

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: 37 School Street Barn

CASE NUMBER: VRB 25-012

LOCATION: Map U08, Lot 23; 37 School Street

**OWNERS/
APPLICANTS:** Eric and Lindsey Hathaway
37 School Street
Brunswick, ME 04011

REVIEW DATE: June 17, 2025

PROJECT SUMMARY

The owners of 37 School Street are requesting a Certificate of Appropriateness for Alterations to replace windows and a door in their barn as well as install faux brick skirting to provide a solid enclosure at the base of the barn and mimic the home's foundation. A window on the southeast side of the barn, not visible from School Street, will be replaced with one of the same size and style another window on the north side of the barn will be replaced with a larger window of a similar style. The replacements are both Harvey single-hung, 2 over 2 windows. The solid entrance door on the east side of the barn, not visible from the street, will be replaced with a six-lite steel Harvey door. The barn sits on piers and is currently surrounded with latticework at its base. This lattice will be replaced with solid faux brick skirting per a request of the applicants' homeowners insurance company. The subject property is an Italianate structure with connected outbuildings, circa 1875. It is a contributing structure in the VRO.

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 a building permit in addition to a Certificate of Appropriateness due to the increase in size of one of the window openings.

- 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 state that “alterations to an outbuilding should be reviewed using the same standards one would apply to a primary structure”. The guidelines note that the treatments used on outbuildings often mimicked that of the principal structure but concede that “different materials (shingles as opposed to clapboards) and simpler window configurations were often used on the side (or less visible) barn elevations”.

(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.**

Most of the modifications the applicant proposes will only be slightly visible, if at all, from School Street. The most visible change, the faux brick skirting, will mimic the home’s brick foundation for a cohesive look and won’t affect the structure’s historic integrity. The solid skirting (as opposed to the existing lattice) has been requested by the applicants’ homeowner’s insurance. The applicants intend to bring a sample of this skirting to the Village Review Board meeting.

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

The proposed revisions do not affect the structure’s compatibility 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.**

No significant features are to be concealed or replaced.

- 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 U08 LOT 23 (37 SCHOOL STREET)
REQUEST FOR A CERTIFICATE OF APPROPRIATENESS FOR ALTERATIONS
VILLAGE REVIEW BOARD
REVIEW DATE: JUNE 17, 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 modify the barn at the rear of the property located at Map U08, Lot 23; 37 School Street, by replacing windows and a door and adding faux brick skirting 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:

U8-23

HISTORIC PRESERVATION SURVEY

Cumberland Brunswick 37 School
County City/Town Street Address and Number

historic: bet. 1875-1910 res. of Thomas S. Melcher
Name of Building/site: Common and/or Historic

Approximate Date: bet. 1875-1910 Style: Italianate massing, bracket windows;

Type of Structure: Colonial Revival roof

☒ Residential ☐ Commercial ☐ Industrial ☐ Other:

Condition: ☒ Good ☐ Fair ☐ Poor

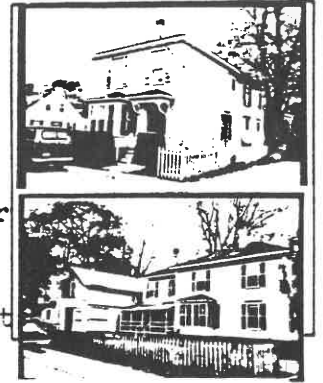
Endangered: ☐ No ☐ Yes

Surveyor: J. Goff Organization: Pejepscot Regional Survey Date: 180; Aug. '83

Rating:

Historic Significance to the Community: Well-preserved Italianate homestead w/ connected outbuildings. Melcher was an employee of the Maine Central Railroad? (check 1910 directory)

1980 photos J. Goff



7 School

Maps: 1910 #37 = T.S. Melcher

Deeds: 285:120 John D. Carleton to Jotham Varney \$500 lot 7r16 front bet Aaron Richardson--- and (Geo. W. Carleton to John W. Perry) 3/4/1857

418:189 JV to Thomas S. Melcher \$700 lot ...4/15/1875 cites 285:120

Directories: 1910: Thomas S. (Melcher or McLellan?), employee MCRR, h., 37 School
1917-1926: Thomas S. Melcher
1928-1944: Mrs. Allen T. Melcher
1946: Casper A. Cousens
1951-1958: W. Scott Davis
1961: vacant
1963-1965: Steve Raymond
1967-1971: Raymond E. Stein
1975-1977: John S. Neal

Received:

By:

VRB Case #: 25-010

VILLAGE REVIEW OVERLAY
CERTIFICATE OF APPROPRIATENESS
APPLICATION

1. Project Applicant:

Name: Eric and Lindsey Hathaway
Address: 37 School St
Brunswick, ME 04011
Phone Number: 207 286 5029
Email Address: erichathawayx5@gmail.com

2. Project Property Owner:

Name: Eric and Lindsey Hathaway
Address: 37 School St
Brunswick, ME 04011
Phone Number: 207 286 5029
Email Address: erichathawayx5@gmail.com

3. Authorized Representative: (If different than applicant)

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

4. Physical Location of Property Being Affected:

Address: 37 School St

5. Tax Assessor's Map # 008 Lot # 23 of subject property.

6. Underlying Zoning District GR7

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):

Replace 1 window on south side of barn - same size and style
Replace and expand 1 window on north side of barn - similar style
Replace 1 door on east side of barn
install faux brick skirting around the perimeter of the barn
to comply with homeowners insurance - style to match the house

Applicant Name (printed): Eric Hathaway Lindsey Hathaway

Applicant Signature: E. Hathaway [Signature]

Property Owner Name (printed): Eric Hathaway Lindsey Hathaway

Property Owner Signature: [Signature]

**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 6/3/25 (date) by [Signature] 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

14711AUSAP, relating to property designated on Assessors Tax Map # UCB and

Lot # 23 has been reviewed by the Codes Enforcement Officer and has been found to be in

compliance with all applicable zoning standards:

Comments: _____

Signed: Taylor Burdin

Date: 6-12-25

Print: Taylor Burdin

Code Enforcement Officer





37 School St.

(A)



Window A
as seen
from School St.

- brick foundation



view from door (C)



door (C)

- foundation opening
to be enclosed

Window B



Window B

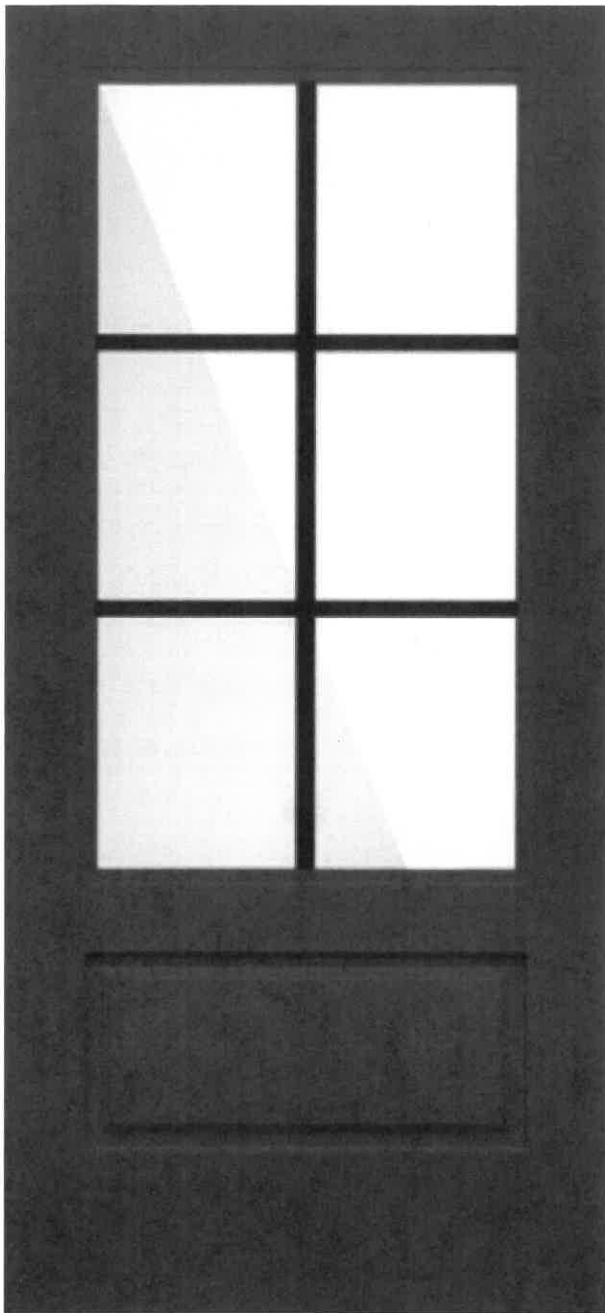


Window B

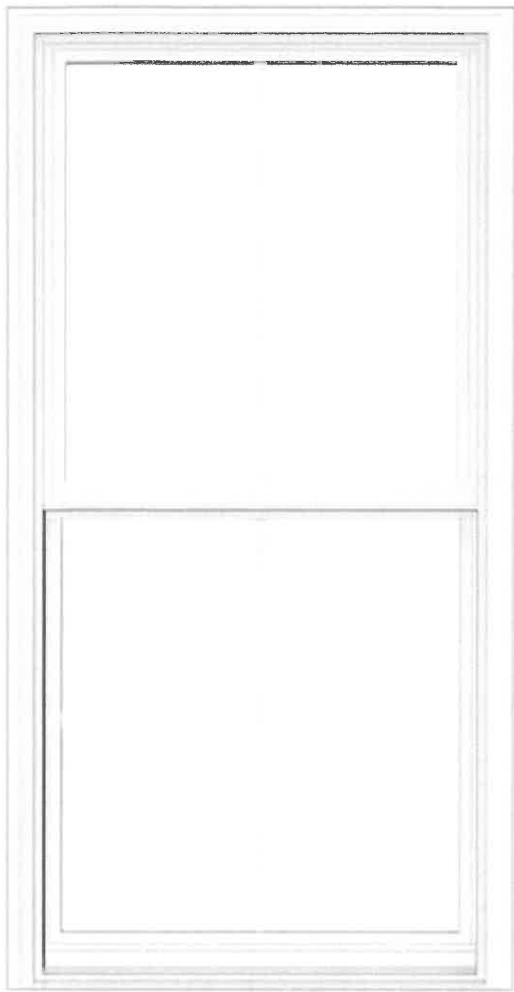


open foundation
to be
enclosed

location of
door (C)



black steel door to
replace door (c)



white vinyl windows to
replace window (A) and
enlarge window (B)

(A) 21.5" x 58"

(B) 30" x 60"



thin brick to be
Secured with mortar to
foundation wall to
enclose crawl space
(open foundation)



LANSING
BUILDING PRODUCTS

www.lansingbp.com

Manufacturing
ACKNOWLEDGEMENT

Distributor Quote Summary

Lansing Building Products

BILL TO:

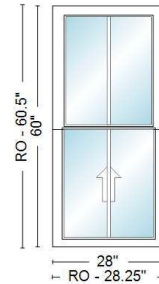
LANSING PORTLAND ME
PO BOX 6649
RICHMOND, VA 23230-0000
Phone: (804) 266 - 8893 Fax: (804) 261 - 6743

SHIP TO:

LANSING PORTLAND ME
401 RIVERSIDE STREET
PORTLAND, ME 04103-0000
Phone: (207) 797 - 9345 Fax:

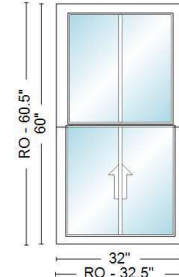
QUOTE NBR	CUST NBR	CUSTOMER PO	CREATED	ORDERED	ORDER TYPE
6158142	1141369	Keystone Design	5/23/2025	Quote Only	Charge
ORDERED BY	STATUS	SHIP VIA	JOB NAME		
Anthony	None	Whse Delivery	Single Hungs		
CLERK			MESSAGE		
zachary.miles - Zachary Miles					

LINE #	DESCRIPTION	QTY	UNIT PRICE	EXTENDED
10000-1	<p>Slimline SH , Unit Size 28 x 60, RO 28.25 x 60.5</p> <p>Unit 1: U-Factor = 0.25, SHGC = 0.44, VT = 0.54, HII-M-34-07452-00002, Size Options = Custom Size, Replacement</p> <p>Frame Width (Inches) = 28, Frame Height (Inches) = 60</p> <p>Double Glazed, Double Low-E 180 RS, Argon Filled</p> <p>ENERGY STAR® Performance Packages = SunGain PLUS (Northern), Performance Package = SunGain PLUS, Overall DP Rating=DP30</p> <p>Unit Color = White, Prefinished Unit = No</p> <p>Program = None, Label Name = Harvey, Lock Option = Single , Lift Rail</p> <p>Options=None/Standard, Sash Limit Devices = Night Latch</p> <p>Half Screen, Fiberglass Mesh</p> <p>Contour In-Glass, Colonial, Match Frame, 2W1H</p> <p>Head Expander, Foam Wrap (Pre-Applied) = No</p> <p>Overall Frame Width (Inches) = 28, Overall Frame Height (Inches) = 60, Overall Rough Opening Width (Inches) = 28.25, Overall Rough Opening Height (Inches) = 60.5</p> <p>Clear Opening Width = 22.75, Clear Opening Height = 25.5625, Clear Opening Square Footage = 4.04</p> <p>Unit 1: Calc::Backend U-Factor = <Overall U-Factor Text></p> <p>Unit 1 Lower Glass, 1 Upper Glass: Calc::Glass SQFT = <Glass Width> * <Glass Height> / 144</p> <p>Continuous Foam Insulation Install Method = No</p> <p>E.Star Zone:North=Yes</p> <p>RoughOpening::Head Offset = 0.5, RoughOpening::Sill Offset = 0.5, RoughOpening::Left Offset = 0.5, RoughOpening::Right Offset = 0.5, FrameSize::Head Offset = 0, FrameSize::Sill Offset = 0, FrameSize::Left Offset = 0, FrameSize::Right Offset = 0</p>	1	\$347.09	\$347.09

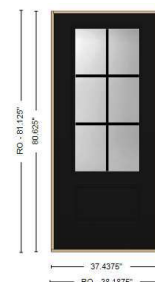


QUOTE NBR	CUST NBR	CUSTOMER PO	CREATED	ORDERED	ORDER TYPE
6158142	1141369	Keystone Design	5/23/2025	Quote Only	Charge
ORDERED BY	STATUS	SHIP VIA	JOB NAME		
Anthony	None	Whse Delivery	Single Hungs		
CLERK			MESSAGE		
zachary.miles - Zachary Miles					

LINE #	DESCRIPTION	QTY	UNIT PRICE	EXTENDED
11000-1	<p>Slimline SH , Unit Size 32 x 60, RO 32.5 x 60.5</p> <p>Unit 1: U-Factor = 0.25, SHGC = 0.44, VT = 0.54, HII-M-34-07452-00002, Size Options = Custom Size, New Construction</p> <p>Frame Width (Inches) = 32, Frame Height (Inches) = 60</p> <p>Double Glazed, Double Low-E 180 RS, Argon Filled</p> <p>ENERGY STAR® Performance Packages = SunGain PLUS (Northern), Performance Package = SunGain PLUS, Overall DP Rating=DP30</p> <p>Unit Color = White, Prefinished Unit = No</p> <p>Program = None, Label Name = Harvey, Lock Option = Double, Lift Rail Options=None/Standard, Sash Limit Devices = Night Latch</p> <p>Half Screen, Fiberglass Mesh</p> <p>Contour In-Glass, Colonial, Match Frame, 2W1H</p> <p>Integral J Fin, Inside Extension Jamb Receiver Pocket = Yes, Foam Wrap (Pre-Applied) = No</p> <p>Overall Frame Width (Inches) = 32, Overall Frame Height (Inches) = 60, Overall Rough Opening Width (Inches) = 32.5, Overall Rough Opening Height (Inches) = 60.5</p> <p>Clear Opening Width = 26.75, Clear Opening Height = 25.5625, Clear Opening Square Footage = 4.75</p> <p>Unit 1: Calc::Backend U-Factor = <Overall U-Factor Text></p> <p>Unit 1 Lower Glass, 1 Upper Glass: Calc::Glass SQFT = <Glass Width> * <Glass Height> / 144</p> <p>Continuous Foam Insulation Install Method = No</p> <p>E.Star Zone:North=Yes</p> <p>RoughOpening::Head Offset = 0.5, RoughOpening::Sill Offset = 0.5, RoughOpening::Left Offset = 0.5, RoughOpening::Right Offset = 0.5, FrameSize::Head Offset = 0, FrameSize::Sill Offset = 0, FrameSize::Left Offset = 0, FrameSize::Right Offset = 0</p>	1	\$383.25	\$383.25



LINE #	DESCRIPTION	QTY	UNIT PRICE	EXTENDED
12000-1	<p>Fiberglass Single Door, Overall Frame Width and Height = 37.4375 x 80.625, RO = 38.1875 x 81.125,</p> <p>Call Width = 30, Call Height = 68 Handing and Swing (as viewed from exterior) = Single Left Hinge Outswing, Door Prefinish Location = Interior and Exterior 1 Color Black Paint Door Lite Configuration = 3/4 Lite, Texture = Smooth, Panel Design = 3/4 1-Panel</p> <p>Glass Option = Low-E, Glass Style = Grilles, Grille Pattern = 6 Lite, Glass Grille Options = Black Flat in Glass Grille,</p> <p>Active Door Bore Options = Bore Lockset & Deadbolt,</p> <p>Hinge Type = Flat Black NRP, Jamb Material = Lifetime White Cap Composite, Jamb Depth = 6 9/16, Jamb Weatherstripping = Bronze, Sill Options = Bronze Fixed Outswing Sill, Pre-Finished Jamb = Yes Black Paint</p>	1	\$1,704.65	\$1,704.65



QUOTE NBR	CUST NBR	CUSTOMER PO		CREATED	ORDERED	ORDER TYPE
6158142	1141369	Keystone Design		5/23/2025	Quote Only	Charge
ORDERED BY		STATUS	SHIP VIA	JOB NAME		
Anthony		None	Whse Delivery	Single Hungs		
CLERK				MESSAGE		
zachary.miles - Zachary Miles						

This quotation is based on our interpretation of the information provided. All quantities, sizes, extensions, grand totals, and specifications should be verified by the ordering party prior to bidding or ordering of materials. Harvey Windows + Doors and or Thermo-Tech Windows and Doors are responsible only for the items as quoted above. Any changes or addendums will be subject to a requote. We propose to supply the materials as described above, subject to the terms and conditions as required by our credit department. The prices are guaranteed for 30 days from the date of quotation unless otherwise noted. Delivery charges may apply and are not reflected on this quote. We appreciate the opportunity to quote this job.

SUBTOTAL:	\$2,434.99
TAX:	\$40.17
ORDER TOTAL:	\$2,475.16

CUSTOMER SIGNATURE_____

DATE_____



Scan QR code for the Harvey Installation Hub to view installation guides and best practices.



Scan QR code for the Thermo-Tech Resources page to view installation instructions.