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Planning & Urban Development Department

Penny St. Louis Littell, Director

June 28th, 2010

John Vance
383 Warren Avenue
Portland ME 04103

RE: **355 Warren Avenue (Tow Lot)**
Minor Site Plan (maximum of 70 vehicles to be stored) Application ID # 2007-0138

Dear Mr. Vance,

On March 22, 2010, the Portland Planning Authority approved a minor site plan for a storage lot for up to 70 towed or impounded vehicles at 355 Warren Avenue, Portland.

The first condition of approval was:

- i. That the applicant shall implement this Site Plan approval (and any associated Building Permits) in a diligent manner so that the project is fully implemented in accordance with the approved/permitted plans prior to June 15, 2010. Failure to complete the aforementioned actions will result in the withholding of any further "towing/wrecker service licenses" for the tow lot at 355 Warren Avenue and enforcement action;

As of June 15, 2010 the site plan was not fully implemented in accordance with the approved plans. We have therefore notified the City Clerk's office to withhold the towing/wrecker service licenses for towing companies who use the tow lot at 355 Warren Avenue. It is my understanding that the City Clerk is going to contact the relevant towing companies (B&B Towing and Nappi's Towing) to inform them of the situation.

Please note that a performance guarantee, inspection fee, building permit and pre-construction meeting relating to the approved site plan improvements are required by the City's ordinance prior to undertaking any construction work on the site.

Sincerely,

Penny St. Louis Littell, Director
Department of Planning and Urban Development

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