



# 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  
Philip DiPierro, Development Review Coordinator, Planning  
Marge Schmuckal, Zoning Administrator, Inspections Division  
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Lannie Dobson, Administration, Inspections Division  
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Katherine Earley, Engineering Services Manager, Public Services  
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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