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

January 23, 2004

Steve Jordan
Adams Towing
P.O. Box 8084
Portland, ME 04104

RE: Tow Lot at 87 Bishop Street
CBL 293-A-013

Dear Mr. Jordan:

Thank you for coming in to the Planning office last week to discuss your proposed use of a gravel lot for a tow lot operation on Bishop Street. As we discussed, the Planning Authority has granted a one-year approval of the site plan exemption for the proposed tow lot at 87 Bishop Street with the following conditions:

1. That no more than 25 cars will be stored on the lot at one time.

2. That exemption of the lot from site plan will last for one year. Should you wish to maintain the lot longer than the year, a site plan application with full and complete submittals must be received, reviewed and approved by the Planning Authority prior to January 30, 2005. This submission will be prepared by a professional engineer and will include, but will not be limited to, measures for stormwater quality and stormwater management.
A site plan application is attached for your use.

Please call if you have any questions.

Sincerely,

Alexander Jaegerman
Planning Division Director

389 Congress Street • Portland, Maine 04101 • (207) 874-8721 • FAX 756-8258 • TTY 874-8936

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

Planning & Urban Development

Joseph E. Gray Jr.
Director

CITY OF PORTLAND

June 5, 2001

Mr. James Seymour
Sebago Technics
One Chabot Street
P.O. Box 1339
Westbrook, ME 04098-1339

RE: Auto Repair Building, 95 Bishop Street
(ID# 20010040 CBL#293-A-13)

Dear Mr. Seymour:

On June 5, 2001 the Portland Planning Authority granted minor site plan approval with no conditions for the construction of an auto repair facility and vehicle impound lot at 95 Bishop 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 for the pre-construction 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

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874-8300, ext. 8822. (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 874-8632. 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.

Sincerely,

Alexander Jaegerman
Chief Planner

cc: Jonathan Spence, 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
Nancy Knauber, Associate 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

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FIGURE V-1
(Page 1 of 2)
STORMWATER DRAINAGE SYSTEM
MAINTENANCE AGREEMENT

IN CONSIDERATION OF _____ approval granted by the Planning Board (or Planning Authority, where applicable) of the City of Portland to a plan entitled _____ dated _____, 199___, and filed with the City of Portland, Department of Planning and Urban Development, 389 Congress Street, Portland, Maine,* and pursuant to a condition thereof, _____, a _____ with a place of business at _____, the owner of the subject premises, does hereby agree, for itself, its successors and assigns (the "Owner"), as follows:

That it will, at its own cost and expense and at all time in perpetuity, maintain in good repair and in proper working order the stormwater drainage system, as shown on said plan, including but not limited to the treatment tank(s) and the outlet(s) therefrom. Owner of the subject premises further agrees to periodically clean out said tanks in accordance with the manufacturer's specifications as included on Exhibit A, attached hereto and incorporated herein by reference (Manufacturer's name and address _____) and to keep a log detailing: 1) the date and nature of the maintenance performed; and 2) who performed said maintenance. Such log shall be made available for inspection by the City of Portland upon reasonable notice and request. Said agreement is for the benefit of the said City of Portland and all persons in lawful possession of said premises and abutters thereto; further, that the said City of Portland, said persons in lawful possession and said abutters, or any of them, may enforce this Agreement by an action at law or in equity in any court of competent jurisdiction; further, that after giving the Owner written notice and a reasonable time to perform, the said City of Portland, by its

*Where this Agreement is a condition of subdivision rather than site plan approval, this clause should instead read "and recorded in the Cumberland County Registry of Deeds in Plan Book _____, Page _____."

authorized agents or representatives, may, but is not obligated to enter upon said premises to maintain, repair, or replace said stormwater drainage system, including but not limited to, treatment tank(s) and outlet(s) thereon in the event of any failure or neglect thereof, the cost and expense thereof to be reimbursed in full to the said City of Portland by the Owner upon demand.

This Agreement shall not confer upon the City of Portland or any other person the right to utilize said stormwater drainage system for public use or for the development of any other property, and the Owner shall bear no financial responsibility by virtue of this Agreement for enlarging the capacity of said surface water drainage system for any reason whatsoever.

This Agreement shall bind the undersigned only so long as it retains any interest in said premises, and shall run with the land and be binding upon its successors and assigns as their interests may from time to time appear.

Dated at Portland, Maine this _____ day of _____, 199____.

_____

By:_____

Its:_____

STATE OF MAINE
CUMBERLAND, ss.

Date:_____,199__

Personally appeared the above-named _____, and acknowledged the foregoing instrument to be his/her free act and deed in his/her said capacity, and the free act and deed of said _____.

Before me,

_____

Notary Public/Attorney at Law

Print Name: _____

O:\WP\PENNY\FORMS\PLANNING\STORMWAT.AGR

Vortechs™ Stormwater Treatment System:
Inspection & Maintenance

The Vortechs System requires minimal routine maintenance; however, it is important that the system be properly inspected and cleaned when necessary in order to function at its best. The rate at which the system collects pollutants will depend more heavily on site activities than the size of the unit, e.g., heavy winter sanding will cause the grit chamber to fill more quickly, but regular sweeping will slow accumulation.

Inspection

Inspection is the key to effective maintenance and it is easily performed. In the first year of operation, frequent inspections of the accumulated sediment volume within the grit chamber are necessary to establish an appropriate maintenance plan. Vortechnics recommends quarterly (e.g. seasonal) inspections during the first year of Vortechs System operation. Inspections should be performed more often in the winter months in climates where street sanding operations may lead to rapid accumulations, or in equipment washdown areas. After the first year, the inspection schedule should be reviewed and modified according to experience. It is very useful to keep a record of each inspection. A simple form for doing so is provided.

For sediment, the Vortechs System only needs to be cleaned when inspection reveals that it is nearly full; specifically, when sediment depth has accumulated to within six inches of the dry-weather water level. This determination can be made by taking 2 measurements with a stadia rod or similar measuring device: one measurement is the distance from the manhole opening to the water surface, and the other is the distance from the manhole opening to the top of the sediment pile. If the difference between the two measurements is less than six inches, the system should be cleaned out. Note: to avoid underestimating the volume of sediment in the chamber, the measuring device must be lowered to the top of the sediment pile carefully. Finer, silty particles at the top of the pile typically offer less resistance to the end of the rod than larger particles toward the bottom of the pile.

In Vortechs installations where the risk of large petroleum spills is small, liquid contaminants are not likely to accumulate as quickly as sediment. For oil and grease under normal conditions, Vortechs Systems should be pumped out when an appreciable layer of oil has accumulated. Vortechs Systems can be designed to trap catastrophic spill events, providing for oil storage of up to 3 feet.

Cleaning

Cleanout of the Vortechs System with a vacuum truck is generally the most effective and convenient method. Alternate cleanout methods include the use of absorbent materials for oil removal or a "clamshell" device for sediment removal. Cleanout should not occur within 6 hours of a significant rain event, to allow for the entire collection system to drain down.

Properly maintained Vortechs Systems will only require evacuation of sediment and oil/grease from the grit chamber portion of the system, in which case it is necessary to remove only the manhole cover nearest to the system inlet to remove water and contaminants. However, all chambers should be checked to ensure the integrity of the system. In cases where a "clamshell" is being utilized, prior to removing the grit (as described above), absorbent pads or pillows can be placed in the oil chamber through the center access manhole. Once the oil has been absorbed, the absorbent materials can be taken out of the system for disposal.

In some cases, it may be necessary to pump out all Vortechs System chambers. An important maintenance feature built into Vortechs Systems is that floatables remain trapped after a cleaning, due to a waterlock maintained between the grit chamber and the outlet panel which keeps the bottom of the baffle submerged. Therefore, in the event of cleaning all chambers, it is imperative that the grit chamber be drained first. It is important that the Vortechs System be filled to the outlet pipe with clean water to re-establish the water lock.

Manhole covers should be securely seated following cleaning activities to ensure that surface runoff does not leak into the unit from above.

sample

ortechs™ Stormwater Treatment System Inspection & Maintenance Log

Model:			Location:		
Date	Depth from Water Surface to Sediment[1] – Min. Depth 6"	Floatable Layer Thickness[2] (approx)	Maintenance Performed	Maintenance Personnel	Comments

1. The water depth to sediment is determined by taking two measurements with a stadia rod: one measurement is the distance from the manhole opening to the water surface, and the other is the distance from the manhole opening to the top of the sediment pile. If the difference between the two measurements is less than six inches, the system should be cleaned out.

2. The system should be cleaned out when an appreciable layer of oil and/or other floating material has accumulated.

Vortechnics

Vortechs™ Stormwater Treatment System Inspection & Maintenance Log

Model: 5000 Location: Smith Superstores, Springfield, OH

Date	Depth from Water Surface to Sediment - Min. Depth 6"	Floatable Layer Thickness (approx.)	Maintenance Performed	Maintenance Personnel	Comments
4/10/96	30"	0"	N/A	B. Johnson	Installed
8/15/96	26"	sheen	None	S. Riley	
11/15/96	22"	sheen	None	B. Johnson	
1/15/97	16"	sheen	None	B. Johnson	
2/15/97	7"	1"	Clean-out scheduled	S. Riley	3 snowstorms
2/18/97	30"	0"	System cleaned w/ Vactor truck.	S. Riley	Cleaned
3/15/97	28"	Sheen		S. Riley	swept parking lot
4/15/97	27"	0.5"	Placed oil-absorbent material in system	B. Johnson	
5/16/97	23"	0"	Replaced oil-absorbent material w/new	B. Johnson	

1. The water depth to sediment is determined by taking two measurements with a stadia rod; one measurement is the distance from the manhole opening to the water surface, and the other is the distance from the manhole opening to the top of the sediment pile. If the difference between the two measurements is less than six inches the system should be cleaned out.

2. The system should be cleaned out when an appreciable layer of oil and/or other floating material has accumulated.