

me Research The original

Sebago T&T

Applicant: True Choice Credit Union

Date: 10/1/22

Address: 272 Park Ave

C-B-L: 65-E-004

CHECK-LIST AGAINST ZONING ORDINANCE

Date - Exist Dev. yes

Zone Location - R-7

Interior on corner lot - East St

Needs to be placed
existing use
Professional office
currently backs up on
Park Ave

Proposed Use/Work - expand Drive-Thru & New Canopy

Sewage Disposal - City ? New Vestibule in front

Lot Street Frontage - 60' min - \approx 98' Scaled

Front Yard - 20' min (or Average) 26' Scaled at closest

Rear Yard - Detached Accessory \rightarrow 7' min - shed is over 20' away from rear line

Side Yard - Accessory Structures (Shed) ^{relocated} - 7' min - 10' + shown

Projections - New front for ATM 219"

Width of Lot - 60' min - \approx 88' Scaled

Height - 45' MAX - well under (only 1 story)

Lot Area - 6,000^{sq} min - 17,860^{sq} given

Lot Coverage / Impervious Surface - (.80 MAX) \approx 14,288^{sq} MAX - 13,836^{sq} given
OK 77.47%

Area per Family - N/A

Off-street Parking - 1 per 400^{sq} / 2410^{sq} \div 400 = 6 pkgy spaces req - 15 spaces shown

Loading Bays - N/A

Site Plan - # 2012-606

Shoreland Zoning/Stream Protection - N/A

Flood Plains - Zoned B - Zone C

OK Floor Area Ratio - (.65) $\frac{2410}{17860} = (.134)$
OK

Marge Schmuckal - 272 Park Avenue - TruChoice Credit Union

From: Marge Schmuckal
To: Helen Donaldson
Date: 11/8/2012 10:57 AM
Subject: 272 Park Avenue - TruChoice Credit Union

Hi Nell,

One Solution is not accepting my comments so I am resorting to e-mail:

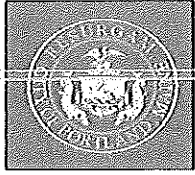
272 Park Avenue - 65-E-4
#2012-606 R-P Zone
11/8/2012

This is an existing use and structure within the R-P Zone. The Credit Union is considered to be professional offices under zoning and is allowed. Drive-thrus are not restricted in the R-P Zone. The new work entails relocating a detached shed and bumping out a 219 square foot vestibule at the front of the building. The drive-thru lanes are being expanded.

The proposed work is meeting the underlying R-P zone requirements.

Separate permits are required for any new signage.

Marge Schmuckal
Zoning Administrator



PORTLAND MAINE

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Planning & Urban Development Department
Jeff Levine, AICP, Director

Planning Division
Alexander Jaegerman, Director

November 29, 2012

TruChoice Federal Credit Union
272 Park Avenue
PO Box 10659
Portland, ME 04102

Jim Seymour
Sebago Technics
75 John Roberts Road, Suite 1A
South Portland, ME 04106

Project Name: TruChoice Federal Credit Union Improvements
Address: 272 Park Avenue
Project ID: 2012-606
CBL: 65-E-4
Applicant: TruChoice Federal Credit Union
Planner: Nell Donaldson

Dear Mr. Seymour:

On November 29, 2012, the Planning Authority approved with conditions a Level II site plan for proposed improvements at the TruChoice Federal Credit Union at 272 Park Avenue. The decision is based upon the application as submitted by 50 Industrial Way, LLC and prepared by Sebago Technics, Inc. (dated August 10, 2012). The proposal was reviewed for conformance with the standards of the City of Portland's site plan ordinance (Section 14-526). The Level II site plan is approved with the following waivers and conditions:

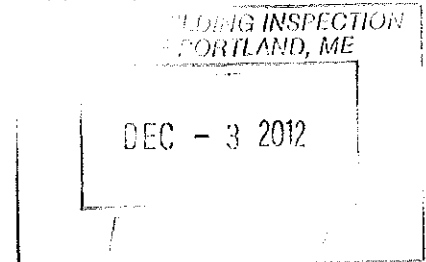
A. WAIVERS

Corner clearance

The application includes a request for a waiver from the technical standard requiring a minimum of 150' feet between a driveway and the nearest intersection on arterial or collector streets (*Technical Manual*, Section 1.7.2.7). The waiver request notes the existing nature of the driveway and the safety record. Based upon the positive recommendation of the city's consulting traffic engineer, the Planning Authority waives the corner clearance requirement.

Drive-through setback

The application includes a request for a waiver from the site plan standard requiring a minimum setback of 25 feet for drive-through facilities (14-526(a)2.a(iii)). Again, the application notes the existing nature of the drive-through and the positioning of the drive-through as a means of mitigating stacking issues on Park Avenue. In light of these circumstances, the Planning Authority waives the site plan standard regarding drive-through setback.



Parking lot aisle width

Section 1.14 of the city's *Technical Manual* establishes a standard parking lot aisle width of 24 feet in the case of right angle parking. The application includes a request for a waiver from this standard to allow a parking lot aisle width of 29 feet at the rear of the facility. The waiver request is based on the following grounds:

- 1) The 29 foot parking aisle is an existing condition; and
- 2) The additional aisle width allows additional room for vehicles navigating the drive-through slip lane.

Based on the existing nature of the parking lot aisle and the positive recommendation of the city's consulting traffic engineer, the Planning Authority waives the technical standard regarding parking lot aisle width.

Survey

The applicant has requested a waiver from the technical standard requiring a formal boundary survey (*Technical Manual*, Section 13). The *Technical Manual* includes provisions for a survey waiver, noting that the Planning Authority may permit the submission of a partial survey if the development:

- 1) is located on an improved lot of record; and
- 2) comprises less than one acre of said improved lot of record.

Based upon the extent of the proposed improvements, which include a very minor alteration to the existing building footprint and transportation-related modifications on an improved lot of record, and the positive recommendation of the city's deputy engineer, the requirement for a new boundary survey is waived.

B. CONDITIONS OF APPROVAL

The Planning Authority found that the plan is in conformance with the Site Plan Standards of the Land Use Code subject to the following condition(s) of approval:

1. The Applicant shall submit a revised final set of plans to:
 - i. include notes indicating that the relocation of the existing bus stop and reconfiguration of related signage will be coordinated with GP Metro and the city, and
 - ii. revise the sidewalk ramp detectable warning panel detail to comply with city standards. Note that sidewalk ramp detectable warning panels are not required at driveway entrances; however, if these panels are installed within the city right-of-way, they will need to comply with the city's standard detail (see Detail I-7 of the city's *Technical Manual*).
2. The applicant shall submit a revised photometric plan meeting the requirements of Section 12 of the city's *Technical Manual*. In the case that these technical standards may not be met, a formal waiver of the standard should be requested.

The approval is based on the November 9, 2012 site plan. A final, revised site plan must be submitted for staff review and approval prior to the issuance of permits.

C. STANDARD CONDITIONS OF APPROVAL

Please note the following standard conditions of approval and requirements for all approved site plans:

1. **Storm Water Management Condition of Approval** The applicant and all assigns must comply with the conditions of Chapter 32 Storm Water including Article III Post-Construction Storm Water Management, which specifies the annual inspections and reporting requirements. The developer/contractor/subcontractor must comply with conditions of the construction storm water



management plan and sediment & erosion control plan based on our standards and state guidelines.

2. **Develop Site According to Plan** The site shall be developed and maintained as depicted on the site plan and in the written submission of the applicant. Modification of any approved site plan or alteration of a parcel which was the subject of site plan approval after May 20, 1974, shall require the prior approval of a revised site plan by the Planning Board or Planning Authority pursuant to the terms of Chapter 14, Land Use, of the Portland City Code.
3. **Separate Building Permits Are Required** This approval does not constitute approval of building plans, which must be reviewed and approved by the City of Portland's Inspection Division. Please also note that separate permits are required for any new signage.
4. **Site Plan Expiration** The site plan approval will be deemed to have expired unless work has commenced within one (1) year of the approval or within a time period up to three (3) years from the approval date as agreed upon in writing by the City and the applicant. Requests to extend approvals must be received before the one (1) year expiration date.
5. **Performance Guarantee and Inspection Fees** A performance guarantee covering the site improvements, inspection fee payment of 2.0% of the guarantee amount and seven (7) final sets of plans must be submitted to and approved by the Planning Division and Public Services Department prior to the release of a building permit, street opening permit or certificate of occupancy for site plans. If you need to make any modifications to the approved plans, you must submit a revised site plan application for staff review and approval.
6. **Defect Guarantee** A defect guarantee, consisting of 10% of the performance guarantee, must be posted before the performance guarantee will be released.
7. **Preconstruction Meeting** Prior to the release of a building permit or site construction, a pre-construction meeting shall be held at the project site. This meeting will be held with the contractor, Development Review Coordinator, Public Service's representative and owner to review the construction schedule and critical aspects of the site work. At that time, the Development Review Coordinator will confirm that the contractor is working from the approved site plan. 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.
8. **Department of Public Services Permits** 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.)
9. **As-Built Final Plans** Final sets of as-built plans shall be submitted digitally to the Planning Division, on a CD or DVD, in AutoCAD format (*.dwg), release AutoCAD 2005 or greater.

The Development Review Coordinator must be notified five (5) working days prior to the date required for final site inspection. The Development Review Coordinator can be reached at the Planning Division at 874-8632. 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 Nell Donaldson at (207) 874-8723.

Sincerely,


Alexander Jaegerman
Planning Division Director 

CC: Jeff Levine, Director of Planning and Urban Development
Alexander Jaegerman, Planning Division Director
Barbara Barhydt, Development Review Services Manager
Phillip DiPierro, Development Review Coordinator, Planning
Marge Schmuckal, Zoning Administrator, Inspections Division
Tammy Munson, Inspection Division Director
Lannie Dobson, Administration, Inspections Division
Gayle Guertin, Administration, Inspections Division
Michael Bobinsky, Public Services Director
Katherine Earley, Engineering Services Manager, Public Services
Bill Clark, Project Engineer, Public Services
David Margolis-Pineo, Deputy City Engineer, Public Services
Doug Roncarati, Stormwater Coordinator, Public Services
Greg Vining, Associate Engineer, Public Services
Michelle Sweeney, Associate Engineer
John Low, Associate Engineer, Public Services
Matt Doughty, Field Inspection Coordinator, Public Services
Mike Farmer, Project Engineer, Public Services
Jane Ward, Administration, Public Services
Jeff Tarling, City Arborist, Public Services
Captain Chris Pirone, Fire Department
Thomas Errico, P.E., TY Lin Associates
David Senus, P.E., Woodard and Curran
Rick Blackburn, Assessor's Department
Approval Letter File

Final Solution - only CFAU
comments submitted 11/9/12

10/10/12

City of Portland
Development Review Application
Planning Division Transmittal form

Application Number: 2012-606 Application Date: 9/26/2012 12:00:00
CBL: 65-E-4 AM
Project Name: TruChoice Federal Credit Union R-P
Address: 272 Park Avenue

Project Description: Drive-thru expansion, new canopy and vestibule to the main entrance
to provide walk-up ATM. - relocate detached shed
Zoning: R-P

Other Reviews Required:
Review Type: Level II Final Site Plan

Distribution List:

<input type="checkbox"/> Planner	Nell Donaldson	<input type="checkbox"/> Parking	John Peverada
<input checked="" type="checkbox"/> Zoning	Marge Schmuckal	<input type="checkbox"/> Design Review	Alex Jaegerman
<input type="checkbox"/> Traffic Engineer	Tom Errico	<input type="checkbox"/> Corporation Counsel	Danielle West-Chuhta
<input type="checkbox"/> Civil Engineer	David Senus	<input type="checkbox"/> Sanitary Sewer	John Emerson
<input type="checkbox"/> Fire Department	Chris Pirone	<input type="checkbox"/> Inspections	Tammy Munson
<input type="checkbox"/> City Arborist	Jeff Tarling	<input type="checkbox"/> Historic Preservation	Deb Andrews
<input type="checkbox"/> Engineering	David Margolis-Pineo	<input type="checkbox"/> DRC Coordinator	Phil DiPierro
		<input type="checkbox"/> Outside Agency	

Comments needed by (7 days later): October 17, 2012

Project Description

TruChoice Federal Credit Union currently owns and operates a credit union office located at 272 Park Avenue in Portland. The property is identified as Lot 004 on the City of Portland Tax Map 065 and is located in the Residence Professional (RP) zoning district. The applicant is proposing to expand the drive-thru capacity and build a new canopy and main entrance for the existing site. The parcel under consideration is currently developed as a credit union with a teller and drive-thru lane for customer use. The applicant plans to re-develop portions of the site to manage traffic flow for existing parked and drive-thru vehicles to reduce the queuing length such that short-term backups are significantly reduced for safety considerations. Under existing conditions the drive-thru traffic periodically backs up traffic such that stacking occurs in Park Avenue.

In addition to the reworking of the canopy and entrance work off Park Avenue, TruChoice also plans to add a vestibule to provide walk up ATM service in the front of the current building. This improvement will include provisions for a sidewalk plaza and formal landscape upgrade. These will greatly improve the visibility of the Credit Union, as well as providing more convenient access for pedestrian and handicap access from Park Avenue.

Of particular concern will be the coordination with both the State and City, with some modifications to Park Avenue as a planned traffic project which is based on providing bicycle lane additions and traffic lane reductions through this section of Park Avenue for St. Johns Street to Deering Avenue.

Utilities will be provided from existing services for sewer and water, which are provided for the existing building on site.

Zoning Assessment

The subject property is located in the Residence Professional (RP) Zone. Included in this section is a copy of the zoning map indicating the location of the project site. The existing facility falls under the classification of ~~Business Services~~ and as such is an allowed use.

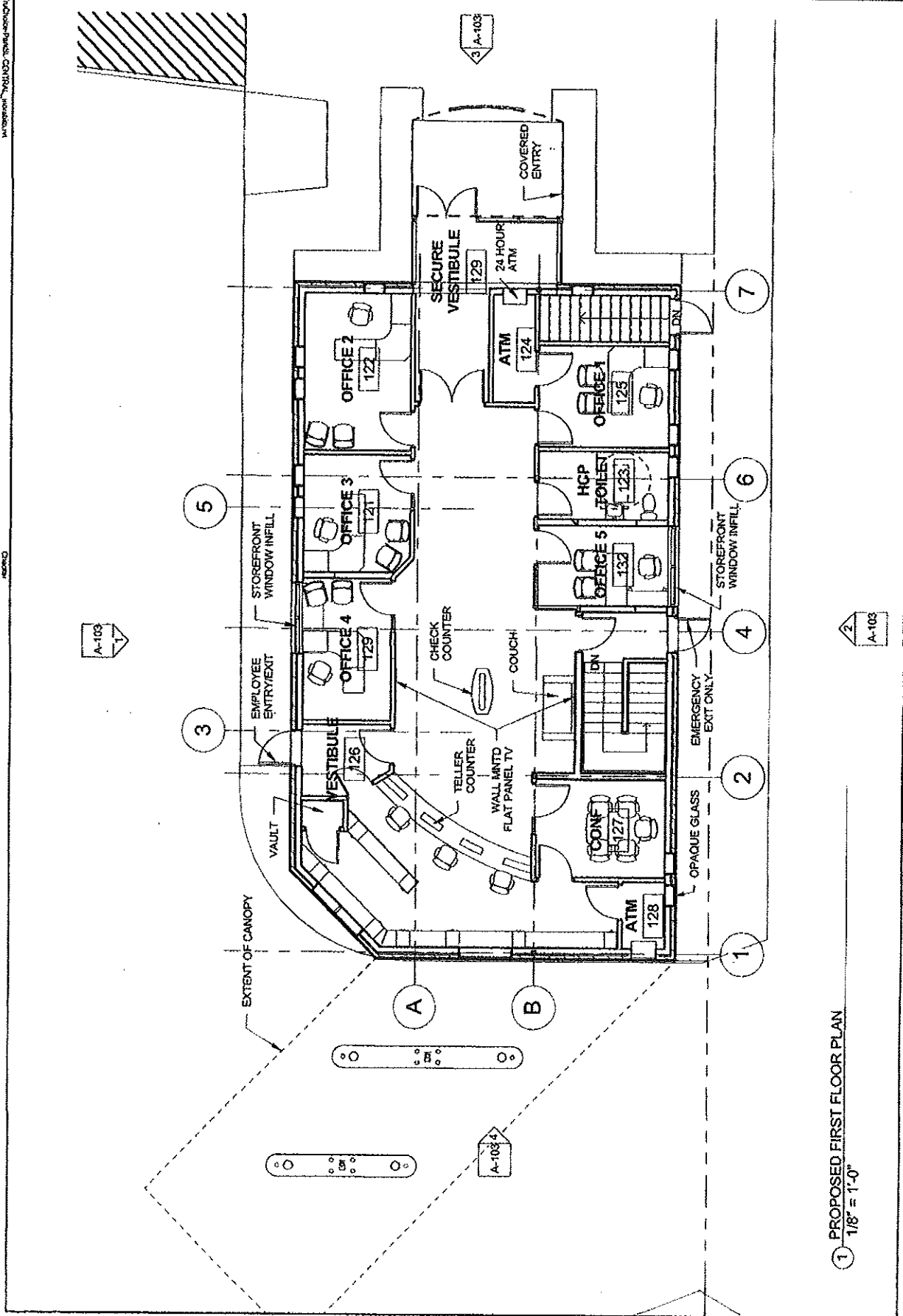
not by Definition — This is a professional office

PROJECT DATA

The following information is required where applicable, in order to complete the application

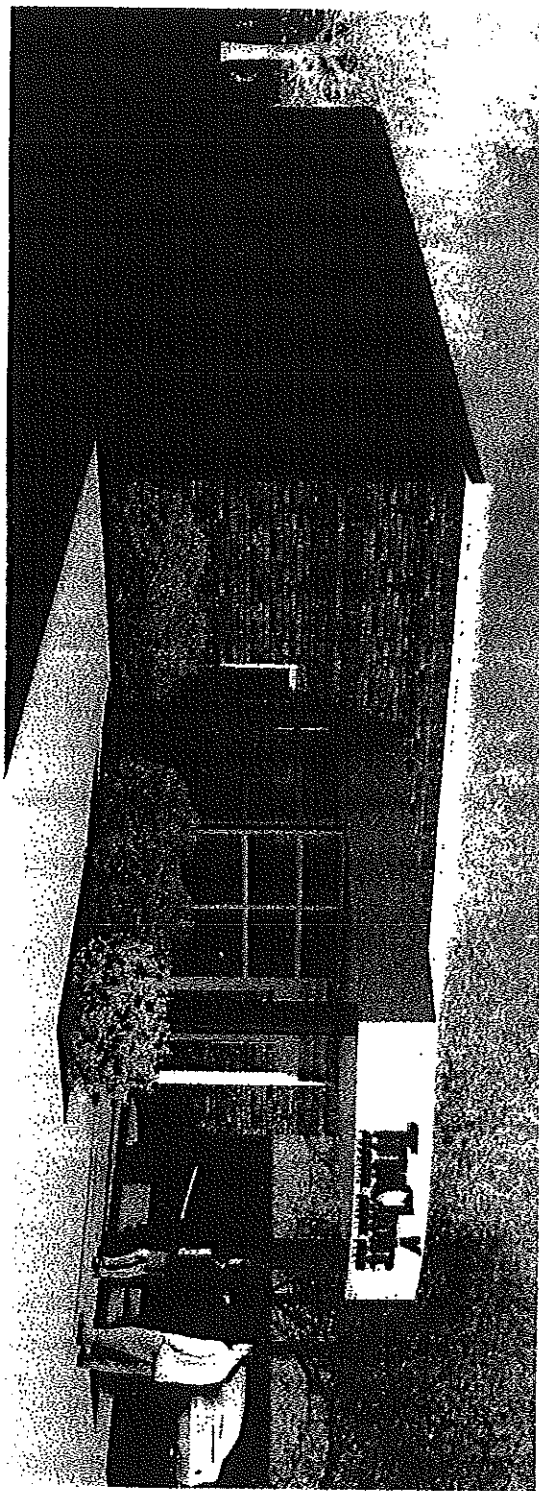
Total Site Area	17,860 sq. ft.
Proposed Total Disturbed Area of the Site	5,000 sq. ft.
(If the proposed disturbance is greater than one acre, then the applicant shall apply for a Maine Construction General Permit (MCGP) with DEP and a Stormwater Management Permit, Chapter 500, with the City of Portland)	
IMPERVIOUS SURFACE AREA	
• Proposed Total Paved Area	10,758 sq. ft.
• Existing Total Impervious Area	12,938 sq. ft.
• Proposed Total Impervious Area	13,836 sq. ft.
• Proposed Impervious Net Change	898 sq. ft.
BUILDING AREA	
• Proposed Building Footprint	2,410 sq. ft.
• Proposed Building Footprint Net change	219 sq. ft.
• Existing Total Building Floor Area	sq. ft.
• Proposed Total Building Floor Area	sq. ft.
• Proposed Building Floor Area Net Change	sq. ft.
• New Building	No (yes or no)
ZONING	
• Existing	R-P Residence-Professional
• Proposed, if applicable	Same
LAND USE	
• Existing	Credit Union
• Proposed	Same
RESIDENTIAL, IF APPLICABLE	
• Proposed Number of Affordable Housing Units	N/A
• Proposed Number of Residential Units to be Demolished	N/A
• Existing Number of Residential Units	N/A
• Proposed Number of Residential Units	N/A
• Subdivision, Proposed Number of Lots	N/A
PARKING SPACES	
• Existing Number of Parking Spaces	20
• Proposed Number of Parking Spaces	14
• Number of Handicapped Parking Spaces	1
• Proposed Total Parking Spaces	15
BICYCLE PARKING SPACES	
• Existing Number of Bicycle Parking Spaces	0
• Existing Number of Bicycle Parking Spaces	0
• Proposed Number of Bicycle Parking Spaces	3
• Total Bicycle Parking Spaces	3
ESTIMATED COST OF PROJECT	

C:\Users\mchad\Documents\Truchoice\Truchoice_Plan.dwg, C:\RVA\jason\dwg

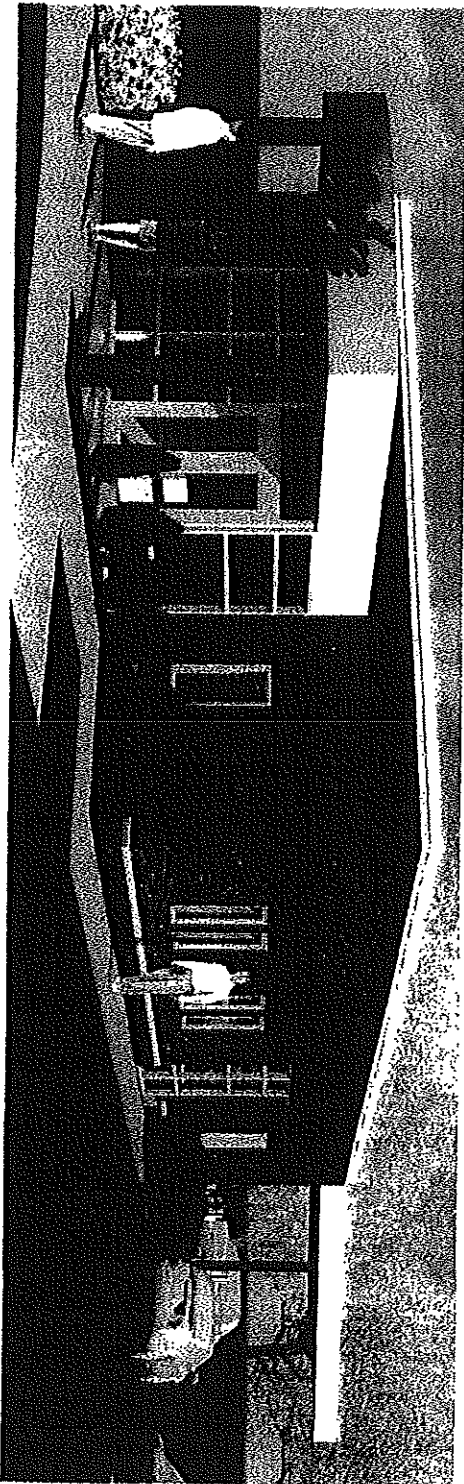


1 PROPOSED FIRST FLOOR PLAN
1/8" = 1'-0"

① RENDERING - EXTERIOR 1



② RENDERING - EXTERIOR 2



ARCHITECTURE
INTERIOR DESIGN
PLANNING
49 DARTMOUTH STREET
PORTLAND, MAINE 04101
www.pdtarch.com

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<p>TruChoice FCU - 272 Park Avenue PORTLAND, MAINE</p>		<p>SHEET A-105</p>	
<p>TITLE EXTERIOR ENTRY VIEWS</p>		<p>JOB # 12042</p>	<p>DATE 07/10/2012</p>
		<p>SCALE</p>	

C:\Users\jessie\Documents\TruChoice\Final\2012\TA_A-105.dwg

1 RENDERING - INTERIOR LOBBY



ARCHITECTURE
INTERIOR DESIGN
PLANNING
49 DARTMOUTH STREET
PORTLAND, MAINE 04103
WWW.POTARCH.COM

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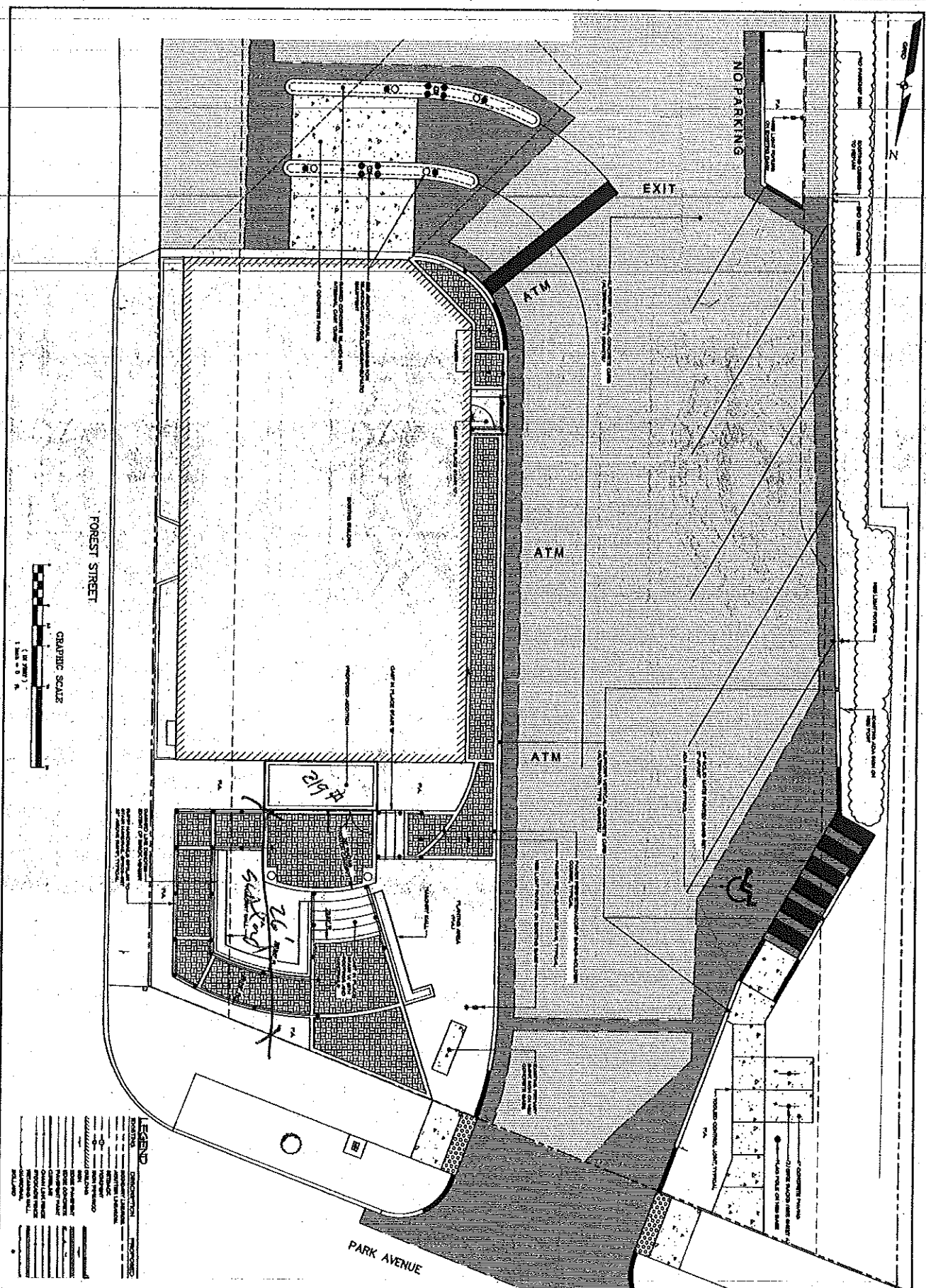
TruChoice FCU - 272 Park Avenue
PORTLAND, MAINE

TITLE
INTERIOR LOBBY RENDERING

JOB # 12042
DATE 07/10/2012
SCALE

SHEET
A-106

C:\Users\jacob\Documents\TruChoice\Print\CD\106_rendering.rvt



LEGEND

EXISTING CURB	PROPOSED CURB
EXISTING DRIVEWAY	PROPOSED DRIVEWAY
EXISTING SIDEWALK	PROPOSED SIDEWALK
EXISTING PAVEMENT	PROPOSED PAVEMENT
EXISTING ASPHALT	PROPOSED ASPHALT
EXISTING CONCRET	PROPOSED CONCRET
EXISTING GRAVEL	PROPOSED GRAVEL
EXISTING SAND	PROPOSED SAND
EXISTING DIRT	PROPOSED DIRT
EXISTING VEGETATION	PROPOSED VEGETATION
EXISTING TREES	PROPOSED TREES
EXISTING SHRUBS	PROPOSED SHRUBS
EXISTING GRASS	PROPOSED GRASS
EXISTING MULCH	PROPOSED MULCH
EXISTING ROCK	PROPOSED ROCK
EXISTING SANDSTONE	PROPOSED SANDSTONE
EXISTING GRANITE	PROPOSED GRANITE
EXISTING MARBLE	PROPOSED MARBLE
EXISTING QUARTZITE	PROPOSED QUARTZITE
EXISTING SLATE	PROPOSED SLATE
EXISTING SCHIST	PROPOSED SCHIST
EXISTING GNEISS	PROPOSED GNEISS
EXISTING METAMORPHIC	PROPOSED METAMORPHIC
EXISTING IGV	PROPOSED IGV
EXISTING METAVOLCANIC	PROPOSED METAVOLCANIC
EXISTING METASANDSTONE	PROPOSED METASANDSTONE
EXISTING METASLATE	PROPOSED METASLATE
EXISTING METAGRAVEL	PROPOSED METAGRAVEL
EXISTING METASAND	PROPOSED METASAND
EXISTING METACLAY	PROPOSED METACLAY
EXISTING METASILT	PROPOSED METASILT
EXISTING METASANDSTONE	PROPOSED METASANDSTONE
EXISTING METASLATE	PROPOSED METASLATE
EXISTING METAGRAVEL	PROPOSED METAGRAVEL
EXISTING METASAND	PROPOSED METASAND
EXISTING METACLAY	PROPOSED METACLAY
EXISTING METASILT	PROPOSED METASILT
EXISTING METASANDSTONE	PROPOSED METASANDSTONE
EXISTING METASLATE	PROPOSED METASLATE
EXISTING METAGRAVEL	PROPOSED METAGRAVEL
EXISTING METASAND	PROPOSED METASAND
EXISTING METACLAY	PROPOSED METACLAY
EXISTING METASILT	PROPOSED METASILT

PARTIAL SITE PLAN
OF
TRUCHOICE FEDERAL CREDIT UNION
 373 PARK AVENUE
 PORTLAND, MAINE
FOR
TRUCHOICE FEDERAL CREDIT UNION
 373 PARK AVENUE
 PORTLAND, MAINE 04101

SEBAGO
TECHNOLOGY
 ARCHITECTURAL ENGINEERING
 75 New Market St., Suite 10
 Portland, ME 04101
 Tel: 603.633.7700
 Fax: 603.633.7701

PROJECT NO. 12008
 FIELD BOOK #28
 DESIGN #28
 CHAD #28
 DRAWING #28
 ACTUAL #28

DATE	DESCRIPTION
02/28/12	INITIAL CITY SUBMITTAL
	STATUS

FOR THE RECORD, THE DESIGN SHALL BE THE DESIGNER'S RESPONSIBILITY AND NOT THE CLIENT'S. THE CLIENT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE DESIGNER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE DESIGNER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.

MAINE
 PROFESSIONAL ENGINEER
 STATE OF MAINE
 EXPIRES 12/31/12

OK

6 PARKING SPACES

1" PAVING OVERLAY

4 PARKING SPACES

BOLLARD

4" CONCRETE SLAB,
CURB TO CURB

BOLLARD

RELOCATED SHED ON
4" CONCRETE SLAB

FORM VERTICAL CONCRETE CURB
TERMINATE: TYPE 1 (GRANITE)

SIDE
SETBACK

TIPDOWN CURB, TYPE 1
2" PAINTED WHITE LETTERS
PROPOSED CANOPY

EXIT

ATM

PAVEMENT SAUCUT/PAVEMENT
PAVERS

24" SOLID WHITE STOP BAR

THIS SHADING DENOTES NEW F
THIS SHADING DENOTES 1" PA

NEW CONCRETE SLABS

NEW ISLANDS

PAVERS

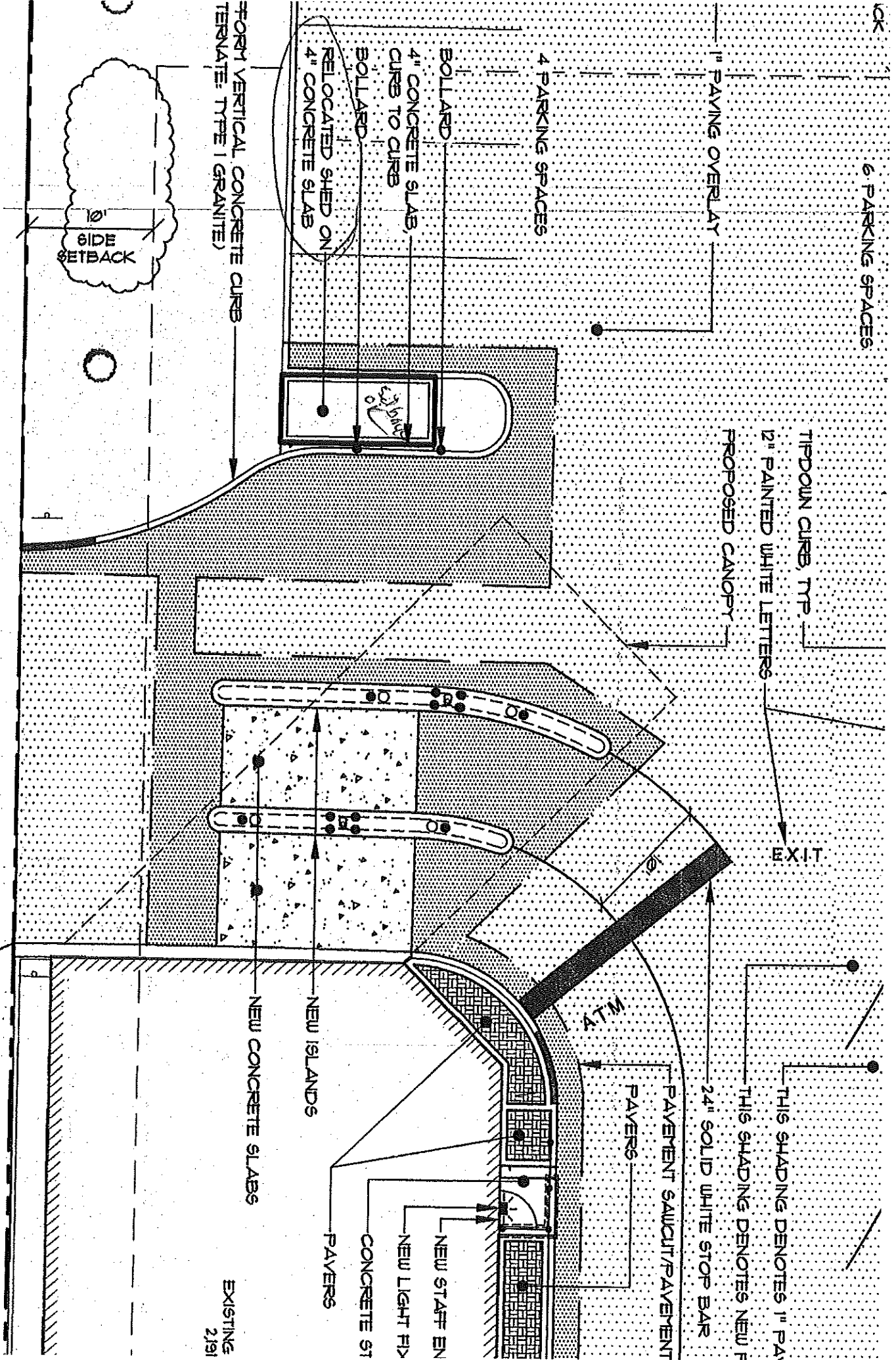
CONCRETE ST

NEW LIGHT FIX

NEW STAFF EN

EXISTING
2/191

Forest St,



Marge Schmuckal - 272 Park Avenue

From: Marge Schmuckal
To: Barbara Barhydt
Date: 10/1/2012 3:30 PM
Subject: 272 Park Avenue

Hi Barbara,

The credit union was a medical services credit union. The zoning was R-6 and then changed to R-P for the credit union. I believe that it must have been considered under professional offices. It would be helpful if you can find the zone change information (end of 1983). I am sure the PB report explained some of the theory behind the zone change.

Can you find out if it is still a medical services credit union?

thank you,
Marge