



Tuck O'Brien
City Planning Director, Planning Division

November 23, 2016

Ryan Wing
Infinity Federal Credit Union
202 Larrabee Road
Westbrook, ME 04092

Chabot Street, LLC
100 Silver Street
Portland, ME 04101

Thomas S. Greer, PE
Pinkham & Greer, Civil Engineers
28 Vannah Ave
Portland, ME 04103

Project Name: **Infinity Federal Credit Union, including one-lane drive-through**
Project ID: #2016-203
Address: 29 Baxter Boulevard CBL: 112/F11/1
Applicant: Ryan Wing, Infinity Federal Credit Union
Planner: Jean Fraser

Dear Sirs:

On November 23, 2016, the Planning Authority approved with conditions a Level II site plan for the construction of a new 2,834 sq ft building for the Infinity Federal Credit Union at 29 Baxter Boulevard, Portland. The building includes a one-lane drive through as permitted in the B2 zone, and the project includes 11 parking spaces.

The decision is based upon the application, documents and plans submitted by Pinkham and Greer Civil Engineers (Civil Plan Set dated 11.15.2016) and Didonato Architects (Architectural Plans dated 11.7.2016). The proposal was reviewed for conformance with the standards of Portland's site plan ordinance.

WAIVERS

Parking Aisle Width: The Planning Authority waives the Technical Standard, Section 1.14 and associated figures, which specify aisle widths and parking space dimensions, to allow the parking aisle to be 22 feet wide given the site layout constraints and the desire for one driveway on Baxter Boulevard.

SITE PLAN REVIEW

The Planning Authority found the plan is in conformance with the Site Plan Standards of the Land Use Code subject to the following conditions of approval and the standard conditions of approval:

- i. That the final detailed construction management plan shall be submitted for review and approval by the Department of Public Works and Planning Authority prior to the start of any work on site, to show a feasible and safe route for exiting construction vehicles between the site and Hannaford Plaza, and to show how pedestrian safety will be secured in the Baxter Boulevard ROW and in along the exit-route through the abutters parking lot; and
- ii. That prior to the start of construction work on the site, including demolition, the applicant shall submit to the Planning Authority a copy of the temporary access easement for the construction exit route on the abutting lot and confirm that the occupier of the abutting premises has been advised in advance regarding the construction traffic and associated pedestrian safety measures; and

- iii. That temporary fencing to protect the street trees shall be installed and maintained throughout the construction period. The location of such fencing shall be approved by the City Arborist at the pre-construction meeting. If a street tree is damaged during construction it shall be repaired or replaced per the City Arborist's review and approval; and
- iv. That the applicant shall revise Detail Plans C2.1 and C2.2 (both Rev 11.15.16) to show a maximum of 2% cross slope for the sidewalk, including where it crosses the driveway apron, for review and approval by the Planning Authority prior to the issuance of a building permit; and
- v. That the two bike racks located in the Baxter Boulevard ROW shall be relocated to the area where the business sign is proposed to be located, with the landscape details modified as necessary; and
- vi. That the applicant shall submit a revised photometric plan to show both the pole lights and the building mounted lights and to demonstrate compliance with the City's *Site Lighting Standards* in Section 12 of the Technical Manual, particularly regarding adequate lighting for the entrances and pedestrian and vehicle circulation, for review and approval by the Planning Authority prior to issuance of a building permit; and
- vii. That the applicant shall submit the capacity letter in respect of wastewater flows prior to the issuance of a building permit; and
- viii. The applicant shall ensure that premises identification and addressing details comply with the comments of Keith Gautreau dated 11.4.2016; and
- ix. That separate permits from the Permitting and Inspections Department shall be required for any new or revised signage. This site plan approval does not convey approval to the location or size of any signage that may be indicated on the plans and elevations.

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.

STANDARD CONDITIONS OF APPROVAL

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

1. **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.
2. **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.
3. **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.
4. **Performance Guarantee and Inspection Fees** A performance guarantee covering the site improvements, inspection fee payment of 2.0% of the guarantee amount and five (5) final sets of plans must be submitted to and approved by the Planning Division and Public Works 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.

5. **Defect Guarantee** A defect guarantee, consisting of 10% of the performance guarantee, must be posted before the performance guarantee will be released.
6. **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 Work'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.
7. **Department of Public Works 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.)
8. **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 Jean Fraser at (207) 874- 8728, or at jf@portlandmaine.gov .

Sincerely,



Stuart O'Brien
Planning Division Director

Attachments:

1. Keith Gautreau, Fire Department comments dated 11.4.2016
2. Performance Guarantee Packet

Electronic Distribution:

cc

Jeff Levine, AICP, Director of Planning and Urban Development
 Stuart O'Brien, Planning Division Director
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 Jean Fraser, Planner
 Philip DiPierro, Development Review Coordinator, Planning
 Mike Russell, Director of Permitting and Inspections
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 Jeff Tarling, City Arborist
 Jeremiah Bartlett, Public Works
 Keith Gautreau, Fire Department
 Thomas Errico, P.E., TY Lin Associates
 Lauren Swett P.E., Woodard and Curran
 Rick Blackburn, Assessor's Department
 Approval Letter File

MEMORANDUM

To: FILE
From: Jean Fraser
Subject: Application ID: 2016-203
Date: 11/18/2016

Comments Submitted by: Keith Gautreau/Fire on 11/4/2016

Premises Identification

The main entrance of the building must be the address for the property. This should be consistent with 911, tax assessor, Inspections Division and future mailing address.

Street addresses shall be marked on the structure and shall be as approved by the City E-911 Addressing Officer.

If the building entry faces a different street, both the street name and number should be large enough to read from the street.

Address numbers must be a minimum of 4 inches high.

The number should be in Arabic numerals rather than spelled out (for example, "130" instead of "One Hundred and Thirty").

Color: Addresses should be in a color that contrasts with the background.

Whenever possible, should be illuminated.

Provide additional address signs at entrances to the property when the building address is not legible from the public street.

Buildings set back in groups that share common entrances can make quickly locating a specific building and the shortest route difficult. On such sites, additional signs with directional arrows and/or diagrams of the buildings and access layout should be posted.

Comments Submitted by: Keith Gautreau/Fire on 11/4/2016

The new proposed site plan is acceptable for emergency vehicle access off Baxter Blvd. The wider single access curb cut allows for access with an Engine & Ladder trucks.

Comments Submitted by: Keith Gautreau/Fire on 11/4/2016

Water supply is adequate in the area with the existing hydrants.