



## ORTLAND, MAINE

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### PRESERVATION PROGRAM

Approved for Historic Preservation  
Certificate of Appropriateness

11/01/16

Date: \_\_\_\_\_

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 Planning Division, Portland City Hall, 389 Congress Street, 4th Floor, Portland, Maine, 04101. **Please submit one hard copy and one copy in digital format of the application and all supporting materials, along with the applicable fee.**

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.

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 (874-8726, [dga@portlandmaine.gov](mailto:dga@portlandmaine.gov)) or Preservation Planner Rob Wiener (756-8023, [rwiener@portlandmaine.gov](mailto:rwiener@portlandmaine.gov) )

Sincerely,

Deborah G. Andrews  
Historic Preservation Program Manager

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



Date: September 23, 2016

**HISTORIC PRESERVATION  
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

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**11/01/16**

Date: \_\_\_\_\_ under the City of Portland's Historic Preservation Ordinance (Chapter 14, Article IX of the Portland City Code), application is hereby made for a Certificate of Appropriateness for the following work on the specified historic property:

**PROJECT ADDRESS:**

171 Vaughan Street Portland, Maine

**CHART/BLOCK/LOT:** \_\_\_\_\_ (for staff use only)

**PROJECT DESCRIPTION:** Describe below each major component of your project. Describe how the proposed work will impact existing architectural features and/or building materials. If more space is needed, continue on a separate page. Attach drawings, photographs and/or specifications as necessary to fully illustrate your project— see following page for suggested attachments.

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In 1881 Elizabeth McDonald built a complex of buildings at the corner of Pine and Vaughan Streets. The complex consisted of the mansion, carriage house and a cottage. The complex has a border of stone with a cast iron railing. The iron railing is in fair condition with a few areas of disrepair.

Approximately 10 years ago, as part of a renovation of the carriage house, the Historic Preservation Board allowed a new curb cut to facilitate entry to a parking area that services the mansion and carriage house. This entry is owned by the carriage house; the mansion has a deeded right of way over this driveway. The property known as the cottage (171 Vaughan) was not granted a ROW. The current owner does not drive and this has not been an issue.

Jeff and Jill Payson are currently owners of unit # 4 in The Elizabeth McDonald House Condo Association. While living here we have come to appreciate the legacy of Ms. McDonald's compound. When we learned that the cottage was going to be sold we immediately made an offer to purchase and are now under contract.

We love the current look and feel of the cottage and will make sure needed repairs keep the original look and feel of the property. Our one need and desire that may affect the look of the compound is to have access to off street parking. We have explored the possibility of access through the carriage house drive, however we feel it will not work for two reasons: 1) the current owners of the carriage house do not want to grant a ROW to the cottage (we believe they feel the area is too congested already) and 2) the existing parking space for the cottage is dangerously close to an ancient copper beech tree, which we would be required we drive in, and back past. Not only do we not want to risk hitting the tree, we do not want to possibly damage the roots by driving over them.

This brings us to our best option, a curb cut on the Vaughan Street side. We believe that a driveway can be installed in a manner sensitive to maintaining the look and feel of the existing compound. Our goal would be to match the style of the Pine Street entrance. We are open to the possible use of a ribbon driveway (vegetation between the paving) which would increase the green feel. The exact measurements of the driveway will be determined as part of the review. Since we are owners in the condo association, as well as the potential buyers of the cottage, we are in a unique position to make changes to the landscaping on either side of the boundary line to accomplish the best solution.

We look forward to meeting the board for an on-site workshop to further discuss this unique situation.



**FORMATION:**

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Jeffrey and Jill Payson

11/01/16

51 Pine Street

Portland, ME

Zip Code: 04102

Work #: \_\_\_\_\_

Cell #: 207-350-5388

Fax #: \_\_\_\_\_

Home: \_\_\_\_\_

E-mail: jeffreypayson@gmail.com

**BILLING ADDRESS**

Name: same as applicant

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

Zip: \_\_\_\_\_

Work #: \_\_\_\_\_

Cell #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Home: \_\_\_\_\_

E-mail: \_\_\_\_\_

**CONTRACTOR**

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

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

Zip Code: \_\_\_\_\_

Work #: \_\_\_\_\_

Cell #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Home: \_\_\_\_\_

E-mail: \_\_\_\_\_

*Jeffrey B Payson*  
Applicant's Signature

**PROPERTY OWNER**

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

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

Zip Code: \_\_\_\_\_

Work #: \_\_\_\_\_

Cell #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Home: \_\_\_\_\_

E-mail: \_\_\_\_\_

**ARCHITECT**

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

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

Zip: \_\_\_\_\_

Work #: \_\_\_\_\_

Cell #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Home: \_\_\_\_\_

E-mail: \_\_\_\_\_

Owner's Signature (if different)



### ervation Application Fee Schedule:

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11/01/16

Date: \_\_\_\_\_

Standard Review (for minor or standard alterations)	\$65.00
Minor Review	\$125.00
Major Review for major projects involving new construction or building addition exceeding 1000 sq. ft. or comprehensive rehabilitation/redesign of existing structures	\$750.00
• After-the-fact Review (for work commenced without advance approval)	\$1000.00
• Sign Review for signs in historic districts	\$75.00

#### Noticing/Advertisements for Historic Preservation Board Review\*

- Legal Advertisement: Percent of total bill
- Notices: .75 cents each  
(notices are sent to neighbors prior to any workshop or public hearing meetings)

\* You will be billed separately for these costs.



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### ing Approval in Historic Districts

located within a historic district or is an individually designated historic structure, it is required to obtain a Certificate of Appropriateness before proceeding with any exterior alteration, construction activity or site work that will be visible from a public way. Following is a list of activities requiring review.

**Those activities that apply to your proposed project.**

#### 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.**



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For application, please submit the following items, *as applicable to your project*.  
The information you provide the Historic Preservation Board and staff is the only  
information we have of your project or design. Therefore, it should precisely illustrate the proposed

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

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.

N/A Details or wall sections, where applicable.

N/A Floor plans, where applicable.

X Site plan showing relative location of adjoining structures.

N/A Catalog cuts or product information (e.g. proposed windows, doors, lighting fixtures, fencing)

N/A Materials - list all visible exterior materials. Samples are helpful.

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

If you have any questions or need assistance in completing this form, please contact Historic Preservation staff:  
Deb Andrews (874-8726, [dga@portlandmaine.gov](mailto:dga@portlandmaine.gov) or Rob Wiener (756-8023), [rwiener@portlandmaine.gov](mailto:rwiener@portlandmaine.gov))

**Please return this form, application fee (see attached fee schedule), and related materials to:**

Historic Preservation Program  
Department of Planning and Urban Development  
Portland City Hall, 4<sup>th</sup> Floor  
389 Congress Street  
Portland, ME 04101



## Standards for Review of Alterations to Historic Buildings

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11/01/16

Application for a Certificate of Appropriateness involving alterations, the Historic Commission and Staff the following review standards, as provided in the City's historic preservation

Date: \_\_\_\_\_ A reasonable effort shall be made to provide a compatible use for the property which requires 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.