

Site Design Associates

Consulting Engineering and Land Planning

May 6, 2016

Mr. Tuck O'Brien
Planning Director
Planning Division
389 Congress St., Fourth Floor
Portland, ME 04101

**RE: University of New England
Stevens Avenue Armory
772 Stevens Avenue
Conditional Use Application**

Dear Tuck:

On behalf of University of New England (UNE), Site Design Associates (SDA) is pleased to submit one original paper copy and one CD containing the files of the Conditional Use Application for the referenced project. We have enclosed a check in the amount of \$100 for the following Conditional Use fee:

This submission contains the following information:

- Conditional Use Application
- Letter of Agent Authorization
- Location Map
- Deed
- Conditional Use Narrative
- Stamped Standard Boundary Survey

A Level 2 Site Plan application will be submitted under separate cover.

The University of New England has acquired the former Stevens Avenue Armory and proposes to renovate the front portion of it to compliment the academic programming on its Portland Campus. The Maine Army National Guard, MEARNG, will continue to occupy the rear portion of the building, which will not be renovated at this time. This is an opened ended lease and will require the MEARNG to find or construct another appropriate facility for its fleet services to relocate to. This MEARNG presence will be to continue to service the southern Maine regional armories fleets of vehicles.

The MEARNG had previously used the front portion of the building for training of the National Guard personnel. The space contained offices, classrooms, and a drill hall/large meeting space, as well as the traditional support areas including restrooms,

locker rooms, kitchen, mechanical spaces and storage areas. The facility was occupied most days from 7am throughout the evening, and was heavily utilized on training weekends. The MEARNG had rented space in the former Armory for Fire Department training and a soccer club had offices and an indoor soccer training facility in the drill hall for several years. Additionally, the MEARNG would rent the drill hall space for craft fairs and other similar events that attracted large audiences. The facility has also been utilized by Lincoln Middle School and the University of New England to house classes there during year long periods of renovations.

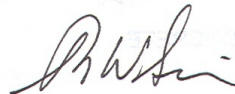
The renovated facility will contain offices, classrooms, a simulation center, a large meeting space, and study rooms, as well as the traditional support areas including restrooms, locker areas, kitchen, mechanical spaces and storage areas. The renovated facility will be utilized by the existing campus community. Classes, including the Simulation Center, will be relocated to this facility from other buildings on campus, and are not intended to serve new programs. The offices will accommodate the University's current and expanding on-line academic offerings. These on-line programs do not require students to attend the campus, thus there will be no increase in the student population associated with this renovation. The anticipated expansion of on line programs will result in a potential staffing increase of approximately 38 persons.

In reviewing the Code of Ordinances, Chapter 14, Land Use, Article III, *Division 6, R-5 Residential Zone Section 14-117, Permitted Uses*, the former Stevens Avenue Armory use as a training center for the Maine Army National Guard Reserves is not identified as a permitted use. The Armory use is also not specifically identified as a conditional use in *Section 14-118*. The use of the Armory site historically has been "institutional" in nature, and we understand that the Planning Office opinion is that the Stevens Avenue Armory is a legal non-conforming institutional use within the R-5 Zone.

Per *Section 14-118.b.6* it is clear that a University use is considered a permitted Conditional Use in the R5 Zone. Therefore, we are submitting this *Conditional Use for Planning Board Review, Development Review Application*, to the Planning Board to request that the former Stevens Avenue Armory property use be changed to Institutional, College/University use under the R5 Zone.

We are in hopes that you can place this application on the next available Planning Board agenda. Please contact Alan Thibeault or me with any questions or comments concerning these

Sincerely,
Site Design Associates



Tom Saucier, P.E.
President

cc: Alan Thibeault, Assistant Vice President for Planning