

# Town of Brunswick, Maine

## DEPARTMENT OF PLANNING AND DEVELOPMENT

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

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**PROJECT NAME:** 64 Pleasant Street Windows

**CASE NUMBER:** VRB 25-004

**LOCATION:** Map U15, Lot 62; 64 Pleasant Street

**APPLICANT:**  
Gail Gross  
64 Pleasant Street  
Brunswick, ME 04011

**OWNER:**  
Gail Gross & Kristin Von Donop  
64 Pleasant Street  
Brunswick, ME 04011

**REVIEW DATE:** February 27, 2025

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#### PROJECT SUMMARY

The applicant is requesting a Certificate of Appropriateness for Alterations to replace all of the existing windows in the home with aluminum-clad, double-hung, two-over-one simulated divided-lite windows. The applicant would like to provide a cohesive look while improving the insulation value of the windows. The new windows will match the existing in design, size and configuration. The home is a contributing Colonial Revival structure constructed circa 1889.

#### 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 proposed modifications to the property require only a Certificate of Appropriateness as there are no structural changes to the building.

- 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 encourage repair of original windows over replacement. They note that most heat loss is not through the single pane of glass but through parts that have loosened over time. The guidelines advise the use of storm

windows to retain heat and note that even though they may visually compromise the visual appearance of a building, they are easily removed.

For replacement windows, the guidelines state that “the first and best option to maintain historic character is to look for a replacement in kind – a window that matches the size, material, muntin configuration, and detail of the existing window.”

## **(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.**

The applicant proposes to use Pella Reserve Series Traditional double-hung replacement windows with a two over one grid pattern for an authentic appearance. The Pella website boasts that the Reserve series products have been approved for use by the National Park Service for use on projects with historic tax credits on a case by case basis. As noted, the windows will remain the same size and in the same configuration as the existing windows. The applicant believes that most, if not all of the existing windows are original to the structure. The majority of them exhibit the two over one design.

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

The proposed revisions are compatible with the existing streetscape.

- 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.**

The applicant is proposing to replace the windows with accurate reproductions of the original windows that are energy efficient.

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

Not applicable.

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

Not applicable.

- 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.**

Not applicable.
- 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.**

The building is a contributing structure and therefore this standard is 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.**

No new signage is proposed as part of this project; 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.**

There is no demolition proposed and therefore this standard is 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**  
**MAP U15, LOT 62 (64 PLEASANT STREET)**  
**REQUEST FOR A CERTIFICATE OF APPROPRIATENESS FOR ALTERATIONS**  
**VILLAGE REVIEW BOARD**  
**REVIEW DATE: FEBRUARY 27, 2025**

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

Motion:                      Second:                      Vote:

**Draft Motion 2:** That the Board approves the **Certificate of Appropriateness for Alterations** to replace windows in the single-family home located at Map U15, Lot 62; 64 Pleasant Street, as outlined in the application and as satisfied by Subsection 5.2.8.C with the following condition:

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, his 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.

Motion:                      Second:                      Vote:

Received: 1/31/25  
By: BS

VRB Case #: 25-004

**VILLAGE REVIEW OVERLAY  
CERTIFICATE OF APPROPRIATENESS  
APPLICATION**

1. Project Applicant:

Name: GAIL GROSS  
Address: 104 PLEASANT ST.

Phone Number: 207 844 9244  
Email Address: gailgross @ msn. com

2. Project Property Owner:

Name: GAIL GROSS KRISTIN von DONOP  
Address: 104 PLEASANT ST

Phone Number: see above  
Email Address: \_\_\_\_\_

3. Authorized Representative: (If different than applicant)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

4. Physical Location of Property Being Affected:

Address: 104 PLEASANT ST.

5. Tax Assessor's Map # U15 Lot # 462 of subject property.

PARCEL U15-462

TR-1

Town Residential #1  
inner Pleasant St.  
in Village Review zone

6. Underlying Zoning District TR-1

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): WE WOULD LIKE TO UPDATE OUR WINDOWS  
TO IMPROVE OUR INSULATION FROM SINGLE PANNES TO  
DOUBLE PANNES. THE STORMS OBSCURE THE TWO OVER  
ONES AND THESE WINDOWS ARE NOT THICK ENOUGH  
TO INSTALL DOUBLE PANNES IN THEM.

Applicant Name (printed): GAIL GROSS

Applicant Signature: Gail Gross

Property Owner Name (printed): GAIL GROSS KRISTIN von DONOP

Property Owner Signature: Gail Gross KRISTIN von DONOP

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 2/13/25 (date) by  
JULIE FREDMAN 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

Gal Cross, relating to property designated on Assessors Tax Map # 015 and  
Lot # 62 has been reviewed by the Codes Enforcement Officer and has been found to be in  
compliance with all applicable zoning standards:

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

Signed: Taylor D. -

Date: 8/20/25

015-62

HISTORIC PRESERVATION SURVEY

Cumberland      Brunswick      64 Pleasant Street  
County      City/Town      Street Address and Number

historic: 1889 residence of Amos O. Reed

Name of Building/site: ..... Common and/or Historic

1889      Shingle, Colonial Revival  
Approximate Date: ..... Style: .....

PLACE  
PHOTO  
HERE

Type of Structure:

Residential    Commercial    Industrial    Other: .....

Condition:    Good    Fair    Poor

Endangered:    No    Yes .....

Surveyor: J. Goff      Organization: Pejepscot Regional Survey Date: .....

Rating: .....

Historic Significance to the Community: .....

Residence of carpenters Cyrus A. Ridley, John G. Storer 1908-1940.

(For Additional Information -- Use Reverse Side)

64 PLEASANT

Maps: 1910 #64= C.A. Ridley

Deeds: 561:340 Elizabeth W. Stone+ (Daniel H. Stone Hrs.) to Edwin M. Brown  
Greenleaf Lot 5...3/1/1889

561:342 EMB to Amos O. Reed \$1 premises 9/2/1889. cites Eliz. W. Stone.

664:184 ACR \$1500 mortgage to B.S.I. w/ all bldgs wher<sup>e</sup> I now live 12/5/1898.  
cites 561:342

831:452 Nancy L. Reed to Cyrus A. Ridley \$1 premises 12/14/1908.  
cites 561:340 by name, also 561:342.

Newspaper: Brunswick Telegraph 11/8/1889: "Workmen are making good progress on the  
houses of Messrs. A.O. Reed and D.E. Stanwood, the first on the north  
side, Pleasant street, east slope of Powder House Hill, the latter on  
the top of the hill north side. When completed they will contribute to  
the good looks of the street."

1910 Directory: Cyrus A. Ridley, carpenter, 64 Pleasant  
John G. Storer, carpenter, 64 Pleasant  
Mrs. Sarah A. Simpson, 64 Pleasant  
Mrs. Emily Wottan, emp. Cabot Mill, bds 64 Pleasant

Later Directories: 1917-1934=Cyrus A. Ridley (1930-1932 with co-tenants)

1936-1940= John G. Storer

1942-1944=Mrs. Bessie C. Stimson

1946-1971=Napoleon (J.) Metevier (1955-1971 with co-tenants)

1975-1977=Mrs. Marie D. Metevier with Pierre P. Caron

1979= no return

**Attachment: 64 Pleasant Street**

**1. Photos of existing windows with metal storms and screens**



**Attachment: 64 Pleasant Street**

**2. Photos that are an example of Pella Reserve Traditional windows**



**TO:** VILLAGE REVIEW BOARD, PLANNING AND DEVELOPMENT,  
BRUNSWICK

**FROM:** 64 PLEASANT STREET, KRISTIN VON DONOP & GAIL GROSS

**SUBJECT:** WINDOWS

**DATE:** JANUARY 30, 2025

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We are the homeowners of 64 Pleasant Street and plan to replace windows in our home. We understand that our home is located on inner Pleasant Street and is considered historical. That is precisely why we chose to purchase this home. Both Gail and I have previously owned homes, one from 1870 and the other from 1910, respectfully.

We selected Pella as our vendor, and they provide a premium quality window that will preserve the historical integrity of our 1890 home. We also chose the Pella Reserve Series, Traditional Replacement Double Hung windows. They meet every historical requirement across the USA.

The classical aesthetic features include:

- Wood interior
- Aluminum clad exterior
- No nails or screws
- Traditional grille pattern that looks like individual panes of glass
- Insulated dual glass
- Lifetime guarantee

*“The Pella Reserve Series Traditional are windows that are classically styled and exquisitely crafted wood windows designed to add architectural interest to your home.”*

We are paying significantly more for these windows to ensure it is an in-kind replacement. These new windows will replace the existing windows with new materials that identically match the original with respect to design, size, configuration, and other visual qualities.

There are two attachments for your reference. One is the order form that provides details for each window we will replace on the second story. Please note the second-floor bathroom window will have the same glass as the others. The second attachment provides photos of the existing windows and a sample of Pella Reserve Tradition windows.

## Lourdes Sanchez

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**From:** Gail Gross <gailgross@msn.com>  
**Sent:** Thursday, January 23, 2025 5:05 PM  
**To:** Julie Erdman  
**Cc:** Lourdes Sanchez  
**Subject:** 64 Pleasant St #1

Dear Ms. Erdman,

Thank you for the opportunity to send these images. These are photos of the front three sides of the structure. They are 2 over one single paned windows that are probably mostly original. We have proof in our back yard that windows had been thrown in a trash heap during the previous renovation (date unknown). I am still removing shards of pane glass and other materials from the back yard! As you can see in these photos, some of the windows have storms. Some do not. Some of the windows are non functioning. The glare of the storm windows most often obscures the window beneath hiding any visual or historical interest. We would like to replace these with a Standard, Luxury, Clad, Pine Pella Window. These windows are made of wood and the exterior is clad in a white Enduraclad aluminum. These windows will look more like the original from the street than the current mist mash of windows and storms.

I would also like to add that we could not consider refurbishing the current windows because the frames are not thick enough to hold a double paned window. Using these would have been a great expense without gaining any additional insulation against the heat and cold. In the next email I will send some images focused on details of the current windows.

Sincerely,

Gail Gross



Gail Gross, LEED GA  
Gail Gross Design and Interiors  
207.844.3244  
gailgrossdesignandinteriors.com

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