





APPLICATION FOR PERMIT

Class of Building or Type of Structure Brick

Portland, Maine, July 31, 1956

RECEIVED  
1956  
JUL 31

To the INSPECTOR OF BUILDINGS, PORTLAND, MAINE

The undersigned hereby applies for a permit to ~~work~~ alter ~~repairs~~ ~~work~~ ~~work~~ the following building structure equipment in accordance with the Laws of the State of Maine, the Building Code and Zoning Ordinance of the City of Portland, plans and specifications, if any, submitted herewith and the following specifications:

Location 645a Congress St. Within Fire Limits? Yes Dist. No. \_\_\_\_\_  
Owner's name and address Columbia Hotel, 645a Congress St. Telephone \_\_\_\_\_  
Lessee's name and address \_\_\_\_\_ Telephone \_\_\_\_\_  
Contractor's name and address not let Telephone \_\_\_\_\_  
Architect \_\_\_\_\_ Specifications \_\_\_\_\_ Plans \_\_\_\_\_ No. of sheets \_\_\_\_\_  
Proposed use of building \_\_\_\_\_ No. families \_\_\_\_\_  
Last use \_\_\_\_\_ No. families \_\_\_\_\_  
Material \_\_\_\_\_ No. stories \_\_\_\_\_ Heat \_\_\_\_\_ Style of roof \_\_\_\_\_ Roofing \_\_\_\_\_  
Other buildings on same lot \_\_\_\_\_  
Estimated cost \$ 75,000 Fee \$ 50

General Description of New Work

To construct a wooden frame enclosure beneath the rear entrance platform to the hotel kitchen and make a small extension of this space so that the enclosed space will be about 5 feet by 6 feet, the space to be used for attendants of the parking space.

Permit Issued with Letter

8/6/56  
CERTIFICATE OF OCCUPANCY  
REQUIREMENT IS WAIVED

It is understood that this permit does not include installation of heating apparatus which is to be taken out separately by and in the name of the heating contractor. PERMIT TO BE ISSUED TO Columbia Hotel

Details of New Work

Is any plumbing involved in this work? \_\_\_\_\_ Is any electrical work involved in this work? \_\_\_\_\_  
Is connection to be made to public sewer? \_\_\_\_\_ If not, what is proposed for sewage? \_\_\_\_\_  
Has septic tank notice been sent? \_\_\_\_\_ Form notice sent? \_\_\_\_\_  
Height average grade to top of plate \_\_\_\_\_ Height average grade to highest point of roof \_\_\_\_\_  
Size, from \_\_\_\_\_ depth \_\_\_\_\_ No. stories \_\_\_\_\_ solid or filled land? \_\_\_\_\_ earth or rock? \_\_\_\_\_  
Material of foundation \_\_\_\_\_ Thickness, top \_\_\_\_\_ bottom \_\_\_\_\_ cellar \_\_\_\_\_  
Material of underpinning \_\_\_\_\_ Height \_\_\_\_\_ Thickness \_\_\_\_\_  
Kind of roof \_\_\_\_\_ Rise per foot \_\_\_\_\_ Roof covering \_\_\_\_\_  
No. of chimneys \_\_\_\_\_ Material of chimneys \_\_\_\_\_ of lining \_\_\_\_\_ Kind of heat \_\_\_\_\_ fuel \_\_\_\_\_  
Framing lumber—Kind \_\_\_\_\_ Dressed or full size? \_\_\_\_\_  
Corner posts \_\_\_\_\_ Sills \_\_\_\_\_ Girt or ledger board? \_\_\_\_\_ Size \_\_\_\_\_  
Girders \_\_\_\_\_ Size \_\_\_\_\_ Columns under girders \_\_\_\_\_ Size \_\_\_\_\_ Max. on centers \_\_\_\_\_  
Studs (outside walls and carrying partitions) 2x4-16" O. C. Bridging in every floor and flat roof span over 8 feet.  
Joists and rafters: 1st floor \_\_\_\_\_, 2nd \_\_\_\_\_, 3rd \_\_\_\_\_, roof \_\_\_\_\_  
On centers: 1st floor \_\_\_\_\_, 2nd \_\_\_\_\_, 3rd \_\_\_\_\_, roof \_\_\_\_\_  
Maximum span: 1st floor \_\_\_\_\_, 2nd \_\_\_\_\_, 3rd \_\_\_\_\_, roof \_\_\_\_\_  
If one story building with masonry walls, thickness of walls? \_\_\_\_\_ height? \_\_\_\_\_

If a Garage

No. cars now accommodated on same lot \_\_\_\_\_, to be accommodated \_\_\_\_\_ number commercial cars to be accommodated \_\_\_\_\_  
Will automobile repairing be done other than minor repairs to cars habitually stored in the proposed building? \_\_\_\_\_

APPROVED:

Miscellaneous

Will work require disturbing of any tree on a public street? no  
Will there be in charge of the above work a person competent to \_\_\_\_\_

CITY OF PORTLAND, MAINE  
BOARD OF APPEALS

CONDITIONAL USE APPEAL

February 16, 1959

Congress Square Hotel Co., owner of property at 635 Congress St. at 9-11 Deering St. place  
under the provisions of Section 23 of the Zoning Ordinance of the City of Portland, hereby  
respectfully petitions the Board of Appeals to: permit use of the premises fronting on  
635 Congress Street and extending back to include the land at 9-11 Deering Street  
for use as an all-street parking for 22 passenger motor vehicles. This permit is not  
issuable because that part of the land fronting on Deering Street place is in an  
R-6 Residence Zone where such a use is not allowable under the Zoning Ordinance  
unless authorized by the Board of Appeals, as specified by Section 7-2-30 thereof.

LEGAL BASIS OF APPEAL: Such permit may be granted only if the Board of Appeals finds that such  
use of the premises will not adversely affect property in the same zone or neighborhood and will  
not be contrary to the intent and purpose of the Zoning Ordinance.

Congress Square Hotel Co.

By: [Signature]  
APPELLANT

DECISION

After public hearing held March 23, 1959, the Board of Appeals finds that such use of  
the premises will not adversely affect property in the same zone or neighborhood and will not  
be contrary to the intent and purpose of the Zoning Ordinance.

It is, therefore, determined that permit should be issued in this case.

[Signature]  
[Signature]  
[Signature]  
BOARD OF APPEALS

APPLICATION FOR CERTIFICATE OF OCCUPANCY FOR USE OF PREMISES

Portland, Maine February 17, 1959

Location 635 Congress Street  
9-11 Congress St. Place Zone R-3 and R-6

To the INSPECTOR OF BUILDINGS, Portland, Maine

The undersigned hereby applies for a certificate of occupancy to allow the use of the above named premises for off-street parking of motor vehicles, as set forth on the attached site plan (made by William C. Arnitage whose address is 23 Mitchell Rd., So. Portland, Me.) to show compliance with the Zoning Ordinance according to the intended use and the zone in which the property is located; and in accordance with the following pertinent information:-

Owner (name, address and phone number) Congress St. Hotel Co., 157 High St.

Lessee (name, address and phone number) owner

Is proposed use to be accessory to a building or other use on this lot? No  
If so, what is use of building or other use \_\_\_\_\_

If off-street parking is sought, what is proposed maximum number of vehicles to be parked--passenger cars? 22, commercial vehicles? \_\_\_\_\_.

Have you secured on the site plan the written approval of existing and proposed entrances to and exits from the premises for vehicles over public sidewalks by the Traffic Engineer (Dept. of Pub. Works)? yes  
And, if access to the premises is available from more than one street, have you secured similar approval by the Planning Board? no

Have you shown on the site plan the true location of all trees on the public street along the frontage of the premises (both streets if a corner lot)? yes

Do you propose to remove or disturb any tree on a public street? no  
If so, have you secured on the site plan the written approval of the Director of Parks and Recreation? \_\_\_\_\_

Signature of Owner CONGRESS SQUARE HOTEL CO.

By George Kelley (duly authorized thereto)  
Date 2/23/59

\*\*\*\*\*

THIS IS NOT A CERTIFICATE OF OCCUPANCY

To Congress Square Hotel Co.,  
157 High Street

COMMENCING the above proposed use of the premises would be IN VIOLATION of the Zoning Ordinance unless a Certificate of Occupancy is first procured from the Department of Building Inspection.

However, improvement of the premises according to the site plan and the above application may now proceed without further authorization, but subject to the conditions indicated below--notice of readiness for final inspection to be given to this department when the premises have been placed in compliance with the requirements:-

A continuous curber guard of adequate strength, the top of which is 20 inches above the surface of the lot, is to be provided just inside and lot lines and also at a point not less than 25 feet from the

(COPY)

CITY OF PORTLAND, MAINE  
Department of Building Inspection



# Certificate of Occupancy

LOCATION 635 Congress St.  
9-11 Deering St. Place

Issued to Congress Square Hotel Co.  
157 High St.

Date of Issue April 23, 1959

**This is to certify** that the building, premises, or part thereof, at the above location, built—altered  
—changed as to use under Building Permit No. \_\_\_\_\_, has had final inspection, has been found to conform  
substantially to requirements of Zoning Ordinance and Building Code of the City, and is hereby approved for  
occupancy or use, limited or otherwise, as indicated below.

PORTION OF BUILDING OR PREMISES  
Area shown on plot plan

APPROVED OCCUPANCY  
Off street parking lot for  
22 passenger cars

Limiting Conditions:  
Cars not to exit on to Congress Street.

This certificate supersedes  
certificate issued

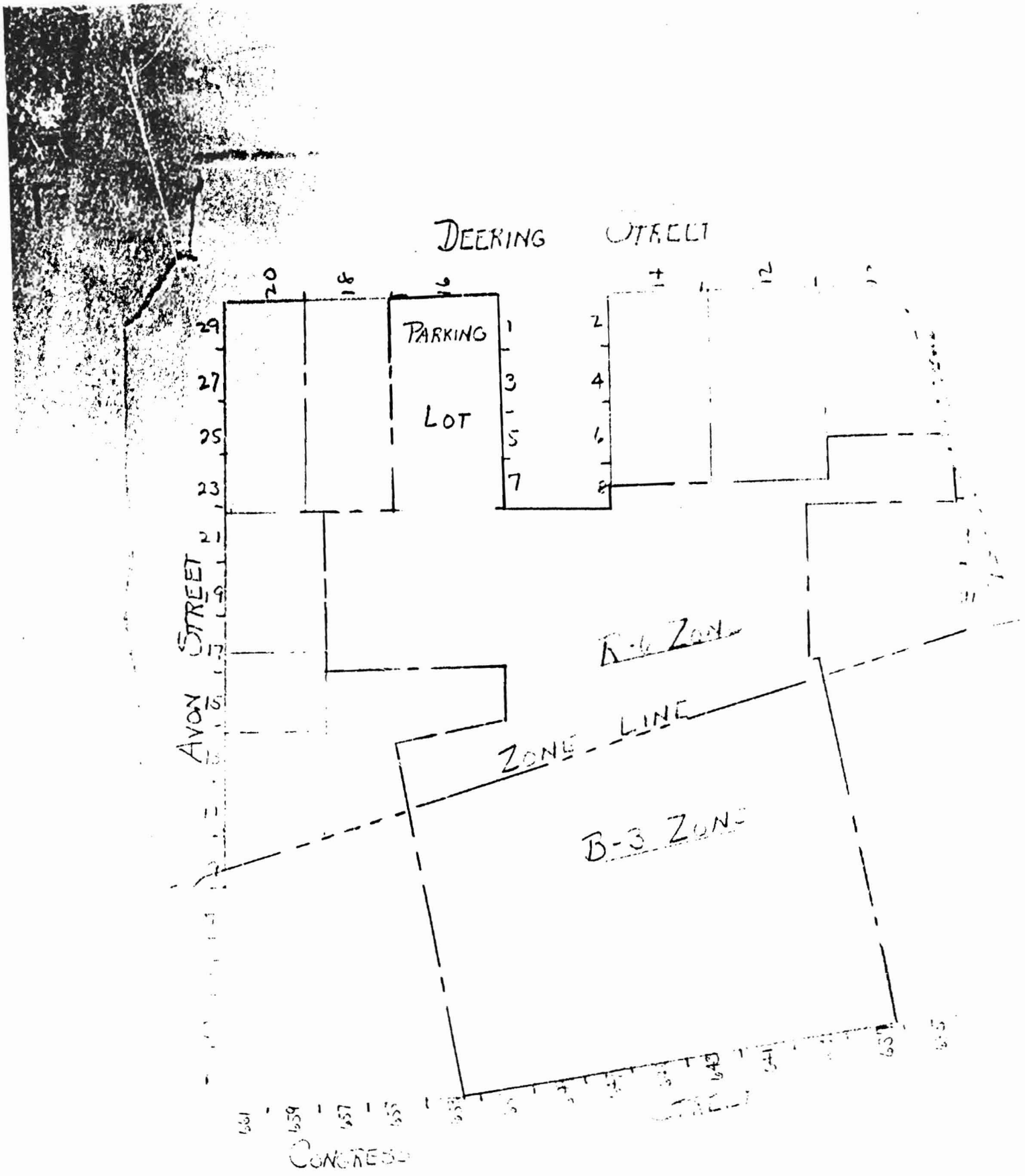
Approved:

(Date)

Inspector

Albert J. Sears  
Inspector of Buildings

Notice: This certificate identifies lawful use of building or premises, and ought to be transferred from  
owner to owner when property changes hands. Copy will be furnished to owner or lessee for one dollar.



City of Portland, Maine

IN BOARD OF MUNICIPAL OFFICERS

Ordered,

That a building permit for construction of a new 2-story addition for the Portlander Hotel at 1-7 Henry Street and 16-18 Deering Street owned by the Portlander, be and hereby is approved to include, as per Section 301.3.1 of the Building Code, projection of footings of concrete foundations for certain structural columns in amounts varying from 5 inches to 3 feet 10 inches into Henry Street and 7 inches to 1 foot 6 inches into Deering Street at a level of  $3\frac{1}{2}$  feet below the grade of the street, subject to an agreement to be entered into between the owner and the City of Portland relating to the construction and maintenance of this part of the structure beneath the public way, and subject to full compliance with all terms of the Building Code applying thereto.

Clifton W. Cook

Ernest P. Riley

Charles H. Blinn

J. Weston Walsh

Donald B. Hopp

(COPY)

CITY OF PORTLAND, MAINE  
Department of Building Inspection



# Certificate of Occupancy

LOCATION **#645 Congress St.**

Issued to **Portlander  
645 Congress St.**

Date of Issue **July 17, 1969**

This is to certify that the building, premises, or part thereof, at the above location, built—altered—changed as to use under Building Permit No. **68/947**, has had final inspection, has been found to conform substantially to requirements of Zoning Ordinance and Building Code of the City, and is hereby approved for occupancy or use, limited or otherwise, as indicated below.

PORTION OF BUILDING OR PREMISES

APPROVED OCCUPANCY

**New Addition (with garage under)**

**Motel**

Limiting Conditions:

This certificate supersedes  
certificate issued

Approved:

*Nelson F. Cartwright*  
(Date) Inspector

*[Signature]*  
Inspector of Buildings

Notice: This certificate identifies lawful use of building or premises, and ought to be transferred from owner to owner when property changes hands. Copy will be furnished to owner or lessee for one dollar.





APPLICATION FOR PERMIT

B.O.C.A. USE GROUP
B.O.C.A. TYPE OF CONSTRUCTION
ZONING LOCATION PORTLAND, MAINE, 12-14-78

PERMIT ISSUED
DEC 20 1978
001070
CITY OF PORTLAND

To the DIRECTOR OF BUILDING & INSPECTION SERVICES, PORTLAND, MAINE

The undersigned hereby applies for a permit to erect, alter, repair, demolish, move or install the following building, structure, equipment or change use in accordance with the Laws of the State of Maine, the Portland B.O.C.A. Building Code and Zoning Ordinance of the City of Portland with plans and specifications, if any, submitted herewith and the following specifications:

LOCATION 645 Congress St. 001070 Fire District #1 [ ] #2 [ ]
1. Owner's name and address Portlander-in-town motel-same Telephone 773-6181
2. Lessee's name and address Telephone
3. Contractor's name and address Langford & Low-P.O. Box 662, Port. Me Telephone 797-5141
4. Architect Specifications Plans No. of sheets
Proposed use of building Hotel No. families
Last use No. families
Material No. stories Heat Style of roof Roofing
Other buildings on same lot
Estimated contractual cost \$ 15,000 Fee \$ 60.00

FIELD INSPECTOR-Mr. GENERAL DESCRIPTION
This application is for: @ 775-5451 To make renovations in lobby and kitchen
Dwelling Ext. 234 area as per plans.
Garage
Masonry Bldg.
Metal Bldg.
Alterations
Demolitions
Change of Use
Other
Stamp of Special Conditions
12-14-78

NOTE TO APPLICANT: Separate permits are required by the installers and subcontractors of heating, plumbing, electrical and mechanicals.

PERMIT IS TO BE ISSUED TO 1 [ ] 2 [ ] 3 [x] 4 [ ]
Other: .....

DETAILS OF NEW WORK

Is any plumbing involved in this work? Is any electrical work involved in this work?
Is connection to be made to public sewer? If not, what is proposed for sewage?
Has septic tank notice been sent? Form notice sent?
Height average grade to top of plate Height average grade to highest point of roof
Size, front depth No. stories solid or filled land? earth or rock?
Material of foundation Thickness, top bottom cellar
Kind of roof Rise per foot Roof covering
No. of chimneys Material of chimneys of lining Kind of heat fuel
Framing Lumber-Kind Dressed or full size? Corner posts Sills
Size Girder Columns under girders Size Max. on centers
Studs (outside walls and carrying partitions) 2x4-16" O. C. Bridging in every floor and flat roof span over 8 feet.
Joists and rafters: 1st floor 2nd 3rd roof
On centers: 1st floor 2nd 3rd roof
Maximum span: 1st floor 2nd 3rd roof
If one story building with masonry walls, thickness of walls? height?

IF A GARAGE

No. cars now accommodated on same lot, to be accommodated number commercial cars to be accommodated
Will automobile repairing be done other than minor repairs to cars habitually stored in the proposed building?

APPROVALS BY: DATE MISCELLANEOUS
BUILDING INSPECTION-PLAN EXAMINER Will work require disturbing of any tree on a public street?
ZONING:
BUILDING CODE: O.K. 12-14-78 Will there be in charge of the above work a person competent
Fire Dept. J. Jones to see that the State and City requirements pertaining thereto
Health Dept. J. Callahan are observed?
Others:



APPLICATION FOR PERMIT

PERMIT ISSUED

B.O.C.A. USE GROUP

B.O.C.A. TYPE OF CONSTRUCTION

ZONING LOCATION PORTLAND, MAINE

967 Sept. 11, 1981

SEP 17 1981

CITY OF PORTLAND

To the DIRECTOR OF BUILDING & INSPECTION SERVICES, PORTLAND, MAINE

The undersigned hereby applies for a permit to erect, alter, repair, demolish, move or install the following building, structure, equipment or change use in accordance with the Laws of the State of Maine, the Portland B.O.C.A. Building Code and Zoning Ordinance of the City of Portland with plans and specifications, if any, submitted herewith and the following specifications:

Executive Inn
LOCATION 645 Congress Street - Front of bldg. Fire District #1 [ ] #2 [ ]
1. Owner's name and address H. W. S. Corp. - same Telephone 773-8181
2. Lessee's name and address Telephone
3. Contractor's name and address Owner Telephone
4. Architect Specifications Plans No. of sheets
Proposed use of building motel No. families
Use same No. families
Material No. stories Heat Style of Roofing
Other buildings on same lot
Estimated construction cost \$ 15,000 Fee \$ 85.00

FIELD INSPECTOR--Mr. GENERAL DESCRIPTION

This application is for: @ 775-5451
Dwelling Ext. 234 To make alterations to front of building as per plans. 2 1/2 sheet of plans.
Garage
Masonry Bldg. Stamp of Special Conditions
Metal Bldg. Send permit c/o Jess Storey
Alterations
Demolitions
Change of Use
Other

PERMIT ISSUED WITH LETTER

NOTE TO APPLICANT: Separate permits are required by the installers and subcontractors of heating, plumbing, electrical and mechanicals.

PERMIT IS TO BE ISSUED TO 1 [x] 2 [ ] 3 [ ] 4 [ ]
Other:

DETAILS OF NEW WORK

Is any plumbing involved in this work? Is any electrical work involved in this work?
Is connection to be made to public sewer? If not, what is proposed for sewer?
Has septic tank notice been sent? Form notice sent?
Height average grade to top of plate Height average grade to highest point of roof
Size, front depth No. stories solid or filled land? earth or rock?
Material of foundation Thickness, top bottom cellar
Kind of roof Rise per foot Roof covering
No. of chimneys Material of chimneys of lining Kind of heat fuel
Framing Lumber--Kind Dressed or full size? Corner posts Sills
Size Girder Columns under girders Size Max. on centers
Studs (outside walls and carrying partitions) 2x4-16" O. C. Bridging in every floor and flat roof span over 8 feet.
Joists and rafters: 1st floor 2nd 3rd roof
On centers: 1st floor 2nd 3rd roof
Maximum span: 1st floor 2nd 3rd roof
If one story building with masonry walls, thickness of walls? height?

IF A GARAGE

No. cars now accommodated on same lot, to be accommodated number commercial cars to be accommodated
Will automobile repairing be done other than minor repairs to cars habitually stored in the proposed building?

APPROVALS BY: DATE MISCELLANEOUS
BUILDING INSPECTION--PLAN EXAMINER Will work require disturbing of any tree on a public street?
ZONING:
BUILDING CODE: Will there be in charge of the above work a person competent
Fire Dept. to see that the State and City requirements pertaining thereto
Health Dept. are observed?
Others:

APPLICATION FOR PERMIT

B.O.C.A. USE GROUP

B.O.C.A. TYPE OF CONSTRUCTION

ZONING LOCATION

PORTLAND, MAINE May 24, 1952

00365

PERMIT ISSUE

MAY 26 1952

CITY OF PORTLAND

To the CHIEF OF BUILDING & INSPECTION SERVICES, PORTLAND, MAINE

The undersigned hereby applies for a permit to erect, alter, repair, demolish, move or install the following building, structure, equipment or change use in accordance with the Laws of the State of Maine, the Portland B.O.C.A. Building Code and Zoning Ordinance of the City of Portland with plans and specifications, if any, submitted herewith and the following specifications.

LOCATION 515 Congress Street Line District #1 D1, #2 D1
Owner's name and address East Western, same Telephone 773-9181
2. Ins. Sec's name and address
3. Contractor's name and address Windham Insulation Co. - RED #3, or Telephone 892-8114
Proposed use of building Hotel No. families
Last use same No. families
Material No. stories Heat Style of roof Roofing
Other buildings on same lot
Estimated contractual cost \$ 20,000.00
Applied Fees \$
Base Fee
Late Fee
TOTAL \$ 155.00

FIELD INSPECTOR Mr. [Name] @ 775-5451

Hallway - To erect approximately 100 - 2x2's, 2 ft. on centers attached to masonry wall. Thermo max insulation to be installed in between walls covered with 5/8" fire board. In 24 rms. glass wall being removed and replaced with 2x6 steel studs, 16" on centers (20 gauge) aluminium thermo pane window, 4x5. Outside wall - Panel 15 (Alum. 1/4" plywood, 8" fibreglass insulation, inside 5/8 fireboard plastered). No structural changes.

NOTE TO APPLICANT: Separate permits are required by the installers and subcontractors of heating, plumbing, electrical and mechanical.

(SEND PERMIT TO #3)

DETAILS OF NEW WORK

Is any plumbing involved in this work? Is any electrical work involved in this work?
Is connection to be made to public sewer? If not, what is proposed for sewage?
Has septic tank notice been sent? Form notice sent?
Height average grade to top of plate Height average grade to highest point of roof
Size, front depth No. stories solid or filled land? earth or rock?
Material of foundation Thickness, top bottom cellar
Kind of roof Rise per foot Roof covering
No. of chimneys Material of chimneys of lining Kind of heat fuel
Framing Lumber Kind Dressed or full size? Corner posts Sills
Size Girder Columns under girders Size Max. on centers
Studs (outside walls and carrying partitions) 2x4-16" O. C. Bridging in eve & floor and flat roof span over 8 feet.
Joists and rafters: 1st floor 2nd 3rd roof
On centers: 1st floor 2nd 3rd roof
Maximum span: 1st floor 2nd 3rd roof
If one story building with masonry walls, thickness of walls? height?

IF A GARAGE

cars now accommodated on same lot to be accommodated number commercial cars to be accommodated
will automobile repairing be other than minor repairs to cars habitually stored in the proposed building?

APPROVALS BY: DATE MISCELLANEOUS
BUILDING INSPECTION PLAN EXAMINER Will work require disturbing of any tree on a public street?
ZONING:
BUILDING [Signature] P. Bellino Will there be in charge of the above work a person competent
Fire Dept. to see that the State and City requirements pertaining thereto
Health Dept. are observed? Y or N?
Others:

Signature of Applicant: [Signature] Phone #
Roland Arno for Windham

CITY OF PORTLAND, MAINE

389 CONGRESS STREET  
PORTLAND, MAINE 04101  
(207) 775-5451



DEPARTMENT OF PLANNING & URBAN DEVELOPMENT

P. SAMUEL HOFFSES, CHIEF  
INSPECTION SERVICES DIVISION

645 Congress Street

January 26, 1988

Mr. Daniel Hourihan, Executive Vice President  
First Atlantic Corporation  
222 St. John Street  
Portland, Maine 04102

Dear Mr. Hourihan:

This is in response to your letter concerning the possible conversion of the Executive Inn (Best Western formerly the Columbia Hotel) from a transient and residential hotel to a dormitory for students of the University of Southern Maine.

While we very much appreciate the need for such a facility, we feel obliged to request that this conversion be dealt with as a major site plan review. We would very much appreciate having plans submitted in six copies with a parking plan for accessory parking to the proposed dormitory facility.

The basis for this request is that this represents a conversion of an existing building complex to a different type of use. This conversion may be considered to be an extension of an institutional use, as indicated by the Planning and Corporation Counsel's Offices. However, we have no question but that this use is permitted within the B-3 Business Zone.

The Site Plan Ordinance provides however that "a change of use of any existing building having a total floor area of twenty-five thousand (25,000) square feet or more" constitutes a "major development" which is one that has to be reviewed by the City Planning Board. Section 14-522 Definitions, in the Site Plan Ordinance.

We shall need plans prepared by a registered land surveyor for submission to the Planning Board and the several City Departments. The provisions for offstreet parking must also be reviewed at that time.

Sincerely,

*Warren J. Turner*  
Warren J. Turner  
Zoning Enforcement Inspector

cc: Catherine O'Connor, Esq.  
Sam Andrews, USM  
Kathleen Conner, Planner

**CITY OF PORTLAND, MAINE**  
**SITE PLAN REVIEW**

Processing Form:

<u>Congress Executive Inn Corporation</u>	February 3, 1988
Applicant <u>c/o First Atl., Corp., 222 St. John St.</u>	Date <u>645 Congress Street, Portland, ME 04102</u>
Mailing Address <u>Portland, ME 04102</u>	Address of Proposed Site <u>645 Congress Street, Portland, ME 04102</u>
Proposed Use of Site <u>Student Housing for Univ. of So. Maine</u>	Tax Map # <u>46</u> ; Lot <u>46D-9 &amp; 22</u>
<u>1.67 Acres</u> / <u>35,058</u>	Site Identifier(s) from Assessors Maps <u>B-3</u>
Acres of Site / Ground Floor Coverage	Zoning of Proposed Site

Site Location Review (DEP) Required: ( ) Yes (  ) No      Proposed Number of Floors 6

Board of Appeals Action Required: ( ) Yes (  ) No      Total Floor Area 100,000 Sq. Ft.

Planning Board Action Required: (  ) Yes ( ) No

Other Comments: \_\_\_\_\_

Date Dept. Review Due: \_\_\_\_\_

**PLANNING DEPARTMENT REVIEW**

(Date Received) \_\_\_\_\_

- Major Development — Requires Planning Board Approval: Review Initiated
- Minor Development — Staff Review Below

	LOADING AREA	PARKING	CIRCULATION PATTERN	ACCESS	PEDESTRIAN WALKWAYS	SCREENING	LANDSCAPING	SPACE & BULK OF STRUCTURES	LIGHTING	CONFLICT WITH CITY PROJECTS	FINANCIAL CAPACITY	CHANGE IN SITE PLAN
APPROVED												
APPROVED CONDITIONALLY												
DISAPPROVED												

CONDITIONS SPECIFIED BELOW

REASONS SPECIFIED BELOW

REASONS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Attach Separate Sheet if Necessary)

*[Signature]* (7/76/88)

SIGNATURE OF REVIEWING STAFF/DATE

**CITY OF PORTLAND, MAINE  
SITE PLAN REVIEW  
Processing Form**

Congress Executive Inn Corporation  
Applicant  
c/o First Atl., Corp., 222 St. John St.,  
Mailing Address Portland, ME 04102  
Student Housing for Univ. of So. Maine  
Proposed Use of Site  
1.67 Acres / 35,058  
Acreage of Site / Ground Floor Coverage

February 3, 1988  
Date  
645 Congress Street, Portland, ME 04102  
Address of Proposed Site  
Tax Map #46; Lots 46D-9 & 22  
Site Identifier(s) from Assessors Maps  
B-3  
Zoning of Proposed Site

Site Location Review (DEP) Required: ( ) Yes ( X ) No  
Board of Appeals Action Required: ( ) Yes ( X ) No  
Planning Board Action Required: ( X ) Yes ( ) No

Proposed Number of Floors 6  
Total Floor Area 100,000 Sq. Ft.

Other Comments: \_\_\_\_\_  
Date Dept. Review Due: \_\_\_\_\_

**BUILDING DEPARTMENT SITE PLAN REVIEW**  
(Does not include review of construction plans)

- Use does NOT comply with Zoning Ordinance  
 Requires Board of Appeals Action  
 Requires Planning Board/City Council Action

Explanation \_\_\_\_\_

- Use complies with Zoning Ordinance — Staff Review Below

Zoning:  
SPACE & BULK,  
as applicable

	DATE	ZONE LOCATION	INTERIOR OR CORNER LOT	40 FT. SETBACK AREA (SEC. 21)	USE	SEWAGE DISPOSAL	REAR YARDS	SIDE YARDS	FRONT YARDS	PROJECTIONS	HEIGHT	LOT AREA	BUILDING AREA	AREA PER FAMILY	WIDTH OF LOT	LOT FRONTAGE	OFF-STREET PARKING	LOADING BAYS
COMPLIES																		
COMPLIES CONDITIONALLY																		
DOES NOT COMPLY																		

CONDITIONS SPECIFIED BELOW  
REASONS SPECIFIED BELOW

REASONS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SIGNATURE OF REVIEWING STAFF/DATE

BUILDING DEPARTMENT—ORIGINAL



CITY OF PORTLAND, MAINE

389 CONGRESS STREET  
PORTLAND, MAINE 04101  
(207) 775-5451

DEPARTMENT OF PLANNING & URBAN DEVELOPMENT

P. SAMUEL HOFFSES, CHIEF  
INSPECTION SERVICES DIVISION

August 2, 1988

First Atlantic Corporation  
222 St. John Street  
Portland, Maine 04101

Re: 645 Congress St., Portland, Maine

Dear Sir:

Your application to make interior renovations (USM Dormitory) has been reviewed and a permit is herewith issued subject to the following requirements:

Site Plan Requirements

Fire Dept.	Approved	F.F. John Dobkowski
Inspection Div.	Approved	P.S. Hoffses
Public Works	Approved	S. Harris 7/7/88
Planning	Approved	D. Kienk 7/26/88

Fire & Building Code Requirements

Building #1

1. A complete automatic sprinkler system shall be maintained to NRPA #13 standards including zoned per floor and connected to the fire alarm system.
2. Pull stations may be deleted except at the main desk and in each apartment occupied by staff personnel.
3. All vertical openings shall be enclosed with two hour fire rate construction and 90 min. fire doors with self-closers.
4. All new stairways shall be constructed with non-combustible materials.

Buildings #1,2,3,4

1. A complete automatic fire and smoke alarm system shall be provided throughout, including manual pull stations in all unsprinkled buildings.
2. Emergency lighting and exit signs shall be provided for all exits and paths to exits.
3. All doors between corridors and living units shall be self-closing and in buildings 2, 3, 4, be 20 min. fire rated.

4. All units shall be provided with single station smoke detectors powered by the house current.
5. All areas used as public assemblies shall comply with Chapter #9 of the Life Safety Code.
6. The required fire alarm and sprinkler system shall be monitored by an approved Central Receiving Station or the Municipal fire alarm in accordance with Municipal Ordinance 2.5.

If you have any questions regarding these requirements, please do not hesitate to contact this office.

Sincerely,

P. Samuel Hoffses  
Chief, Inspection Services

cc: Lt. Collins, Fire Prevention  
Mr. D. Klenk, Planning  
Mr. S. Harris, Public Works

/lmc



PERMIT # 000921 TOWN OF PORTLAND BUILDING PERMIT APPLICATION MAP # 2111 LOT # 1

Please fill out any part which applies to job. Proper plans must accompany form.

Owner: First Atlantic Corporation  
 Address: 222 St. John Street, Portland, ME 04101

LOCATION OF CONSTRUCTION 205 Fore Street, Portland, ME

CONTRACTOR: Allied Construction SUBCONTRACTORS:  
 ADDRESS: 205 Fore Street, Portland, ME 04104

Est. Construction Cost: \$750,000 Type of Use: ISM Dormitory

Past Use: \_\_\_\_\_

Building Dimensions L          W          Sq. Ft.          # Stories:          Lot Size:         

Is Proposed Use:          Seasonal          Condominium          Apartment           
Conversion - Explain Interior renovations as per plans.

COMPLETE ONLY IF THE NUMBER OF UNITS WILL CHANGE  
 Residential Buildings Only:  
 # Of Dwelling Units          # Of New Dwelling Units         

Foundation:  
 1. Type of Soil: \_\_\_\_\_  
 2. Set Backs - Front \_\_\_\_\_ Rear \_\_\_\_\_ Side(s) \_\_\_\_\_  
 3. Footings Size: \_\_\_\_\_  
 4. Foundation Size: \_\_\_\_\_  
 5. Other: \_\_\_\_\_

Floor:  
 1. Sills Size: \_\_\_\_\_ Sills must be anchored.  
 2. Girder Size: \_\_\_\_\_  
 3. Lally Column Spacing: \_\_\_\_\_ Size: \_\_\_\_\_  
 4. Joists Size: \_\_\_\_\_ Spacing 16" O.C.  
 5. Bridging Type: \_\_\_\_\_ Size: \_\_\_\_\_  
 6. Floor Sheathing Type: \_\_\_\_\_ Size: \_\_\_\_\_  
 7. Other Material: \_\_\_\_\_

Exterior Walls:  
 1. Siding Size \_\_\_\_\_ Spacing \_\_\_\_\_  
 2. No. windows \_\_\_\_\_  
 3. No. Doors \_\_\_\_\_  
 4. Header Sizes \_\_\_\_\_ Span(s) \_\_\_\_\_  
 5. Bracing: Yes \_\_\_\_\_ No \_\_\_\_\_  
 6. Corner Posts Size \_\_\_\_\_  
 7. Insulation Type \_\_\_\_\_ Size \_\_\_\_\_  
 8. Sheathing Type \_\_\_\_\_ Size \_\_\_\_\_  
 9. Siding Type \_\_\_\_\_ Weather Exposure \_\_\_\_\_  
 10. Masonry Materials \_\_\_\_\_  
 11. Metal Materials \_\_\_\_\_

Interior Walls:  
 1. Siding Size \_\_\_\_\_ Spacing \_\_\_\_\_  
 2. Header Sizes \_\_\_\_\_ Span(s) \_\_\_\_\_  
 3. Wall Covering Type \_\_\_\_\_  
 4. Fire Wall if required \_\_\_\_\_  
 5. Other Materials \_\_\_\_\_

For Official Use Only

Date: <u>June 23, 1988</u>	Subdivision: Yes / No _____
Inside Fire Limits _____	Name _____
Bldg Code _____	Lot _____
Time Limit _____	Block _____
Estimated Cost: <u>\$750,000</u>	Permit Expiration: _____
Value Structure _____	Ownership: _____ Public _____ Private _____
Fee <u>\$2,110.00</u>	

Ceiling:  
 1. Ceiling Joists Size: \_\_\_\_\_  
 2. Ceiling Strapping Size \_\_\_\_\_ Spacing \_\_\_\_\_  
 3. Type Ceiling: \_\_\_\_\_  
 4. Insulation Type \_\_\_\_\_ Size \_\_\_\_\_  
 5. Ceiling Height: \_\_\_\_\_

Roof:  
 1. Truss or Rafter Size AUS \_\_\_\_\_  
 2. Sheathing Type OSB \_\_\_\_\_  
 3. Roof Covering Type Asph/Flt \_\_\_\_\_  
 4. Other: \_\_\_\_\_

Chimneys:  
 Type: \_\_\_\_\_ Number of Fire Places Portland

Heating:  
 Type of Heat: \_\_\_\_\_

Electrical:  
 Service Entrance Size: \_\_\_\_\_ Smoke Detector Required Yes \_\_\_\_\_ No \_\_\_\_\_

Plumbing:  
 1. Approval of soil test if required Yes \_\_\_\_\_ No \_\_\_\_\_  
 2. No. of Tubs or Showers \_\_\_\_\_  
 3. No. of Flushes \_\_\_\_\_  
 4. No. of Lavatories \_\_\_\_\_  
 5. No. of Other Fixtures 00-241-C

Swimming Pools:  
 1. Type: \_\_\_\_\_  
 2. Pool Size: \_\_\_\_\_ x \_\_\_\_\_ Square Footage \_\_\_\_\_  
 3. Must conform to National Electrical Code and State Law.

Zoning:  
 District B-3 Street Frontage Req.: \_\_\_\_\_ Provided \_\_\_\_\_  
 Required Setbacks: Front \_\_\_\_\_ Back \_\_\_\_\_ Side \_\_\_\_\_

Review Required:  
 Zoning Board Approval: Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_  
 Planning Board Approval: Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_  
 Conditional Use: \_\_\_\_\_ Variance \_\_\_\_\_ Site Plan \_\_\_\_\_ Subdivision \_\_\_\_\_  
 Shore and Floodplain Mgmt \_\_\_\_\_ Special Exception \_\_\_\_\_  
 Other (Explain) \_\_\_\_\_  
 Date Approved June 23, 1988

Permit Received By \_\_\_\_\_

Signature of Applicant FRB **PERMIT ISSUED** 6-23-88  
 Signature of CEO [Signature] **WITH** 8-6-88

Inspection Dates \_\_\_\_\_

PERMIT # 921 TOWN OF PORTLAND BUILDING PERMIT APPLICATION MAP # \_\_\_\_\_ LOT# \_\_\_\_\_

Please fill out any part which applies to job. Proper plans must accompany form. 772-

Owner: First Atlantic Corporation Call when ready, Claire 2888

Address: 222 St. John Street, Portland, ME 04101

LOCATION OF CONSTRUCTION 445 Congress Street, Portland, ME

CONTRACTOR: Allied Construction SUBCONTRACTORS: \_\_\_\_\_

ADDRESS: 208 Fore Street, Portland, ME 04104

Est. Construction Cost: \$750,000 Type of Use: HSM Dormitory

Past Use: \_\_\_\_\_

Building Dimensions L \_\_\_\_\_ W \_\_\_\_\_ Sq. Ft. \_\_\_\_\_ # Stories \_\_\_\_\_ Lot Size: \_\_\_\_\_

Is Proposed Use \_\_\_\_\_ Seasonal \_\_\_\_\_ Condominium \_\_\_\_\_ Apartment \_\_\_\_\_

Conversion - Explain Interior renovations as per plans.

COMPLETE ONLY IF THE NUMBER OF UNITS WILL CHANGE

Residential Buildings Only: # Of Dwelling Units \_\_\_\_\_ # Of New Dwelling Units \_\_\_\_\_

Foundation:  
 1. Type of Soil: \_\_\_\_\_  
 2. Set Backs - Front \_\_\_\_\_ Rear \_\_\_\_\_ Side(s) \_\_\_\_\_  
 3. Footings Size: \_\_\_\_\_  
 4. Foundation Size: \_\_\_\_\_  
 5. Other \_\_\_\_\_

Floor:  
 1. Sills Size: \_\_\_\_\_ Sills must be anchored.  
 2. Girder Size: \_\_\_\_\_  
 3. Lally Column Spacing: \_\_\_\_\_ Size: \_\_\_\_\_  
 4. Joists Size: \_\_\_\_\_ Spacing 16" O.C.  
 5. Bridging Type: \_\_\_\_\_ Size: \_\_\_\_\_  
 6. Floor Sheathing Type: \_\_\_\_\_ Size: \_\_\_\_\_  
 7. Other Material: \_\_\_\_\_

Exterior Walls:  
 1. Studding Size \_\_\_\_\_ Spacing \_\_\_\_\_  
 2. No. windows \_\_\_\_\_  
 3. No. Doors \_\_\_\_\_  
 4. Header Sizes \_\_\_\_\_ Span(s) \_\_\_\_\_  
 5. Bracing: Yes \_\_\_\_\_ No \_\_\_\_\_  
 6. Corner Posts Size \_\_\_\_\_  
 7. Insulation Type \_\_\_\_\_ Size \_\_\_\_\_  
 8. Sheathing Type \_\_\_\_\_ Size \_\_\_\_\_  
 9. Siding Type \_\_\_\_\_ Weather Exposure \_\_\_\_\_  
 10. Masonry Materials \_\_\_\_\_  
 11. Metal Materials \_\_\_\_\_

Interior Walls:  
 1. Studding Size \_\_\_\_\_ Spacing \_\_\_\_\_  
 2. Header Sizes \_\_\_\_\_ Span(s) \_\_\_\_\_  
 3. Wall Covering Type \_\_\_\_\_  
 4. Fire Wall if required \_\_\_\_\_  
 5. Other Materials \_\_\_\_\_

For Official Use Only	
Date <u>June 23, 1988</u>	Subdivision: Yes / No _____
Inside Fire Limits _____	Name _____
Bldg Code _____	Lot _____
Time Limit _____	Block _____
Estimated Cost <u>\$750,000</u>	Permit Expiration: _____
Value Structure _____	Ownership: _____ Public _____ Private _____
Fee <u>\$3,770.00</u>	

Ceiling:  
 1. Ceiling Joists Size: \_\_\_\_\_ Spacing: \_\_\_\_\_  
 2. Ceiling Strapping Size \_\_\_\_\_  
 3. Type Ceilings: \_\_\_\_\_  
 4. Insulation Type \_\_\_\_\_  
 5. Ceiling Height: \_\_\_\_\_

Roof:  
 1. Truss or Rafter Size \_\_\_\_\_  
 2. Sheathing Type \_\_\_\_\_  
 3. Roof Covering Type \_\_\_\_\_  
 4. Other \_\_\_\_\_

Chimneys: Type: \_\_\_\_\_ Number of Fire Places \_\_\_\_\_

Heating: Type of Heat: \_\_\_\_\_

Electrical: Service Entrance Size: \_\_\_\_\_ Smoke Detector Required Yes \_\_\_\_\_ No \_\_\_\_\_

Plumbing:  
 1. Approval of soil test if required Yes \_\_\_\_\_ No \_\_\_\_\_  
 2. No. of Tubs or Showers \_\_\_\_\_  
 3. No. of Flushes \_\_\_\_\_  
 4. No. of Lavatories \_\_\_\_\_  
 5. No. of Other Fixtures \_\_\_\_\_

Swimming Pools:  
 1. Type: \_\_\_\_\_  
 2. Pool Size: \_\_\_\_\_ x \_\_\_\_\_ Square Footage \_\_\_\_\_  
 3. Must conform to National Electrical Code and State Law.

Zoning: District \_\_\_\_\_ Street Frontage Req.: \_\_\_\_\_ Provided \_\_\_\_\_  
 Required Setbacks: Front \_\_\_\_\_ Back \_\_\_\_\_ Side \_\_\_\_\_

Review Required:  
 Zoning Board Approval: Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_  
 Planning Board Approval: Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_  
 Conditional Use: \_\_\_\_\_ Variance \_\_\_\_\_ Site Plan \_\_\_\_\_ Subdivision \_\_\_\_\_  
 Shore and Floodplain Mgmt. \_\_\_\_\_ Special Exception \_\_\_\_\_  
 Other (Explain) \_\_\_\_\_  
 Date Approved \_\_\_\_\_

Permit Received By Nancy L. Dzema

Signature of Applicant Claire Du Maine Date 6-23-88

Signature of CEO \_\_\_\_\_ Date \_\_\_\_\_

Inspection Dates 8 Mrs Irving

PERMIT # 002322 CITY OF Portland BUILDING PERMIT APPLICATION MAP # \_\_\_\_\_ LOT# \_\_\_\_\_

Please fill out any part which applies to job. Proper plans must accompany form.

Owner: University of Maine

Address: 645 Congress St., Portland

LOCATION OF CONSTRUCTION 645 Congress St. / kitchen

CONTRACTOR: Ledgewood, Inc. SUBCONTRACTORS: 775-0741

ADDRESS: POBox 8107, Portland 04104 *Call when*

Est. Construction Cost: \$235,000 Type of Use: kitchen *ready*

Past Use: \_\_\_\_\_ *Bill Roles*

Building Dimensions L \_\_\_\_\_ W \_\_\_\_\_ Sq. Ft. \_\_\_\_\_ # Stories: \_\_\_\_\_ Lot Size: \_\_\_\_\_

Is Proposed Use: \_\_\_\_\_ Seasonal \_\_\_\_\_ Condominium \_\_\_\_\_ Apartment \_\_\_\_\_

Conversion - Explain Interior renovations to kitchen. 2 complete

COMPLETE ONLY IF THE NUMBER OF UNITS WILL CHANGE sets of plans submitted.

Residential Buildings Only: \_\_\_\_\_

# Of Dwelling Units \_\_\_\_\_ # Of New Dwelling Units \_\_\_\_\_

- Foundation:
1. Type of Soil: \_\_\_\_\_
  2. Set Backs - Front \_\_\_\_\_ Rear \_\_\_\_\_ Side(s) \_\_\_\_\_
  3. Footings Size: \_\_\_\_\_
  4. Foundation Size: \_\_\_\_\_
  5. Other \_\_\_\_\_

- Floor:
1. Sills Size: \_\_\_\_\_ Sills must be anchored.
  2. Girder Size: \_\_\_\_\_
  3. Lally Column Spacing: \_\_\_\_\_ Size: \_\_\_\_\_
  4. Joists Size: \_\_\_\_\_ Spacing 16" O.C.
  5. Bridging Type: \_\_\_\_\_ Size: \_\_\_\_\_
  6. Floor Sheathing Type: \_\_\_\_\_ Size: \_\_\_\_\_
  7. Other Material: \_\_\_\_\_

- Exterior Walls:
1. Studding Size \_\_\_\_\_ Spacing \_\_\_\_\_
  2. No. windows \_\_\_\_\_
  3. No. Doors \_\_\_\_\_
  4. Header Sizes \_\_\_\_\_ Span(s) \_\_\_\_\_
  5. Bracing: Yes \_\_\_\_\_ No \_\_\_\_\_
  6. Corner Posts Size \_\_\_\_\_
  7. Insulation Type \_\_\_\_\_ Size \_\_\_\_\_
  8. Sheathing Type \_\_\_\_\_ Size \_\_\_\_\_
  9. Siding Type \_\_\_\_\_ Weather Exposure \_\_\_\_\_
  10. Masonry Materials \_\_\_\_\_
  11. Metal Materials \_\_\_\_\_

- Interior Walls:
1. Studding Size \_\_\_\_\_ Spacing \_\_\_\_\_
  2. Header Sizes \_\_\_\_\_ Span(s) \_\_\_\_\_
  3. Wall Covering Type \_\_\_\_\_
  4. Fire Wall if required \_\_\_\_\_
  5. Other Materials \_\_\_\_\_

**For Official Use Only**

Date July 7, 1989 Subdivision: Yes / No \_\_\_\_\_

Inside Fire Limits \_\_\_\_\_ Name \_\_\_\_\_

Blgd Code \_\_\_\_\_ Lot \_\_\_\_\_

Time Limit \_\_\_\_\_ Block \_\_\_\_\_

Estimated Cost \$235,000 Permit Expiration: \_\_\_\_\_

Value/Structure \_\_\_\_\_ Ownership: \_\_\_\_\_ Public \_\_\_\_\_ Private \_\_\_\_\_

Fee \$1,195.00

- Ceiling:
1. Ceiling Joists Size: \_\_\_\_\_
  2. Ceiling Strapping Size \_\_\_\_\_ Spacing \_\_\_\_\_
  3. Type Ceiling: \_\_\_\_\_
  4. Insulation Type \_\_\_\_\_ Size \_\_\_\_\_
  5. Ceiling Height: \_\_\_\_\_

- Roof:
1. Truss or Rafter Size \_\_\_\_\_ Span \_\_\_\_\_
  2. Sheathing Type \_\_\_\_\_ Size \_\_\_\_\_
  3. Roof Covering Type \_\_\_\_\_
  4. Other \_\_\_\_\_

Chimneys: \_\_\_\_\_

Type: \_\_\_\_\_ Number of Fire Places \_\_\_\_\_

Heating: \_\_\_\_\_

Type of Heat: \_\_\_\_\_

Electrical: \_\_\_\_\_

Service Entrance Size: \_\_\_\_\_ Smoke Detector Required Yes \_\_\_\_\_ No \_\_\_\_\_

- Plumbing:
1. Approval of soil test if required Yes \_\_\_\_\_ No \_\_\_\_\_
  2. No. of Tubs or Showers \_\_\_\_\_
  3. No. of Flushes \_\_\_\_\_
  4. No. of Lavatories \_\_\_\_\_
  5. No. of Other Fixtures \_\_\_\_\_

- Swimming Pools:
1. Type: \_\_\_\_\_
  2. Pool Size: \_\_\_\_\_ x \_\_\_\_\_ Square Footage \_\_\_\_\_
  3. Must conform to National Electrical Code and State Law.

Zoning: \_\_\_\_\_

District \_\_\_\_\_ Street Frontage Req. \_\_\_\_\_ Provided \_\_\_\_\_

Required Setbacks: Front \_\_\_\_\_ Back \_\_\_\_\_ Side \_\_\_\_\_ Side \_\_\_\_\_

Review Required: \_\_\_\_\_

Zoning Board Approval: Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_

Planning Board Approval: Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_

Conditional Use: \_\_\_\_\_ Variance \_\_\_\_\_ Site Plan \_\_\_\_\_ Subdivision \_\_\_\_\_

Shore and Floodplain Mgmt \_\_\_\_\_ Special Exception \_\_\_\_\_

Other (Explain) \_\_\_\_\_

Date Approved \_\_\_\_\_

Permit Received By Nancy Grossman

Signature of Applicant William H. Roles Date 7-7-89

Signature of CEO \_\_\_\_\_ Date \_\_\_\_\_

Inspection Dates (5) MW



CITY OF PORTLAND, MAINE  
Department of Building Inspection

# Certificate of Occupancy

LOCATION 645 Congress Street

Issued to First Atlantic Corp.

Date of Issue December 30, 1988

This is to certify that the building, premises, or part thereof, at the above location, built—altered—changed as to use under Building Permit No. 88/921, has had final inspection, has been found to conform substantially to requirements of Zoning Ordinance and Building Code of the City, and is hereby approved for occupancy or use, limited or otherwise, as indicated below.

PORTION OF BUILDING OR PREMISES

Entire main building

APPROVED OCCUPANCY

USM offices and dormitory

Limiting Conditions:

None

This certificate supersedes  
certificate issued

Approved:

12/30/88  
(Date)

Inspector

*James F. Collins, Sr.*  
Inspector of Buildings

D. Russo

Notice: This certificate identifies lawful use of building or premises, and ought to be transferred from owner to owner when property changes hands. Copy will be furnished to owner or lessee for one dollar.



CITY OF PORTLAND, MAINE  
Department of Building Inspection

# Certificate of Occupancy

LOCATION 645 Congress Street

Issued to **First Atlantic Corp.**

Date of Issue December 30, 1968

This is to certify that the building, premises, or part thereof, at the above location, built—altered—changed as to use under Building Permit No. 88/921, has had final inspection, has been found to conform substantially to requirements of Zoning Ordinance and Building Code of the City, and is hereby approved for occupancy or use, limited or otherwise, as indicated below.

PORTION OF BUILDING OR PREMISES

APPROVED OCCUPANCY

Entire main building

USH offices and dormitory

Limiting Conditions:

None

This certificate supersedes  
certificate issued

Approved:

12/30/68  
(Date)

Inspector

*James P. Collins, Sr.*

Inspector of Buildings

Notice: This certificate identifies lawful use of building or premises, and ought to be transferred from owner to owner when property changes hands. Copy will be furnished to owner or lessee for one dollar.

**From:** Marge Schmuckal  
**To:** Alex Jaegerman ; Barbara Barhydt; Lee Urban; Penny Littell ; T. J. Martzial  
**Date:** 2/1/2008 12:32:30 PM  
**Subject:** Re: Fwd: Portland Hall ....USM

I realize that this is a draft, but it should be dated. I'm sure that it will be referred to in the future.  
Marge

>>> Alex Jaegerman 2/1/2008 12:17:41 PM >>>  
I have drafted a letter, attached.

Is this OK to go? Editorial comments welcome.

Alex.

>>> "Craig Hutchinson" <[hutchins@usm.maine.edu](mailto:hutchins@usm.maine.edu)> 2/1/2008 8:49:51 AM >>>  
Alex

Thank you for the conversation yesterday. As indicated, we are very close to moving the Portland Hall property disposition forward. It would be most helpful to receive confirmation from you that Housing Replacement Ordinance is not considered applicable to the property by the City.

I appreciate your consideration on this matter.

Regards  
Craig

Craig Hutchinson  
Vice President  
Student and University Life  
PO Box 9300, 96 Falmouth St.  
Portland, Maine 04104-9300  
Tel: 207-780-4035  
Fax: 207-780-4795





# PORTLAND, MAINE

*Strengthening a Remarkable City, Building a Community for Life*  
[www.portlandmaine.gov](http://www.portlandmaine.gov)

Planning and Development Department  
Lee D. Urban, Director

Planning Division  
Alexander Jaegerman, Director

Craig Hutchinson  
Vice President  
Student and University Life  
PO Box 9300, 96 Falmouth St.  
Portland, Maine 04104-9300

Dear Craig:

We have considered the question posed by USM as to whether USM's Portland Hall, located at 645 Congress Street, is subject to the Housing Replacement provisions of the municipal code. Based on information provided by you to Marge Schmuckal, summary attached, we conclude that Portland Hall is a dormitory use, and is not a dwelling or rooming unit use subject to the provisions of Division 29, Preservation and Replacement of Housing Units.

Sincerely,

Alexander Jaegerman  
Planning Division Director

Attachment: Email from Marge Schmuckal, 12-21-07

CC: Lee Urban, Director of Planning & Development  
Barbara Barhydt, Development Review Service Manager  
Marge Schmuckal, Zoning Administrator  
Penny Littell, Associate Corporation Counsel  
T. J. Martzial, Housing & Neighborhood Services Division Director

**From:** Marge Schmuckal  
**To:** ALEX JAEGERMAN; Barbara Barhydt ; PENNY LITTELL; T. J. Martzial  
**Date:** 12/21/2007 10:08:13 AM  
**Subject:** 645 Congress St - USM

Yesterday I spoke with Craig Hutchinson who is the VP of student and university life and who oversees Portland Hall. I questioned him about Portland Hall.

The only clients or renters are thru the University system. There is a contractual relationship with SMCC, although they work directly with the students when placing them. They used to have a contractual relationship with MECCA until MECCA bought the old Everett Hotel on Oak Street several years ago.

When I asked, can a non-student lease from them, he said "no". But he qualified that answer. It is not a lease, it is better termed a "license" per Mr. Hutchinson. The students have a contract to live within the described walls - the students sign a room and board type agreement. per semester.

When asked to describe the criteria for leasing (my term) the units, he stated that they have a "policy" to house only full time students - for undergrads they need to be carrying 12 credits or more - and for grad students 9 credits or more. However, not many grad students stay there.

There are two basic semesters and a summer semester. During the summer semester typically ½ of the building is occupied.

If this information precipitates any further questions, Mr. Hutchinson would be willing to discuss this further. I will be glad to call him back.

I keyed in on the word "license" which indicates a different type of unit - more like a hotel - motel where State laws allow different criteria for eviction etc. Is that right, Penny?

Mr. Hutchinson would like to get something in writing from the Planning Authority concerning the Replacement Housing Ordinance and how Portland Hall may or may not be affected by it.

Marge

**CC:** Lee Urban



February 14, 2008

Mr. Craig Hutchinson  
Vice President  
USM Student and University Life  
96 Falmouth Street  
P.O. Box 9300  
Portland, Maine 04104-9300

Dear Mr. Hutchinson:

I am working with the Department of Planning and Urban Development in responding to your inquiry of whether the City's Housing Replacement Ordinance would apply to the building owned by the University of Maine System, located at 645 Congress Street, and commonly referred to as "Portland House." I know that Marge Schmuckal, the City's Zoning Administrator, had a conversation with you about this matter. In follow-up to that discussion, please provide to the City the following documents. These documents will allow the City to provide an informed answer to your inquiry.

- 1) A copy of the policy in place regarding the eligibility requirements and the rights and responsibilities of those seeking to utilize Portland Hall for dormitory purposes; and
- 2) A copy of the policy in place at the USM Gorham Campus regarding the eligibility requirements and the rights and responsibilities of those seeking to utilize dormitories on the Gorham Campus; and
- 3) A copy of the agreement between the University and all other educational institution regarding the use of Portland Hall to provide living space to persons outside the University of Maine system; and
- 4) A copy of the agreement required by the University to be signed by those utilizing Portland Hall; and
- 5) A copy of the agreement required by the University to be signed by those utilizing a dormitory on the Gorham Campus; and
- 6) How many rooms are contained within Portland Hall used for sleeping purposes?
- 7) You indicated in a recent email that the University is "very close to moving the Portland Hall property disposition forward." What is the proposed future use of Portland Hall?

Thank you for your anticipated response to this correspondence. Please do not hesitate to contact me should you have any questions.

Sincerely,

**Penny Littell**  
Associate Corporation Counsel

**Cc: Lee Urban**  
Alex Jaegerman  
Marge Schmuckal  
T.J. Martzial  
Barbara Barhydt

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# PORTLAND MAINE

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**Planning and Development Department**  
Lee D. Urban, Director

**Planning Division**  
Alexander Jaegerman, Director

March 31, 2008

Craig Hutchinson, Vice President  
Student and University Life  
University of Southern Maine  
P.O. Box 9300  
Portland, ME 04104-9300

Dear Mr. Hutchinson:

We have considered the question posed by USM as to whether USM's Portland Hall, located at 645 Congress Street, is subject to the City of Portland Housing Replacement provisions of the municipal code. Based on the information provided by you, we conclude that Portland Hall is an educational institutional use and therefore is not subject to the provisions of Division 29, Preservation and Replacement of Housing Units.

Any applicant aggrieved by this decision may appeal to the Planning Authority within 30 days of this decision.

Sincerely,

Lee Urban

Director of Planning and Development

Enc.

Cc: Alexander Jaegerman, Planning Division Director  
Barbara Barhydt, Development Review Service Manager  
Marge Schmuckal, Zoning Administrator ✓  
Penny Littell, Associate Corporation Counsel  
T.J. Martzial, Housing & Neighborhood Services Division Director

O:\letters 2008\hutchinson 033108

APR - 1 2008

**University of Southern Maine**

## Summer Housing

### Campus Resources and Accommodations

Applications available at Residential Life and Resident Education, 100 Upton Hall, Gorham

and Residential Life, 2nd floor, Portland Hall, Portland

You may also call our offices at 207-780-5240 or 228-8600 to request an application.

### Summer housing applications for 2008 are now available!

To qualify for on-campus accommodations during the summer, you must be registered at U.S.M. for Summer 2008 or pre-registered for Fall 2008 classes. If you owe a past due balance for Spring 2008 charges, you will not be allowed to live in summer housing. Housing charges for Summer 2008 are expected to be paid in full prior to moving in to the residence halls for summer. A payment plan option for housing and tuition may be available to USM students wishing to live on campus for the full summer. Please contact the Student Billing office at 780-5200 to discuss a payment plan.

On-campus accommodations are available beginning **Sunday, May 11, 2008** with a move out date of **Friday, August 15, 2008**. You will need to make arrangements for other accommodations between Friday, August 15 and the official move in date in September. If you are going to be a continuing student, we will allow you to move your possessions ONLY into your fall room at the end of the summer housing period. Please contact our office for details during your summer stay. Nightly, weekly, and full summer accommodations are available in Robie Hall on the Gorham campus and in Portland Hall at 645 Congress St. in Portland. Room/suite types (e.g. singles) may be limited and are assigned on a first-come, first-served basis. If you choose a room or suite that is not fully occupied and you do not specify a roommate, one or more may be assigned to you.

Furnishings include a bed, desk, desk chair, closet(s), drawer space and MicroFridge unit (combination microwave, refrigerator and freezer). Please leave the MicroFridge clean upon check out, or a \$25.00 cleaning fee may be assessed. Linen may be rented on a nightly or weekly basis, or you may provide your own. Each room has a main light, but you may want to bring a study light for task lighting. A common kitchen is available in both Robie Hall and Portland Hall. Major kitchen appliances are also provided in Portland Hall suites.

Bathrooms in Gorham are community style and separate for men and women. All Portland Hall rooms/suites have in-unit bathrooms. Please, no pets in the

Portland  
House  
645 Congress St

residence halls besides fish in aquariums, seeing eye dogs or simian aids. Health and fire regulations prohibit cooking in residence hall rooms (except Portland Hall suites).

Limited meal plans may be available during the summer months; please call Dining Services at 780-5420 to inquire. Numerous restaurants are within a short walking distance in Gorham and Portland. For grocery items, Gorham has a Hannaford grocery store that is about a 10 minute walk away. There is a Hannaford on Forest Ave. in Portland, about a 15 minute walk away, and a Whole Foods near the Portland campus.

After we receive your summer housing application, we will verify your account and registration status. A confirmation letter will be sent to you with your room assignment, check-in information and the balance due. Please remember that charges must be paid before moving in. Only full summer accommodations may eligible for a three payment plan through Student Billing.

For more information regarding summer housing, please contact the Department of Residential Life and Resident Education, 100 Upton Hall, Gorham, Maine 04038. Telephone (207)780-5240, fax (207)780-5597 or e-mail us at [reslife@usm.maine.edu](mailto:reslife@usm.maine.edu).

**Rates for Summer 2008 Housing**

<b>Portland Hall</b>	<b>Gorham</b>	<b>Nightly</b>	<b>Weekly</b>	<b>Full Summer</b>
Single	Single	\$ 18.85	\$113.00	\$1,475.00
Double	Double	\$ 15.05	\$ 91.00	\$1,180.00
Suite (Single)		\$ 19.90	\$119.00	\$1,555.00
Suite (Double)		\$ 18.85	\$113.00	\$1,475.00
Suite (Triple/Quad)		\$ 17.60	\$ 106.00	\$1,380.00

**Linen rental charge is \$4.00 per night or \$20.00 per week. Linens include towel, washcloth, sheets, pillow, pillowcase and blanket.**

**We have a limited supply of fans for rent for \$1.00/night.**

Summer Housing Refund Rate Policy

Cancellation prior to arrival.....100%

Cancellation in writing after arrival but prior to mid-point of reserved stay.....50%

Cancellation in writing at or after mid-point of reserved stay..... NO  
REFUND





Lee Urban- Director of Planning and Development  
Marge Schmuckal, Zoning Administrator

**Meeting Information**

DATE: 8/19/08

LOCATION: 645 Congress St - The Old Portland Hall

PEOPLE PRESENT: Greg Shumburg - Barbara - Marge - T.J. M  
Deb. A

ZONE: B-3 / R-6 - Historic - PAD (Pedestrian Activities Dist) OLD Port overlay Zone

DISCUSSION: HAS A purchase & Sales Agreement  
134 pkg spaces existing per advertising - main Bldg 6 stories  
Never Qualify for tax credits for historic -  
G.S. - will be apartments - retail on  
This would be considered a change of use - subdivision also  
may want to do self storage which would entail a text change  
The Yankee Clipper wing would possibly be Demol'd & turned into a  
RED FLAG by → surface parking lot -  
→ Zoning is a Conditional Use  
APPEAL for passenger cars for R-6 uses

Barbara: Parking - Drainage / buffering -  
→ Sectional regarding with a phasing PLAN IS POSSIBLE  
T.J. Question - 4 to 5 Bed room - Does the immigration community need?  
D.A - Demoning another bldg wing would ALSO be A RED FLAG -  
Lead print → Rhonda Jones is the person - 51% rented to 80% income or below  
"Home Funds" Discussed - rents may have to be lower  
Affordable housing Reduction of fees → Barbara - can only use if NO public funds

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Questions about the short Street off Deering Street → check public works  
Room 315 - 389 Congress Street - Portland, Maine 04101 (207) 874-8695 - FAX:(207) 874-8716 - TTY:(207) 874-3936



# PORTLAND MAINE

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Lee Urban- Director of Planning and Development  
Marge Schmuckal, Zoning Administrator

## Meeting Information

DATE: 7/14/06

LOCATION: 631 Congress St - USM

PEOPLE PRESENT: Terry Turner - Marge - Alex - Shukria - Sarah

ZONE: B-3 / R-6 Along Deering St

### NEXT STEPS:

**REALTY RESOURCES**  
CHARTERED  
7/14/06  
Terry Turner

Cell: (207) 712-6793  
Portland: (207) 781-3318

247 Commercial St.,  
Rockport, ME 04856  
Phone: (207) 236-6002  
Fax: (207) 236-6307  
tst@maine.rr.com

SRO in existing front  
Retail on 1st floor

R-6 in REAR (100' back)  
Historic District

Parking requirements discussed -  
over 50,000<sup>sq</sup> ft PB, will

be a major site plan to the Planning Bd  
Determine Parking  
ldg permits

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**From:** "Terry Turner" <tst@maine.rr.com>  
**To:** "Sarah Hopkins" <SH@portlandmaine.gov>  
**Date:** 7/6/2006 7:26:39 AM  
**Subject:** RE: USM Portland Hall

Can you set up a meeting with Marge at your convenience as long as it is not a Monday before 1:00.

-----Original Message-----

From: Sarah Hopkins [mailto:SH@portlandmaine.gov]  
Sent: Thursday, June 29, 2006 2:37 PM  
To: tst@maine.rr.com  
Subject: RE: USM Portland Hall

I'm so glad for Al that you bought the land. Now he can relax! Maybe?  
I'll be the contact until I can find someone else to review it.  
We should meet with Marge to go thru the zoning, also, keep in mind that there may be a historic district to the rear.  
-sarah

>>> "Terry Turner" <tst@maine.rr.com> 06/29/2006 10:08:07 AM >>>

Sitting down with staff may be premature. If we move forward it will be with other development partners. Right now I am doing some zoning analysis as to what zoning currently allows and requires. It is a bunch of swirling pieces and ideas at this point and depends on who ventures in with us. Obviously it will be predominately residential in nature.

Are you still the contact on the former Waxler property? I say former as we have purchased the land. We will be moving forward with this project as soon as professional consultants are selected.

-----Original Message-----

From: Sarah Hopkins [mailto:SH@portlandmaine.gov]  
Sent: Wednesday, June 28, 2006 11:45 AM  
To: tst@maine.rr.com  
Cc: AQJ@portlandmaine.gov  
Subject: Re: USM Portland Hall

It will be me for now.

What an exciting project! We should sit down with a number of City people to give you some thoughts.  
-Sarah

>>> "Terry Turner" <tst@maine.rr.com> 06/28/2006 9:31:02 AM >>>

Realty Resources has been looking at the possible redevelopment of USM's Portland Hall. The property appears to be zoned B-3 with a PAD overlay and R-6 abutting Deering Street. I would like to know who would the contact person at planning regarding this possible project.

Terry Turner  
Real Estate Development Manager  
Realty Resources Chartered

received  
1/12/09

**From:** Stephen Smith <sa.smith@post.harvard.edu>  
**To:** Deb Andrews <DGA@portlandmaine.gov>  
**Date:** 1/7/2009 9:37:24 PM  
**Subject:** 645 congress st

Hi Deb...

It was great to see you and discuss the 645 Congress Street project today...

I've been reviewing the zoning code and I think that the use of the portion of the site which is in the R6 Zone (which is more or less the same as the portion of the site that's in the Deering St Historic District) as a commercial parking lot is not a permitted in the R6 zone. I think it's fairly clear that this is a commercial parking lot since they only propose 56 units but they propose 112 parking spaces, 56 more than required for the residential units. Parking is not listed in Sec 14-136 as a permitted use, except for the requirement that there be 1 space per residential unit - and since they are not proposing any residential units in the R6 zone portion of the site, no parking is permitted under this provision. Off-street parking is listed as a Conditional Use in the R6 zone but only "for uses permitted in the R-6 zone." Sec 14-135b.4 allows "accessory uses" -- which section 14-404(a) defines as "subordinate use of land...which is customarily incidental to the main building or to the principal use of the land and which is located on the same lot with the principal building or use." Sec 14-404(b) specifies that an allowed accessory use includes "off-street parking when serving conforming uses located in any zone, but not more that one (1) motor vehicle may be parked or stored per dwelling unit, except that three (3) motor vehicles may be parked on any lot use for a single or two (2) family house."

58  
58  
116 2 per D.U.

In short, I think parking is only allowed in R6 zone when accessory to permitted uses, and not as a commercial lot, so it seems clear to me that since they are proposing that the only use of the lot which is in the R6 zone is for parking that the proposed use is not permitted by zoning, either as a permitted use or as a conditional use.

62  
62  
124 less than  
2 per D.U.

I'd be interested in your thoughts on this...

best, Stephen

138 existing

**CC:** James Harnar Harnar <jharnar@maine.rr.com>, Kathleen McKeen <Kathleen\_B\_McKeen@keybank.com>



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Penny St. Louis Littell, Director of Planning and Development  
Marge Schmuckal, Zoning Administrator

HP meeting 1/12/09

# 2008-0184

Meeting Information

DATE: 1/12/09

ZONE: B-3 / R-6

Historic - PAD  
not yet  
Deb Review  
Advisory

LOCATION: 645 Congress St  
works with Ben

58 DU -  
1 retro  
new parky

works with Greg

PEOPLE PRESENT: Dave Douglas - Felicia T - Ben Walters -  
Alex - Deb Andrew - Greg Shumberg - Marge - Barbara -  
CWS

DISCUSSION:

works with facade - B-3 Design Standards  
IS going forward with detail on the 1st floor - maybe 1 tenant  
Infrastructure is driving the review for the facade  
Exterior contractor - rear facade is all brick  
replace all windows adjacent to Joe's smoke shop -  
? insulation on outside w/ areas - ? pushing bags outward -  
? license needed over city property?  
steel facade with galvanization perhaps  
Owen Haskell has completed a survey but has not placed the overhangs  
meets & boards  
→ not submitted yet  
1st workshop coming up next week  
Feb 3rd Neighborhood meeting scheduled  
Key - Quality of materials & Quality of details - finessing the details  
GLASS should read as clear

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Discussed The Surface parking in both the B-3 zone & R-6 zones  
Mitchell Assoc, in charge of the details of parking - lighting (including historic) etc

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Tom Gorrill to be his Parking/Traffic person