

**CITY OF PORTLAND**  
**HISTORIC PRESERVATION**  
**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**  
**APPLICATION**

**ALUMNI HALL – UNE WESTBROOK COLLEGE**



March 4, 2015



**University of New England**  
**Alumni Hall – UNE Westbrook College**  
Historic Preservation Application for Certificate of Appropriateness

Table of Contents

1. Application & Project Description
2. Existing Conditions Photos
3. Materials List
4. Drawings
  - CA1.1 – Existing Exterior Conditions
  - CA1.2 – Existing Exterior Conditions
  - CA1.3 – Existing Exterior Conditions
  - CA1.4 – Existing Exterior Conditions
  - A1.1 – Basement plan
  - A1.2 – First Floor Plan
  - A1.3 – Second Floor Plan
  - A1.4 – Roof Plan
  - A2.1 – Exterior Elevations
  - A2.2 – Exterior Elevations
  - A2.3 – Exterior Elevations
  - A2.4 – Exterior Elevations
  - A2.5 – Exterior Elevations
  - A2.6 – Exterior Elevations
  - A2.7 – Exterior Elevations
  - A2.8 – Exterior Elevations
  - A3.1 – Alumni Section
  - A3.2 – Alumni Section
  - A3.3 – Alumni Wall Section
  - A3.4 – Annex Section
  - A3.5 – Annex Section
  - A3.6 – Annex Section
  - A5.1. – Door Schedule
  - A5.2 – Window Schedule



Alumni Hall Rehabilitation  
University of New England  
Historic Preservation Review  
March 4, 2015

Materials List

1. Granite: reusing existing granite
2. Asphalt shingles:
  - a. CertainTeed XT25
  - b. Color Grey Frost
  - c. See Attached Cut sheet
3. Copper at the dome:
  - a) 20 oz with flat seem
4. Brick on Annex: To match Abplanalp brick.
5. Clap board:
  - a) Provide 4" exposed Western red cedar clapboards at the main part of the Annex and infill where clapboards as required on Abplanalp. Both are to receive a painted finishes.
6. Flush board:
  - a) Provide 1 x 6 Western red cedar board siding with no bevel at the Annex connector pieces.
7. Pavers:
  - a) Brick- reuse existing bricks
  - b) Trevia Tumbled Pavers
    - i. Color: granite blend
8. Lights:
  - a) Decorative Light -See attached cut sheet
  - b) Recessed lights :
    - i. Location: in brick- see attached cut sheets
  - c) Bollard lights in courtyard -existing to remain where they are currently located
9. Paint:
  - a) Colors to be provided at meeting
  - b) Exterior brick: Kiem- Exterior Paint for brick:
    - i. Keim Royalan exterior mineral silicate paint system or architect approved equal.
  - c) Exterior WD: Ben Moore, Sherwin Williams or similar exterior grad wood paint- 3 coat minimum
10. Shutters:
  - a) Grade: Premium.
  - b) Wood Species: Western red cedar-Spanish cedar is an alternate choice and shall be used only as approved by Architect.
  - c) Provide heavy duty exterior fixed louver of 1 3/8" thick cedar with with horns and mortise and tennon construction by Shutter Craft or architect approved equal.  
Hardware: Flat strap steel hinges, bullet catch / brick holds. Provide ABR X-100 pre-treatment (before primer) on the wood components.



Jeff Levine, AICP, Director  
Planning & Urban Development Department

**Electronic Signature and Fee Payment Confirmation**

Notice: Your electronic signature is considered a legal signature per state law.


By digitally signing the attached document(s), you are signifying your understanding this is a legal document and your electronic signature is considered a **legal signature** per Maine state law. You are also signifying your intent on paying your fees by the opportunities below.

I, the undersigned, intend and acknowledge that no Site Plan or Historic Preservation Applications can be reviewed until payment of appropriate application fees are **paid in full** to the Inspections Office, City of Portland Maine by method noted below:

- Within 24-48 hours, once my complete application and corresponding paperwork has been electronically delivered, I intend to **call the Inspections Office** at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.
- Within 24-48 hours, once my application and corresponding paperwork has been electronically delivered, I intend to **call the Inspections Office** at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.
- I intend to deliver a payment method through the U.S. Postal Service mail once my application paperwork has been electronically delivered.

  
Applicant Signature: \_\_\_\_\_

\_\_\_\_\_  
Date: 3/4/2015

  
I have provided digital copies and sent them on: \_\_\_\_\_

\_\_\_\_\_  
Date: 3/4/2015

NOTE: All electronic paperwork must be delivered to [buildinginspections@portlandmaine.gov](mailto:buildinginspections@portlandmaine.gov) or by physical means i.e. a thumb drive or CD to the Inspections Office, City Hall, 3<sup>rd</sup> Floor, Room 315.

# CITY OF PORTLAND, MAINE

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## HISTORIC PRESERVATION PROGRAM

Dear Applicant for Historic Preservation Review:

To receive a Certificate of Appropriateness for exterior or site alterations to a designated historic property, it is necessary for you to complete the enclosed application form and return it with a copy of proposed plans, drawings, specifications and application fee to the Department of Building Inspections, Portland City Hall, 389 Congress Street, Room 315, 3<sup>rd</sup> Floor, Portland, Maine, 04101.

Following a preliminary review of your application, historic preservation staff will determine whether the project requires Historic Preservation Board review or whether an administrative review is appropriate. (Routine or minor projects, such as sign or awning installations, are typically reviewed at the staff level.) If necessary, you may be asked to submit additional information.

For projects requiring Board review, the application should be submitted at least two weeks prior to the desired meeting date of the Historic Preservation Board—see attached meeting schedule. The Board meets on the first and third Wednesdays of each month. **Twelve (12) paper copies as well as one (1) digital copy of the application and supporting materials are required for Board reviews.**

Building and site alterations are reviewed for the conformance with the review standards of the historic preservation ordinance (attached). If your project involves new construction, a copy of the ordinance's new construction standards and guidelines is available upon request.

If you have questions about the application or would like guidance in meeting the ordinance review standards, feel free to contact me at 874-8726 or by e-mail at [dga@portlandmaine.gov](mailto:dga@portlandmaine.gov)

Sincerely,



Deborah G. Andrews  
Historic Preservation Program Manager

The Historic Preservation Ordinance and Review Standards as well as other information is available on the City's web site at <http://www.portlandmaine.gov/planning/historic.asp>

**Historic Preservation Program**  
**Department of Planning and Urban Development**  
Fourth Floor, City Hall  
389 Congress Street  
(207) 874-8721 or 874-8719

**Office Hours**  
Monday thru Friday  
8:00 a.m. – 4:30 p.m.

*Note: Your project may also require a building permit. Please call Building Inspections (874-8703) to make this determination.*



**Address:**

714 Stevens Avenue

**Chart Block Lot:**

145 A 003

**Project Description:**

The University of New England requests a second workshop with the Historic Preservation Board to review a proposed new design direction for the rehabilitation of Alumni Hall at its Historic Westbrook College Campus in Portland. UNE continues to fund raise for a complete rehabilitation of Alumni Hall.

The building was the first structure built for the Westbrook Seminary in 1834 in the Federal Style. It presents a central bell tower that was removed from Portland's Market House, which was renovated into Portland's first City Hall in Market Square, now Monument Square. Alumni Hall served as a classroom facility for up to 124 students until it was mothballed in 2012. The program to be housed in the rehabilitated structure will include executive offices, Alumni Affairs offices and conference and meeting space, as well as a student lounge. UNE's mission includes the stated goal of fostering collaborative learning by mixing administrative, teaching and student spaces. In this spirit, the design intent is to provide student lounge space within the rehabilitation project. As before, the building will require a new code compliant elevator and egress stair in order to meet code requirements.

As described previously, Alumni Hall creates the southeast anchor of a horse-shoe shaped collection of buildings from multiple eras. Mirroring Alumni to the north is the Francis Fassett designed McArthur Gymnasium, built in 1900 in a Victorian Eclectic style and since converted to library space. Immediately behind Alumni is a simple one story wood framed annex that was moved from Allen's Corner sometime after it was constructed in 1849 to a field just south of Alumni. It was moved to the rear of Alumni around 1869 and served as a chapel. In 1938 a compatible addition was added perpendicular to the rear of the annex and included the addition of a new entry at the south facade of the annex. Finally, in 1987 Abplanalp Library was added as a connector between the rear of McArthur Gymnasium and the rear of the original Annex. The 1938 addition of the Annex was demolished and a portion of the original one room Annex was reworked to include a fire stair for the new addition. The Abplanalp Library addition was designed in the Post Modern style and created a raised interior courtyard between the collection of buildings.

This package contains more information and refinement to the proposed addition and restoration that was presented on January 21, 2015. The design presented at the last workshop envisioned the removal of the one story wood-framed annex and introduces massing that the University feels is more compatible with the historic Alumni block. The new egress stair is now within the footprint of Alumni Hall itself, and places the new two story elevator addition just to the rear of Alumni. The floor of the proposed addition continues to house the reception function space, but moves the student lounge to a newly created full basement space below. The massing and detailing of the addition harkens back to the memory of the original Annex with a one story primary, four bay, pitched roof block set midway between Alumni Hall and

Abplanalp Library. New bookending connector elements will join the primary block of the addition to Alumni at the south and Abplanalp to the north.

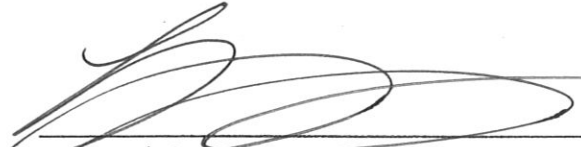
Consigli Construction continues to provide the Owner and design team with preconstruction services including investigative demolition and cost estimating. Based upon previous inspection of selective demolition the Owner and the project team have concluded that it is not cost effective to salvage the annex as it requires substantial structural repair and upgrades. UNE would like confirmation from the Board that removal of the annex continues to be a viable approach.

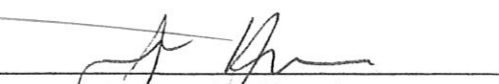
It is still UNE's intent to remove the 1968 era nine-over-nine wood double hung windows at Alumni Hall and replace with twelve-over-twelve metal clad wood double hung sash. The building appears to have been painted white with black windows in photos from 1868. The current purple brick with cream colored window sash appears to have been introduced sometime in the first decade of the 20th century. The design team has not settled on window color or painted brick color and would like input from the Board.



**CONTACT INFORMATION:**

<p><b>Applicant – must be owner, Lessee or Buyer</b></p> <p>Name: Lita Semrau</p> <p>Business Name, if applicable: Port City Architecture</p> <p>Address: 65 Newbury Street</p> <p>City/State : Portland, ME Zip Code: 04101</p>	<p><b>Applicant Contact Information</b></p> <p>Work # 207-761-9000</p> <p>Home#</p> <p>Cell # 207-756-4333 Fax#</p> <p>e-mail: lita@portcityarch.com</p>
<p><b>Owner – (if different from Applicant)</b></p> <p>Name: Alan Thibeault &amp; Greg Hogan University of New England</p> <p>Address: 11 Hills Beach Road</p> <p>City/State : Biddeford, ME Zip Code: 04055</p>	<p><b>Owner Contact Information</b></p> <p>Work # 207-602-2855</p> <p>Home#</p> <p>Cell # Fax#</p> <p>e-mail: athibeault@une.edu ghogan@une.edu</p>
<p><b>Billing Information</b></p> <p>Name: Port City Architecture</p> <p>Address: 65 Newbury Street</p> <p>City/State : Portland, ME Zip Code: 04101</p>	<p><b>Billing Contact Information</b></p> <p>Work # 207-761-9000</p> <p>Cell # Fax#</p> <p>e-mail:</p>
<p><b>Architect</b></p> <p>Name: Lita Semrau Port City Architecture</p> <p>Address: 65 Newbury St</p> <p>City/State : Portland, ME Zip Code: 04101</p>	<p><b>Architect Contact information</b></p> <p>Work # 207-761-9000</p> <p>Home#</p> <p>Cell # 207-756-4333 Fax#</p> <p>e-mail: lita@portcityarch.com</p>
<p><b>Contractor</b></p> <p>Name: Jeremy Whitehouse Consigli Construction</p> <p>Address: 15 Franklin Street</p> <p>City/State : Portland, ME Zip Code: 04101</p>	<p><b>Contractor Contact Information</b></p> <p>Work # 207-791-2509</p> <p>Home#</p> <p>Cell # Fax#</p> <p>e-mail: JWhitehouse@consigli.com</p>

  
Applicant's Signature

  
Owner's Signature (if different)

**APPLICATION FEES:**

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

<input type="checkbox"/> Administrative Review (for minor or standard alterations)	\$50.00
<input type="checkbox"/> HP Board Review	\$100.00
<input type="checkbox"/> HP Board Review for major projects involving new construction or building addition exceeding 1000 sq. ft. or comprehensive rehabilitation/redesign of existing structures	\$750.00
<input type="checkbox"/> After-the-fact Review (for work commenced without advance approval)	\$1000.00
<input type="checkbox"/> Sign Review for signs in historic districts	\$75.00

**The City invoices separately for the following:**

- Notices (\$.75 each)
- Legal Ad (% of total Ad)

## Activities Requiring Approval in Historic Districts

If your property is located within a historic district or is an individually designated historic structure, it is necessary to receive approval before proceeding with any exterior alteration, construction activity or site improvement that will be visible from a public way. Following is a list of activities requiring review.

**Please check all those activities that apply to your proposed project.**

### Alterations and Repair

- Window and door replacement, including storms/screens
- Removal and/or replacement of architectural detailing (for example porch spindles and columns, railings, window moldings, and cornices)
- Porch replacement or construction of new porches
- Installation or replacement of siding
- Masonry work, including repointing, sandblasting, chemical cleaning, painting where the masonry has never been painted, or conversely, removal of paint where the masonry historically has been painted
- Installation or replacement of either roofing or gutters when they are a significant and integral feature of the structure
- Alteration of accessory structures such as garages

### Additions and New Construction

- New Construction
- Building additions, including rooftop additions, dormers or decks
- Construction of accessory structures
- Installation of exterior access stairs or fire escapes
- Installation of antennas and satellite receiving dishes
- Installation of solar collectors
- Rooftop mechanicals

### Signage and Exterior Utilities

- Installation or alteration of any exterior sign, awning, or related lighting
- Exterior lighting where proposed in conjunction with commercial and institutional signage or awnings
- Exterior utilities, including mechanical, plumbing, and electrical, where placed on or near clearly visible facades

### Site Alterations

- Installation or modification of site features other than vegetation, including fencing, retaining walls, driveways, paving, and re-grading

### Moving and Demolition

- Moving of structures or objects on the same site or to another site
- Any demolition or relocation of a landmark contributing and/or contributing structure within a district

***Note: Your project may also require a building permit. Please call Building Inspections (874-8703) to make this determination.***

**ATTACHMENTS**

To supplement your application, please submit the following items, *as applicable to your project*. Keep in mind that the information you provide the Historic Preservation Board and staff is the only description they will have of your project or design. Therefore, it should precisely illustrate the proposed alteration(s).

\_\_\_\_\_ Exterior photographs (required for all applications.) Include general streetscape view, view of entire building & close-ups of affected area.

Previous HP package - Please notify PCA if you want us to resubmit.

X \_\_\_\_\_ Sketches or elevation drawings at a minimum 1/4" scale. Please label relevant dimensions. All plans shall be submitted in 11" x 17" format except for major projects, where 22" x 34" plans are requested. Applicants for major projects should submit one (1) 11" x 17" copy for scanning purposes.

X \_\_\_\_\_ Details or sections, where applicable.

X \_\_\_\_\_ Floor plans, where applicable.

X \_\_\_\_\_ Site plan showing relative location of adjoining structures.

X \_\_\_\_\_ Catalog cuts or product information (e.g. proposed windows, doors, lighting fixtures)

X \_\_\_\_\_ Materials - list all visible exterior materials. Samples are helpful.

Samples will be provided at meeting

\_\_\_\_\_ Other (explain) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you have any questions or need assistance in completing this form, please contact Historic Preservation staff:

Deb Andrews (874-8726) or by e-mail at [dga@portlandmaine.gov](mailto:dga@portlandmaine.gov)  
Rob Wiener (756-8023) or by e-mail at [rwiener@portlandmaine.gov](mailto:rwiener@portlandmaine.gov)

## Application Deadlines for Historic Preservation Board Review

The Historic Preservation Board meets on the first and third Wednesday of each month. (Only 1 meeting is held in the months of August and December.) Meetings generally begin at 5:00 and are held in Room 209 of City Hall.

In order for your proposal to be scheduled for a Historic Preservation Board meeting, a **complete** application must be received by the Planning Division **at least 2 weeks in advance of the desired meeting. The application fee is also due at that time.** Applications received after the deadline will be considered at a subsequent meeting.

Application Deadlines	2014 Meeting Dates
December 25 January 8	January 8 January 22
January 22 February 5	February 5 February 19
February 19 March 5	March 5 March 19
March 19 April 2	April 2 April 16
April 23 May 7	May 7 May 21
May 21 June 4	June 4 June 18
June 18 July 2	July 2 July 16
July 23	August 6
August 20 September 3	September 3 September 17
September 17 October 1	October 1 October 15
October 22 November 5	November 5 November 19
November 19	December 3

***Note:** Submission of an application by the deadline does not guarantee that you will be on the next meeting agenda. If the Planning Office receives more applications than can be reasonably reviewed in one meeting, staff reserves the option of postponing some items to the following meeting.*

## Standards for Review of Alterations to Historic Buildings

In considering an application for a Certificate of Appropriateness involving alterations, the Historic Preservation Board and Staff the following review standards, as provided in the City's historic preservation ordinance:

- (1) Every reasonable effort shall be made to provide a compatible use for the property which requires minimal alteration to the character-defining features of the structure, object or site and its environment or to use a property for its originally intended purpose.
- (2) The distinguishing original qualities or character of a structure, object or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.
- (3) All sites, structures and objects shall be recognized as products of their own time, place and use. Alterations that have no historical basis or create a false sense of historical development such as adding conjectural features or elements from other properties shall be discouraged.
- (4) Changes which may have taken place in the course of time are evidence of the history and development of a structure, object or site and its environment. Changes that have acquired significance in their own right, shall not be destroyed.
- (5) Distinctive features, finishes, and construction techniques or examples of skilled craftsmanship which characterize a structure, object or site shall be treated with sensitivity.
- (6) Deteriorated historic features shall be repaired rather than replaced wherever feasible. Where the severity of deterioration requires replacement of a distinctive feature, the new feature should match the feature being replaced in composition, design, texture and other visual qualities and, where possible, materials. Repair or replacement of missing historic features should be based on accurate duplications of features, substantiated by documentary, physical or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other structures or objects.
- (7) The surface cleaning of structures and objects, if appropriate, shall be undertaken with the gentlest means possible. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be undertaken.
- (8) Every reasonable effort shall be made to protect and preserve significant archeological resources affected by or adjacent to any project. If resources must be disturbed, mitigation measures shall be undertaken.
- (9) Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant cultural, historical, architectural or archeological materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the size, scale, color, material and character of the property, neighborhood or environment.
- (10) Wherever possible, new additions or alterations to structures and objects shall be undertaken in such a manner that, if such additions or alterations were to be removed in the future, the essential form and integrity of the historic property would be unimpaired.