

Town of Brunswick, Maine

DEPARTMENT OF PLANNING AND DEVELOPMENT

APPROVED FINDINGS OF FACT REQUEST FOR CERTIFICATE OF APPROPRIATENESS FOR ALTERATIONS VILLAGE REVIEW BOARD

PROJECT NAME: 7 High Street Dormer

CASE NUMBER: VRB 25-029

LOCATION: 7 High Street; Map U14, Lot 47

APPLICANT & OWNER: Kevin Oakes and Darcy Whitten
7 High Street
Brunswick, ME 04011

REVIEW DATE: October 21, 2025

PROJECT SUMMARY

The applicant is requesting a Certificate of Appropriateness for Alterations to construct a dormer on the southeast side of the existing structure, partially visible from High Street. The Greek-Revival building was built circa 1851 and is located in the Growth Residential 6 (GR6) Zoning District and is a contributing structure in the Village Review Overlay (VRO) District.

The project proposes the construction of a dormer at the rear of the existing structure on the southeast side. The proposal includes asphalt roof shingles, Mathews Brothers double hung windows, wooden clapboard siding and Boral trim to match the exterior of the existing structure.

Specification sheets are provided for the proposed windows. They are Mathew Brothers 5/8" grilles between glass design, to match the existing windows on the rest of the house. The two double hung windows are 6 over 6 and the transom is a 3-pane fixed window with colonial divisions.

The following draft Findings of Fact for a Certificate of Appropriateness for 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 proposed modifications to the property require a Certificate of Appropriateness and a building permit.

- 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*.**

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

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

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

The proposed addition has no deleterious effect on the historic integrity of the original building. The dormer is proposed for the rear of the home and is not easily visible.

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

As noted, the dormer is not easily visible from High Street and has little effect on the streetscape.

The proposed siding materials match the materials utilized on the existing structure.

- 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.**

This standard is not applicable.

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

This standard is not applicable.

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

This standard is 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.**

This standard is not applicable.

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

This standard is 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.**

This standard is 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.**

This standard is 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.**

This standard is 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.**

This standard is not applicable.

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

This standard is not applicable.

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

This standard is not applicable.

- ix. **No building on Maine Street shall have more than 15 feet horizontally of windowless wall.**

This standard is 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.

This standard is 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.**

This standard is 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.**

This standard is 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.**

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.

This standard is 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.**

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.

This standard is 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.**

This standard is not applicable.

DRAFT MOTIONS
7 HIGH STREET (MAP U14, LOT 47)
REQUEST FOR A CERTIFICATE OF APPROPRIATENESS FOR ALTERATIONS
VILLAGE REVIEW BOARD
REVIEW DATE: OCTOBER 21, 2025

- Motion 1:** That the Certificate of Appropriateness application is deemed complete.
- Motion 2:** That the Board approves the **Certificate of Appropriateness for Alterations to an Existing Structure** to construct a dormer on the southeast side of the contributing building located at 7 High Street, 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, 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.

014-47

HISTORIC PRESERVATION SURVEY

Cumberland Brunswick 7 High Street
County City/Town Street Address and Number

historic: 1851-1852 residence of Ann Livermore

Name of Building/site: Common and/or Historic

Approximate Date: 1851-1852 Style: Greek Revival

Type of Structure:

☒ Residential ☐ Commercial ☐ Industrial ☐ Other:

Condition: ☐ Good ☐ Fair ☐ Poor

Endangered: ☐ No ☐ Yes

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

Rating:

Historic Significance to the Community:

(For Additional Information — Use Reverse Side)



7 HIGH

Maps: 1857 = untitles structure
1871 = Mrs. Liverner
1910 #7 = Miss E.M. Storer

Deeds: 235:528 John Richardson+ to Ann Livermore \$171 lot 3r front x 5r22L deep
on "new street" east = George Lewis. 10/7/1851
240:304 AL \$350 1 yr. mortgage to John Owen "with all the buildings" 7/9/1852
cites 235:528.
414:547 AL to Emily M. Storer \$1 and "a bond for my maintenance" 6/11/1875

1910 Directory: Miss Emily Storer, 7 High
Mrs. Judith A. Coombs, wid. of W.H. 7 High

1981 G. Caron oral interview: "Blanche Coombs and mother were there in 1912. She
married Bill Copp. Sold house to Armand Bouchard &
Flora. Bought in early 1930s and still there."

Post-1910 Directories: 1917-1922 = Mrs. Judith A. Coombs
1924-1926 = Augusta D. Peterson
1928 = Miss Emily Storer
1928-1936 = John W. Gooch
1938-1979 = Armand D. Bouchard
other tenants: 1940-1942 Kenneth A. Woodbury/ 1944-1946 Miss Jean-
ette Bourassa/1949 Achille Ouelette/1953 Donald LaChance.

Received:

By:

10/6/25
FS

VRB Case #:

25-029

**VILLAGE REVIEW OVERLAY
CERTIFICATE OF APPROPRIATENESS
APPLICATION**

1. Project Applicant:

Name: KEVIN OAKES
Address: 7 HIGH ST
BRUNSWICK, ME 04001
Phone Number: 207-841-5888
Email Address: KEVIN.OAKES@GMAIL.COM

2. Project Property Owner:

Name: KEVIN OAKES & DARCY WHITTEN
Address: 7 HIGH ST
BRUNSWICK, ME 04001
Phone Number: 207-841-5888
Email Address: KEVIN.OAKES@GMAIL.COM

3. Authorized Representative: (If different than applicant)

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

4. Physical Location of Property Being Affected:

Address: 7 HIGH ST

5. Tax Assessor's Map # U14 Lot # 47 of subject property.

6. Underlying Zoning District GR6

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

- ☒ Additions and New Construction
☐ Structural Alteration
☐ Demolition/Moving of Structure
☐ Sign Permit

8. Describe the location and nature of the proposed change(s), including a brief description of the proposed construction, reconstruction, alteration, demolition, proposed re-use, or other change (use separate sheet if necessary): we would like to add a dormer to the roof of the south east side of the existing structure. Dormer will be set back from existing wall plane to minimize visual interference. we propose raising existing Ridge Height to accommodate new structural members and adequate insulation space.

Applicant Name (printed): KEVIN OAKES

Applicant Signature: Kevin Oakes

Property Owner Name (printed): KEVIN OAKES

Property Owner Signature: Kevin Oakes

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

KEVIN CAKES, relating to property designated on Assessors Tax Map # 614 and

Lot # 47 has been reviewed by the Codes Enforcement Officer and has been found to be in

compliance with all applicable zoning standards:

Comments: _____

Signed: _____

Date: 10-16-25

Print: _____

Taylor Land
Code Enforcement Officer

**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.
- N/A ☐ 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.
- N/A ☐ Provide information such as dimensions, photographs or source for salvaged or reused materials.
- N/A ☐ 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 10/4/25 (date) by JUE DEANAN 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

Corner board to match dimensions below

Asphalt roof shingles to match rest of house

Wood Clapboards aligned with existing siding

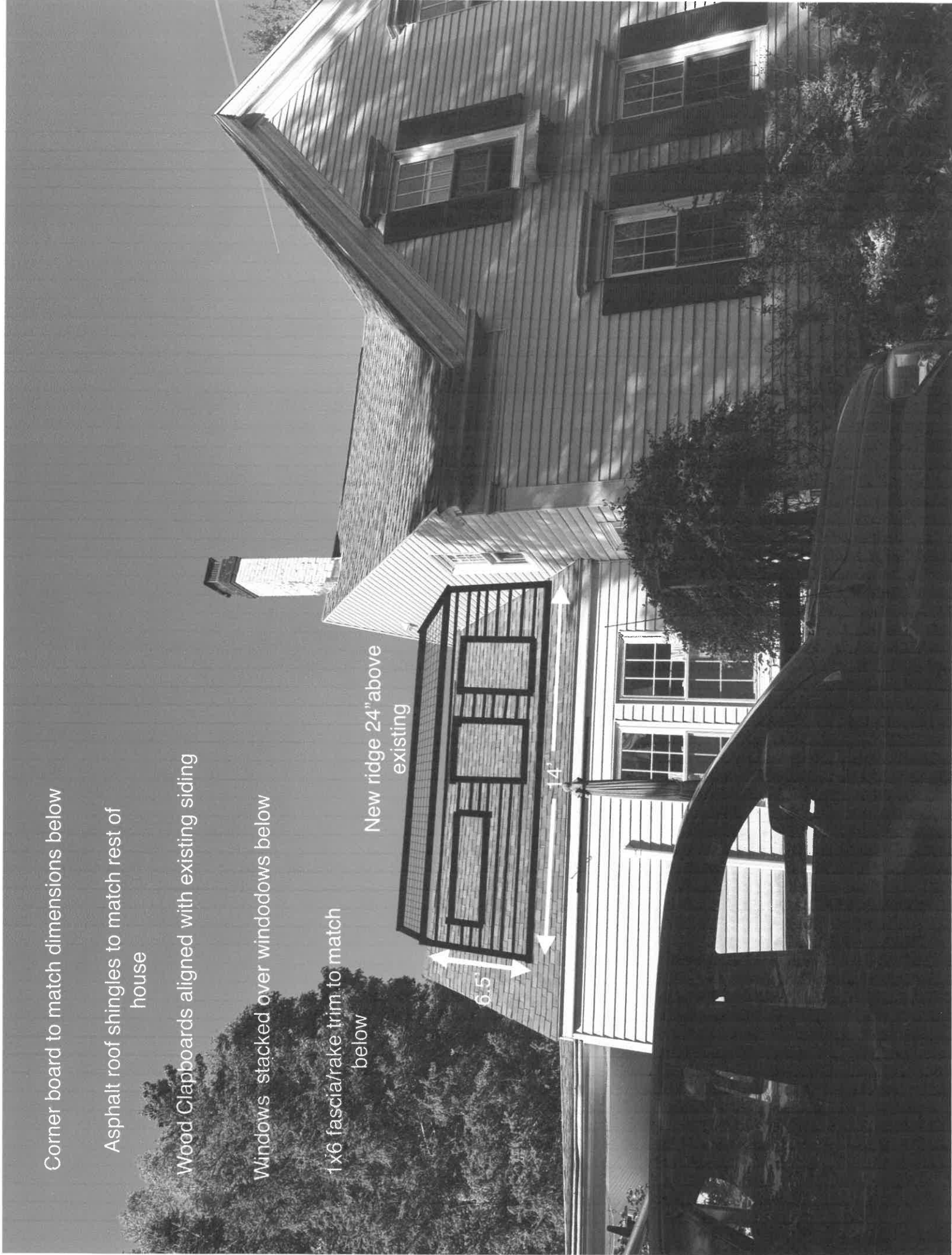
Windows stacked over windodows below

1x6 fascia/rake trim to match below

New ridge 24" above existing

6.5'

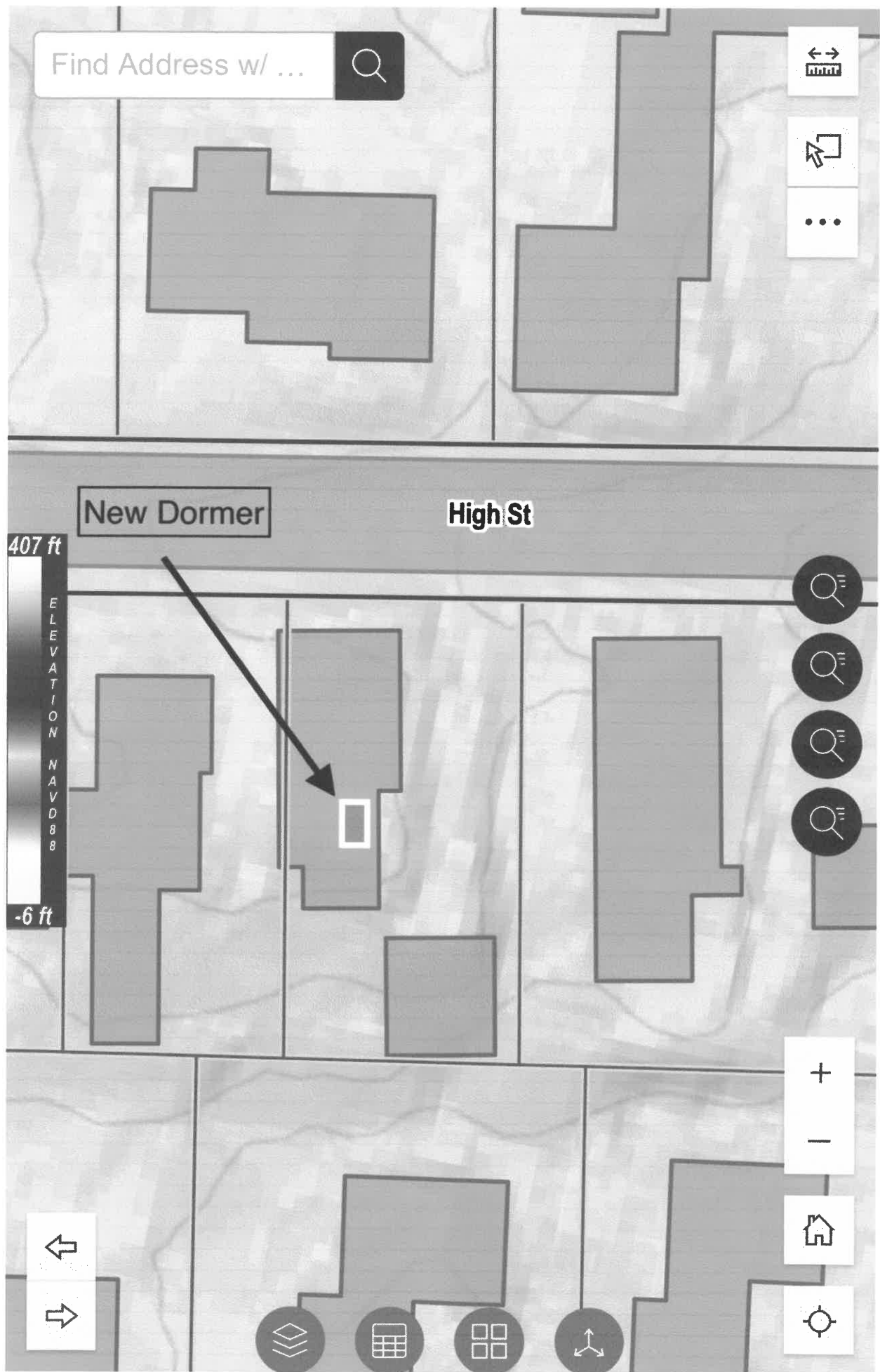
14'





Proposed Dormer





Selected features: 0



Materials

[illegible]

Available for new construction and replacement applications

WINDOW CUSTOMIZATION

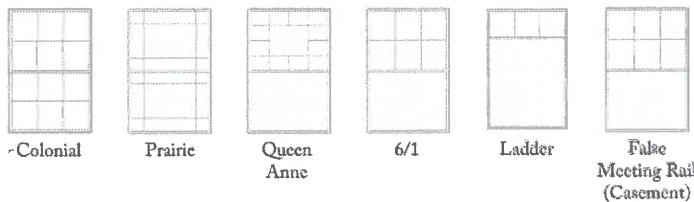
Distinctive Window Design

Further that design with a custom or standard grille pattern, either with Grilles Between Glass (GBG) or Simulated Divided Lites (SDL). By placing a variety of design patterns within the glass, GBGs offer an attractive and low maintenance artistic option. Traditional window grilles can be replicated by means of SDL muntin bars, which are permanently attached to both the interior and exterior glass.

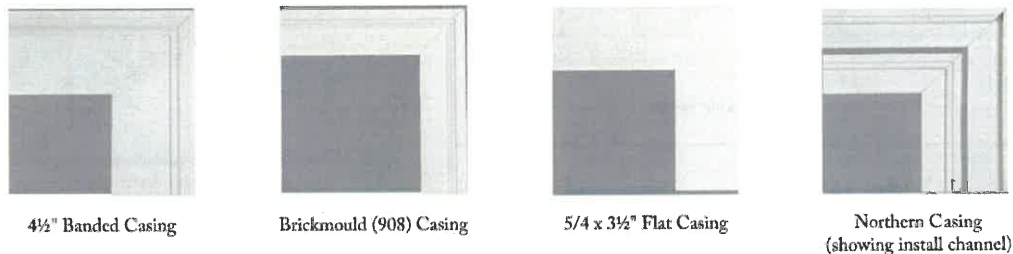
Continue the traditional look with horizontal Pediment Heads (also known as Crossheads) added to the outer casings of windows. Pediments are often used to provide outstanding visual improvement without breaking the bank.

With the many optional exterior paint colors available, you can truly make a unique statement to your home or office.

Common Grille Configurations

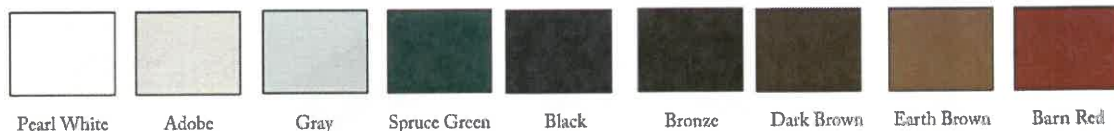


Exterior Trim Options



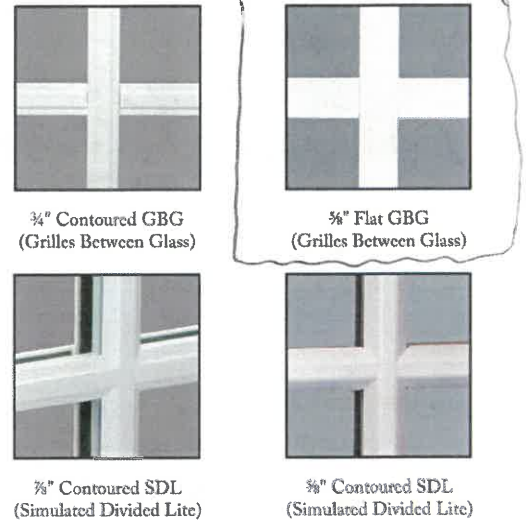
Exterior Paint Options

Our in-house palette consists of 8 pre-finished exterior colors, with many other colors available.

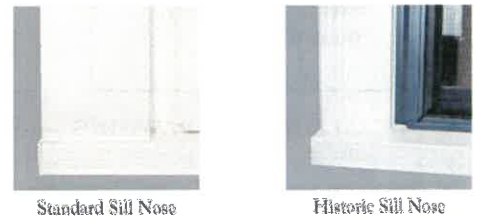


Please note that the material colors are not necessarily precise representations due to variance in the printing process.

Grille Options



Exterior Sill Nose Options



Pediment Head Options



Shown w/Standard Frame
(no exterior casing)



Flat Casing shown



Banded Casing shown

Pediment head not available with Brickmould or Northern casing

Hardware Options

COLORS & FINISHES

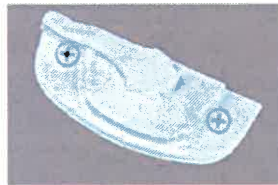


White
(standard)



Desert Sand

DOUBLE-HUNG



CASEMENT AND AWNING

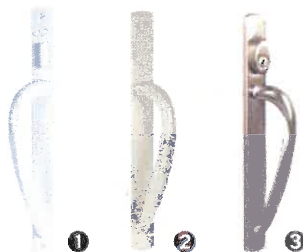


Operator Handle
(folded and unfolded)

Locking System



PATIO DOOR - HANDLE SETS



1. Interior latch (standard white)
2. Exterior non-keyed (opt. desert sand)
3. Exterior keyed (opt. brushed nickel)



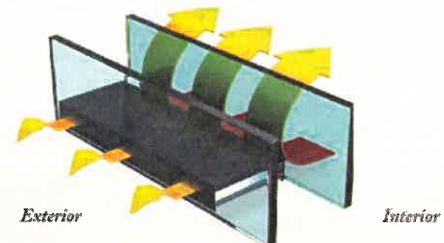
Please note that the material colors are not necessarily precise representations due to variance in the printing process.

Duralite® warm-edge spacers = Improved Efficiency

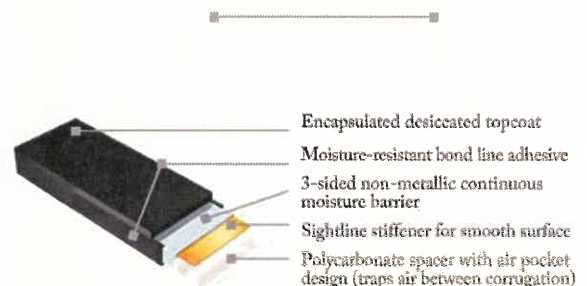
Hancock Classics windows use this superior warm-edge insulating glass sealant system for improved energy efficiency and resistance to condensation, greater comfort, and lower heating and cooling costs.

The Duralite spacer inside your window's insulating glass unit can reduce heat transfer and improve the temperature of your inside window glass. The warmer the glass edge, the less energy lost and the more comfortable you feel near your window. That leads to saving energy, which reduces how much you spend to heat and cool your home. Duralite can also reduce condensation on the glass, keeping off moisture for a clearer view to the outside. Less condensation and reduced energy costs mean a healthy, more comfortable home.

The Duralite spacer is a component laminate design that optimizes the use of a number of spacer components. All spacers need adhesives, sealants, structural elements and desiccant to perform. They also need to last a long time under adverse conditions inside your window frame. Duralite is designed to seal your window better and longer, while increasing energy savings compared to other types of spacers.



When Duralite® non-metallic insulating glass spacers are used, glass edge is better insulated against energy loss, creating a higher performance thermal barrier.



FIXED UNIT STANDARD SIZES & ARCHITECTURAL DETAILS

Picture (Fixed) Windows Standard Sizes

Custom sizes available

*

Rough Opening	40"	42"	44"	48"	60"	72"
Unit Size	39 1/2"	41 1/2"	43 1/2"	47 1/2"	59 1/2"	71 1/2"
Exposed Glass	34 1/2"	36 1/2"	38 1/2"	42 1/2"	54 1/2"	66 1/2"
PW4036	PW4236	PW4436	PW4836	PW6036	PW7236	
PW4042	PW4242	PW4442	PW4842	PW6042	PW7242	
PW4048	PW4248	PW4448	PW4848	PW6048	PW7248	
PW4054	PW4254	PW4454	PW4854	PW6054	PW7254	
PW4060	PW4260	PW4460	PW4860	PW6060	PW7260	
PW4066	PW4266	PW4466	PW4866	PW6066	PW7266	
PW4072	PW4272	PW4472	PW4872	PW6072	PW7272	

- Grille patterns for 60-inch and 66-inch picture windows will vary:
- " Casement picture windows are 5 lites high.
 - " Single-hung and double-hung picture windows are 4 lites high.
 - " Grille patterns in picture units will match single-hung or double-hung when ordered in that combination.

Transom Window Standard Sizes

Custom sizes available

*

Rough Opening	26"	32"	36"	40"	44"	48"	56"	64"	72"	80"	100"	110"
Unit Size	27 1/2"	31 1/2"	35 1/2"	39 1/2"	43 1/2"	47 1/2"	55 1/2"	63 1/2"	71 1/2"	85 1/2"	107 1/2"	109 1/2"
Exposed Glass	22 1/2"	26 1/2"	30 1/2"	34 1/2"	38 1/2"	42 1/2"	50 1/2"	58 1/2"	66 1/2"	80 1/2"	102 1/2"	104 1/2"
TR2814	TR3214	TR3614	TR4014	TR4414	TR4814	TR5614	TR6414	TR7214	TR8014	TR10014	TR11014	
TR2818	TR3218	TR3618	TR4018	TR4418	TR4818	TR5618	TR6418	TR7218				
TR2824	TR3224	TR3624	TR4024	TR4424	TR4824	TR5624	TR6424	TR7224				

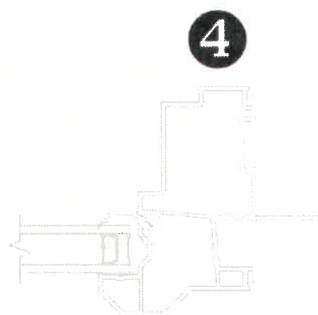
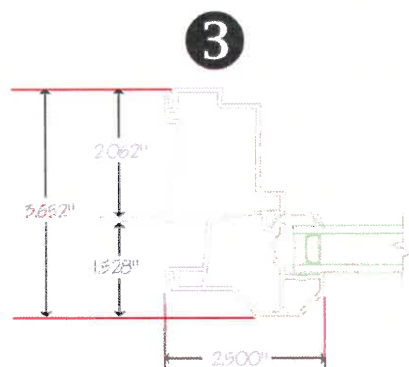
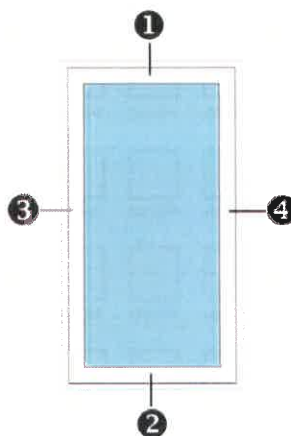
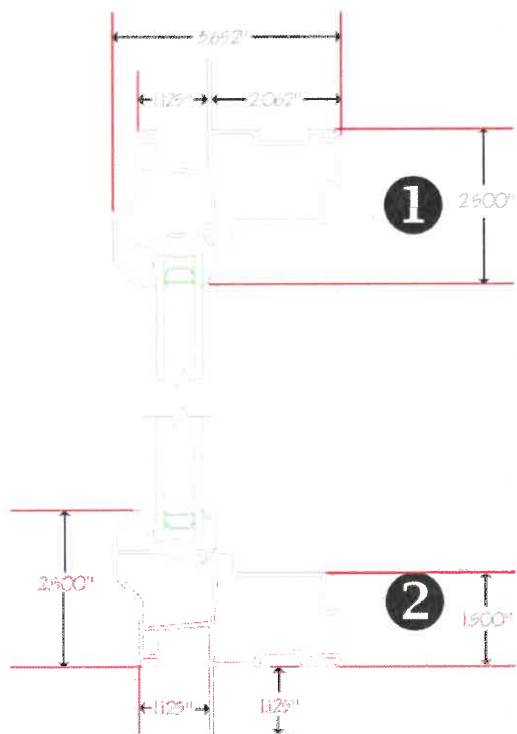
Notes:
Both Picture Windows and Transom call out sizes are calculated in inches.

Grilles are optional and shown in colonial pattern as viewed from outside.

*Check with fabricator for rough opening when mulling.

Replacement Windows
Each window is custom built to your specifications.

Picture Window/Transom for New Construction



DOUBLE-HUNG WINDOW STANDARD SIZES & ARCHITECTURAL DETAILS

Double-Hung Window Standard Sizes / Custom sizes available

Replacement Windows

Each window is custom built to your specifications.

Rough Opening	20"	22"	24"	26"	28"	30"	32"	34"	36"	38"	40"	42"	44"	46"	48"
Unit Size	19 1/8"	21 1/8"	23 1/8"	25 1/8"	27 1/8"	29 1/8"	31 1/8"	33 1/8"	35 1/8"	37 1/8"	39 1/8"	41 1/8"	43 1/8"	45 1/8"	47 1/8"
Top Sash Exposed Glass	12 1/8"	14 1/8"	16 1/8"	18 1/8"	20 1/8"	22 1/8"	24 1/8"	26 1/8"	28 1/8"	30 1/8"	32 1/8"	34 1/8"	36 1/8"	38 1/8"	40 1/8"
Bottom Sash Exposed Glass	12 1/8"	14 1/8"	16 1/8"	18 1/8"	20 1/8"	22 1/8"	24 1/8"	26 1/8"	28 1/8"	30 1/8"	32 1/8"	34 1/8"	36 1/8"	38 1/8"	40 1/8"

2036	2236	2436	2636	2836	3036	3236	3436	3636	3836	4036	4236	4436	4636	4836
2042	2242	2442	2642	2842	3042	3242	3442	3642	3842	4042	4242	4442	4642	4842
2048	2248	2448	2648	2848	3048	3248	3448	3648	3848	4048	4248	4448	4648	4848
2054	2254	2454	2654	2854	3054	3254	3454	3654	3854	4054	4254	4454	4654	4854
2057	2257	2457	2657	2857	3057	3257	3457	3657	3857	4057	4257	4457	4657	4857
2060	2260	2460	2660	2860	3060	3260	3460	3660	3860	4060	4260	4460	4660	4860
2066	2266	2466	2666	2866	3066	3266	3466	3666	3866	4066	4266	4466	4666	4866
2072	2272	2472	2672	2872	3072	3272	3472	3672	3872	4072	4272	4472	4672	4872
2078	2278	2478	2678	2878	3078	3278	3478	3678	3878	4078	4278	E3690	E3760	

Notes:

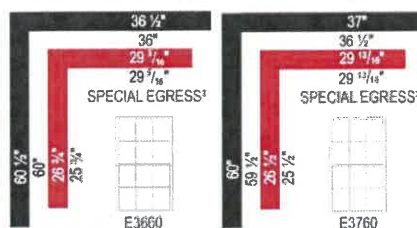
New construction series standard sizes shown. Custom sizes are available.

Call out sizes are calculated in inches.

Check with fabricator for rough opening sizes when mulling.

Grilles are optional and shown in colonial pattern as viewed from outside.

Banded and Northern casings, add 1/4" to width and height of rough opening.



Never meets egress
Always meets egress
Meets egress with specific modifications
Meets egress. BAW defaults to required modifications

Double-Hung Windows for New Construction

Low profile sill shown

Double-Hung Windows for Replacement

