

1. VRB Agenda 9.16.25

Documents:

[VILLAGE REVIEW BOARD AGENDA 091625.PDF](#)

2. VRB 25-021

Documents:

[VRB 25-021 PACKET.PDF](#)

3. VRB 25-023

Documents:

[VRB 25-023 PACKET.PDF](#)

3.I. VRB25-023 Addendum

Documents:

[VRB25-023 ADDENDUM.PDF](#)



Town of Brunswick, Maine
Planning & Development Department
85 UNION STREET, BRUNSWICK, ME 04011

**VILLAGE REVIEW BOARD
REVISED* AGENDA**
Tuesday, September 16, 2025 @ 6:30 P.M.
Brunswick Town Council Chambers

There is an opportunity to attend this meeting in person or view the meeting via Zoom

How to watch and comment via Zoom

Please follow the link below to join the webinar:

<https://us02web.zoom.us/j/87168139567?pwd=Ttl5H8naUePDXIuYVobShxtSNvANg.1>

Passcode: y5KJbX

The public may provide comment via email (jerdman@brunswickme.gov) prior to the meeting OR they may provide live comment at the meeting via Zoom or in person. Comments are allowed during the public comment period, during public hearings, and on other items and matters at the discretion of the Council Chair.

1. **Case No. VRB 25-021 159 Park Row WORKSHOP:** At the request of owner and applicant, the Pejepscot History Center, the Village Review Board will hold a **workshop** to review a proposal to construct a new entrance addition and ADA ramp attached to the Pejepscot History Museum building located at 159 Park Row (Map U13, Lot 177). The subject property is located within the Growth Mixed Use (GM6) Zoning District and the Village Review Overlay (VRO).
2. **Case No. VRB 25-023 16 Dunlap Street:** At the request of the applicant and owner, Henry Donaldson, the Village Review Board will review and take action on a request for a Certificate of Appropriateness to enclose an existing porch on the east side of the structure located at 16 Dunlap St. (Map U13, Lot 141). The subject property is located within the Growth Mixed Use (GM6) Zoning District and the Village Review Overlay (VRO).
3. **Staff Approvals:**
16 Center Street – Door Replacement
4. **Other Business**
5. **Adjourn**

**Agenda revised 9/10/25 to reflect correct parcel ownership*



August 19, 2025

Discover your place in time

Ms. Julie Erdman
Director of Development and Planning Town of Brunswick
85 Union Street
Brunswick, Maine 04011

Re: Village Review Board Application
Building Addition and Access Ramp
Pejepscot History Center
159 Park Row, Brunswick
Tax map U13, Lot 177

Dear Julie,

We are pleased to submit the attached Village Review Board Certificate of Appropriateness Application for the construction of an entrance ramp and entry lobby addition to the Pejepscot History Museum located at 159 Park Row.

The intent of the project is to provide ADA-compliant access to the Pejepscot History Center. The architectural plans have been designed by Barba + Wheelock Architects in accordance with the Village Review Board Design Guidelines.

The project entails:

- * Construction of an ADA-compliant concrete ramp from the current sidewalk fence opening to a landing in front of the entry addition. The first portion of the ramp is kept at a slope that does not require handrails, while the remaining ramp will have black steel railings.
- * Construction of a 192 s.f. single-story entrance addition. The addition is located on the museum's north side and is set back from its street facade, where it attaches to a small one-story wing. The addition will be clad in a standard modular brick of a color that complements the existing brick. Its cubic massing and wood cornice echo the existing structure.

We request that our application be added to the Board's next agenda for a workshop. Please contact me at director@pejepscothistorical.org if you require additional information or have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Larissa".
Larissa Picard
Executive Director

159 Park Row, Brunswick, ME 04011 | 207-729-6606 | pejepscothistorical.org

Received: _____
By: _____

VRB Case #: _____

**VILLAGE REVIEW OVERLAY
CERTIFICATE OF APPROPRIATENESS
APPLICATION**

1. Project Applicant:

Name: Larissa Picard, Executive Director
Address: Pejepscot History Center, 159 Park Row, Brunswick ME 04011

Phone Number: 207-729-6606
Email Address: director@pejepscothistorical.org

2. Project Property Owner:

Name: Pejepscot Historical Society dba Pejepscot History Center
Address: See above

Phone Number: See above
Email Address: See above

3. Authorized Representative: (If different than applicant)

Name: Gary Massanek, Vice President, Board of Trustees, PHC; Chair, Buildings & Grounds
Address: 23 Amethyst Drive, Topsham ME 04086

Phone Number: 207-798-8330
Email Address: garymassanek@gmail.com

4. Physical Location of Property Being Affected:

Address: 159 Park Row, Brunswick ME 04011

5. Tax Assessor's Map # U13 Lot # 177 of subject property.

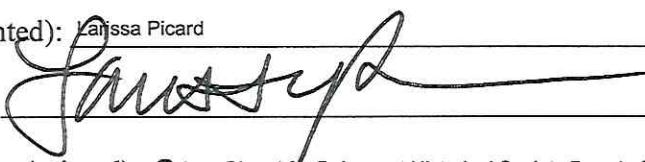
6. Underlying Zoning District GM6

7. Type of Activity (check all that apply):

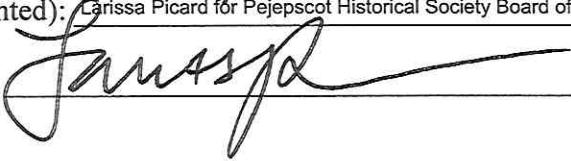
- Additions and New Construction
- Structural Alteration
- Demolition/Moving of Structure
- Sign Permit

8. Describe the location and nature of the proposed change(s), including a brief description of the proposed construction, reconstruction, alteration, demolition, proposed re-use, or other change (use separate sheet if necessary): Construction of ADA-compliant ramp from sidewalk fence opening to landing in front of entry addition (left side of property). Construction of 192 s.f. single-story entrance addition at top of ramp. Please see cover letter for further details.

Applicant Name (printed): Larissa Picard

Applicant Signature: 

Property Owner Name (printed): Larissa Picard for Pejepscot Historical Society Board of Trustees

Property Owner Signature: 

Revised 12/17/2024

HISTORIC PRESERVATION SURVEY

Cumberland Brunswick 159 Park Row
 County City/Town Street Address and Number

historic: 1858 double residence of Alfred & Samuel Skolfield
 Name of Building/site: Common and/or Historic

Approximate Date: 1858 Style: Italianate
 1885, 1886 additions & alterations.

Type of Structure:

Residential Commercial Industrial Other: recently purchased
 by Pejepscot Historical
 Society--non profit org.

Condition: Good Fair Poor

bldg. & cupola orig. had balusters.

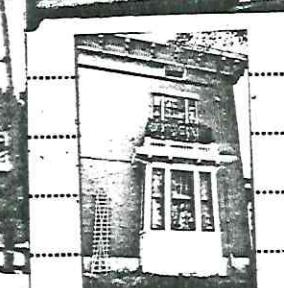
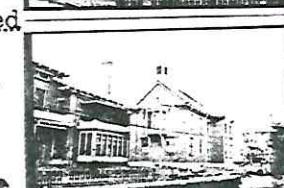
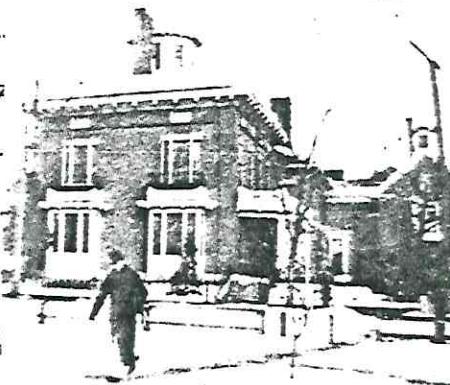
Endangered: No Yes

Surveyor: J. Goff Organization:
 Pejepscot Regional

Rating: Survey.....

Historic Significance to the Community:

Outstanding sea captains' home in remarkable state of exterior & interior preservation. (For Addl.



159 PARK ROW

Maps: 1871= S. Schofield/ A. Schofield
 1910 #159/161 = untitled structure.

Deeds: property aquired by Skolfield family via deed 255:196 (see 155/157 Park Row) to George Skolfield, (father of Alfred and Samuel.--see Whittier account).

Newspaper: Brunswick Telegraph 7/9/1858 p.2: "Portland Pressed Brick. The front of Capt. George McManus's house, and that portion of the Captains Skolfields', which is up, show the quality of the Portland dry pressed brick, they are of a dark red color, quite smooth, and of good size. The work of laying the brick on the houses in question has been well done, and the fronts will present an appearance altogether different from anything that we have previously had in town.

Brunswick Telegraph 10/8/1858 p.2: "New Houses. The Captains Skolfield are making good progress upon their brick house on Main Street, and it is beginning to assume quite an imposing appearance. Quite a difference of opinion prevails as to the style of architecture adopted..."

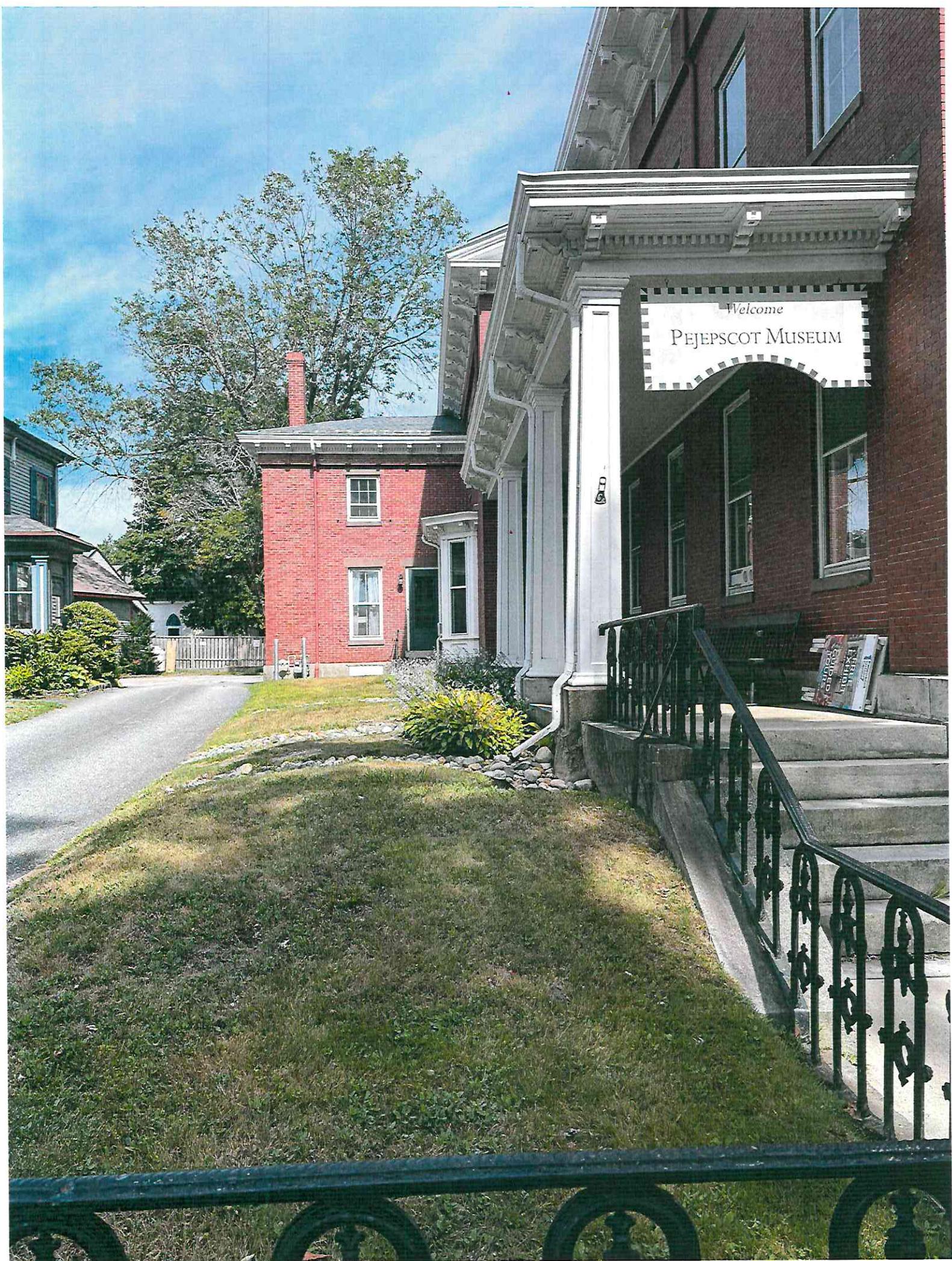
Brunswick Telegraph 10/30/1885 p.2: "The additions to the buildings of Capt. Alfred Skolfield..."

Brunswick Telegraph 4/9/1886 "Capt. Samuel Skolfield will change the front of his L to correspond with the front of his brother Alfred's..."

For elaborate description of interiors and house history, see Whittier's Capt. Alfred Skolfield's Home (copy available at Bowdoin Library).









BARBA + WHEELOCK

ARCHITECTURE SUSTAINABILITY PRESERVATION

PORTLAND, MAINE 207-772-2722 | BARBAWHEELOCK.COM

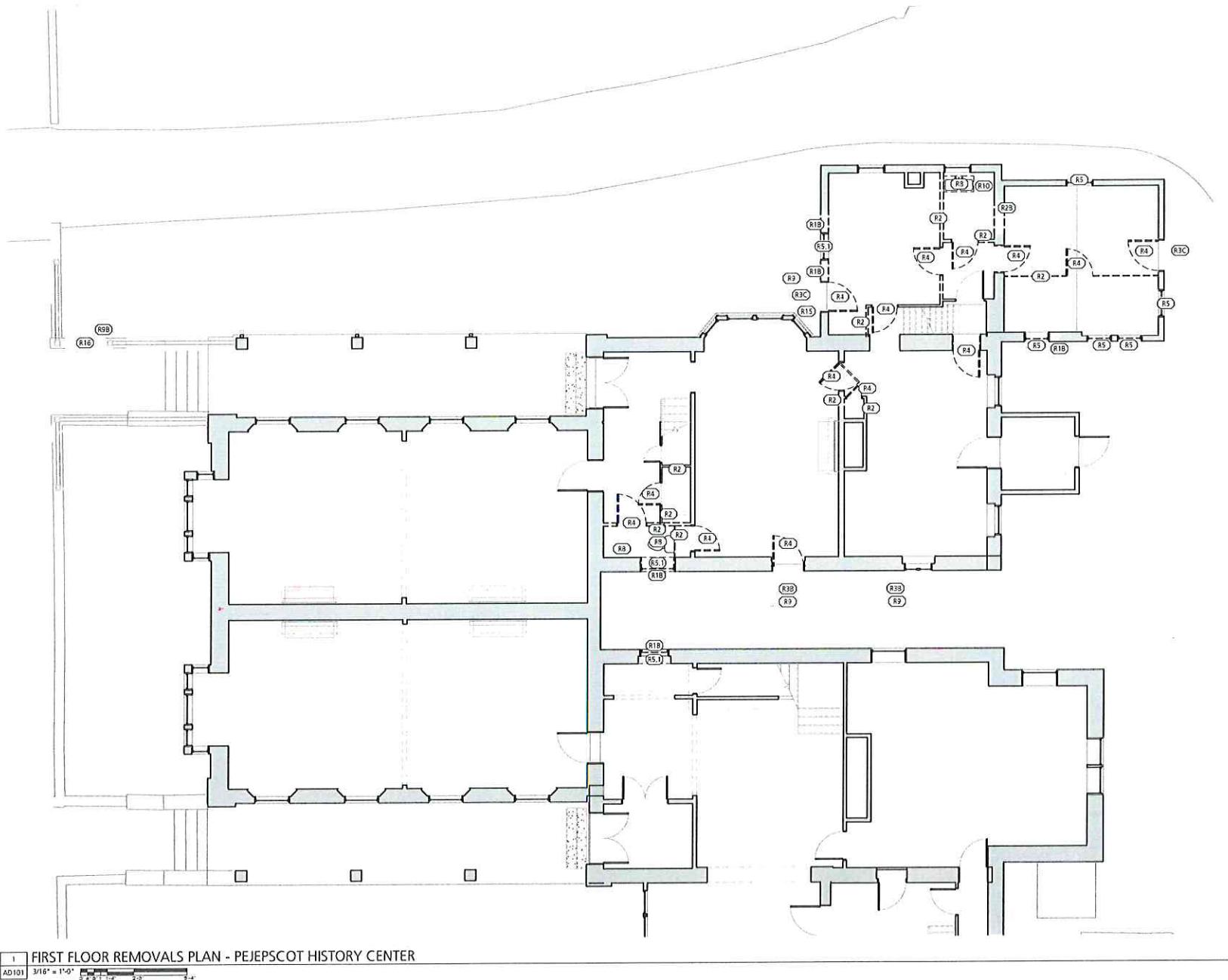
BARBA + WHEELOCK
Architects • Interior Designers • Construction Managers
456 CAPRICORN STREET
PORTLAND, MAINE 04102
207.772.3722
WWW.BARBAWHEELOCK.COM

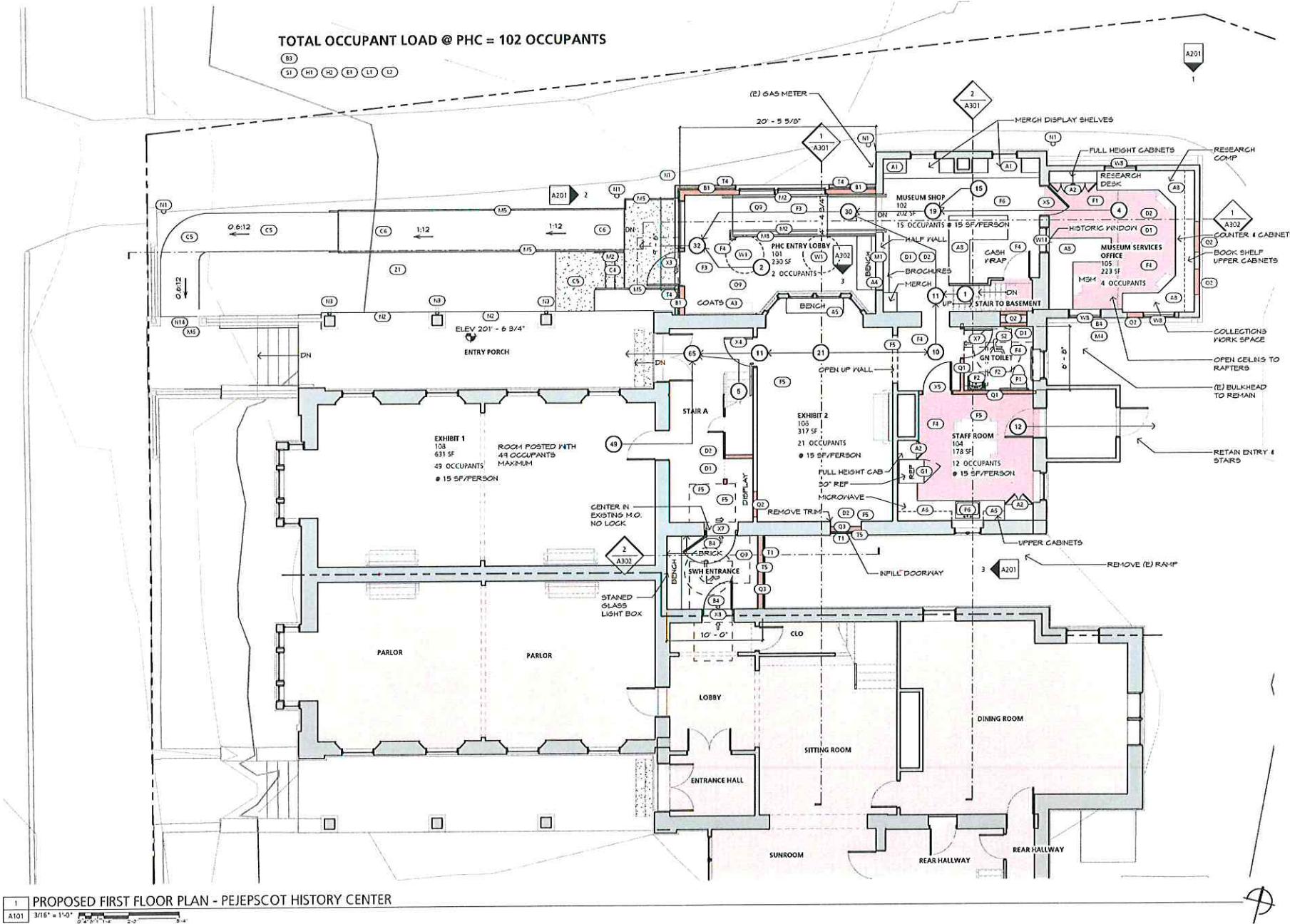
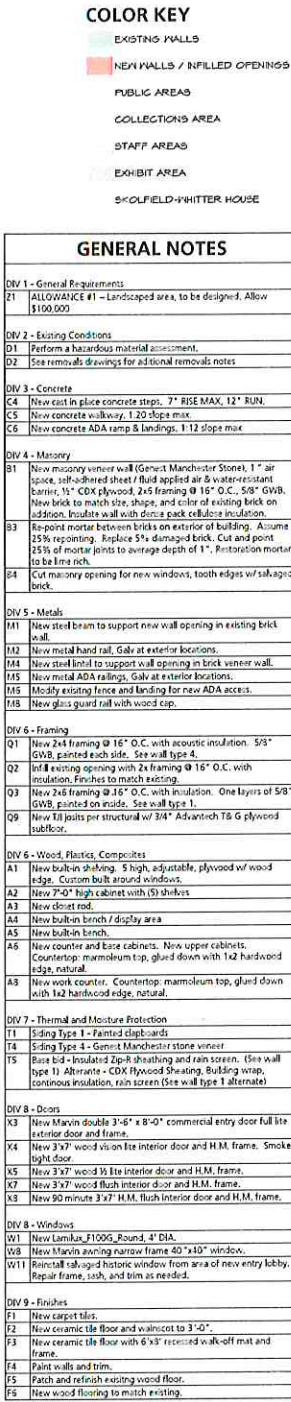
NOT FOR
CONSTRUCTION

Pejepscot History Center
Facilities Master Plan
159 Park Street
Brunswick, Maine 04011

FIRST FLOOR REMOVALS PLAN
ISSUED FOR:
SCHEMATIC DESIGN
DRAWN BY: TGM / EHR
Copyright 2022
Property of Barba + Wheelock

PEJEPCOT
HISTORY
CENTER
AD101
SHEET SIZE:
22" x 34"
DATE:
10/10/2024





PROPOSED FIRST FLOOR PLAN - PEJEPSCOT HISTORY CENTER

GENERAL NOTES

GENERAL NOTES	
DIV 11 - Equipment	
G1	New 30" refrigerator.
DIV 22 - Plumbing	
P1	New ADA compliant toilet and grab bars.
P2	New ADA compliant bathroom sink.
P3	New ADA compliant single kitchen sink.

GENERAL NOTES

DIV 23 - Heating, Ventilation, and Air-Conditioning

H1 Modify existing HVAC system. Extend coverage into new main entrance.

H2 Engage a Mechanical engineer to review the existing HVAC system for Air Quality and Circulation.

DIV 25 - Electrical

M1 Upgrade existing electrical system. Provide new lighting.

GENERAL NOTES

GENERAL NOTES	
Div 32 - Exterior Improvements	
N1	New Bollard.
N2	New Granite Bench
N3	Run existing downspouts to new underground drainage. Connect to storm drain.
N3A	New ADA compliant curb put through existing in-wall

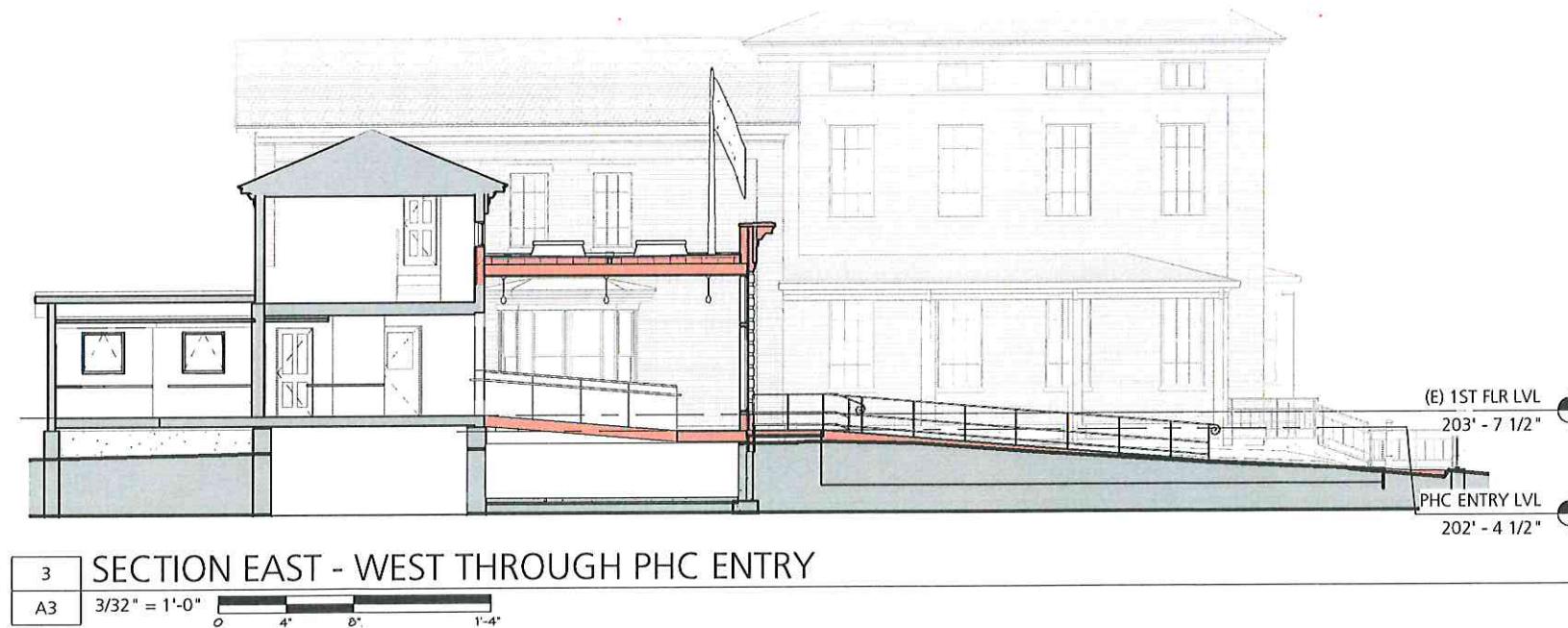
PEJEPSKOT
HISTORY
CENTER
A101

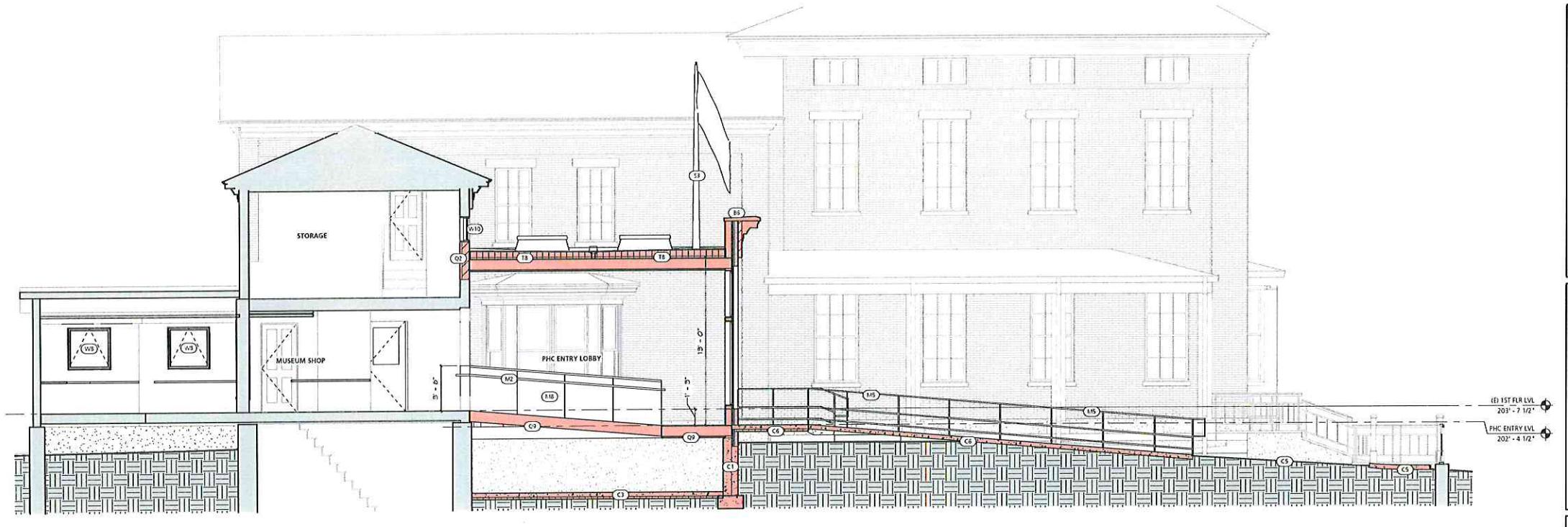
Pejepscot History Center
Facilities Master Plan

BARBA + WHEELOCK
456 CAPICIO STREET
PORTLAND, MAINE 04102
207.772.2722
WWW.BARBAWHEELOCK.COM

PROPOSED FIRST FLOOR PLAN

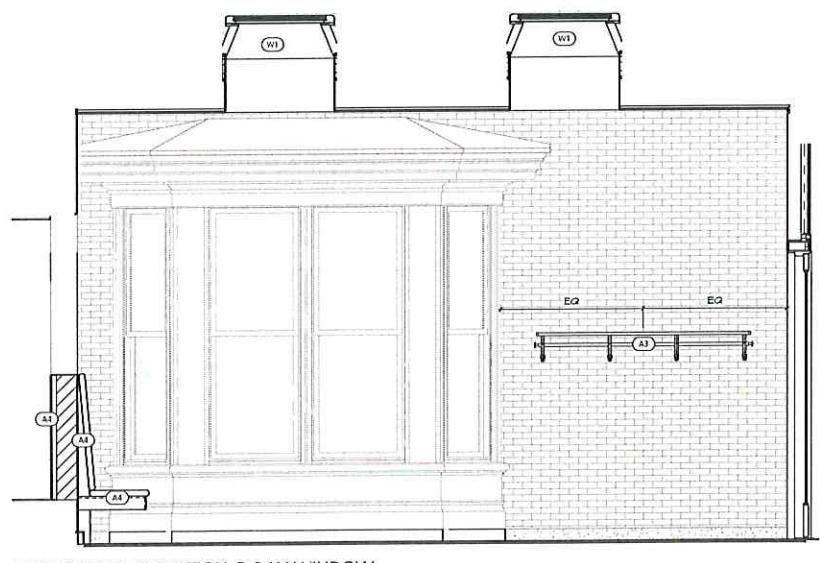
153 Park St., Box 111
Brunswick, Maine 04011
ISSUED FOR:
SCHEMATIC DESIGN
DRAWN BY: TGM/JBH
DRAWN ON: 2/23/2023
Copyright of Bedard + Vielback
Printed by Bedard + Vielback



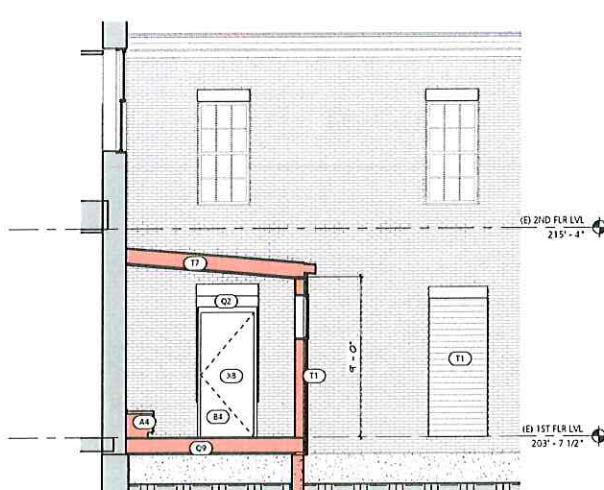


1 SECTION THROUGH PHC ENTRY
A302

GENERAL NOTES	
DIV 3 - Concrete	
C1	New concrete footing and 12" foundation wall.
C3	New crawl space, 4" concrete slab on grade and 15 mil vapor barrier.
C5	New concrete walkway, 1:20 slope max.
C6	[New concrete ADA ramp & landings, 1:12 slope max.
DIV 4 - Masonry	
B4	Cut masonry opening for new windows, tooth edges w/ salvaged brick.
B5	Perfaced flashing at brick wall.
DIV 5 - Metals	
M2	New metal hand rail, Galv at exterior locations.
M5	New metal ADA railings, Galv at exterior locations.
M8	New glass guard rail with wood cap.
DIV 6 - Framing	
Q2	Infill wall opening with 2x framing @ 16" O.C. with insulation. Finishes to match existing.
Q9	New T11 joists per structural w/ 3/4" Advanced T&G plywood subfloor.
DIV 7 - Wood, Plastics, Composite	
A3	New closet rod.
A4	New built-in bench / display area.
DIV 8 - Thermal and Moisture Protection	
T1	Siding Type 1 - Painted dry-boards
T7	New EPDM Roof, 16" T11 joists w/ 5/8" CDX plywood. Slope (framing & insulation) to R-39.
T8	New EPDM Roof, 16" T11 joists w/ 5/8" CDX plywood. New tapered insulation, drained to roof drains.
DIV 9 - Doors	
X3	New 90 minute 3'x7' H.M. flush interior door and H.M. frame.
DIV 10 - Windows	
W1	New Lamitex #100G Round, 4' DIA.
W3	New Marvin awning narrow frame 40" x 40" window.
W10	New Marvin awning narrow frame 32" W x 24" H window.
DIV 10 - Specialties	
S3	New 15' flag pole.



3 INTERIOR ELEVATION @ BAY WINDOW
A302



2 SECTION @ CONNECTOR
A302

NOT FOR CONSTRUCTION

BARBA + WHEELOCK
ARCHITECTURE, INTERIOR DESIGN + PLANNING
456 CARIAC STREET
PORTLAND, MAINE 04102
207.772.7722
WWW.BARBAWHEELOCK.COM

Pejepscot History Center
Facilities Master Plan

159 Park Row
Brunswick, Maine 04211

PROPOSED BUILDING SECTIONS

ISSUED FOR: SCHEMATIC DESIGN
DRAWN BY: TGM / BHR
Copyright © 2022
Property of Barba + Wheelock

PEJEPSCOT HISTORY CENTER
A302

Sheet Size: 22" x 34"
Date: 10/10/2024





Glen-Gery

Advanced Cladding Systems ▾

Resources + Events ▾



Antique White

Popular

Save Product

Compare Brick





Test Report: [Adel 46 Test Report](#)

Cleaning Document: [Antique White Cleaning Document](#)

Product Profile: [Extruded Brick Product Profile](#)
[Sioux River Series Technical Data Sheet](#)

Unit Specifications

Glen-Gery extruded bricks are typically manufactured to conform to the requirements of American Society for Testing and Materials (ASTM) Standard Specification C 216, Grade SW, Type FBS and all grades of ASTM C 62. In some instances brick are manufactured to conform to ASTM C652 which includes increased core volume. These products also conform to the requirements of ASTM C 216, Grade MW. Certain products meet the requirements of ASTM C 216, Type FBX, ASTM C 902, ASTM C 652, or ASTM C 32. Inquiries should be made for specific applications or conformance to standards other than ASTM C 216 or C 62.

Dimensional Tolerances

Glen-Gery extruded bricks are manufactured to provide specific dimensional tolerances. The dimensional tolerances of the product are intended to be within the requirements of ASTM C 216, Type FBS for general use. Some products (including but not limited to those manufactured at the Hanley Plant) are manufactured to meet Type FBX. The product ordered will generally contain a number of units which are over or under the specified dimensions. The dimensional variations are related to the raw materials, forming, drying and firing processes, and the desired finish and color. Thus, for some products, all the units may be slightly over or slightly under the specified dimensions. Inquiries should be made regarding the dimensional variations which might be expected if project detailing requires precise coursing. Specialty products or gauged products may be desirable for such applications.

Finishes

Glen-Gery extruded bricks are available in a variety of textures. The textures include smooth, velour, bar, rug, matt, paper cut, scored, rockface, slurry and sand finishes. The availability of a particular finish is usually dependent on the specific product. Certain finishes (i.e. bark) are not available on shapes.

Town of Brunswick, Maine

DEPARTMENT OF PLANNING AND DEVELOPMENT

DRAFT FINDINGS OF FACT REQUEST FOR CERTIFICATE OF APPROPRIATENESS FOR ADDITIONS AND ALTERATIONS VILLAGE REVIEW BOARD

PROJECT NAME: 16 Dunlap Street Enclosed Porch

CASE NUMBER: VRB 25-023

LOCATION: 16 Dunlap Street; Map U13, Lot 141

**APPLICANT &
OWNER:** Henry Donaldson
65 Central Street
Somerville, MA 02143

REVIEW DATE: September 16, 2025

PROJECT SUMMARY

The applicant is requesting a Certificate of Appropriateness for Alterations to enclose an existing porch at the rear of the building located at 16 Dunlap Street; Map U13, Lot 141. The subject property is located in the Growth Mixed-Use 6 (GM6) Zoning District and the Village Review Overlay (VRO) District.

The one and one-half story Greek revival cape is a contributing structure in the Village Review Overlay, constructed prior to 1849 and thought to be a former home of David Dunlap. The rear addition is likely a later appendage. The entire building is currently clad in white vinyl siding, and all windows have been replaced with gridless vinyl double-hung windows.

The following draft Findings of Fact for a Certificate of Appropriateness for Additions and Alterations to an Existing Structure is based upon review standards as stated in Subsection 5.2.8.C of the Town of Brunswick Zoning Ordinance.

REVIEW STANDARDS, SECTION 5.2.8.C, TOWN OF BRUNSWICK ZONING ORDINANCE

(1) General Standard

- a. **All Certificates of Appropriateness for new construction, additions, alterations, relocations or demolition shall be in accordance with applicable requirements of this Ordinance.**

The project meets the dimensional and density standards for GM6 established in Table 4.2.3 - Area Dimensional and Density Standards for Growth Area Zoning Districts.

- b. **In meeting the standards of this Ordinance the applicant may obtain additional guidance from the *U.S. Secretary of Interior's Standards for Rehabilitating Historic Buildings* and the *Village Review Zone Design Guidelines*.**

The *Village Review Overlay District Design Guidelines* stipulate that enclosing an existing porch on the *primary* building façade should be avoided. The subject porch is at the rear of the structure on a seemingly later addition to the building that lacks architectural character. No significant details will be lost in the construction of the proposed project.

(2) New Construction and Additions and Alterations to Existing Structures

- a. In approving applications for a Certificate of Appropriateness for new construction, additions or alterations to contributing resources, the reviewing entity shall make findings that the following standards have been satisfied:**

- i. Any additions or alterations shall be designed in a manner to minimize the overall effect on the historic integrity of the contributing resource.**

As noted, the subject porch is at the rear of the structure on a seemingly later addition to the building that lacks architectural detail. The proposed changes do not affect the historical integrity of the resource.

- ii. Alterations shall remain visually compatible with the existing streetscape.**

The alterations will remain visually compatible with the streetscape. The proposed project is within the existing footprint of the building and toward the rear of the structure. The addition will include the same white vinyl siding as the remainder of the building which is compatible with neighboring properties.

- iii. Concealing of distinctive historic or architectural character-defining features is prohibited. If needed, the applicant may replace any significant features with in-kind replacement and/or accurate reproductions.**

Not applicable.

- iv. New construction or additions shall be visually compatible with existing mass, scale and materials of the surrounding contributing resources.**

The proposed alterations are within the existing footprint of the building and does little to affect the mass of the building. The existing height of the structure will be maintained.

Vinyl siding is listed as a potentially acceptable substitute siding material within the Village Review Overlay District Design Guidelines as it “evokes the horizontal emphasis of clapboards”. The majority of properties along Dunlap Street are vinyl sided.

The applicant has indicated that the proposed window will be a gridless vinyl window to match the existing windows. Vinyl replacement windows are also common in the contributing structures along Dunlap Street.

- v. When constructing additions, the applicant shall maintain the structural integrity of existing structures.**

The applicant will be enclosing an existing covered porch, these changes should

benefit the structural integrity of the rear portion of the structure.

b. In approving applications for a Certificate of Appropriateness for new construction of, or additions to commercial, multi-family and other non-residential structures, the Village Review Board shall make findings that the following additional standards have been satisfied.

i. Where practicable, new off-street parking shall be located to the rear of the principal building and shall be accessed from a secondary street. In cases where off-street parking currently exists in a front or side yard, the parking area shall be screened from the public right-of-way with landscaping or fencing.

Not applicable.

ii. Site plans shall identify pedestrian ways and connections from parking areas to public rights-of-way.

Not applicable.

iii. All dumpsters and mechanical equipment shall be located no less than 25 feet away from a public right-of-way, unless required by a public utility, and shall be screened from public view.

Not applicable.

iv. Roof-top mounted heating, ventilation, air conditioning and energy producing equipment shall be screened from the view of any public right-of-way or incorporated into the structural design to the extent that either method does not impede functionality. Parapets, projecting cornices, awnings or decorative roof hangs are encouraged. Flat roofs without cornices are prohibited.

Not applicable.

v. The use of cinder block, concrete and concrete block is prohibited on any portion of a structure that is visible from the building's exterior, with the exception of use in the building's foundation.

Not applicable.

vi. The use of vinyl, aluminum or other non-wood siding is permitted as illustrated in the Village Review Board Design Guidelines. Asphalt and asbestos siding are prohibited.

The applicant intends to use vinyl siding as permitted in the design guidelines.

vii. Buildings with advertising icon images built into their design ("trademark buildings") are prohibited.

Not applicable.

- viii. **No building on Maine Street shall have a horizontal expanse of more than 40 feet without a pedestrian entry.**

Not applicable.
- ix. **No building on Maine Street shall have more than 15 feet horizontally of windowless wall.**

Not applicable.
- x. **All new buildings and additions on Maine Street shall be built to the front property line. This may be waived if at least 60 percent of the building's front facade is on the property line, and the area in front of the setback is developed as a pedestrian space.**

Not applicable.
- xi. **If adding more than 50 percent new floor area to a structure located on Maine Street, the addition shall be at least two (2) stories high and/or not less than 20 feet tall at the front property line.**

Not applicable.
- xii. **The first-floor facade of any portion of a building that is visible from Maine Street shall include a minimum of 50 percent glass. Upper floors shall have a higher percentage of solid wall, between 15 percent and 40 percent glass.**

Not applicable.

c. **Proposed additions or alterations to noncontributing resources shall be designed to enhance or improve the structure's compatibility with nearby contributing resources as compared to the existing noncontributing resources.**

Not applicable.

(3) Signs

Signs shall comply with the requirements of Section 4.13 (Signs) with consideration given to the Village Review Zone Design Guidelines.

Not applicable.

(4) Demolition and Relocation

- a. **Demolition or partial demolition or relocation of a contributing or, if visible from a public right-of-way, a noncontributing resource, excluding incidental or noncontributing accessory buildings and structures located on the same property, shall be prohibited unless the application satisfies at least one of the following criteria.**

- i. **The structure poses an imminent threat to public health or safety. An application must be accompanied by a report from a qualified structural engineer for review by the Codes Enforcement Officer and photographs depicting the current condition of the building.**

Not applicable.

- ii. **The condition of the structure is such that it cannot be adapted for any other permitted use, whether by the current owner or by a purchaser, resulting in a reasonable economic return, regardless of whether that return represents the most profitable return possible, provided that the applicant can document he/she has not contributed significantly to the deterioration of the structure. An opinion shall be provided from an architect, licensed engineer, developer, real estate consultant or appraiser or from a professional experienced in historic rehabilitation, as to the economic feasibility for restoration, renovation, or rehabilitation of the contributing resource versus demolition or relocation of same.**

Not applicable.

- b. **Demo, partial demolition or relocation of a noncontributing resource visible from a public right-of-way, shall be approved by the Village Review Board if it is determined that the proposed replacement structure or reuse of the property is deemed more appropriate and compatible with the surrounding contributing resources than the resource proposed for demolition.**

Not applicable.

DRAFT MOTIONS
16 DUNLAP STREET; MAP U13, LOT 141
REQUEST FOR A CERTIFICATE OF APPROPRIATENESS FOR NEW CONSTRUCTION
VILLAGE REVIEW BOARD
REVIEW DATE: SEPTEMBER 16, 2025

Motion 1: That the Certificate of Appropriateness application is deemed complete.

Motion 2: That the Board approves the **Certificate of Appropriateness for New Construction** to enclose a rear porch on the structure located at 16 Dunlap Street, Map U13, Lot 141; as outlined in the application and as satisfied by Subsection 5.2.8.C with the following condition(s):

1. That the Board's review and approval does hereby refer to these findings of fact, the plans and materials submitted by the applicant and the written and oral comments of the applicant, their representatives, reviewing officials, and members of the public as reflected in the public record. Any changes to the approved plan not called for in these conditions of approval or otherwise approved by the Director of Planning and Development as a minor modification, shall require further review and approval in accordance with the Brunswick Zoning Ordinance.

113-141

HISTORIC PRESERVATION SURVEY

Cumberland
CountyBrunswick
City/Town16 Dunlap
Street Address and NumberName of Building/site: Probably pre-1849 res. of David Dunlap, Esq.
Common and/or Historic

Approximate Date: Style: Greek Revival Cape Cod



Type of Structure:

Residential Commercial Industrial Other:

Condition: Good Fair PoorEndangered: No Yes

Surveyor: Organization: Date: 8/20/80

Rating:

Historic Significance to the Community:

(For Additional Information -- Use Reverse Side)

16 Dunlap

213:571 David Dunlap Estate all real + personal estate to widow Nancy McKeen
Dunlap and daughter/only child Alice McKeen Dunlap 3/2/1849252:85 NMD+ to Joseph McKeen, Esq. \$800 w/ dwelling house
(Bank Street lot clear through to Dunlap, W=Wm Harmon, E=Kincaid + Stetson)
4/10/1849

261:275 JM to Harvey Stetson \$800 w/ dwelling house --same description--2/15/1854

1871 = Harvey Stetson/ B. Curtis behind on Bank Street.

1910 #14/16 = F.I. Richardson

1871 Directory: BC not listed. HS --see notes for bldg SW cor. Federal & Dunlap.

Received: Skanner
By: 9/2/25

Pd ck # 565
\$150

VRB Case #: 25-023

**VILLAGE REVIEW OVERLAY
CERTIFICATE OF APPROPRIATENESS
APPLICATION**

1. Project Applicant:

Name: Henry Thompson
Address: 65 CENTRAL ST
SCARBOROUGH ME 02143
Phone Number: 914 671 4111
Email Address: HENRYLLDD @GMAIL.COM

2. Project Property Owner:

Name: SAME
Address: _____
Phone Number: _____
Email Address: _____

3. Authorized Representative: (If different than applicant)

Name: SAME
Address: _____
Phone Number: _____
Email Address: _____

4. Physical Location of Property Being Affected:

Address: 16 DUNLAP ST

5. Tax Assessor's Map # 113 Lot # 141 of subject property.

6. Underlying Zoning District GEN1

7. Type of Activity (check all that apply):

Additions and New Construction ENCLOSE PORCH
 Structural Alteration
 Demolition/Moving of Structure
 Sign Permit

8. Describe the location and nature of the proposed change(s), including a brief description of the proposed construction, reconstruction, alteration, demolition, proposed re-use, or other change (use separate sheet if necessary): ENCLOSE EXISTING PORCH BY BUILDING 2 NEW WALLS STD 2x6 CONSTRUCTION. NEW SIDING TO MATCH EXISTING IN STYLE & COLOR. NEW WINDOW TO MATCH EXISTING WINDOWS. VINYL NO MINTENS

Applicant Name (printed): Henry Thompson

Applicant Signature: Henry Thompson

Property Owner Name (printed): SAME

Property Owner Signature: SAME

Revised 12/17/2024

Generally it is required that:

- Any changes are appropriate for the architectural and historical character of a building. This is especially important for details such as trim, railings, windows, etc.
- Alterations or new construction respect the visual character of the streetscape and neighborhood and reflect the scale, the textures, and the overall forms and relationships of those surroundings.

Application Requirements

Please attach the following information to complete your application. A thorough application and thoughtful consideration of the project's impact to the Village Review Overlay Zone will ensure a complete and prompt review by the Staff/Board:

- Completed application form and applicable review fee.
- A copy of the building survey prepared by the Pejepscot Historical Society pertaining to the structure under review (*provided by Department Staff*).
- A drawing showing the design, texture, and location of any construction, alteration and/or demolition for which a certificate is required. The drawing shall include plans and exterior elevations drawn to scale, with sufficient detail to show their relations to exterior appearances and the architectural design of the building. Drawings need not be prepared by an architect or engineer, but shall be clear, complete, and specific.
- A site plan which shows the relationship of the changes to the surroundings.
- If architectural features are to be removed or replaced (including but not limited to original windows, siding, roofing material and other design elements), provide photographic documentation or a written assessment from a preservation professional or contractor explaining the condition of the material and reason for removal/replacement.
- Photographs of the building(s) involved, its context, and detailed photos of immediate area.
- List all proposed materials and products, and clearly identify their location on the drawings. Indicate texture of material, if applicable.
- Provide manufacturer's product information and, if possible, bring material samples to the meeting.
- Provide information such as dimensions, photographs or source for salvaged or reused materials.

For demolition applications, all applications must also address review standards contained in Subsection 5.2.8.C (4) of the Brunswick Zoning Ordinance.

All applicants for Major Review are required to attend the Village Review Board meeting to present their application.

Notification

The Department of Planning and Development will identify all property located within a 200 foot radius of the parcel subject to review. The owners of identified property will be notified by the Planning and Development Department by first class mail at least 10 days prior to the Village Review Board meeting.

Application Fees

The following application fees shall be paid upon submittal for any project requiring a Certificate of Appropriateness:

Minor Review (Staff-level): \$75.00

Major Review (Village Review Board-level): \$150.00

**VILLAGE REVIEW OVERLAY
APPLICATION FOR CERTIFICATE OF COMPLIANCE
APPLICATION CHECK-LIST**

This checklist will be completed by the Department of Planning and Development. The Department requires that all application materials be submitted in BOTH hard copy and digital format. In addition, for Major Review applications, EIGHT (8) HARD COPIES are required after your application is considered complete by Department staff. Your project will not be placed on the Village Review Board's agenda until this determination is made. For assistance, please contact the Department of Planning and Development at (207)725-6660.

- Completed application form
- A copy of the building survey prepared by the Pejepscot Historical Society pertaining to the structure under review (provided by Department Staff).
- A drawing showing the design, texture, and location of any construction, alteration, demolition for which a certificate is required. The drawing shall include plans and exterior elevations drawn to scale, with sufficient detail to show their relations to exterior appearances and the architectural design of the building. Drawings need not be prepared by an architect or engineer, but shall be clear, complete, and specific.
- A site plan or photographs showing the relationship of the changes to the surroundings.
- If architectural features are to be removed or replaced (including but not limited to original windows, siding, roofing material and other design elements), provide photographic documentation or a written assessment from a preservation professional or contractor explaining the condition of the material and reason for removal/replacement.
- Photographs of the building(s) involved, its context, and detailed photos of immediate area.
- List all proposed materials and products, and clearly identify their location on the drawings. Indicate texture of material, if applicable.
- Provide manufacturer's product information and, if possible, bring material samples to the meeting.
- Provide information such as dimensions, photographs or source for salvaged or reused materials.
- For demolition applications, provide detailed information addressing standards contained in Subsections 5.2.8.C (4) of the Brunswick Zoning Ordinance.

This application was certified as being complete on 9/7/25 (date) by Julie Eppman of the Department of Planning and Development.

THIS APPLICATION WAS:

- Granted
- Granted With Conditions
- Denied
- Forwarded to Village Review Board
- Building Permit Required
- Building Permit NOT Required

Applicable Comments: _____

Signature of Department Staff Reviewing Application

COMPLIANCE WITH ZONING STANDARDS

Notice: This form is to be completed by the Codes Enforcement Officer and filed with the application.

This is to certify that the application for Certificate of Appropriateness submitted by

Harold Donalson relating to property designated on Assessors Tax Map # 613 and
Lot # 141 has been reviewed by the Codes Enforcement Officer and has been found to be in

compliance with all applicable zoning standards:

Comments: Superseded Required

Signed: HAL JHS

Date: 9/12/2025



16 Dunlap Street

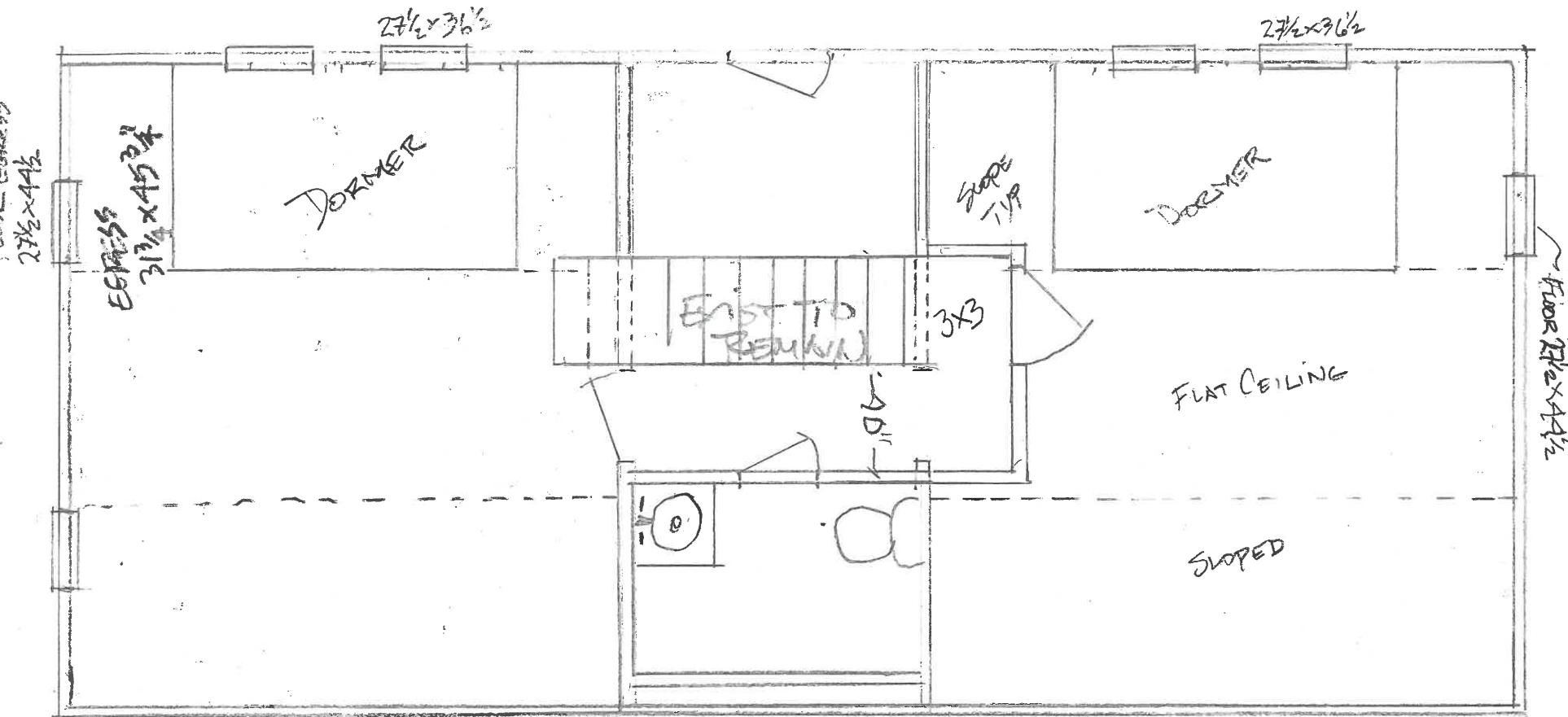




View from Bank Street



16 DUNLAP RD
BRUNSWICK ME
PROPOSED RENOVATION



2ND FLOOR SCALE Y4" = 1'-0" TYP.

