

# Town of Brunswick, Maine

## DEPARTMENT OF PLANNING AND DEVELOPMENT

---

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

---

**PROJECT NAME:** 16 Dunlap Street Enclosed Porch

**CASE NUMBER:** VRB 25-023

**LOCATION:** 16 Dunlap Street; Map U13, Lot 141

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

**REVIEW DATE:** September 16, 2025

---

#### PROJECT SUMMARY

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

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

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

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

##### (1) General Standard

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

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

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

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

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

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

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

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

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

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

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

Not applicable.

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

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

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

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

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

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

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

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

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

Not applicable.

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

Not applicable.

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

Not applicable.

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

Not applicable.

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

Not applicable.

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

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

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

Not applicable.

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

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

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

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

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

Not applicable.

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

Not applicable.

### **(3) Signs**

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

Not applicable.

### **(4) Demolition and Relocation**

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

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

Not applicable.

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

Not applicable.

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

Not applicable.

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

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

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

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

113-141

## HISTORIC PRESERVATION SURVEY

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

Approximate Date: ..... Style: Greek Revival Cape Cod .....



## Type of Structure:

Residential  Commercial  Industrial  Other: .....

Condition:  Good  Fair  PoorEndangered:  No  Yes .....

Surveyor: ..... Organization: ..... Date: 8/20/80

Rating: .....

Historic Significance to the Community: .....

(For Additional Information -- Use Reverse Side)

16 Dunlap

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

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

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

1910 #14/16 = F.I. Richardson

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

Received: Skanner  
By: 9/2/25

Pd ck # 565  
\$150

VRB Case #: 25-023

**VILLAGE REVIEW OVERLAY  
CERTIFICATE OF APPROPRIATENESS  
APPLICATION**

1. Project Applicant:

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

2. Project Property Owner:

Name: SAME  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

3. Authorized Representative: (If different than applicant)

Name: SAME  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

4. Physical Location of Property Being Affected:

Address: 16 DUNLAP ST

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

6. Underlying Zoning District GEN1

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

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

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

Applicant Name (printed): Henry Thompson

Applicant Signature: Henry Thompson

Property Owner Name (printed): SAME

Property Owner Signature: SAME

Revised 12/17/2024

Generally it is required that:

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

### **Application Requirements**

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

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

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

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

### **Notification**

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

### **Application Fees**

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

**Minor Review (Staff-level): \$75.00**

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

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

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

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

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

**THIS APPLICATION WAS:**

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

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

\_\_\_\_\_  
Signature of Department Staff Reviewing Application

## COMPLIANCE WITH ZONING STANDARDS

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

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

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

compliance with all applicable zoning standards:

Comments: Building Permit Required

Signed: HAL JHS

Date: 9/12/2025



16 Dunlap Street





View from Bank Street

