

Historic Preservation Board

Wednesday, September 16, 2026 at 5:00
PM Room 24 (Ground Level of City Hall)
and Zoom



MEMBERS

Brad Miller, Chair
Valerie Paquin-Gould, Vice Chair
Hilary Bassett
Tessa Carly
Kip DeSerres
Michael Hutchins
Rob Whitten

HYBRID PARTICIPATION:

The Historic Preservation Board invites the public to attend the meeting in person or Zoom pursuant to the Remote Meeting Policy adopted by the Historic Preservation Board. Prior to the meeting, please check the Agenda Center <https://portlandme.portal.civicclerk.com> to view memos and reports which will be posted by the end of the day on the Friday before the Historic Preservation Board meeting.

REMOTE PARTICIPATION

Allow your computer to install the free Zoom app to get the best meeting experience. If you are not able to attend either in person or via Zoom, a recording will be available in the Agenda Center following the meeting.

Please click the link below to join the webinar:

Join from PC, Mac, iPad, or Android:

<https://portlandmaine-gov.zoom.us/j/86365615452>

Phone one-tap:

+13017158592,,86365615452# US (Washington DC)

+13052241968,,86365615452# US

Join via audio:

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 646 931 3860 US

+1 929 205 6099 US (New York)

+1 507 473 4847 US

+1 564 217 2000 US

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 689 278 1000 US

+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 360 209 5623 US

+1 386 347 5053 US

Webinar ID: 863 6561 5452

International numbers available: <https://portlandmaine-gov.zoom.us/j/kdwUCX9Hty>

PUBLIC COMMENT INFORMATION:

To submit written public comment on an agenda item, email hp@portlandmaine.gov. Submissions must be received by 12:00 pm **the day before** the Historic Preservation Board meeting to guarantee their inclusion in the agenda packet. All submissions must include the commenter's name and legal address. To help ensure your comment is submitted for the correct item, please include the name of the agenda item (see below).

Please note that the placement of each item on the agenda is subject to change. Please check the [Agenda Center](#) prior to the meeting for the item start time.

AGENDA:

1. ROLL CALL AND DECLARATION OF QUORUM

2. REPORT OF ATTENDANCE AT THE MEETING HELD ON SEPTEMBER 2, 2026

- i. Workshop
Review of Alterations; 32 Thomas Street; Jeremy Benn, Williston, LLC., Applicant. Plan Number: HP-00117-2026. Bassett, Carty, DeSerres, Hutchins, Miller and Paquin-Gould, present. Whitten absent.

3. REPORTS OF DECISIONS AT THE MEETING HELD ON SEPTEMBER 2, 2026

- i. None

4. COMMUNICATION AND REPORTS

- i. None

5. PUBLIC HEARING

- i. Review of Addition; 100 North Street; Mary Kathryn Connolly & Thomas Doherty, Applicants. Plan Number: HP-00116-2026.

6. WORKSHOP

- i. None

**STAFF MEMORANDUM
HISTORIC PRESERVATION PROGRAM
PLANNING AND URBAN DEVELOPMENT**



TO: Chair Miller and Members of the Historic Preservation Board
FROM: Ashley Molloy, Associate Preservation Planner
DATE: September 10, 2026
RE: 100 North – Public Hearing – New Construction
PROJECT ID: HP-00116-2026
MEETING: September 16, 2026

Owner: Mary Kathryn and Thomas Connolly
Architect: Matt Maiello, Principal, Simon Architects

A sign announcing the Historic Preservation Board's meeting on September 16, 2026 was posted at the property on September 9, 2026 and 40 notices were sent to neighboring property owners within 100 feet of the subject property.

PROJECT SCOPE

Construct a one-and-a-half-story, 1,128-square-foot addition that connects to the existing historic residence via a single-story mudroom at the rear of the property. Addition to include a garage, an in-law suite, and a second-floor accessory dwelling unit.

Dimensions:

Overall Height: 24"

Footprint: 59" x 31" (accessory structure)

Material Specifications:

Foundation	Concrete
Siding	Fiber cement clapboard 4" exposure
Trim	Wood
Roofing	Standing seam metal roof with solar
Windows	Aluminum-clad wood windows
Doors	Aluminum-clad wood
Garage door	Steel with painted wood grain finish

SUMMARY OF HISTORIC CONTEXT

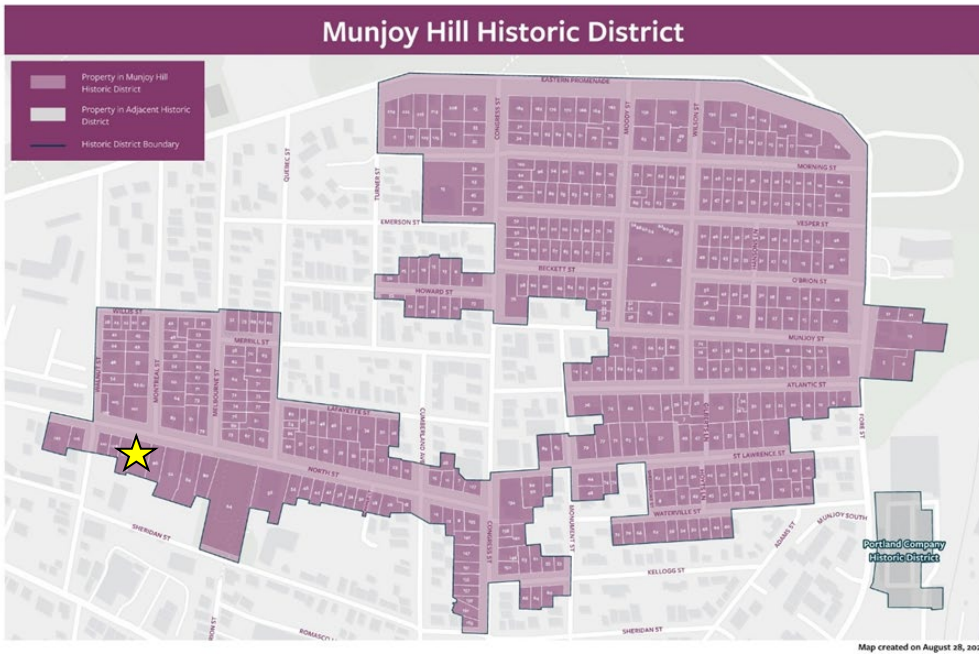


Figure 1: Map of Munjoy Hill Historic District showing location of 100 North

The Albert E. Scoullar House, located at 100 North Street, is a contributing property within the Munjoy Hill Historic District. Built in 1873, the subject property is a one-and-a-half-story, front-gabled Italianate dwelling that incorporates notable Greek Revival characteristics and is clad in wooden clapboards.



Figure 2: Existing Conditions, side and front elevation from North Street, 2026



Figure 3: Side and front elevation of 100 North, 1924 City Assessor Records

The primary façade is three bays wide, as are the north and south elevations (inclusive of a rear addition). The façade features a double-door main entry and a porch detailed with square supports, pilasters, and brackets. This porch shelters two 2/2 sash windows, which are accented by wooden crowns with dentil moldings. On the south elevation, the center bay is highlighted by a square projecting bay window with brackets and wooden trim. A wide frieze bands the dwelling just below the eaves on all visible elevations. The structure is capped by a standing-seam metal gabled roof. The house also features a rear el which is minimally visible from the street. An el has been present on the house since at least 1896 according to Sanborn maps. The el previously featured a gable roof; however, this was altered at some point to be a flat roof with a deck, and a number of windows have also been altered.

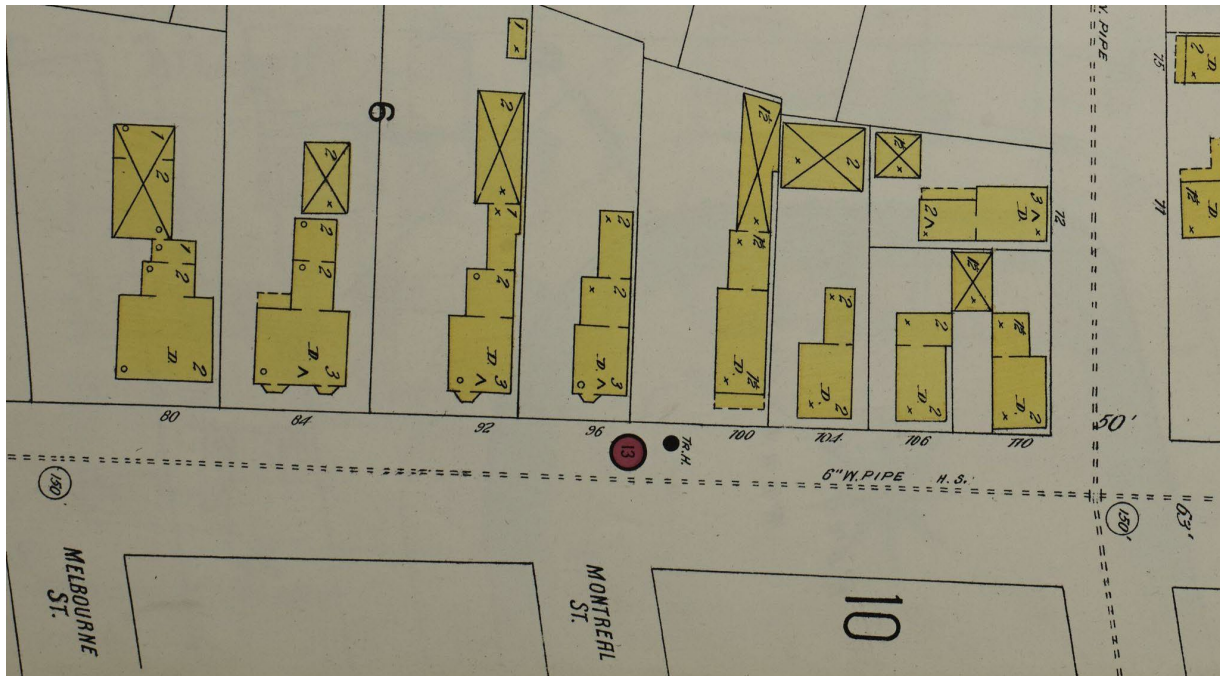


Figure 4: Excerpt 1896 Sanborn map showing 100 North Street and adjacent properties.



Figure 5: View of minimally-visible rear one-story el from on parcel, showing area of addition connection.

The segment of North Street between Congress Street and Walnut Street is characterized by dwellings of a similar scale, style, and setback. The continuous street wall is interrupted only by the former site of Fort Sumner, a space now occupied by Fort Sumner Park and the Shailer School (currently converted into apartments).

The residential fabric of the street includes examples of the Greek Revival, Italianate, Second Empire, Queen Anne, and vernacular styles. Two-and-a-half-story dwellings with front-gable or mansard roofs are common, though examples of side-gable, hip, and flat roofs are present—including two flat-roofed "triple-deckers". The existing primary structure is typical of the context with its gable roof, street-facing entrance, porch, clapboard siding and wooden details.

Homes are generally set at or near the sidewalk, though most properties feature side yards of varying width where driveways and parking are accommodated. Additions, garages, and other accessory structures are typically found towards the rear of properties, sometimes occupying part of the side yard. These structures are typically one to one-and-a-half stories tall with gable, hipped, or flat roofs, and are always subordinate to the primary structure in their placement and size. Larger openings for barn or garage doors are common on these structures, as are vertically oriented windows.

Additional information on the Munjoy Hill Historic District can be found on the city website: <https://www.portlandmaine.gov/1548/Historic-Designations>

STAFF COMMENTS

The proposed 1,128-square-foot addition is designed to accommodate a new garage, an in-law suite, and a second-floor accessory dwelling unit. To minimize impacts on the historic property and district, the addition will be attached to a non-visible, one-story rear ell via a single-story mudroom. The addition will be set back about 41 feet from the street wall, which will preserve the prominence of the original house and maintain the character of the streetscape including the sense of a narrow side yard. The applicant has proposed to differentiate the new construction from the historic residence by utilizing contemporary, but compatible materials including fiber cement clapboard, and simplified trim details. The proposed change will require limited alterations to the exterior of the historic house, and will ensure the original structure continues to convey its architectural character.

MOTION FOR CONSIDERATION

I move to **[APPROVE / CONDITIONALLY APPROVE]** application HP-00116-2026 for constructing a new addition at 100 North Street on the basis of submitted documentation, plans, and specifications; information provided in the staff memo; and the attached findings by the Historic Preservation Board **[AS WRITTEN / AS AMENDED DURING THE MEETING ON SEPTEMBER 16, 2026]** that the project **[MEETS]** subsections 16.6.3 standards for review of alterations to contributing properties and 16.6.4 standards for review of additions and new construction **[WITH THE FOLLOWING CONDITIONS:]**

1) [CONDITIONS]

ATTACHMENTS

1. Cover letter
2. Plans
3. Draft Findings of Fact, September 9, 2026

CITY OF PORTLAND
Planning & Urban Development Department

HISTORIC PRESERVATION APPLICATION SUBMISSION CHECKLIST Please submit each document as a separate PDF file Please confirm by electronically checking the boxes to the left		
To supplement your application, please submit the following items <i>as applicable to your project</i>. Keep in mind that the written project description that you provide the Historic Preservation Board and staff, is the only description they will have of your project or design. Therefore, it should precisely illustrate the proposed alteration(s), additions, and/or infill construction.		
GENERAL APPLICATION DOCUMENTS		
Yes ☒	N/A ☐	Project Description Cover Letter with detailed project description
Yes ☒	N/A ☐	Completed Checklist for Historic Preservation review (this document)
Yes ☒	N/A ☐	Evidence of Right, Title and Interest Deeds, leases or purchase and sales agreements
PLANS, etc.		
Yes ☒	N/A ☐	Exterior photographs of property (required for all applications). Include a general streetscape view, view of entire building, and close-ups of project area.
Yes ☒	N/A ☐	Sketches or elevation drawings at a minimum ¼" scale.
Yes ☒	N/A ☐	Details or wall sections, where applicable.
Yes ☒	N/A ☐	Floor plans, where applicable.
Yes ☒	N/A ☐	Site Plan, where applicable, showing relative location of adjacent structures.
Yes ☒	N/A ☐	Catalog cuts or product information (e.g. proposed windows, doors, fencing).
Yes ☒	N/A ☐	Materials – list all visible exterior materials.

August 24, 2026

Evan R. Schueckler, Historic Preservation Program Manager
Department of Planning and Urban Development
Portland City Hall, 4th Floor
389 Congress Street
Portland, ME 04101

Addition at 100 North Street, Portland Maine, 04101(Parcel ID: 012 Q006001)

Dear Mr. Schueckler:

On behalf of the property owners, Tom Doherty and Kate Connolly, we are pleased to submit the following project for consideration by the Portland Historic Preservation Board. The property is a contributing building, located in Portland's historic East End neighborhood in the RN-4 zoning district.

Existing Structure and Neighborhood

The existing structure is a single-family wood framed, one-and-a-half-story residence originally constructed in 1880 in the Italianate style featuring some Greek Revival elements. The front-gable residence features a covered front porch, light-pink clapboard siding, intricate railings, and decorative trim. The existing footprint is approximately 996 square feet. The rear of the building is a single-story flat roofed addition with a porch. The windows of the existing building are 2/2 and the south elevation features a square bay window with brackets and painted trim. Upper windows on the sides and rear of the building have less ornamental wooden head crown but a similar jamb and sill profile to the front windows.

North Street is a fairly homogeneous street with similar styles and scale building with some variation. 100 North Street is one of the notably smaller scale homes on the block. Through a survey of the neighborhood, we noted a few examples of additions and garages added to the rears of the buildings. 122 North Street features a similar scale historic building with a one and a half story garage addition towards the rear of the site with a driveway along the side of the home. The addition is not overwhelming to the historic home and there is some separation provided between the two structures.

Proposed Addition

The proposed addition consists of a secondary one-and-a-half-story mass connected to the existing residence by a single-story mudroom with a low-profile roof. The project will add approximately 1,128

square feet to the building footprint and will include a two-car garage, an in-law suite towards the rear, and an accessory dwelling unit on the second floor.

Scale and Form

The addition has been designed to complement the scale, form, and architectural character of the existing residence. Its height and width are comparable to those of the original structure, while its setback from the street ensures that it remains visually subordinate and does not overwhelm the historic building. The proposed roof slope is intended to match the existing gable and dormer slopes. Shed dormers on the addition ensure that the scale does not overwhelm the existing structure and relates back to the historic dormer located over the square bay window. The dormers are set back from the front and rear roof edges by about 4'.

The front wall of the upper half-story is recessed from the garage below, and a low-sloped roof continuing across the new entry porch between the two masses helps reduce the perceived scale of the new facade. These design elements reference the proportions and mass of the existing residence, allowing the original building and the addition to relate while remaining visually distinct.

The single-story mudroom separating the two structures is an expansion of a previously constructed flat roofed addition to the rear of the building and will help keep the original structure separate with the porch between them. The recessed porch tucks behind the rear corner of the existing building, keeping clear the limit of the historic structure from the addition.

Composition of Principal Facades

The proposed windows will match the style and proportions of the existing windows and are proposed as aluminum clad wood in construction. The composition of the windows on the public street facing façade are designed to be symmetrical, relating to historic elements commonly found during this period. The muntin pattern will match the historic windows with a 2 over 2 orientation and simulated divided lites.

Exterior materials, including the clapboard siding and trim, are proposed to match or closely complement those of the historic residence. The project proposes to include simplified detailing such as eave returns, corner boards and a wide frieze below all eave lines of the new roofing to relate to the scale and proportion of the existing building. The existing roof is a standing seam metal and the gabled and dormered portion of the new addition will match this material in color and seam spacing.

We respectfully submit this project for the Board's review and consideration.

Sincerely,



Matt Maiello, Principal, AIA
Simons Architects

DLN: 1002040091419

RELEASE DEED

Thomas P. Doherty of Portland, Cumberland County, Maine, for consideration paid, grants to Thomas P. Doherty and Mary Kathryn E. Connolly of Portland, Cumberland County, Maine (whose mailing address is 100 North Street, Portland, ME 04101) as Joint Tenants with Rights of Survivorship the following described real estate:

See "Exhibit A" Attached

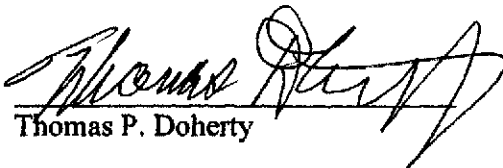
For grantors source of title, reference may be had to a deed from Barbara L. Deveau to the grantor herein, dated January 10, 1997, recorded in Cumberland Registry of Deeds, Book 12901, Page 156.

Any and all other rights, easements, privileges and appurtenance belonging to the granted estate are hereby conveyed.

This conveyance is made subject to the property taxes assessed against the premises, which said taxes are to be prorated between the parties hereto as of the date of delivery of this deed in accordance with 36 M.R.S.A., sec. 558.

Witness my hand and seal this 31 day of March, 2020.

WITNESS:


Thomas P. Doherty

STATE OF MAINE

Cumberland

March 31, 2020

Then personally appeared the above-named Thomas P. Doherty and acknowledged the foregoing instrument to be his free act and deed.

Before me,


Notary Public/Justice of the Peace
Commission Expiration:

File No.: 2020-1054

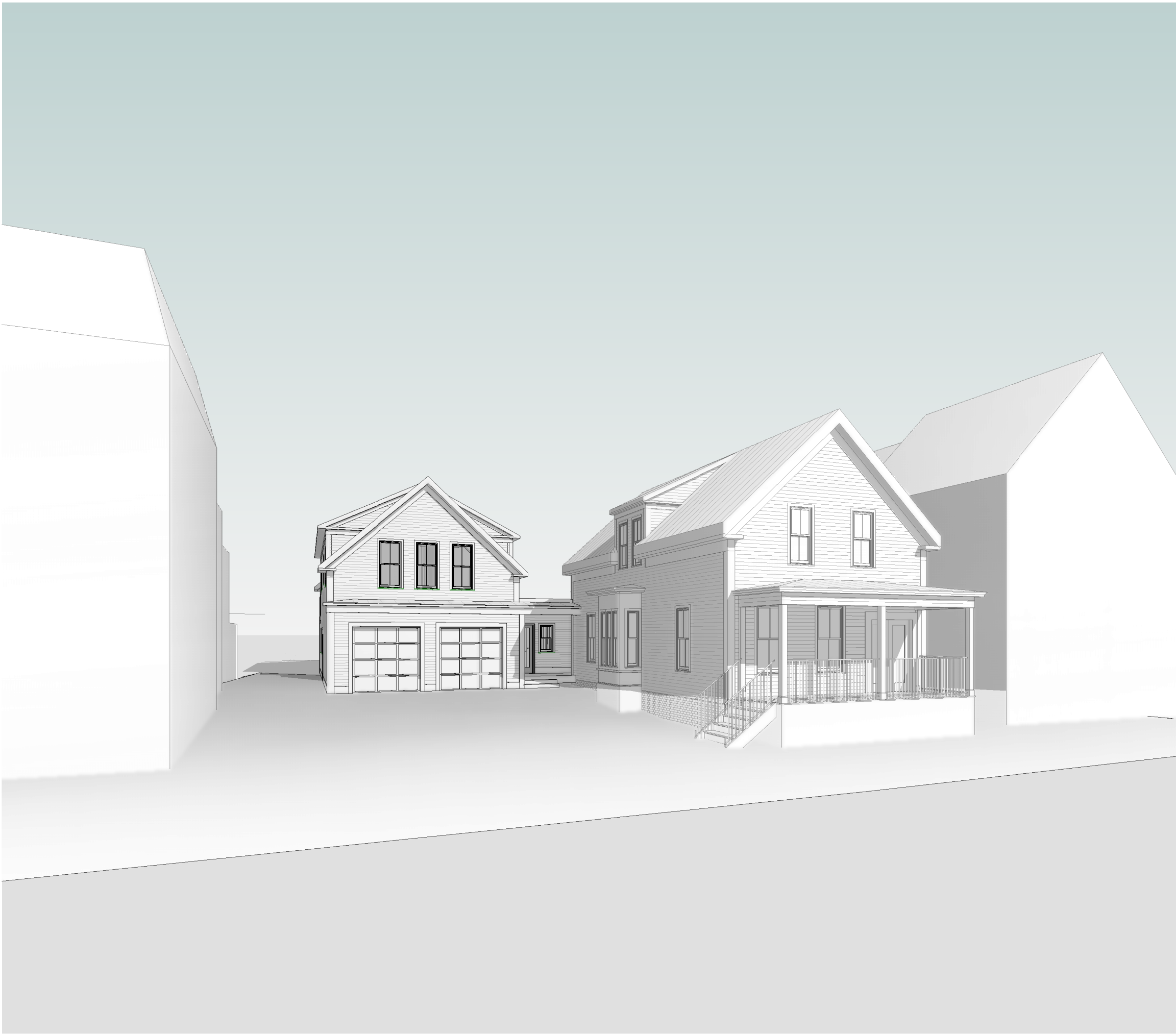
Brittany M. Newman
Notary Public, State of Maine
My Commission Expires 3/4/2025

File No: 2020-1054

“Exhibit A”

A certain lot or parcel of land, together with any improvements thereon, situated in Portland, Cumberland County, Maine, more particularly described as follows:

Beginning on the southwesterly side of North Street at a point about 131 feet southeasterly from the corner of Walnut Street and said North Street; thence running southeasterly on said line of North Street 63 1/2 feet; thence southwesterly about 133 feet to a stake and stone; thence northwesterly about 63 1/2 feet to land now or formerly of Bowie; thence northeasterly about 133 feet to the point of beginning.



PROJECT TEAM

OWNER:

Mary Kathryn Connolly + Thomas Doherty
100 North Street
Portland, ME 04101
connollymarykathryn@gmail.com
dohertyt486@gmail.com

ARCHITECT:

Simons Architects
14 York Street, Suite 101
Portland, ME 04101
207.772.4656
Matt Maiello, AIA
matt@simonsarchitects.com

SHEET NO.	SHEET NAME	
GENERAL		
G000	COVER SHEET	●
G101	EXTERIOR CONTEXT	●
G102	EXTERIOR PERSPECTIVES	●
CIVIL		
C101	SITE PLAN	●
ARCHITECTURAL		
A101	CONSTRUCTION PLANS	●
A201	EXTERIOR ELEVATIONS	●
A411	VERTICAL DETAILS	●

HISTORIC PRESERVATION - 08/24/2026

100 NORTH STREET

PORTLAND, MAINE 04101

ISSUED FOR HISTORIC PRESERVATION

DATE OF ISSUE: 08/24/2026

simons architects

14 York Street, Suite 101
Portland, ME 04101
T. 207.772.4656
www.simonsarchitects.com

simons architects
designed for human potential

14 York Street, Suite 101
Portland, ME 04101
simonsarchitects.com
207.772.4656

PROJECT NAME:

100 NORTH STREET

PORTLAND, MAINE 04101

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1 -

DATE OF ISSUE: 08/24/2026

PROJECT NUMBER: 2026-0100

STATUS: ISSUED FOR HISTORIC PRESERVATION

COVER SHEET

G000



AREA SHADED RED INDICATES
PORTION OF THE BUILDING
THAT WILL BE IMPACTED BY
THE ADDITION CONNECTING
TO THE EXISTING BUILDING



simons architects
designed for human potential

14 York Street, Suite 101
Portland, ME 04101
simonsarchitects.com
207.772.4656

EXISTING CONDITIONS

ADDITION PROPOSED MATERIALS TO MATCH EXISTING

NORTH STREET PANORAMIC VIEW OF THE BLOCK



VIEW FROM WALNUT STREET



SITE CONTEXT

122 NORTH STREET



39 NORTH STREET



30 MELBOURNE STREET



NEIGHBORHOOD CONTEXT

HOMES WITH GARAGES AND ADU'S

PROJECT NAME:
100 NORTH STREET

PORTLAND, MAINE 04101

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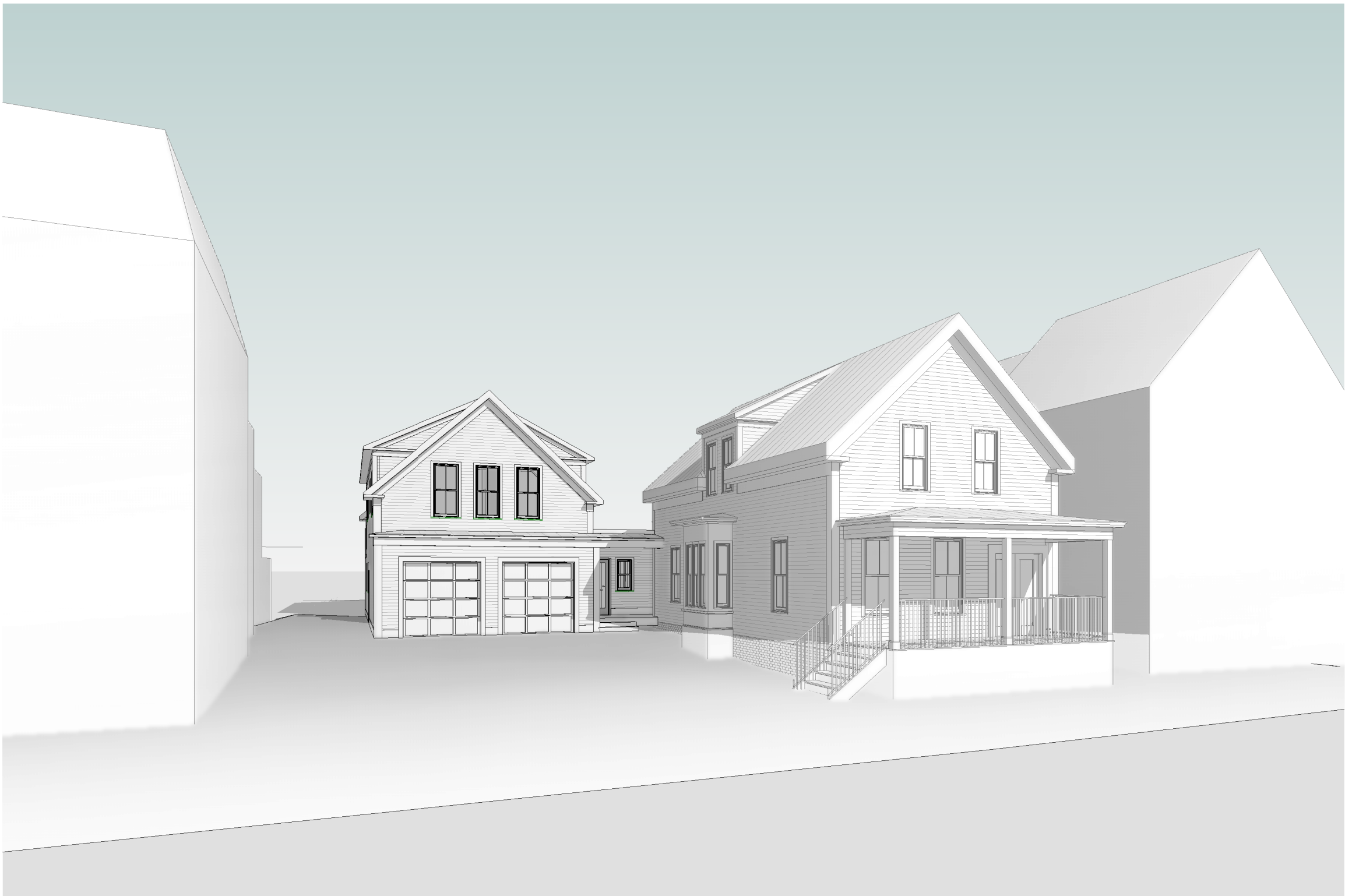
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EXTERIOR CONTEXT

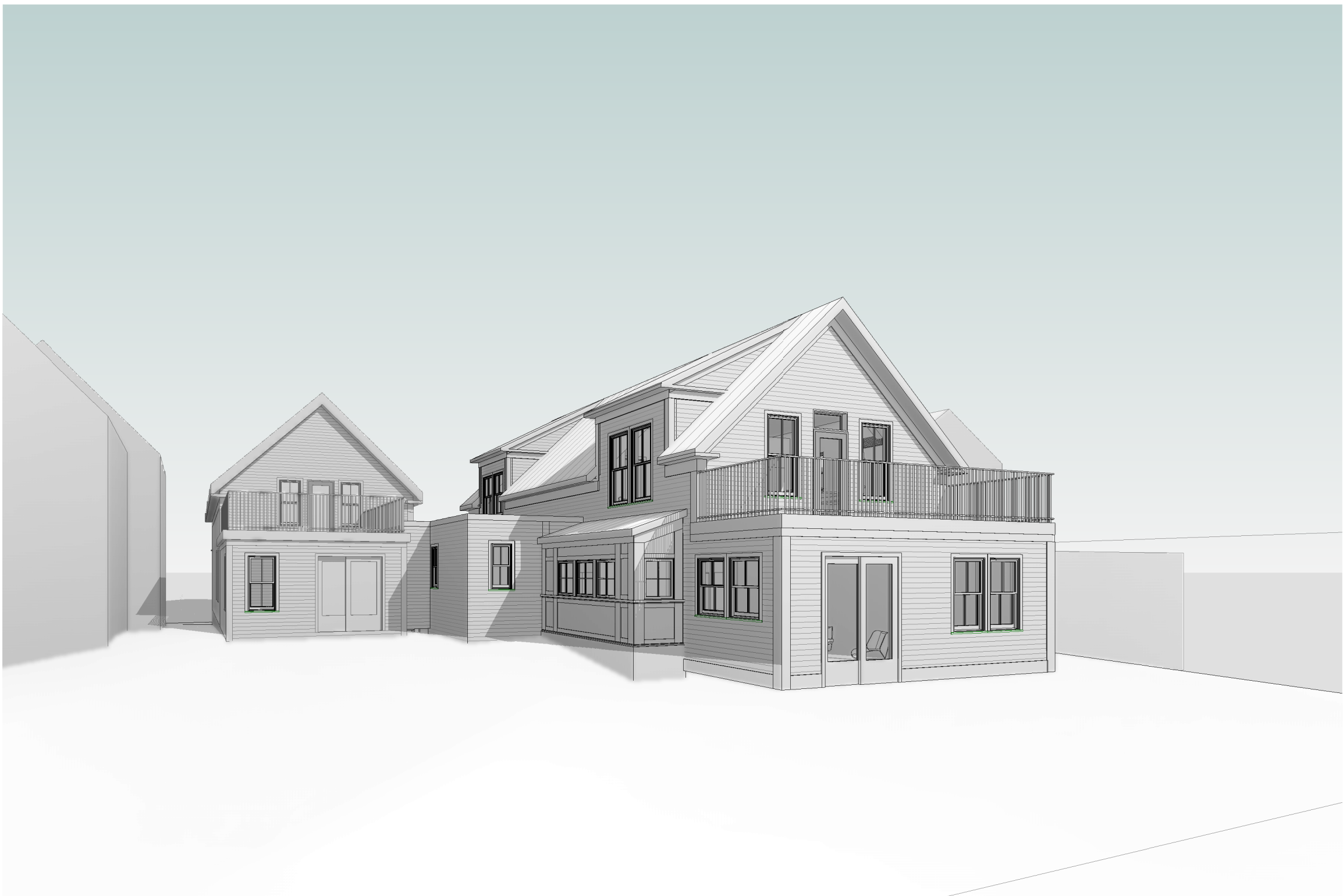
G101



5 FRONT ELEVATION 1 - 100 NORTH STREET



6 FRONT ELEVATION 2 - 100 NORTH STREET



7 REAR ELEVATION 1 - 100 NORTH STREET



8 REAR ELEVATION 2 - 100 NORTH STREET

PROJECT NAME:

**100 NORTH
STREET**

PORTLAND, MAINE 04101

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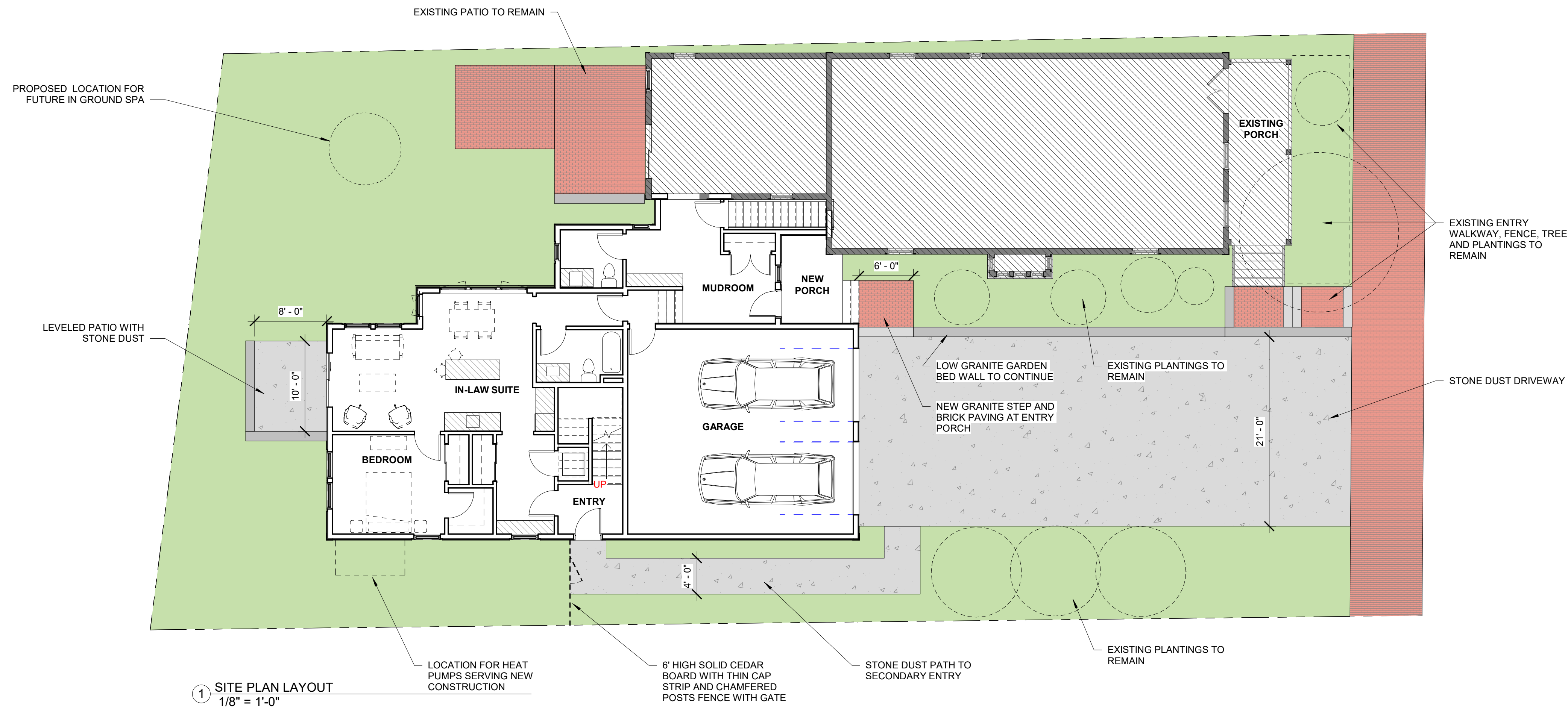
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PRESERVATION

**EXTERIOR
PERSPECTIVES**

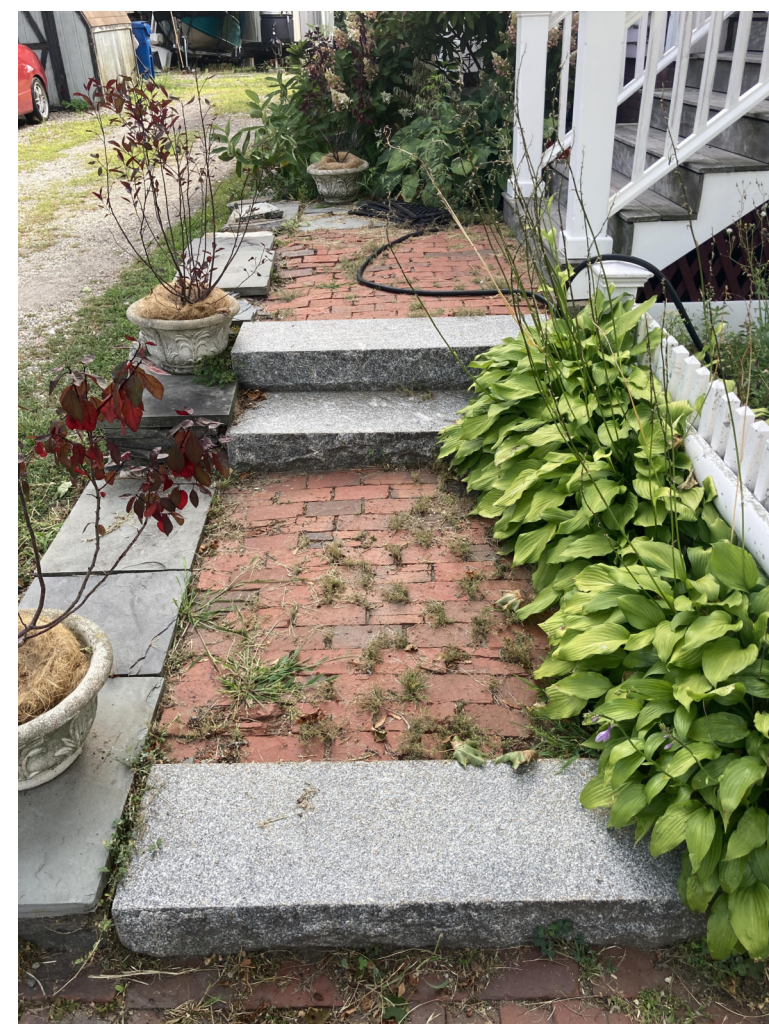
G102



STONE DUST DRIVEWAY AND WALKWAY



PROPOSED FENCE STYLE



EXISTING GRANITE STEPS AND BRICK WALKWAY

PROJECT NAME:
100 NORTH STREET

PORTLAND, MAINE 04101

SEAL:

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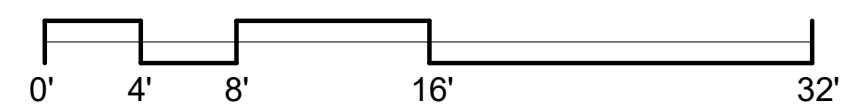
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SITE PLAN

C101



BUILDING FOOTPRINT	
EXISTING BUILDING	- 1,339 SF
NEW CONSTRUCTION	- 1,883 SF (INC. GARAGE 616 SF)
DECKS	- 231 SF
USED LOT COVERAGE	- 3,453 SF
ALLOWABLE LOT COVERAGE	- 4,953 SF
ALLOWABLE ADU AREA	
PRIMARY UNIT (INC. IN LAW SUITE) -	
996 SF	- BASEMENT
3,150 SF	- 1ST FLOOR (INC. GARAGE 616 SF)
996 SF	- 2ND FLOOR
5,214 SF	TOTAL
1,128 SF	- ADU 1
1,128 SF	TOTAL (22% OF PRIMARY UNIT AREA)
EXISTING/NEW CALCULATION FOR SPRINKLER	
EXISTING BUILDING	- 3,331 SF (58%)
NEW CONSTRUCTION	- 2,395 SF (42%)

- GENERAL NOTES**
- A. DIMENSIONS
- a. EXISITNG WALLS ARE DIMENSIONED TO FINISH FACE
- b. WOOD FRAMING - DIMENSIONS ARE TO FACE OF STUDS AND CENTERLINES OF WINDOWS AND DOORS U.N.O.
- c. DIMENSIONS NOTED AS "CLEAR" "CL" "MIN" ARE TO/FROM FINISH FACES
- B. DIMENSIONS WITH "CL" DESIGNATION ARE TO CENTERLINE OF UNIT DEMINISING WALLS.
- C. DOOR OPENING SET HINGE 6" TO PERPENDICULAR WALL U.N.O.
- D. WALLS SEPARATING CORRIDORS FROM RESIDENTIAL UNITS ARE ASSEMBLY TYPE W1, U.N.O.

- GRAPHIC LEGEND**
- NEW WALL
- EXISTING TO REMAIN
- EXISTING HOME NOT IN CONTRACT (N.I.C.)
- CASEWORK OR MILLWORK
- NEW DOOR (SHOWN AT 90°)
- ETR DOOR (SHOWN AT 45°)

PROJECT NAME:

100 NORTH STREET

PORTLAND, MAINE 04101

SEAL:

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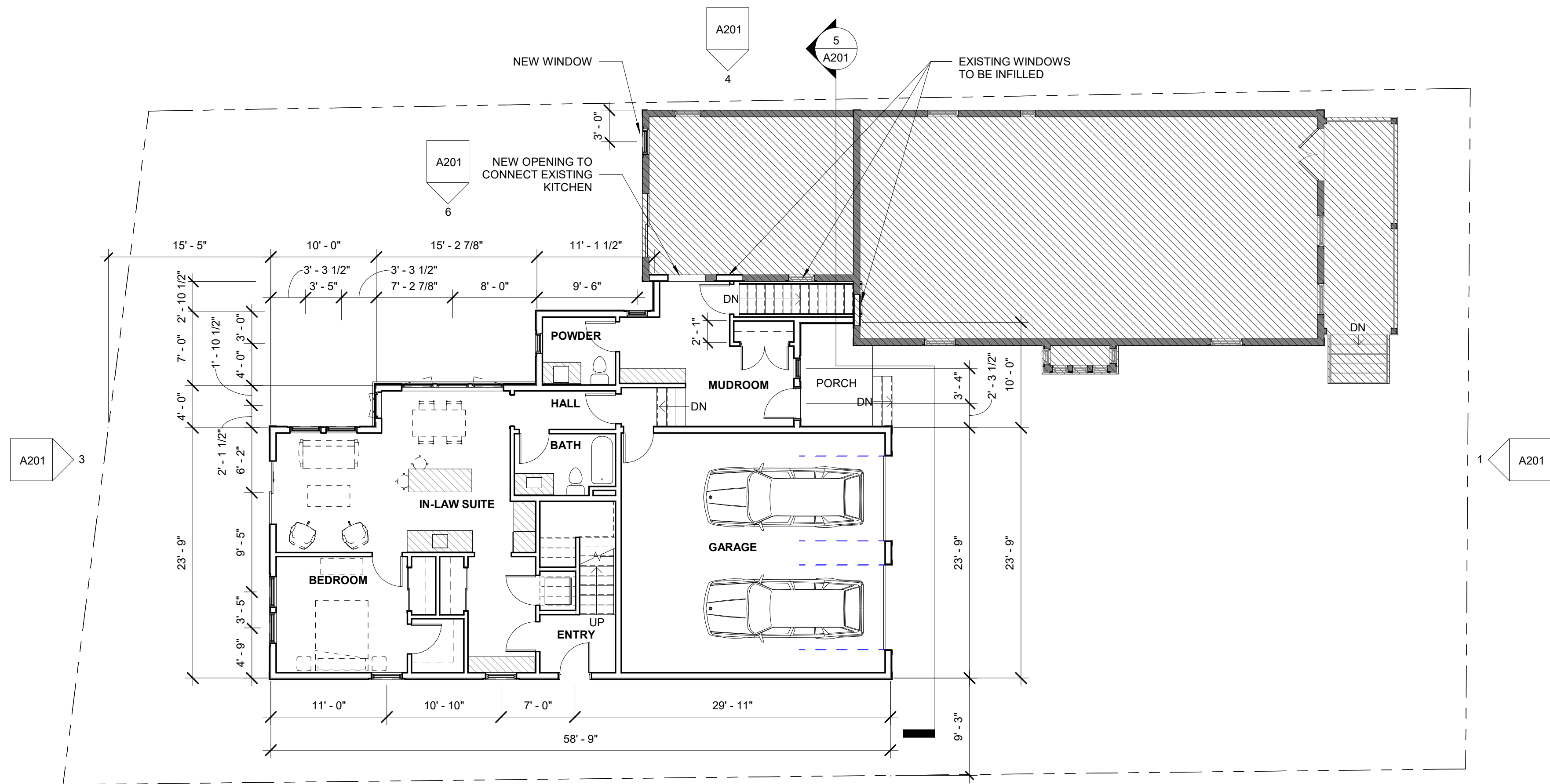
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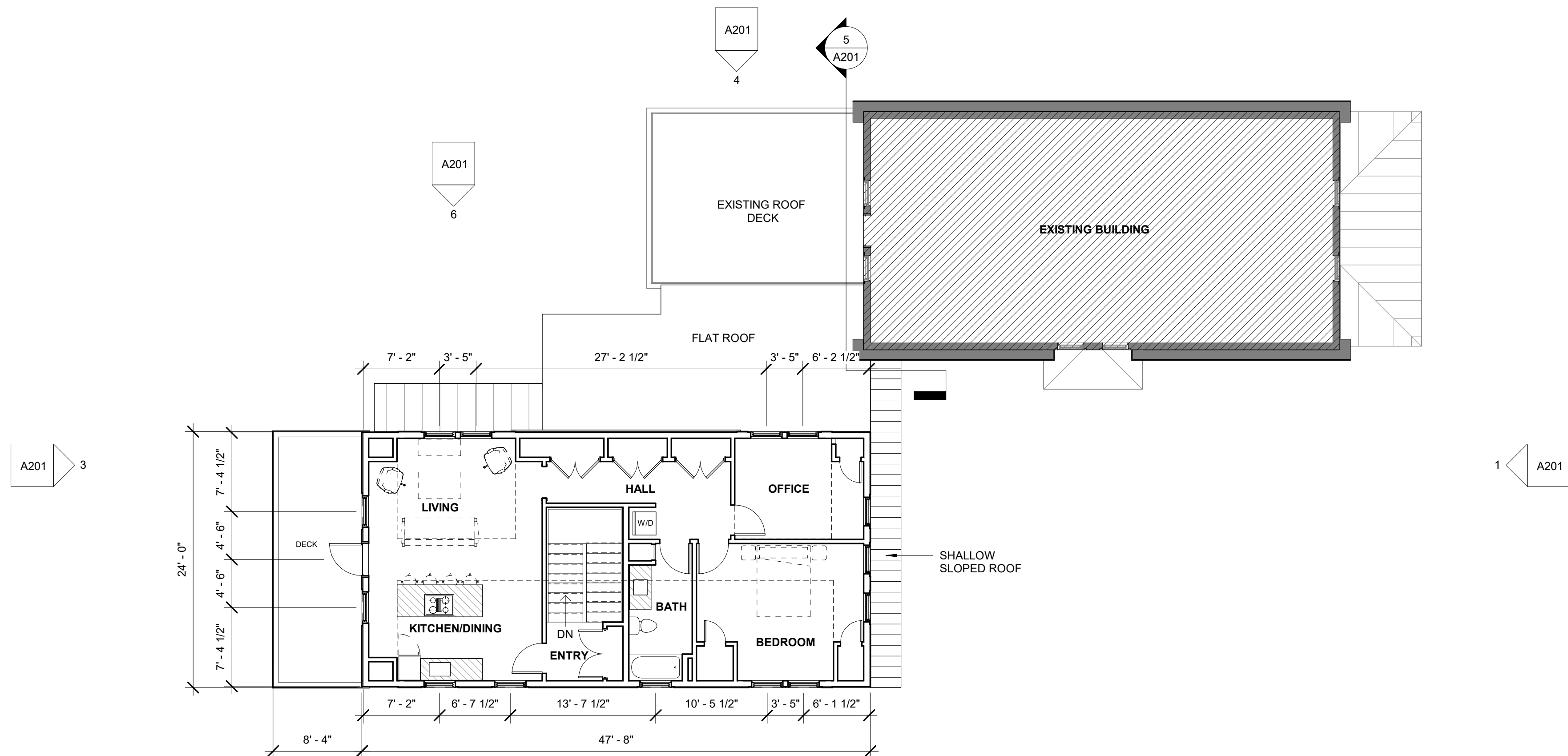
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CONSTRUCTION PLANS

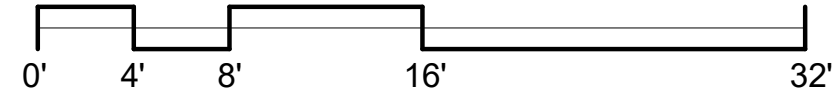
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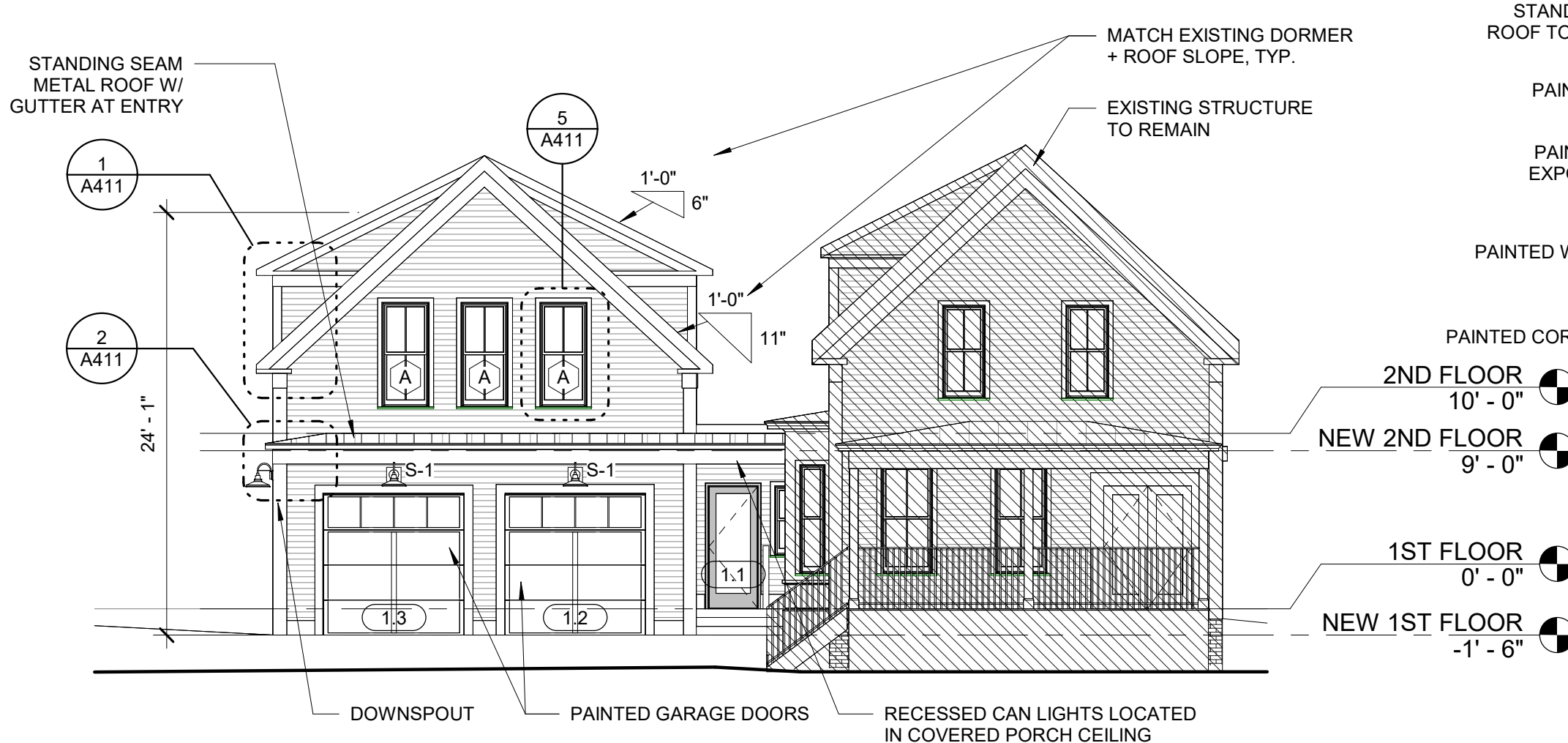
1 FIRST FLOOR - CONSTRUCTION PLAN
1/8" = 1'-0"



2 SECOND FLOOR - CONSTRUCTION PLAN
1/8" = 1'-0"



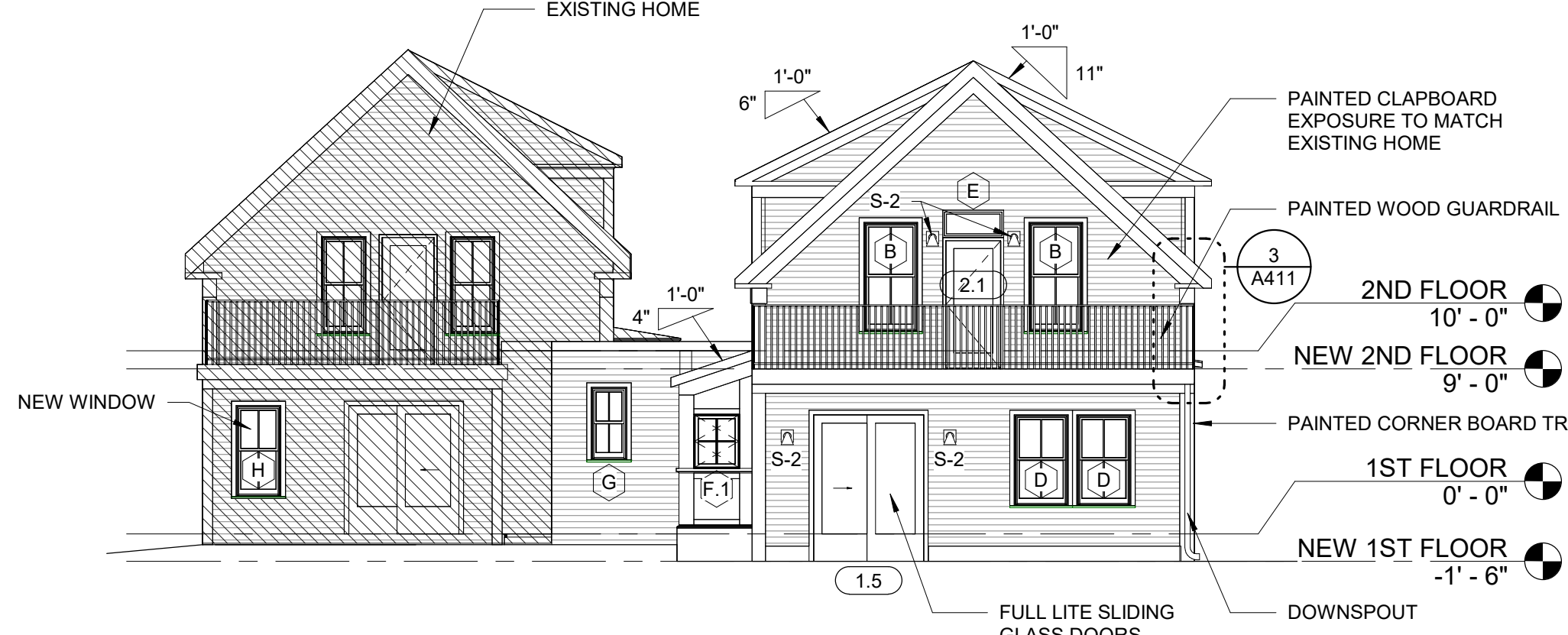
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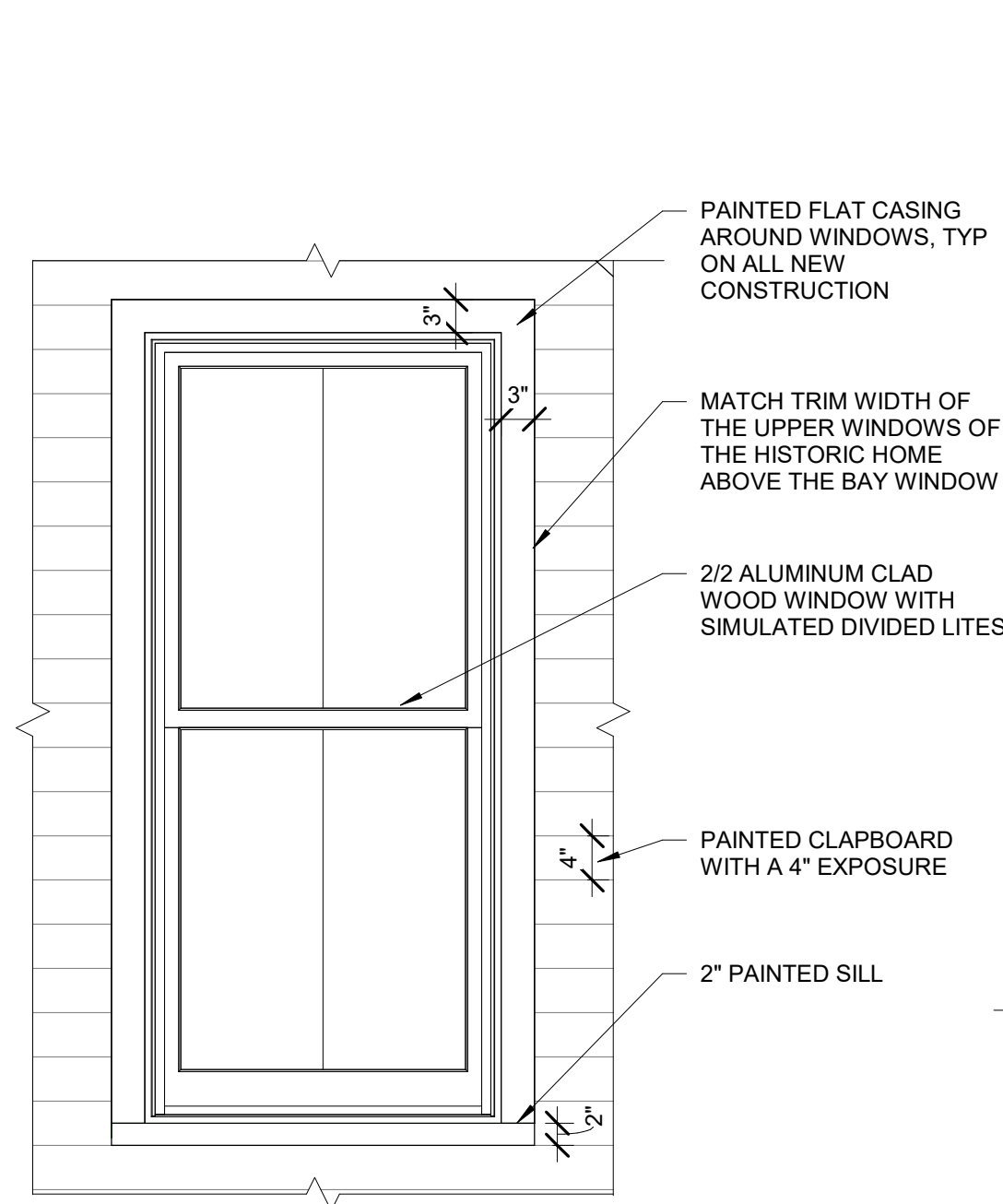


1 EAST ELEVATION
1/8" = 1'-0"

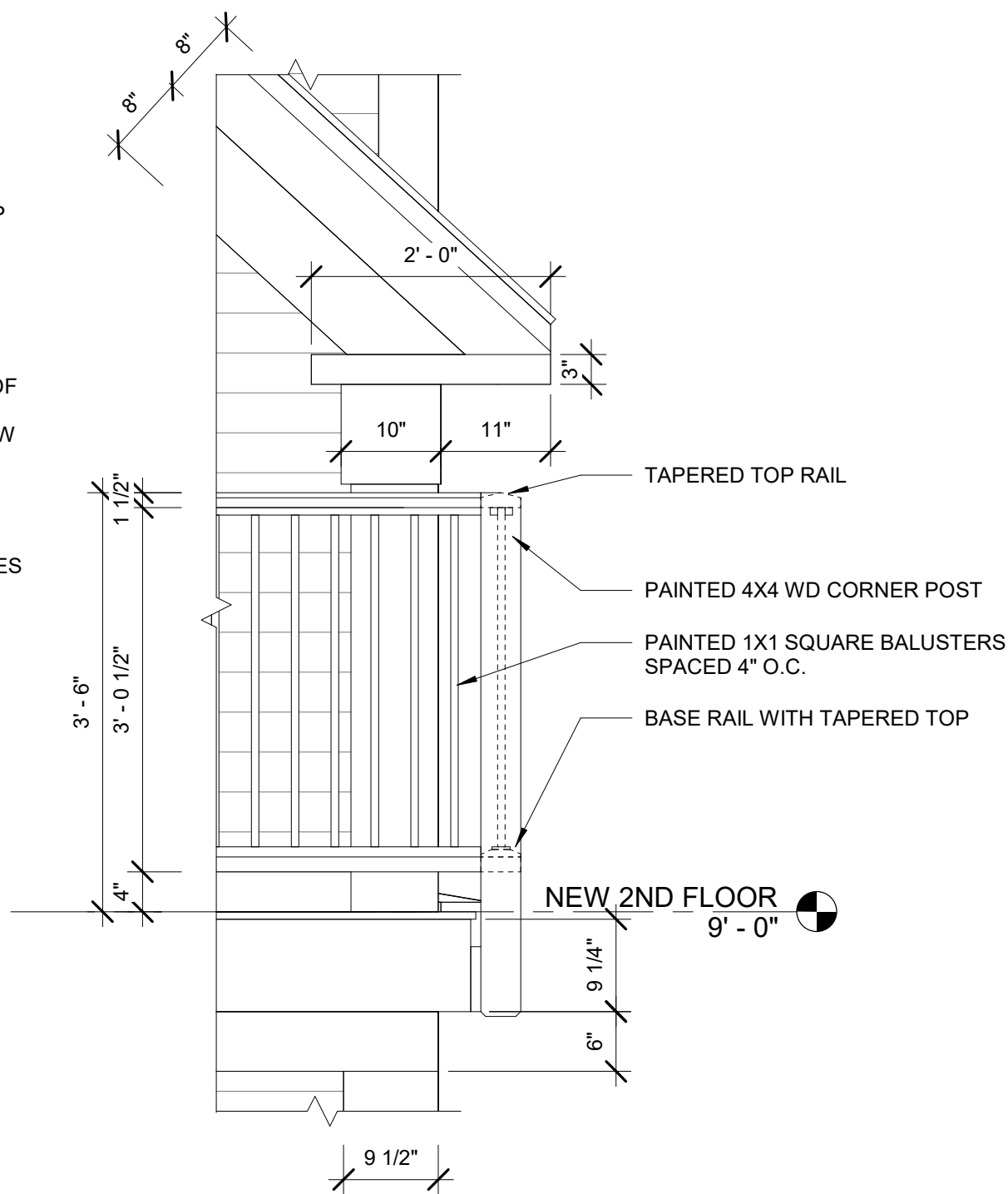


2 SOUTH ELEVATION
1/8" = 1'-0"

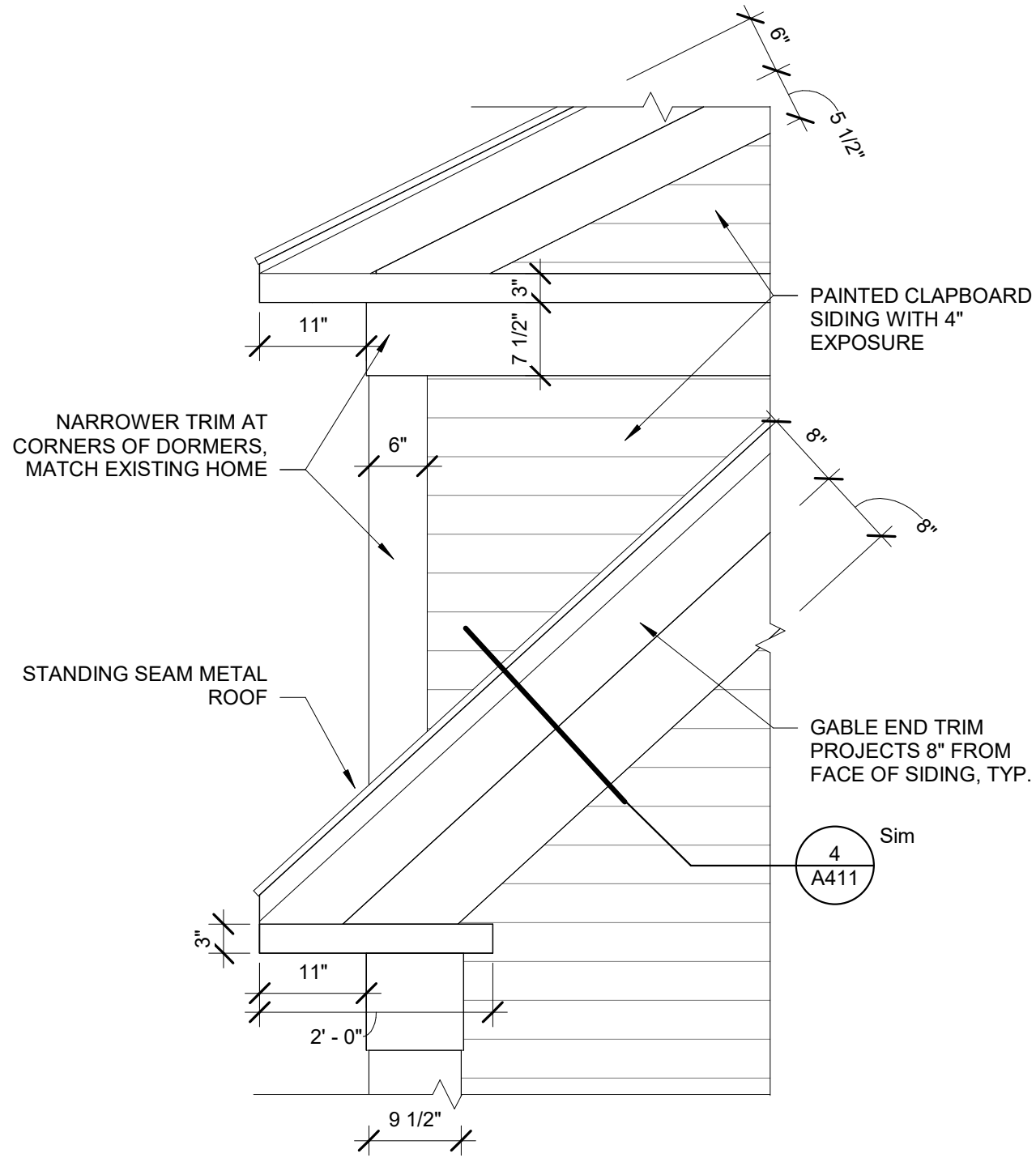




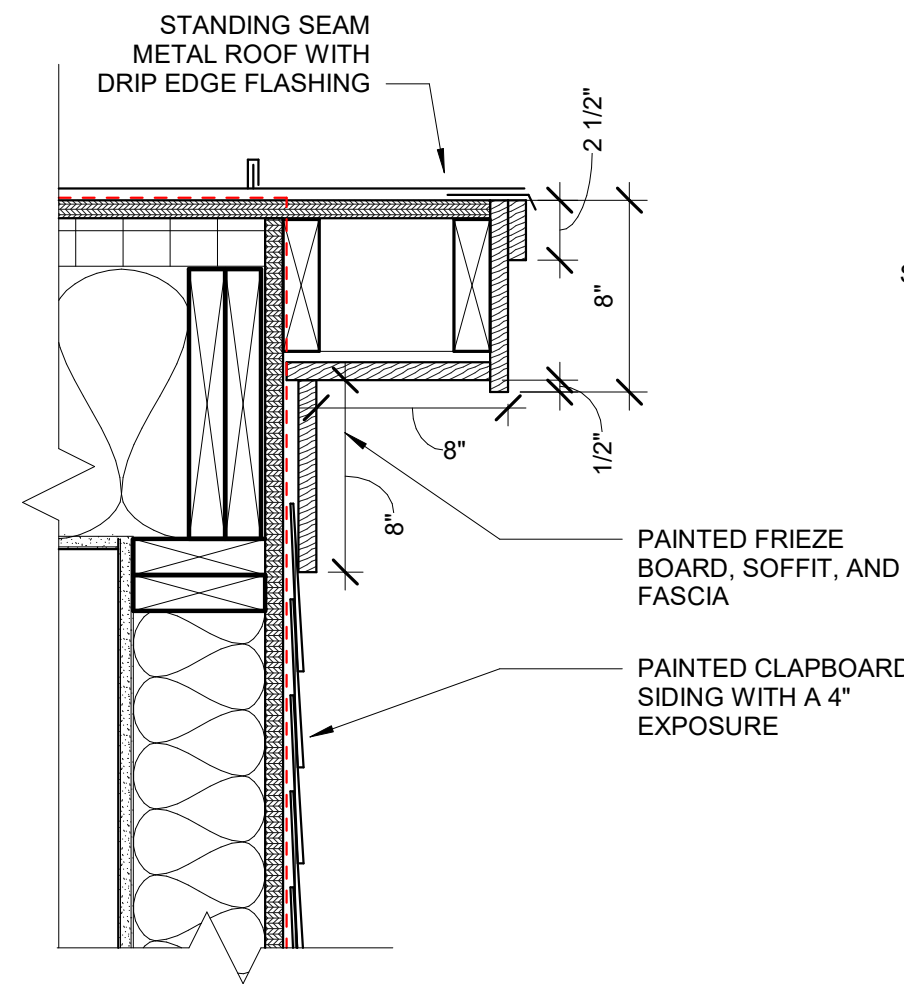
⑤ TYPICAL WINDOW TRIM DETAIL
3/4" = 1'-0"



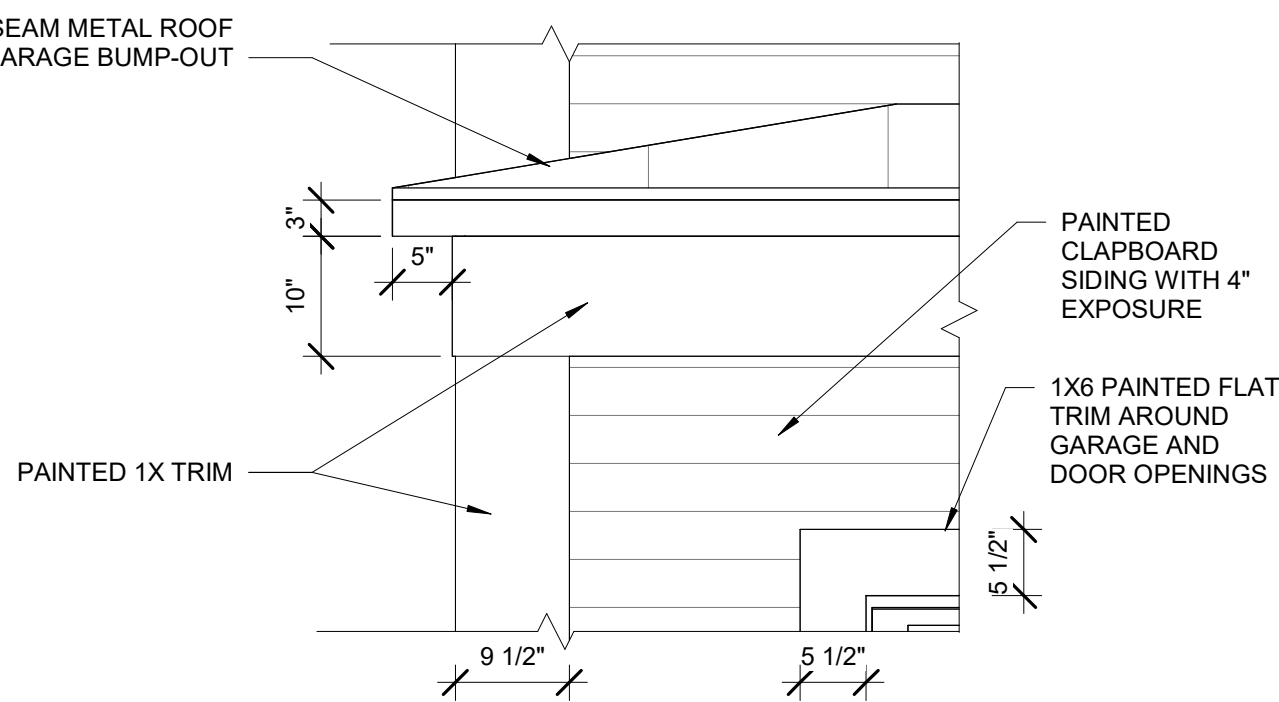
③ REAR PORCH ROOF EDGE AND GUARDRAIL DETAIL
3/4" = 1'-0"



① TYPICAL ROOF AND DORMER TRIM DETAIL
3/4" = 1'-0"



④ TYPICAL GABLE END DETAIL
1 1/2" = 1'-0"



② GARAGE ROOF EDGE TRIM DETAIL
3/4" = 1'-0"

△ REVISIONS

DATE OF ISSUE:	08/24/2026
PROJECT NUMBER:	2026-0100
STATUS:	ISSUED FOR HISTORIC PRESERVATION

**CITY OF PORTLAND
HISTORIC PRESERVATION BOARD
NOTICE OF DECISION**



PROPERTY OWNER: Mary Kathryn and Thomas Connolly ("Applicant")
PROPERTY LOCATION: 100 North ("Property")
PROJECT ID: HP-00116-2026
HISTORIC DESIGNATION(S): Munjoy Hill Historic District

FINDINGS OF FACT & CONCLUSIONS OF LAW

1. On August 10, 2026, the Applicant applied for an approval to construct a, one-and-a-half-story, 1,128-square-foot addition that connects to the existing historic residence via a single-story mudroom at the rear of the property. Addition to include a garage, an in-law suite, and a second-floor accessory dwelling unit.
2. Pursuant to subsection 16.5.2 of the City of Portland Land Use Code ("Land Use Code"), the application required review and approval by the Historic Preservation Board ("Board") against the standards for review of subsection 16.6 ("Standards").
3. Subsection 16.6.2 of the Land Use Code incorporates by reference the Historic Resources Design Manual, which provides additional guidance to this Board. Specifically, when discerning the "compatibility" and "differentiation" of the proposed project, the Design Manual provides the following guidance:

"Two core concepts in reviewing alterations to historic properties and additions or new construction within historic contexts are those of compatibility and differentiation. Compatibility refers to establishing visual relationships with the patterns or characteristics that define a given context. New work does not need to follow the patterns of the context in every way; however, they should relate to a number of the key character-defining features of the context. Differentiation refers to the ability of new work to be visually understood as a construction of its own time, distinct from the historic properties. This inherently requires some degree of departure from the patterns of the context.

These two concepts are at times in tension, but when they are successfully balanced, they uphold the goals of reinforcing what defines historically-designated places while ensuring authenticity and allowing the passage of time to remain legible in the built environment. There are numerous approaches that designers can take in striking this balance, and their successful application can be found across a variety of projects."
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4. On September 16, 2026 the Board held a Public Hearing to review the application.
5. Based on the written materials, oral testimony, staff memoranda, and public comment received during the public hearing held on September 16, 2026, the Board finds as follows:

Subsection 16.6.3 - Standards for review of alterations to contributing properties:

Standard A. Compatible use	
When the use of a property is being changed, every reasonable effort shall be made to minimize the alteration of the character-defining features of the building, structure, object, or site.	
Standard Met?	Staff Comments
YES	The applicant provided a cover letter and plans to demonstrate that no change in use is proposed. Additionally, the Board finds no significant alterations to the building's character defining features are proposed. Thus, the Board finds this standard has been met.

Standard B. Retain historic features	
The distinguishing original qualities or character of the building, structure, object, or site shall be retained and preserved. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.	
Standard Met?	Staff Comments
YES	The applicant provided plans to demonstrate that the addition will be connected to a minimally visible altered one-story el. Additionally, the Board finds no significant alterations to the building's character defining features are proposed. Thus, the Board finds this standard has been met.

Standard C. Historical accuracy	
The building, structure, object, or site shall be recognized as a product of its 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 not be undertaken.	
Standard Met?	Staff Comments
YES	The applicant provided plans to demonstrate that addition will not create a false sense of historical development and no conjectural features will be undertaken. Additionally, the Board finds that the building's character-defining features will not be altered due to the location of the proposed addition. Thus, the Board finds this standard has been met.

Standard D. Acquired significance	
Changes which may have taken place in the course of time are evidence of the history and	

development of the building, structure, object, or site. Changes that have acquired significance in their own right shall be retained and preserved.	
Standard Met?	Staff Comments
YES	The applicant provided current photographs within the plan to demonstrate that the rear el has been altered. Additionally, the Board finds that due to these alterations that el has not acquired significance in its own right. Thus, the Board finds this standard has been met.

Standard E. Distinctive features	
Distinctive features, finishes, and construction techniques or examples of skilled craftsmanship which characterize the building, structure, object, or site shall be retained and preserved.	
Standard Met?	Staff Comments
YES	The applicant provided plans to demonstrate that the project will not impact any distinctive features due to the placement of the addition at the existing one-story rear projection. Additionally, the Board finds all distinctive features of the existing residence will remain and be visible from North Street. Thus, the Board finds this standard has been met.

Standard F. Repair rather than replace	
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.	
Standard Met?	Staff Comments
YES	The applicant provided a cover letter to demonstrate that no historic features will be replaced. Additionally, the Board finds that no other work is proposed at the existing primary structure. Thus, the Board finds this standard has been met.

Standard G. Surface cleaning	
The surface cleaning of the building, structure, or object, 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.	
Standard Met?	Staff Comments
NOT APPLICABLE	The Board finds this standard is not applicable to the proposed scope because the applicant provided in the cover letter and plans demonstrating that no surface cleaning is planned.

Standard H. Archaeological resources	
Every reasonable effort shall be made to protect and preserve significant archaeological resources affected by or adjacent to any project. If resources must be disturbed, mitigation measures shall be undertaken.	
Standard Met?	Staff Comments
NOT APPLICABLE	The Board finds this standard is not applicable to the proposed scope because the Munjoy Hill Historic District designation materials do not identify significant archaeological resources on this site.

Standard I. Differentiation and contemporary design	
Alterations and additions shall not destroy the character-defining features of the building, structure, object, or site. New work shall be differentiated from the old and shall be compatible with the size, scale, color, material, and character of the building, structure, object, or site. Contemporary design for alterations and additions shall not be discouraged when such alterations and additions do not destroy significant materials or features that characterize the building, structure, object, or site.	
Standard Met?	Staff Comments
YES	The applicant provided plans and context analysis to demonstrate that the new addition will be differentiated from the historic building by design and use of materials. Additionally, the Board notes the proposed addition will avoid impacting any character-defining features of the contributing building or site by connecting to a minimally-visible, one-story rear projection. The Board finds that the new construction will be clearly differentiated from the historic structure through its design and materials, that the design and placement of the addition will remain subordinate to the primary residence, and therefore the addition is visually compatible with surrounding structures. Thus, the Board finds this standard has been met.

Standard J. Reversibility	
Wherever possible, new additions or alterations to the building, structure, object, or site 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 building, structure, object, or site would be unimpaired.	
Standard Met?	Staff Comments
YES	The applicant provided plans to demonstrate that the project would be reversible if removed. Additionally, the Board notes the proposed addition attaches to the historic structure through a single-story mudroom at the existing rear one-story el, the addition will be reversible. The Board finds that if the addition and mudroom link were removed in the future, the essential form, massing, and historic integrity of the contributing house would remain fully intact and unimpaired. Thus, the Board finds this standard has been met.

Subsection 16.6.4 - Standards for review of additions and new construction:

Standard A. Scale and form	
<u>1. Height</u> The height of the addition or new construction shall be visually compatible with the contributing buildings, structures, objects, and sites of the historic designation when viewed from any street or public open space.	
Standard Met?	Staff Comments
YES	The applicant provided plans to demonstrate that the new addition will have a height of one-and-a-half stories to match the height to the existing home. Additionally, the Board notes that accessory structures throughout the district typically range from one to one-and-a-half stories. The Board therefore finds that the proposed height is compatible with the height of the existing structure, is typical of accessory structures, and is therefore visually compatible with surrounding structures. Thus, the Board finds this standard has been met.
<u>2. Width</u> The width of the addition or new construction shall be visually compatible with the contributing buildings, structures, objects, and sites of the historic designation when viewed from any street or public open space.	
Standard Met?	Staff Comments
YES	The applicant provided plans and a context analysis to demonstrate that the primary mass of the new addition will be about 25 feet wide, excluding the width of the lower mudroom link, and that the existing home is about 24 feet wide. The Board further notes that other residences on North Street, typically range from 20 to 50 feet in width. The Board further finds the addition will match the overall width and form of other accessory buildings and garages in the district which are generally two garage bays wide, and is therefore visually compatible with surrounding structures. Thus, the Board finds this standard has been met.
<u>3. Proportion of principal facades</u> The relationship of the width to the height of the principal facades shall be visually compatible with the contributing buildings, structures, objects, and sites of the historic designation when viewed from any street or public open space.	
Standard Met?	Staff Comments
YES	The applicant provided plans showing that the existing structure has a generally square proportion, and that the proposed addition will have a somewhat square proportion, both being about as tall as they are wide. The Board finds that the proposed design successfully reiterates these proportions of the existing structure, ensuring visual compatibility. Thus, the Board finds this standard has been met.
<u>4. Roof shape</u> The roof shape of the addition or new construction shall be visually compatible with the	

contributing buildings, structures, objects, and sites of the historic designation when viewed from any street or public open space.	
Standard Met?	Staff Comments
YES	The applicant provided plans and a context analysis to demonstrate that gable roofs are typical of contributing buildings within the district, and that the proposed addition features a front gable with double shed-roof dormers. The Board finds that the roof form will primarily read as a gable roof, and is therefore compatible with the existing structure and the patterns of the Munjoy Hill Historic District. Thus, the Board finds this standard has been met.
5. Scale The size and mass of the addition or new construction in relation to open spaces, windows, doors, porches, and balconies shall be visually compatible with the contributing buildings, structures, objects, and sites of the historic designation when viewed from any street or public open space.	
Standard Met?	Staff Comments
YES	The applicant provided context analysis to demonstrate that the windows and doors are typically sized to comfortably sit within their respective wall planes, maintaining “breathing room” around the openings. The Board further finds that the applicant provided elevations that show that the windows are similarly sized on the proposed addition, maintaining a compatible relationship between the overall scale of the addition and the windows and doors. Thus, the Board finds this standard has been met.

Standard B. Composition of principle facades	
1. Proportion of openings The relationship of the width to height of windows and doors shall be visually compatible with the contributing buildings, structures, objects, and sites of the historic designation.	
Standard Met?	Staff Comments
YES	The applicant provided a cover letter, context analysis within the plans to demonstrate that vertically proportioned openings are typical of the historic district. Additionally, the Board notes window openings on the new addition will closely match the tall, narrow proportions characteristic of the existing house's Italianate style. The Board further finds the double-bay garage doors reflect the historic proportions typical of garages found in the district is therefore visually compatible with surrounding structures. Thus, the Board finds this standard has been met.
2. Rhythm of solids to voids The relationship of solids to voids in the principal facades shall be visually compatible with the contributing buildings, structures, objects, and sites of the historic designation.	
Standard Met?	Staff Comments
YES	The applicant provided a context analysis, and plans demonstrate the existing primary structure and nearby buildings are predominantly solid wall

	with openings evenly spaced across facades. Additionally, the Board finds that the proposed addition will be primarily solid, with windows and doors evenly spaced across the primary street-facing façade. The Board further finds this balanced and organized arrangement of openings reflects the ordered pattern of the original building and is therefore visually compatible with surrounding structures. Thus, the Board finds this standard has been met.
<u>3. Rhythm of entrances, porches, and other projections or recesses</u> The relationship of entrances, porches, and other projections or recesses to sidewalks shall be visually compatible with the contributing buildings, structures, objects, and sites of the historic designation.	
Standard Met?	Staff Comments
YES	The applicant provided a context analysis to demonstrate that garages and carriage houses are typically set back from the street, but include large openings facing towards the street. The Board finds that the plans show that the addition is proposed to be located to the rear of the lot with a pair of garage doors facing the street. The Board further finds that the addition includes a recessive secondary entrance within the mudroom link, which maintains the architectural prominence of the original main entrance, ensuring the new construction remains visually subordinate to the contributing residence. The Board therefore finds that this arrangement of person and vehicle entrances is visually compatible with surrounding partners of the Munjoy Hill Historic District. Thus, the Board finds this standard has been met.
<u>4. Relationship of materials</u> The relationship of the color and texture of materials (other than paint color) of the principal facades shall be visually compatible with the predominant materials used on the contributing buildings, structures, objects, and sites of the historic designation.	
Standard Met?	Staff Comments
YES	The applicant provided a cover letter and plans showing that the addition is proposed to be clad in clapboard siding with flat wooden trim. Additionally, the Board notes that clapboard siding is a typical material of the district and therefore will be visually compatible with surrounding structures. Thus, the Board finds this standard has been met.

Standard C. Relationship to street	
<u>1. Walls of continuity</u> Facades and site features, such as masonry walls, fences, and landscape masses, shall, when it is a characteristic of the context, form cohesive walls of enclosure along the street to ensure visual compatibility with the contributing buildings, structures, objects, and sites of the historic designation.	
Standard Met?	Staff Comments
YES	The applicant provided context analysis to demonstrate that the new addition will not alter the pattern of buildings and side yards along North Street. The Board finds the proposed addition will be set back over 40 feet from the street, maintaining the side yard. The new addition will maintain a similar set back to other garages and accessory dwellings in the district, and is therefore visually compatible with surrounding structures. Thus, the Board finds this standard has been met.
<u>2. Rhythm and spacing along streets</u> The relationship of the addition or new construction to the open space between it and adjacent buildings, structures, objects, or sites shall be visually compatible with the contributing buildings, structures, objects, and sites of the historic designation.	
Standard Met?	Staff Comments
YES	The applicant provided plans and a context analysis to demonstrate that the project will maintain the historic rhythm of buildings with side yards found along North Street. The Board further finds that the placement ensures that the existing rhythm and spacing of open space between buildings along North Street will not be interrupted, maintaining compatibility with the adjacent historic structures, and is therefore visually compatible with surrounding structures. Thus, the Board finds this standard has been met.
<u>3. Directional expression of principal facades</u> The addition or new construction shall be visually compatible with the directional character of the contributing buildings, structures, objects, and sites of the historic designation, whether this be vertical character, horizontal character, or nondirectional character.	
Standard Met?	Staff Comments
YES	The applicant provided context analysis and a cover letter to demonstrate that the existing context exhibits a mixed directional expression with vertically-oriented to squarely-proportion facades, punctuated by vertical and horizontal details. The Board further finds that the plans show that the new addition will have a square proportion, similar to the existing primary structure, and that this will be punctuated by vertical windows and trim details and a horizontal pent roof. The Board further finds that this mixed expression relates to the composition of the primary structure which features vertical windows and trim details, and a horizontal front porch. The Board therefore finds that the directional expression of the addition is visually compatible with surrounding structures. Thus, the Board finds this standard has been met.

4. Streetscape, pedestrian improvements

Streetscape and pedestrian improvements and any change in the appearance thereof located adjacent to any addition or new construction shall not be incongruous with the contributing buildings, structures, objects, and sites of the historic designation.

Standard Met?	Staff Comments
YES	The applicant provided plans to demonstrate that the property will retain a simple stone dust driveway buffered by small areas of the planting. The Board also notes that the existing planted area in front of the existing primary structure will be retained. The Board therefore finds that the streetscape will not change significantly, and that the appearance of the site will not be incongruous with surrounding streetscape. The Board further finds the use of a similar material for the driveway is visually compatible with surrounding structures. Thus, the Board finds this standard has been met.

DECISION

By a vote of ___ to ___, the Board adopts the above findings of fact to support its APPROVAL of application HP-00116-2026 from September 16, 2026.

Brad Miller, Chair

Date