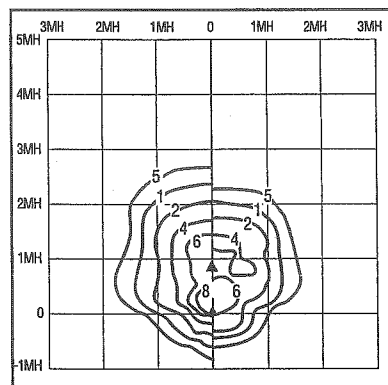
Different Mounting Height

Multiply the following factors times the footcandle values for changes in mounting height:

To Change From 10'

New Height	6'	8'	10'	12'	15'
Factor	2.8	1.6	1.0	.69	.44

1 Fixture Per Pole



SMR404LX
LU400
50,000 Lumens
30' Mount. Hgt.
Forward Throw

SMR404MA
MH400/U
34,000 Lumens
30' Mount. Hgt.
Forward Throw

Footcandle Correction

Different Lamps/Watts

Multiply the following factors times the footcandle values for changes in lamps/watts:

400W HPS	1.0	400W MH	1.0
250W HPS	.55	250W MH	.60
150W MA	.32	175W MH	.41

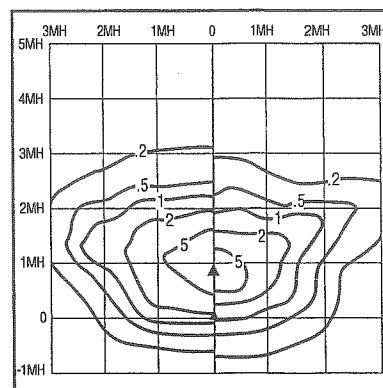
Different Mounting Height

Multiply the following factors times the footcandle values for changes in mounting height:

To Change From 30'

New Height	20'	25'	30'	35'	40'
Factor	2.25	1.4	1.0	.73	.56

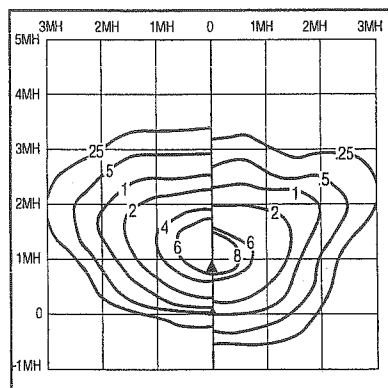
1 Fixture Per Pole



SMR402LX
LU400
50,000 Lumens
30' Mount. Hgt.
Type II Distrib.

SMR402MA
MH400/U
34,000 Lumens
30' Mount. Hgt.
Type II Distrib.

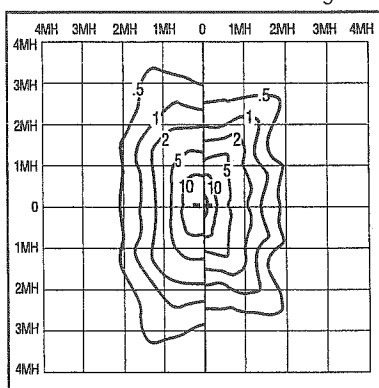
1 Fixture Per Pole



SMR403LX
LU400
50,000 Lumens
30' Mount. Hgt.
Type III Distrib.

SMR403MA
MH400/U
34,000 Lumens
30' Mount. Hgt.
Type III Distrib.

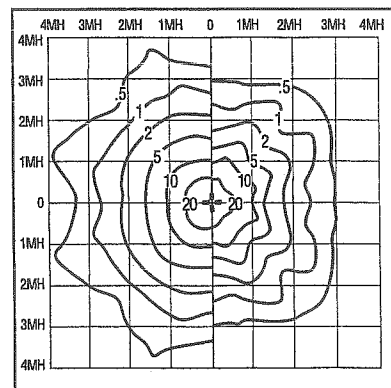
2 Fixtures Per Pole @ 180 Deg.



SMR403LX
LU400
50,000 Lumens
30' Mount. Hgt.
Type III Distrib.

SMR403MA
MH400/U
34,000 Lumens
30' Mount. Hgt.
Type III Distrib.

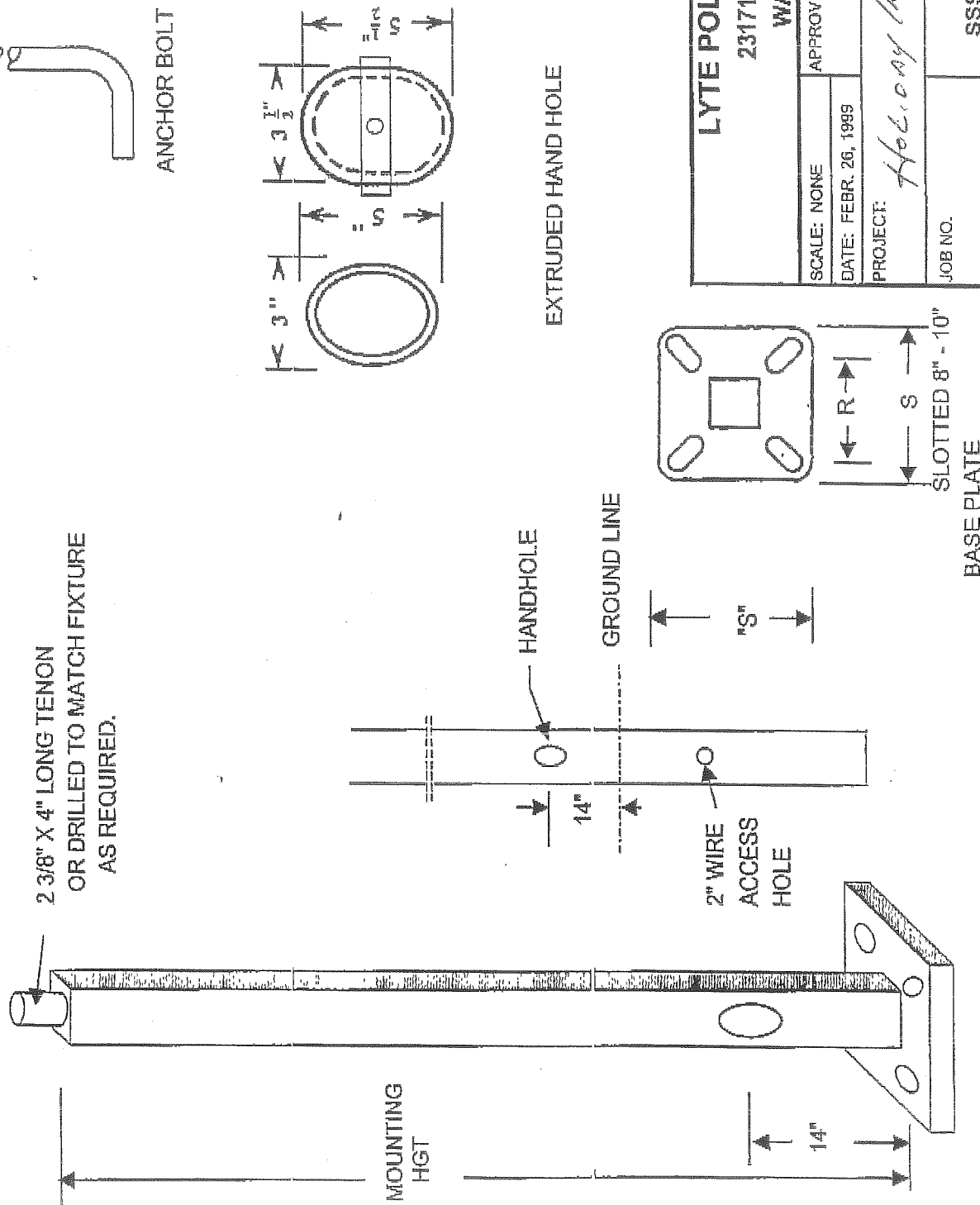
4 Fixtures Per Pole



SMR403LX
LU400
50,000 Lumens
30' Mount. Hgt.
Type III Distrib.

SMR403MA
MH400/U
34,000 Lumens
30' Mount. Hgt.
Type III Distrib.

1. SHAFTS ARE ONE SECTION DESIGN FABRICATED FROM A WELDABLE GRADE CARBON STEEL STRUCTURAL TUBING WITH A UNIFORM WALL THICKNESS. MATERIAL SHALL CONFORM TO ASTM A-500 GRADE B WITH A MINIMUM YIELD STRENGTH OF 46,000 P.S.I.
2. BASE PLATES ARE CONSTRUCTED OF A STRUCTURAL QUALITY HOT ROLLED CARBON STEEL PLATE WITH A GUARANTEED MINIMUM YIELD STRENGTH OF 36,000 P.S.I.
3. ANCHOR BOLTS ARE "L" BENT BARS HAVING A MINIMUM YIELD STRENGTH OF 50,000 P.S.I. FURNISHED COMPLETE WITH NUTS AND WASHERS.
4. POLES ARE FINISHED WITH POLYESTER POWDER COAT PROCESS, BRONZE COLOR.



QUANTITY		CATALOG NO.
POLE	POLE HEIGHT	20'
	TOP DIA.	4"
	BOTTOM DIA.	4"
	GAGE	11
	MOUNTING HT.	20'
ARM	LENGTH	N/A
EMBEDDED DEPTH		N/A
BASE	"S"	10"
PLATE	BOLT CIRCLE	8"-10"
	BOLE HOLE DIA.	1"
	PLATE THK "T"	1"
ANCHOR BOLTS	DIA.	.75"
	LENGTH	28"

LYTE POLES INCORPORATED

23171 GROESBECK HWY

WARREN, MI 48089

SCALE: NONE APPROVED BY:

DRAWN BY: RGW

DATE: FEBR. 26, 1999

REVISED:

PROJECT:

Holiday Inn - Parking

JOB NO.

BASE PLATE

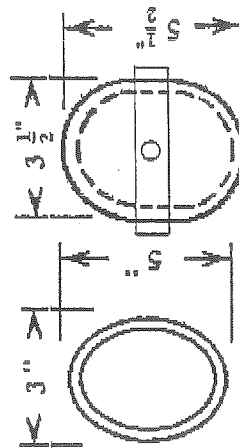
SSS-420-11-DB

DRAWING NUMBER

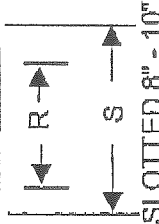
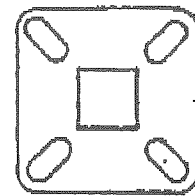
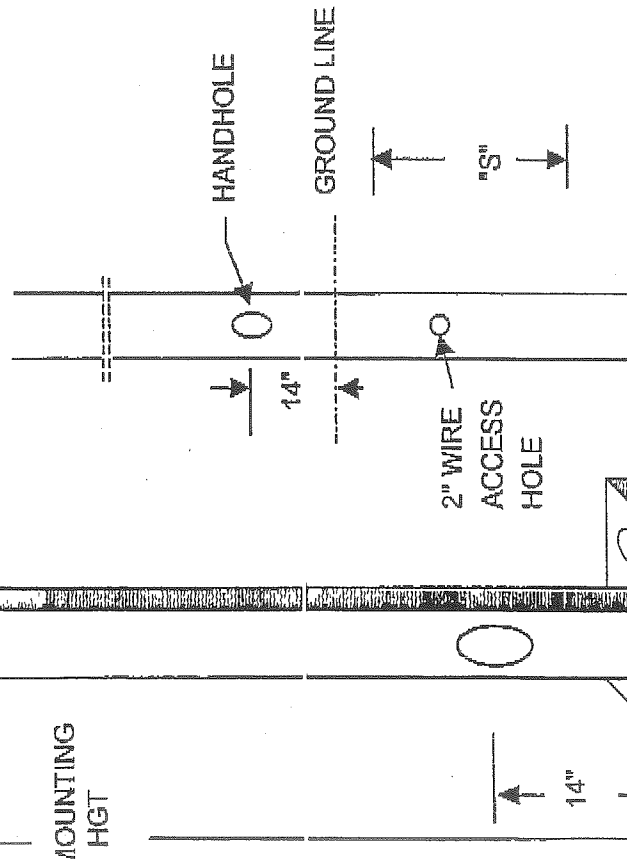
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4. POLES ARE FINISHED WITH POLYESTER POWDER COAT PROCESS, BRONZE COLOR.



ANCHOR BOLT



EXTRUDED HAND HOLE



BASE PLATE

QUANTITY		CATALOG NO.
POLE	POLE HEIGHT	25'
	TOP DIA.	4"
	BOTTOM DIA.	4"
	GAGE	11
ARM	MOUNTING HT.	25'
	LENGTH	N/A
	EMBEDDED DEPTH	N/A
	"S"	10"
BASE PLATE	BOLT CIRCLE	8"-10"
	BOLE HOLE DIA.	1"
	PLATE THK "T"	.71
ANCHOR BOLTS	DIA.	.75"
	LENGTH	28"

LYTE POLES INC.

P.O. BOX 340

EASTPONTE, MI 48021

SCALE: NONE APPROVED BY:

DRAWN BY: RGW

DATE: FEBR. 26, 1999

REVISED:

PROJECT:

Holiday Inn - Porting

JOB NO.

DRAWING NUMBER

SSS-425-11

03120

Department of Planning & Development
Lee D. Urban, Director



CITY OF PORTLAND

Division Directors
Mark B. Adelson
Housing & Neighborhood Services

Alexander Q. Jaegerman, AICP
Planning

John N. Lufkin
Economic Development

April 14, 2004

Mr. Richard Kelly
Harper Hotels, Inc.
81 Riverside Street
Portland, ME 04101

RE: 81 Riverside Street, Parking Lot Expansion
(ID#2003-0195, CBL #266-A-2)

Dear Mr. Kelly:

On April 14, 2004, the Portland Planning Authority granted minor site plan approval for the parking lot expansion located at 81 Riverside Street. The approval is subject to the following condition:

- i. *Prior to the release of the performance guarantee, the applicant shall execute a drainage easement to the City of Portland. This easement shall be to allow the City access to maintain the storm drain system that conveys road runoff from Riverside Street.*

The approval is based on the submitted site plan. If you need to make any modifications to the approved site plan, you must submit a revised site plan for staff review and approval.

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

1. 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. A one-year extension may be granted by this department if requested by the applicant in writing prior to the expiration date of the site plan.
2. A performance guarantee in a form acceptable to the City of Portland and an inspection fee equal to 2.0% of the performance guarantee will have to be posted before beginning any site construction or issuance of a building permit.
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 pre-construction 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

Department of Planning & Development
Lee D. Urban, Director



CITY OF PORTLAND

Division Directors
Mark B. Adelson
Housing & Neighborhood Services

Alexander Q. Jaegerman, AICP
Planning

John N. Lufkin
Economic Development

June 8, 2004

Mr. Richard Kelly
Harper Hotels, Inc.
81 Riverside Street
Portland, ME 04101

RE: 81 Riverside Street, Parking Lot Expansion
(ID#2003-0195, CBL #266-A-2)

Dear Mr. Kelly:

This letter is to confirm the revision to the approved plan of the project located at 81 Riverside Street. The approved revision includes layout changes to the parking area due to conflicts with the Portland Pipeline utility easement. The revised plan has been reviewed and approved by the project review staff including representatives of the Planning, Public Works, Building Inspections, Fire and Parks Departments.

If there are any questions, please contact Jay Reynolds at 874-8632.

Sincerely,

Alexander Jaegerman
Planning Division Director

cc: Lee D. Urban, Planning and Development Department Director
Alexander Jaegerman, Planning Division Director
Sarah Hopkins, Development Review Services Manager
Jay Reynolds, Development Review Coordinator
Marge Schmuckal, Zoning Administrator
Inspections Division
Michael Bobinsky, Public Works Director
Traffic Division
Eric Labelle, City Engineer
Jeff Tarling, City Arborist
Penny Littell, Associate Corporation Counsel
Lt. Gaylen McDougall, Fire Prevention
Assessor's Office
Approval Letter File

February 5, 2004
03120

Mr. Jay Reynolds, Development Review Coordinator
City of Portland
389 Congress Street
Portland, ME 04101

January 29, 2004 Meeting Summary, Holiday Inn-West, 81 Riverside Street
(CBL#266A002) (ID#2003-0195)

Dear Jay,

Thank you for organizing the January 29th meeting between me, Mr. Kelly, Mr. Leisure, Mr. McCullough and Ms. Hopkins, Mr. Labelle and yourself. We feel that this meeting was necessary and worth while due to the progress that was made through our various discussions. We have prepared this letter as a summary of results from the meeting to better clarify how we will be proceeding with this proposal.

At the meeting we handed out a responding to your collected comments on the project from a previous Site Plan Review meeting. Most of the responses presented in that letter are still valid and we will be re-issued in our next submittal. There were two comments that were of particular focus during our January 29th meeting that we feel that Ms. Hopkins, Mr. Labelle and you gave us direction on:

- The first being that the project would be considered as a negative impact on the Capisic Brook Watershed and that the applicant would have to pay "an amount not greater than 2% of the site development costs...".
- The second being that "The City Engineer has requested the applicant provide the City an easement adjacent to the Texaco Gas/Convenience Store, for the purpose of maintaining the drainage swale along the common property line."

As we understand, from our discussions, it was left that the applicant is going to design the installation of a small amount of curbing and an additional catch basin adjacent to the travel way of Riverside Street. This would direct the vast majority of the runoff along the easterly edge of Riverside Street into the existing storm drain system currently traversing the site through the lawn area (the area where the new parking is proposed) thereby relieving the applicant of the problems he has recently had with runoff inadvertently entering his parking lot. The new catch basin will be designed to connect into an existing catch basin on the site.

This will not affect the proposed stormwater design (quantity or quality) for the additional parking area. In addition to putting the runoff back into the existing drainage system, the applicant is willing to work with City Staff to establish an easement over the drainage system as requested.

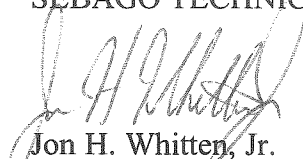
Due to the applicant's proposed stormwater management plan and the work mentioned above, the applicant will not be required to pay a fee to the City of Portland for general Capisic Brook Watershed improvement projects.

In addition to our discussions about stormwater and easements, a discussion came up about the installation of sidewalk and curbing along the road frontage of the site. We were supplied the criteria for which a waiver could be granted and will be submitting a request for a waiver to you for review.

Again, thank you for meeting with us on January 29th. We feel that the aforementioned procedures will benefit both the applicant and the City. Please feel free to contact us with any discussion of this summary or any questions that you may have regarding the project.

Sincerely,

SEBAGO TECHNICS, INC.



Jon H. Whitten, Jr.
Project Engineer

JHW:dlf

cc: Richard Kelly, Jr.

From:
To:
Date: Tuesday, January 20, 2004 1:47 PM
Subject:

Jay,

We just had a meeting with Rich Kelly of the Holiday Inn-West and would like to set up a meeting with you to discuss this project. We feel that we can respond to/answer most of the comments and concerns brought up in your comment letter sent back in December. The only thing that stands out to us is the proposed City Easement through the property for drainage and the proposed 2 percent charge for the Capisic Brook Watershed. We would like to meet with you and others to discuss these issues and decide on how to handle this. If you could please try and arrange a meeting with you, us and representatives from the Public Works Department that could potentially make a decision on where an easement would be located and how that easement would be worded, legally, that would be great. We would like to stress that the client is willing to work with the City to make this project work; he just wants to be able to meet to discuss it and make a definitive decisions that will benefit both sides and hopefully improve the drainage situation in the area. If something could be arranged for next week, the week of the 26th through the 30th that would be great. Thanks for your efforts on this and we look forward to meeting with all of you.

Jon H. Whitten, Jr., P.E.
Sr. Project Engineer
Sebago Technics, Inc.
(207) 856-0277

[Jon Whitten] P.S. Please respond to Owens McCullough of our office with a time for the meeting between the dates of January 21st and 25th as I will be out of the country. Thanks.

downstream defender. Since there is an existing closed drainage system, this seems like an ideal application and will provide better long term treatment and operating conditions than the swales, since the swales are likely to be poorly maintained and subject to failure.

- d. The swales are to have a simple pipe riser for an outlet.
Additional detail is necessary to show how the outlet pipe will be protect from frost heaving etc.
- e. We recommend consideration be given to a more appropriate seed mixture within the swale area since these areas will be subject to periodic inundation of stormwater. the BMPs discuss possible seed mixtures.

3. Public Works Comments:

The plans and design address the City's requirements as they relate to pre and post development flows and runoff quality. This development, however, increases the overall runoff volume that exits the site by almost 50%. The ultimately has a negative downstream impact to the City's current flooding problems within the Capisic Brook Watershed. Other recent development proposals, discharging larger volumes of runoff to the Capisic Brook Watershed have been required to make a financial contribution to the City's efforts at planning, designing and construction detention facilities in the Capisic Brook Watershed headwaters. The City should consider this applicant to be required to do the same. An amount no greater than 2% of the site development costs is the multiplier used in other cases.

PUBLIC WORKS ENGINEERING...11/18//03

The City Engineer has requested the applicant provide the City an easement adjacent to the Texaco Gas/Convenience Store, for the purpose of maintaining the drainage swale along the common property line.

Please feel free to call me at 874-8632 if you have any questions or comments.

Sincerely,

Jay Reynolds
Development Review Coordinator

January 29, 2004
03120

Jay Reynolds, Development Review Coordinator
City of Portland
389 Congress Street
Portland, ME 04101

Response to Comments, Holiday Inn-West, 81 Riverside Street
(CBL#266A002) (ID#2003-0195)

Dear Jay:

This letter has been prepared in order to respond to comments made in your November 18, 2003 letter regarding the proposed Site Plan for additional parking at the Holiday Inn-West Hotel in Portland. We have included your comment in italics followed by our responses.

1. Planning Comments:

- a. Lighting: Are there any additional lighting proposed? If so, please add pole locations to the plan and submit photometric plans.*

There are four additional light poles that are being proposed for this project. The poles will be installed along the common line of the existing parking area and the proposed parking area. Specific lighting details have been provided by the applicant to show the types of lighting fixtures and the proposed photometrics of the lights in the immediate area.

- b. Landscaping: If room allows, please provide some landscape buffering along the side property line.*

The applicant recently upgraded the landscaping along this sideline with evergreen trees that are at least 6 feet in height. These trees are mostly located near Riverside Street, but will provide a good visual buffer for the proposed parking area from Riverside Street as is. There is about a 4 to 6 foot vertical drop from the back areas of the M. W. Sewall filling station and the proposed parking. This vertical drop is currently covered with riprap and provides a visual break between the two properties. With the limited space between the riprap slope and the proposed parking area, and the presence of the vertical difference between the two properties, new additional landscaping is not seen as a necessary action for this project by the applicant.

2. *Engineering Review:*

- a. *It is unclear whether there is an existing storm drain system along the existing parking lot edge. If there is the pipe sizes and structure inverts labeled to better identify the collection paths and discharge locations.*

There is an existing storm drain line along the edge of the existing parking area. The pipe sizes and inverts have been added to the plans for more clarity.

- b. *The plan should identify what adjustments, if any are required to the existing storm drainage structures.*

No adjustments are proposed to the existing storm drain line at the edge of the existing parking area.

- c. *The applicant has provided water quality treatment using vegetated swales. The swales do not sufficiently meet the BMP guidelines for vegetated swale conditions necessary to provide 25% TSS removal efficiency, therefore I recommend consideration be given for the installation of a water quality treatment unit such as a Vortech or downstream defender. Since there is an existing closed drainage system, this seems like an ideal application and will provide better long term treatment and operating conditions than the swales, since the swales are likely to be poorly maintained and subject to failure.*

Given the published design guidelines from the MDEP for vegetated swales, we feel that the designed stormwater facilities will provide 25 percent TSS removal. We have attached the guidelines for your review.

- d. *The swales are to have a simple pipe riser for an outlet. Additional detail is necessary to show how the outlet pipe will be protect from frost heaving etc.*

These risers will be installed with very little cover to match the existing piping on the property. The pipes are to be installed similarly to the detail for the typical trench detail. Select backfill will be installed above and below the pipe risers to help prevent local frost action.

- e. *We recommend consideration be given to a more appropriate seed mixture within the swale area since these areas will be subject to periodic inundation of stormwater. the BMPs discuss possible seed mixtures.*

The proposed shallow stormwater management BMPs are to be maintained as lawn area by the hotel staff. These areas are designed to only temporarily pond water in large storm events. These areas should not hold water for more than 24 hours after a storm event. Therefore, it is the request of the applicant that the proposed seed mixture remain in the proposed as is.

3. *Public Works Comments:*

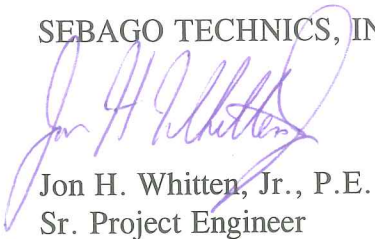
The plans and design address the City's requirements as they relate to pre and post development flows and runoff quality. This development, however, increases the overall runoff volume that exits the site by almost 50%. The ultimately has a negative downstream impact to the City's current flooding problems within the Capisic Brook Watershed. Other recent development proposals, discharging larger volumes of runoff to the Capisic Brook Watershed have been required to make a financial contribution to the City's efforts at planning, designing and construction detention facilities in the Capisic Brook Watershed headwaters. The City should consider this applicant to be required to do the same. An amount no greater than 2% of the site development costs is the multiplier used in other cases.

We would like to discuss this comment with you and Public Works directly to negotiate a response on which everyone can agree.

With the submittal of this letter, the lighting details, revised plans and the planned meeting with you and other City staff, we respectfully ask that this item continue to be reviewed for Site Plan Approval.

Sincerely,

SEBAGO TECHNICS, INC.



Jon H. Whitten, Jr., P.E.
Sr. Project Engineer

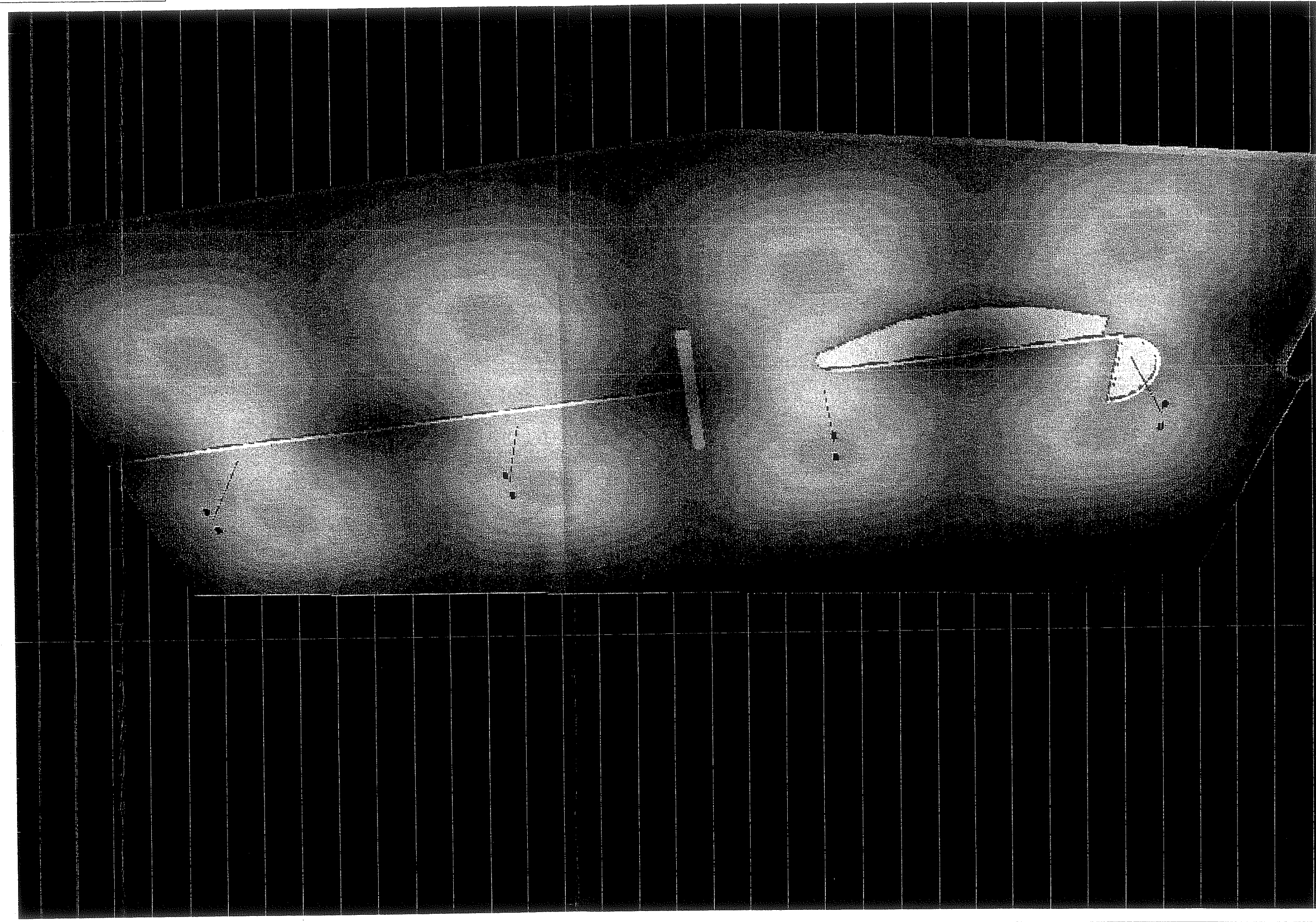
JHW:jhw/jc


Enc.

cc: Richard Kelly, Jr.

LIGHTOLIER/GENTLYTE		36 Main St. Gorham, ME	
Holiday Inn - Parking			
For: Atlantic Coast Electric		DRW'G. # 2	
SCALE: None		DATE: 1/22/04	

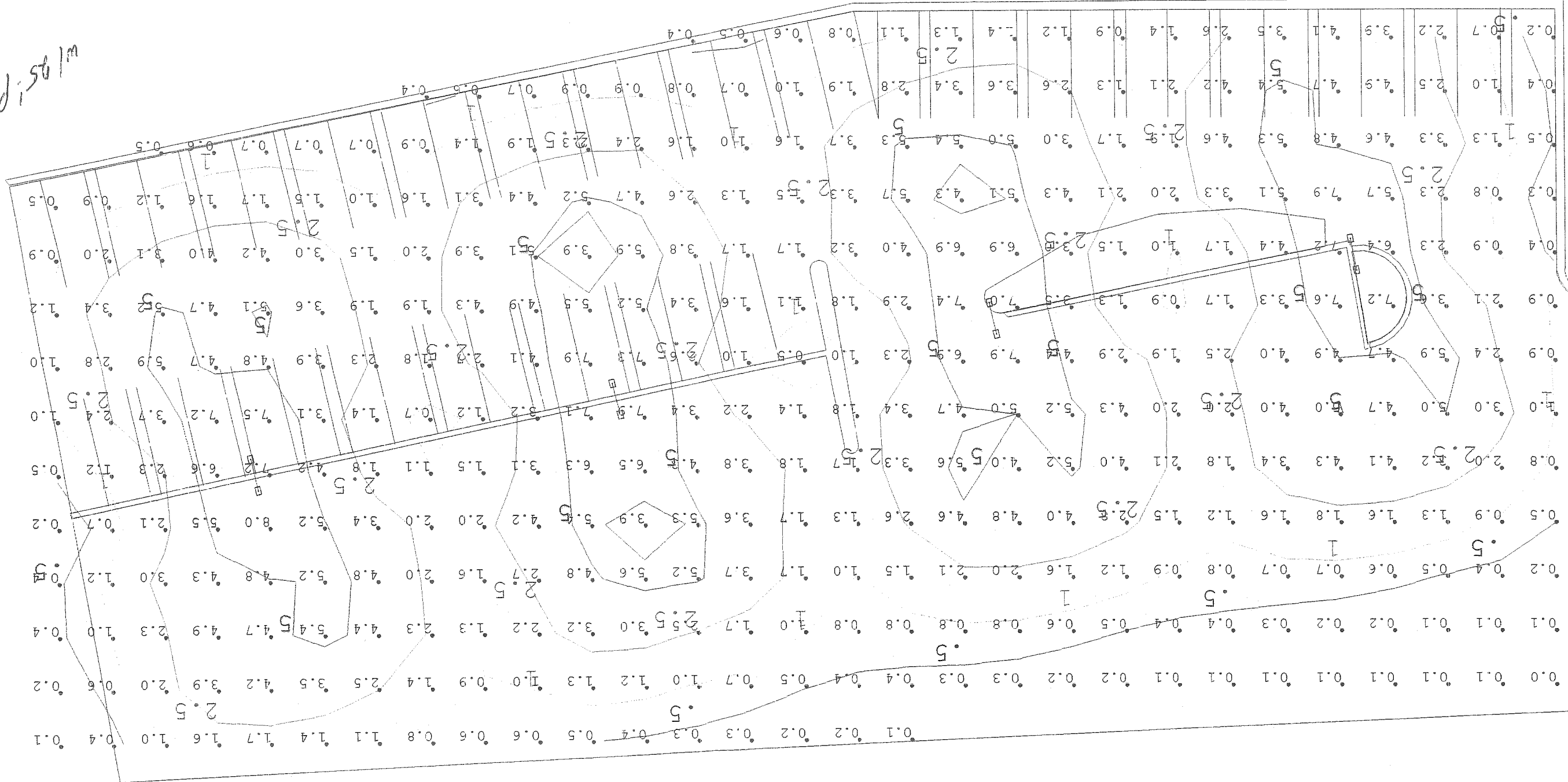
W/ 251/2045



Luminaire Schedule									
Project: All Projects									
Symbol	Qty	Label	Arrangement	Lumens	LTf	Description			
	4	A	BACK-BACK	36000	0.750	SMR404MA-8 - TWIN			
Expanded Luminaire Location Summary									
Project: All Projects									
SeqNo	Label	X	Y	Z	Orient	Tilt	X-Almpt	Y-Almpt	Z-Almpt TCF
6	A	171.099	63.179	26	102.529	0	171.099	63.179	0
6	A	172.401	57.321	26	282.529	0	172.401	57.321	0
7	A	104.207	51.45	26	100.437	0	104.207	51.45	0
7	A	105.293	45.55	26	280.437	0	105.293	45.55	0
8	A	241.784	77.663	26	103.799	0	241.784	77.663	0
8	A	243.216	71.837	26	283.799	0	243.216	71.837	0
9	A	309.563	91.17	26	103.241	0	309.563	91.17	0
9	A	310.937	85.33	26	283.241	0	310.937	85.33	0

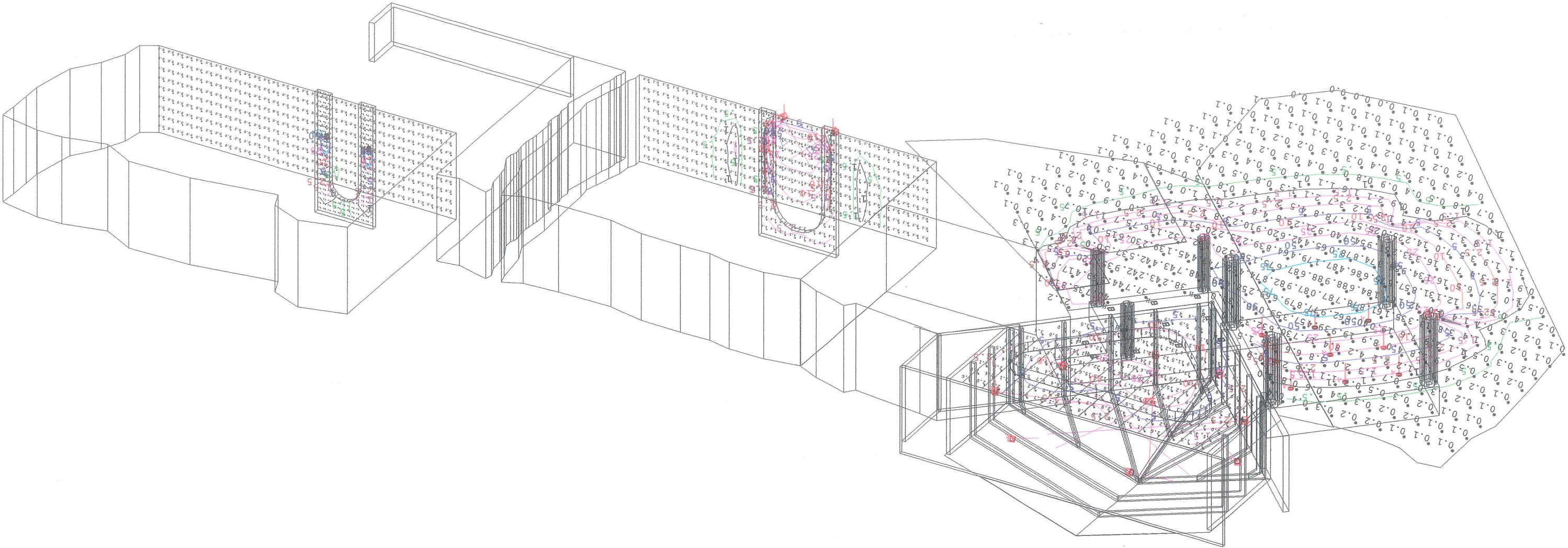
Luminaire Schedule									
Project: All Projects									
Symbol	Qty	Label	Arrangement						
			BACK-BACK						
			Lumens	LTf	Description				
			36000	0.750	SMR404MA-8 - TWIN				

Numeric Summary									
Project: All Projects									
Label	CalcType	UnitsAvg	Max	Min	Avg/Min	Max/Min			
							1' AFG		
							Illuminance	Fc	2.60
								8.0	0.0
								0.0	0.00



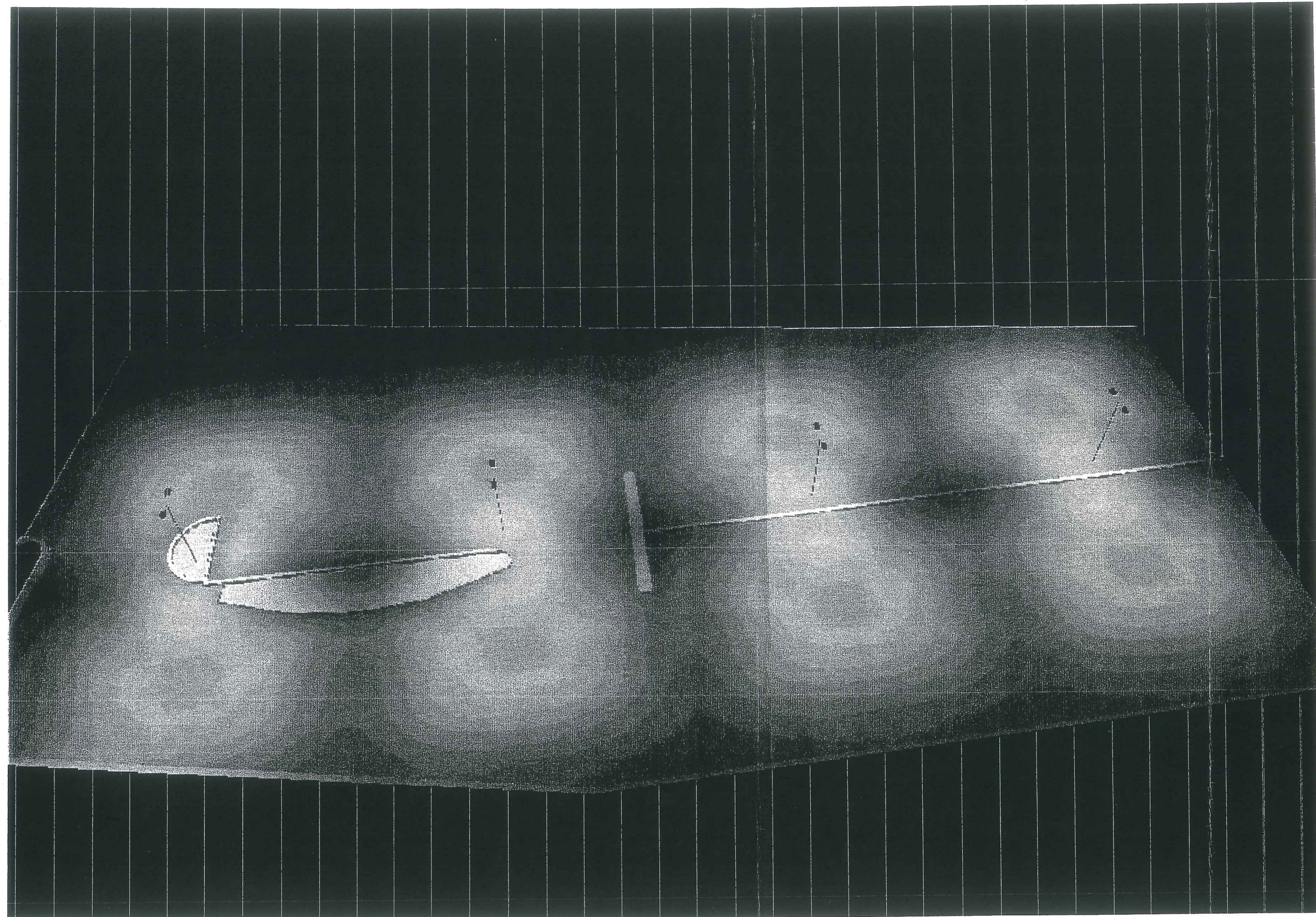
LIGHTTOLIER/GENLYTE		36 Main St. Gorham, ME
Holiday Inn - Parking		
for: Atlantic Coast Electric, G.# 2		
SCALE: None	DATE: 1/22/04	

Symbol	Qty	Label	Lumens	LLF	Description
⬢	8	L	36000	0.750	EFXM400CV
⬢	9	A	20500	0.750	LD12DWH/LD12D25HB
⬢	11	H	8000	0.750	SD12D10VWH
⬢	2	L1	13500	0.750	EFXM175CV
⬢	2	K	1725	0.950	P5644-30
Project: All Projects					
Luminaire Schedule					



ATLANTIC COAST
ELECTRIC
P.O. BOX 8
GORHAM, MAINE 04038

36 Main St. Gorham, ME	LIGHTOLIER/GENLYTE
HOLIDAY INN - Exit 8	DRW'G. # 1
SCALE: NONE	DATE: 4/24/02



w/ 25' poles

LIGHTOLIER/GENLYTE

36 Main St.
Gorham, ME

Holiday Inn - Parking

for: Atlantic Coast Electric DRW'G. # 2

SCALE: None

DATE: 1/22/04



Luminaire Schedule						
Project: All Projects						
Symbol	Qty	Label	Arrangement	Lumens	LLF	Description
	4	A	BACK-BACK	36000	0.750	SMR404MA-8 - TWIN

Expanded Luminaire Location Summary										
Project: All Projects										
SeqNo	Label	X	Y	Z	Orient	Tilt	X-Aimpt	Y-Aimpt	Z-Aimpt	TCF
6	A	171.099	63.179	26	102.529	0	171.099	63.179	0	1
6	A	172.401	57.321	26	282.529	0	172.401	57.321	0	1
7	A	104.207	51.45	26	100.437	0	104.207	51.45	0	1
7	A	105.293	45.55	26	280.437	0	105.293	45.55	0	1
8	A	241.784	77.663	26	103.799	0	241.784	77.663	0	1
8	A	243.216	71.837	26	283.799	0	243.216	71.837	0	1
9	A	309.563	91.17	26	103.241	0	309.563	91.17	0	1
9	A	310.937	85.33	26	283.241	0	310.937	85.33	0	1

Numeric Summary						
Project: All Projects						
Label	CalcType	Units	Avg	Max	Min	Avg/Min
1' AFG	Illuminance	Fc	2.60	8.0	0.0	0.00

LIGHTOLIER/GENLYTE

36 Main St.
Gorham, ME

Holiday Inn - Parking

for: Atlantic Coast Electric

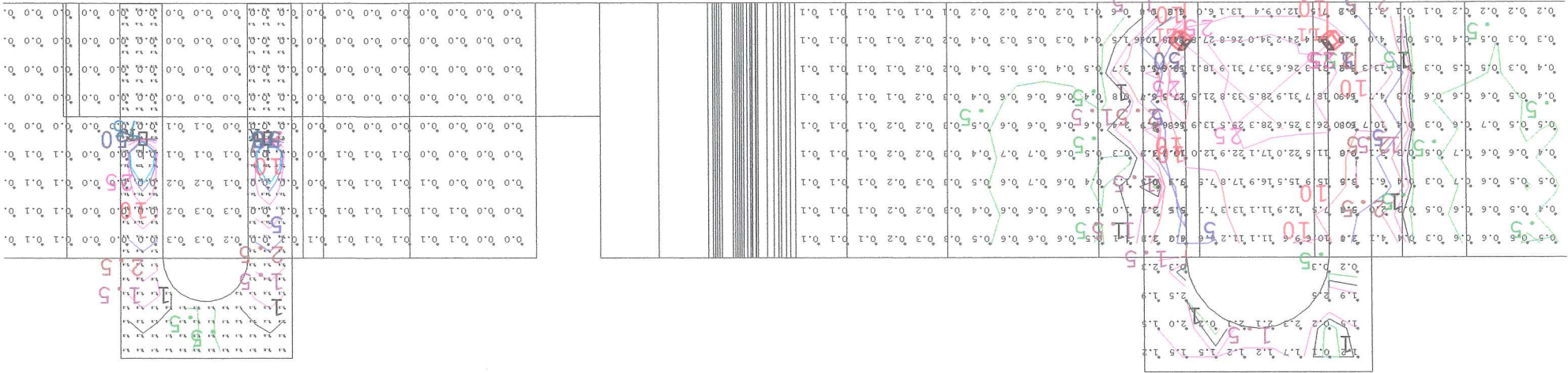
DRW'G.# 2

SCALE: None

DATE: 1/22/04

Numeric Summary									
Project: All Projects									
Label	CalcType	Unit	Avg	Max	Min	Avg/Min	Max/Min		
TWR 1 Side Front20	Illuminance	Fc	4.32	53.9	0.0	0.1	43.40	0.00	0.00
BLDG PAR Wall 22	Illuminance	Fc	4.34	34.0	0.0	0.3	0.00	0.00	0.00
BLDG PAR Wall 18	Illuminance	Fc	0.02	0.3	0.0	0.0	0.00	0.00	0.00
1' AFG	Illuminance	Fc	12.18	95.1	0.0	0.0	0.00	0.00	0.00
TWR 2 Side Front21	Illuminance	Fc	11.43	343	0.0	0.0	0.00	0.00	0.00
1' ABOVE DECK	Illuminance	Fc	29.68	60.8	15.0	1.98	4.05		

ATLANTIC COAST
ELECTRIC
P.O. BOX 8
GORHAM, MAINE 04038



Luminaire Schedule				
Project: All Projects				
Symbol	Qty	Label	Lumens	LTf
☐	8	L	36000	0.750
⊙	9	A	20500	0.750
+	11	H	8000	0.750
+	2	L1	13500	0.750
+	2	K	1725	0.950
				P5644-30

LIGHTOLIER/GENLYTE		36 Main St. Gorham, ME	
HOLIDAY INN - Exit 8			
DRW'G. # 3			
SCALE: 3/32" = 1'		DATE: 4/24/02	