

401-A-41

2013-191

1339 Washington Ave.

Curbing and Landscape

Cumb. Cty. Teachers Federal Credit  
Union

on Spreadsheet

City of Portland  
 Development Review Application  
 Planning Division Transmittal Form

**Application Number:** 2013-191                      **Application Date:** 08/01/2013  
**CBL:** 401 A041001                      **Application Type:** Level I Site Alteration

**Project Name:** Cumb Cty Teachers Federal Credit Union

**Address:** 1339 WASHINGTON AVE

**Project Description:** Improvements to enhance the exterior and interior architectural quality of an existing Cumberland County Teachers Federal Credit Union branch facility and to introduce new curbing and landscape planting areas at the perimeter of the building.

**Zoning:** B2

**Other Required Reviews:**

<input type="checkbox"/> Traffic Movement	<input type="checkbox"/> 14-403 Streets	<input type="checkbox"/> Housing Replacement
<input type="checkbox"/> Storm Water	# Units _____	<input type="checkbox"/> Historic Preservation
<input type="checkbox"/> Subdivision	<input type="checkbox"/> Flood Plain	<input type="checkbox"/> Other:
# Lots _____	<input type="checkbox"/> Shoreland	
<input type="checkbox"/> Site Location	<input type="checkbox"/> Design Review	
# Unit _____		

**Distribution List:**

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

**Comments needed by 8/8/2013**

**CITY OF PORTLAND**  
**DEPARTMENT OF PLANNING & URBAN DEVELOPMENT**  
 389 Congress Street  
 Portland, Maine 04101

**INVOICE FOR FEES**

<b>Application No:</b>	2013-191	<b>Applicant:</b>	CUMBERLAND COUNTY FCU
<b>Project Name:</b>	Cumb Cty Teachers Federal Credit	<b>Location:</b>	1339 WASHINGTON AVE
<b>CBL:</b>	401 A041001	<b>Development Type:</b>	Level I Site Alteration
<b>Invoice Date:</b>	08/01/2013		

<b>Previous Balance</b>	-	<b>Payment Received</b>	+	<b>Current Fees</b>	-	<b>Current Payment</b>	=	<b>Total Due</b>	<b>Payment Due Date</b>
\$0.00		\$0.00		\$200.00		\$200.00		\$0.00	On Receipt

<b>Previous Balance</b>	<b>\$0.00</b>
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Fee Description	Qty	Fee/Deposit Charge
Level I Site Alteration	1	\$200.00
		\$200.00
<b>Total Current Fees:</b>	+	<b>\$200.00</b>
<b>Total Current Payments:</b>	-	<b>\$200.00</b>
<b>Amount Due Now:</b>		<b>\$0.00</b>

**CBL** 401 A041001  
**Bill to:** CUMBERLAND COUNTY FCU  
 101 GRAY ROAD  
 FALMOUTH, ME 04105

**Application No:** 2013191  
**Invoice Date:** 08/01/2013  
**Invoice No:** 42050  
**Total Amt Due:** \$0.00  
**Payment Amount:** \$200.00

Make checks payable to the *City of Portland*, ATTN: Inspections, 3rd Floor, 389 Congress Street, Portland, ME 04101.

July 31, 2013  
12101

Barbara Barhydt  
Development Review Services Manager  
City of Portland Planning Department  
389 Congress Street  
Portland, Maine 04101



Level I Site Plan Application  
Cumberland County Teachers Federal Credit Union  
1345 Washington Avenue  
Chart 401 / Block A / Lot ~~005~~041

Dear Barbara:

On behalf of the applicant, we are pleased to submit the enclosed application form, review fee, plan set and digital files for the above referenced site. We have discussed this application recently, and upon your direction we are filing this as a Level I Review application. This project consists of improvements to enhance the exterior and interior architectural quality of an existing credit union branch facility and to introduce new curbing and landscape planting areas at the perimeter of the building:

#### Exterior Architecture

An entry 'tower' will be added to the south façade and the exterior block walls will be clad with a metal panel siding system. The existing entry and drive thru canopy ceilings will be replaced, and new exterior lighting installed. The EIFS soffits will be painted, and the existing 'light box' signage will be replaced with backlit aluminum letters and logos pin-mounted to the building. The cloth canopy over the rear door will be replaced with a metal framed, metal sided rectangular canopy. The columns of the drive through canopy will be replaced with round column covers.

#### Interior Architecture

The offices and teller areas are being completely renovated. The entry vestibule and a new, private telephone room will be enclosed with a new aluminum storefront system. The existing lighting will be re-installed in a new act system throughout the building. The ATM room will be expanded to include the night drop box. One office will be demolished to expand the lobby and teller area. New carpeting and ceramic floor tile will be installed in the spaces being renovated. The old drive-up window will be replaced with an aluminum window to match the existing adjacent windows.

#### Site Improvements

Existing pavement, gravel and "tired" landscape elements will be removed at the entire perimeter of the building. New granite curbing will be installed as well as new concrete paving at the building main entry.

A mixed palette of trees, shrubs, perennials and groundcovers will be planted in the newly created landscape areas, designed for seasonal color and four season interest.

As the project will generate a decrease in impervious area, no stormwater management measures are proposed. All existing utility connections will remain in place and utility capacity will not increase. We look forward to your review and to respond to any questions or concerns that you may have.

Sincerely,

SEBAGO TECHNICS, Inc.

A handwritten signature in black ink that reads "William Conway". The signature is fluid and cursive, with a large loop at the end of the last name.

William T. Conway, RLA / LEED AP  
Vice President . Landscape Architecture

Enc.

WTC: jsf

Cc : Scott Harriman, President  
Cumberland County Teachers Federal Credit Union

PROJECT NAME: Cumberland County Teachers Federal Credit Union

PROPOSED DEVELOPMENT ADDRESS:

1345 Washington Avenue

PROJECT DESCRIPTION:

Facade and landscape improvements

CHART/BLOCK/LOT: 401/A/005041

**CONTACT INFORMATION:**

<b>Applicant – must be owner, Lessee or Buyer</b> Name: <u>Cumberland County Teachers Federal Credit Union</u> Business Name, if applicable: <u>Att: Satt Harriman</u> Address: <u>101 Gray Road</u> City/State: <u>Falmouth, ME</u> Zip Code: <u>04105</u>	<b>Applicant Contact Information</b> Work # <u>878</u> Home# Cell # Fax# e-mail: <u>sharriman@cumberlandcountyfcu.com</u>
<b>Owner – (if different from Applicant)</b> Name: <u>Same as Applicant</u> Address: City/State : Zip Code:	<b>Owner Contact Information</b> Work # <u>Same</u> Home# Cell # Fax# e-mail:
<b>Agent/ Representative</b> <u>William Conway</u> Name: <u>Sebago Technics Inc</u> Address: <u>75 John Roberts Road</u> City/State: <u>South Portland</u> Zip Code: <u>04106</u>	<b>Agent/Representative Contact information</b> Work # <u>200 -2055</u> Cell # <u>205 -2571</u> e-mail: <u>wconway@sebagotechnics.com</u>
<b>Billing Information</b> Name: <u>To Applicant</u> Address: City/State : Zip Code:	<b>Billing Information</b> Work # <u>To Applicant</u> Cell # Fax# e-mail:

<b>Engineer</b> Name: <u>Sebago Technics</u> Address: City/State :                          Zip Code:	<b>Engineer Contact Information</b> Work # <u>See Agent</u> Cell #    Fax# e-mail:
<b>Surveyor</b> Name: <u>Sebago Technics</u> Address: City/State :                          Zip Code:	<b>Surveyor Contact Information</b> Work # <u>See Agent</u> Cell #    Fax# e-mail:

**APPLICATION FEES:**

**Check all reviews that apply. Payment may be made by Check or Cash addressed to the City of Portland.**

**Level I Site Alteration Site Plan**

Application Fee (\$200.00)

The City invoices separately for the following:

- Notices (\$.75 each)
- Legal Ad (% of total Ad)
- Planning Review (\$40.00 hour)
- Legal Review (\$75.00 hour)

Third party review is assessed separately.

**Performance Guarantee:** A performance guarantee is required to cover all public and private site improvements.

**Inspection Fee:** An inspection fee of 2% of the performance guarantee is due prior to the release of permits

**Application Submittal**


Refer to the application checklist (page 5) for a detailed list of submittal requirements.

All site plans and written application materials must be submitted in digital format. Each plan shall be submitted as a separate file and named as noted on page 7. In addition, one (1) paper set of the plans (full size), one (1) paper set of plans (11 x 17), written materials, and application fee must be submitted to the Planning Division Office to start the review process.

Portland's development review process and requirements are outlined in the Land Use Code (Chapter 14), which includes the Subdivision Ordinance (Section 14-491) and the Site Plan Ordinance (Section 14-521).

I hereby certify that I am the Owner of record of the named property, or that the owner of record authorizes the proposed work and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the Planning Authority and Code Enforcement's authorized representative shall have the authority to enter all areas covered by this permit at any reasonable hour to enforce the provisions of the codes applicable to this permit.

**This application is for Site Plan review only. A Performance Guarantee, Inspection Fee, Building Permit Application and associated fees will be required prior to construction.**

Signature of Applicant: 	Date: 7/31/2013
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**PROJECT DATA**

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

Total Area of Site	21,421	sq. ft.
Proposed Total Disturbed Area of the Site (Existing)	21,421	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		
Impervious Area (Existing)	19,441	sq. ft.
Impervious Area (Proposed)	19,091	sq. ft.
Parking Spaces		
Parking Spaces (Existing)	30	
Parking Spaces (Proposed)	30	
Handicapped Spaces (Proposed)	2	



### General Submittal Requirements – Level I Site Alteration

Applicant Checklist	Planner Checklist	Number of Paper Copies	Submittal Requirement
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Completed application form.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Application fees.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Written description of project. <i>(Cover letter)</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Evidence of right, title and interest.
<input type="checkbox"/>	<input type="checkbox"/>	1	Copies of required state and/or federal permits. <i>N/A</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Written assessment of proposed project's compliance with applicable zoning requirements. <i>(Cover letter)</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Written description of existing and proposed easements or other burdens. <i>(Cover letter)</i>
<input type="checkbox"/>	<input type="checkbox"/>	1	Written requests for waivers from individual site plan and/or technical standards. <i>N/A</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Evidence of financial and technical capacity.

### Site Plans and Boundary Survey Requirements – Level I Site Alteration

Applicant Checklist	Planner Checklist	Number of Copies	Submittal Requirement
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Boundary Survey meeting the requirements of Section 13 of the City of Portland Technical Manual.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	<b>Site Plan Including the following:</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>		▪ Existing structures with distance from property line (including location of proposed piers, docks or wharves if in Shoreland Zone)
<input checked="" type="checkbox"/>	<input type="checkbox"/>		▪ Location and dimension of existing and proposed paved areas.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		▪ Location and details of proposed infrastructure improvements (e.g. - curb and sidewalk improvements, utility connections, roadway improvements).
<input type="checkbox"/>	<input type="checkbox"/>		▪ Identification of and proposed protection measures for any significant natural features on the site (including wetlands, ponds, watercourses, floodplains, significant wildlife habitats and fisheries or other important natural features listed in Section 14-526 (b)1. of the Land Use Code. <i>N/A</i>
<input type="checkbox"/>	<input type="checkbox"/>		▪ Details of proposed pier rehabilitation (Shoreland areas only). <i>N/A</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>		▪ Existing utilities.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		▪ Existing and proposed grading and contours. <i>No grade changes</i>
<input type="checkbox"/>	<input type="checkbox"/>		▪ Proposed stormwater management and erosion controls. <i>N/A</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>		▪ Total area and limits of proposed land disturbance.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		▪ Existing vegetation to be preserved and proposed site landscaping.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		▪ Existing and proposed easements or public or private rights of way.

**Reminder: All items submitted must be submitted in digital format in addition to the paper copies referenced above on page 4.**

September 10, 2013  
12101

Barbara Barhydt  
Development Review Services Manager  
City of Portland Planning Department  
389 Congress Street  
Portland, Maine 04101



**Level I Site Plan Application**  
**Cumberland County Teachers Federal Credit Union**  
**1345 Washington Avenue**  
**Chart 401 / Block A / Lot 005041**

Dear Barbara:

On behalf of the applicant, we are pleased to submit the enclosed revised plan set for final review. These plans have been revised in accordance with comments received from Shukria Wiar in her memo dated August 29, 2013. Our responses to those comments are as follows:

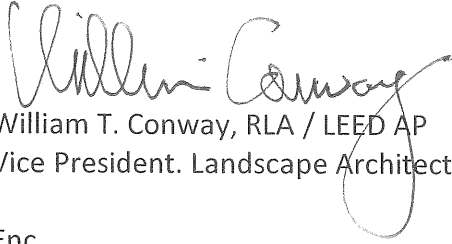
1. There is no new lighting proposed.
2. We have added (2) Dero Bike Hitch bike racks with a capacity for (4) bicycles, as requested.
3. The revised plan set depicts removal of a section of sidewalk behind the catch basin at Washington Avenue, as requested.
4. The Department of Public Services has agreed that the Owen Haskell Boundary Survey we submitted as an acceptable response to the survey comments submitted by David Margolis – Pineo. Regarding the utility pedestal at the corner of Northport Drive and Washington Avenue, we have determined that this is a traffic control cabinet for the traffic light at Northport Drive. The applicant requests approval of the site plan with a condition that the applicant record a 10' x 10' easement to the City at this location, prior to issuance of a building permit. (See General Note 10).
5. We have spoken with City Arborist, Jeff Tarling, and have incorporated all of his comments in the final plan set.
6. In response to comments by David Senus, we have added a note to the plan respective to erosion controls required during construction (See General Note 9).

7. Please note that the proposed impervious area is slightly increased, due to the addition to the bicycle racks, see General Note 2 for revised impervious area summary.

The applicant is eager to begin work as soon as possible given the limited time remaining in 2013 to place new asphalt pavement, and we hope to receive City approval as soon as possible.

Sincerely,

SEBAGO TECHNICS, Inc.



William T. Conway, RLA / LEED AP  
Vice President. Landscape Architecture

Enc.

WTC:jag

Cc: Scott Harriman, President  
Cumberland County Teachers Federal Credit Union