

# Town of Brunswick, Maine

## DEPARTMENT OF PLANNING AND DEVELOPMENT

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

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**PROJECT NAME:** 83 Maine Street, Norway Savings Bank Canopies

**CASE NUMBER:** VRB 25-030

**LOCATION:** Map U13, Lot 134

**APPLICANT:** Travis Nadeau  
Two Great Falls Plaza  
Auburn, ME 04210

**OWNER:** Norway Savings Bank  
c/o Kerry Millett  
261 Main Street  
PO Box 347  
Norway, ME 04268

**REVIEW DATE:** November 20, 2025

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#### PROJECT SUMMARY

The applicant is requesting a Certificate of Appropriateness for alterations to the contributing structure located at 83 Maine Street. The Greek Revival building, known as the Union Bank Building, was constructed pre-1846 and is located in the Growth Mixed-Use 6 (GM6) Zoning District and Village Review Overlay (VRO) District. The structure is also located in the Maine Street Commercial Historic District (50-151 Maine Street).

The proposal includes constructing two new canopies over the Maine Street entrances to the building, located in the single-story portion of the structure. The gabled roofs will cover the extent of the recently re-poured concrete entrance steps and will be roofed with 30-year asphalt roof shingles; slat siding is proposed for the gables' Maine Street façades. Steel columns (painted white) are planned to support the canopies at their outer corners. PVC board will wrap around the exposed LVL beams as a fascia board. Signage for the canopy faces is also proposed.

The following draft Findings of Fact for a Certificate of Appropriateness for Additions 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 as well as building and electrical permits.

- 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*.**

There is little about covered entries in the design guidelines, the most relevant mention may be the following guideline listed under "Porches and Entries":

*New porches should be compatible with the overall scale, shape, and detail of the building, as well as the prevailing streetscape.*

The gabled roofs of the canopies mimic the gable on the two-story portion of the historic building; scaled fit to the single-story wing. The 12/6 roof pitch on the canopies matches the pitch of the gable on the Maine Street façade. Other financial institutions in the Maine Street Historic District also utilize covered entrances on their historic buildings, such as Peoples United, Bank of America and Camden National.

## **(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 gabled roofs of the canopies mimic the gable on the two-story portion of the historic building; scaled fit to the single-story wing. The 12/6 roof pitch on the canopies matches the pitch of the gable on the Maine Street façade. No character-defining architectural features will be concealed. The additions will provide cover for the institution's patrons while having minimal impact on the historic structure.

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

Other financial institutions in the Maine Street Historic District also utilize covered entrances on their historic buildings, such as Peoples United, Bank of America and Camden National.

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

No character-defining architectural features will be concealed as part of this project.

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

The gabled roofs of the canopies mimic the gable on the two-story portion of the historic building; scaled fit to the single-story wing. The 12/6 roof pitch on the canopies matches the pitch of the gable on the Maine Street façade.

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

The canopy additions will have no effect on the structural integrity of the historic building.

- 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 as the COA request is for additions/alterations.

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

This standard is not applicable as the COA request is for additions/alterations.

- 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 as the COA request is for additions/alterations.

- 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 as the COA request is for additions/alterations.

- 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 as the COA request is for additions/alterations.

- 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 as the COA request is for additions/alterations.

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

This standard is not applicable as the COA request is for additions/alterations.

- 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 as the COA request is for additions/alterations.

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

This standard is not applicable as the COA request is for additions/alterations.

- 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 as the COA request is for additions/alterations.

- 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 as the COA request is for additions/alterations.

- 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 as the COA request is for additions/alterations.

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

The subject property is a contributing resource and therefore this standard does not apply.

### **(3) Signs**

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

The *Village Review Board Design Guidelines* provide signage guidelines that state:

*Awnings and signs should be attached to the building in a manner that will not damage or obscure significant architectural details or features. Hardware should be fastened into mortar joints rather than the masonry.*

The proposed signage is placed on the newly constructed canopies and not obscuring any architectural details of the original building. Norway Savings currently has no wall signage on their Maine Street façade, only a projecting sign and signage on the glass of the main entrance. The proposed wall signs are well below the 16 square foot maximum the ordinance requires. The GM6 does not allow for internally lit signage; the proposed signs appear to be backlit, which would meet ordinance requirements.

#### **(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**  
**83 MAINE STREET (MAP U13, LOT 134)**  
**REQUEST FOR A CERTIFICATE OF APPROPRIATENESS FOR ADDITIONS**  
**VILLAGE REVIEW BOARD**  
**REVIEW DATE: NOVEMBER 20, 2025**

- Motion 1:** That the Certificate of Appropriateness application is deemed complete.
- Motion 2:** That the Board approves the **Certificate of Appropriateness for Additions** for the construction of two entrance canopies, 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.

013-134

# HISTORIC PRESERVATION SURVEY

Cumberland Brunswick 75-83 Maine  
 .....  
 County City/Town Street Address and Number

historic: pre-1846 Union Bank building  
 Name of Building/site: .....  
 Common and/or Historic

Approximate Date: pre-1846 Style: Greek Revival  
 .....

Type of Structure:  
☐ Residential ☒ Commercial ☐ Industrial ☐ Other: .....

Condition: ☒ Good ☐ Fair ☐ Poor

Endangered: ☐ No ☐ Yes .....

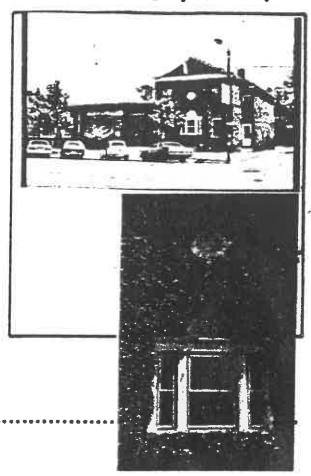
Surveyor: J. Goff Organization: .....  
 Pejepscot Regional Survey

Rating: .....

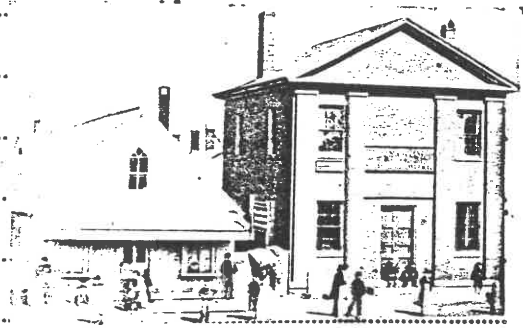
Historic Significance to the Community: .....

...probably National Register material.  
 .....

(For Additional Information - Use Reverse Side)



1979 photos by L. Borysenko



ca. 1870? photo

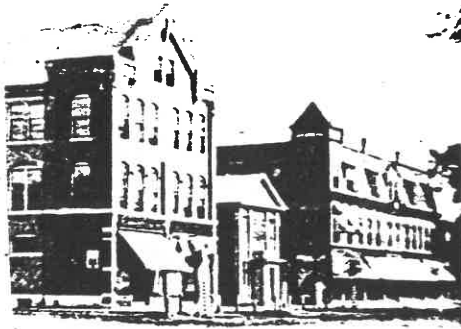
75-83 MAINE

Maps: 1846 2 1/2 story bldg, gable end to street, 3 bays wide = Union Bank  
 1871 = Bank  
 1910 #83/85 = Brunswick Savings Institution

Deeds:

Newspaper: Brunswick Telegraph 10/29/1853 p. 2 "pass by the old Union Bank where learned Robbins emit such notes as makes the miser's heart to leap for joy. His cage was newly painted some time since..." /triple pun on Treas.  
 A.C. Robbins, bank notes, and teller's cage/  
 Brunswick Telegraph 11/6/1857 p.2 "The Old Union Bank Building...  
 "Maine Bank" has leased...are now refitting..."

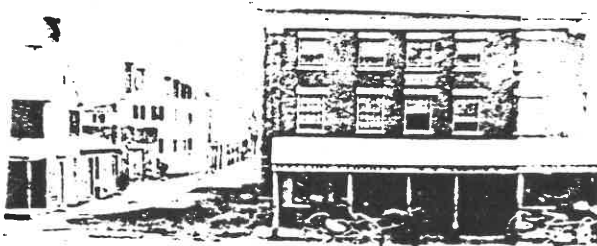
Brunswick Savings Institution--as a corporation--was organized in 1858 (Brunswick Telegraph 7/16/1858 p.2: "Savings Bank. This bank is now open..."). However, the brick building on the north corner of Bank Street pre-dates that institution's organization. The Union Bank vacated it after their new building (now on Town Hall Place) was finished on Maine Street, west side, south of Cumberland St., in 1857. See Telegraph 8/21/1857, 9/4/1857, 10/23/1857.



past 1883 view of  
1880 Dennison Bldg,  
Bank Bldg,  
1883 Odd Fellows / Store Block

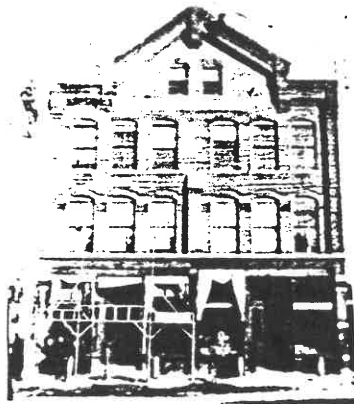


1889 view of Dennison & Co Bldg



Dunlap St.

1838 Dunlap Block  
(burned 1880, replaced by →)



1898 views of Block, Dunlap to Bank St.



Received:

By:

10/15/25  
fs

VRB Case #: 23-030

VILLAGE REVIEW OVERLAY  
CERTIFICATE OF APPROPRIATENESS  
APPLICATION

1. Project Applicant:

Name: Travis R. Nadeau

Address: Two Great Falls Plaza, Auburn, ME 04210

Phone Number: 207-740-7603

Email Address: tnadeau@platzassociates.com

2. Project Property Owner:

Name: Norway Savings Bank c/o Kerry Millett

Address: 261 Main ST., P.O. Box 347 Norway, ME 04268

Phone Number: 207-515-1557

Email Address: kmillett@norwaysavingsbank.com

3. Authorized Representative: (If different than applicant)

Name:

Address:

Phone Number:

Email Address:

4. Physical Location of Property Being Affected:

Address: 83 Maine Street

5. Tax Assessor's Map # U13 Lot # 134 of subject property.

6. Underlying Zoning District Growth Mixed-Use 6 (GM6)

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): The proposed renovations include two new canopies to be constructed over the re-build entry stairs along Maine Street. Improvements include new signage located in the gables of the proposed entry canopies.

Applicant Name (printed): Travis R. Nadeau

Applicant Signature:

*Travis R. Nadeau*

Property Owner Name (printed): Kerry Millett c/o Norway Savings Bank

Property Owner Signature:

*Kerry D. Millett*

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.
- N/A ☐ A copy of the building survey prepared by the Pejepscot Historical Society pertaining to the structure under review (*provided by Department Staff*). **Design Team used the City sidewalk repair survey**
- ☒ 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.
- 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. **No salvaged materials proposed**

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 11/4/2025 (date) by [Signature] of the Department of Planning and Development.

**THIS APPLICATION WAS:**

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

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

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

## COMPLIANCE WITH ZONING STANDARDS

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

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

TRAVIS NADZAU, relating to property designated on Assessors Tax Map # U13 and

Lot # 134 has been reviewed by the Codes Enforcement Officer and has been found to be in

compliance with all applicable zoning standards:

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

Signed: Michael Pindell

Date: 11/17/2025

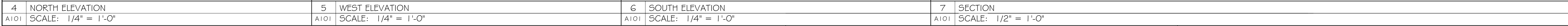
Print: Michael Pindell

Code Enforcement Officer







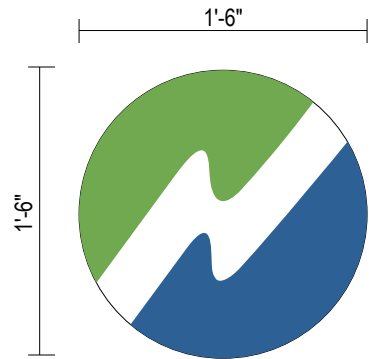




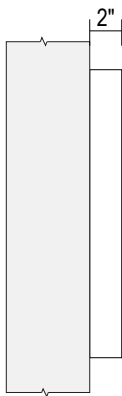
Norway Savings Bank

Drawing Package  
October 06, 2025

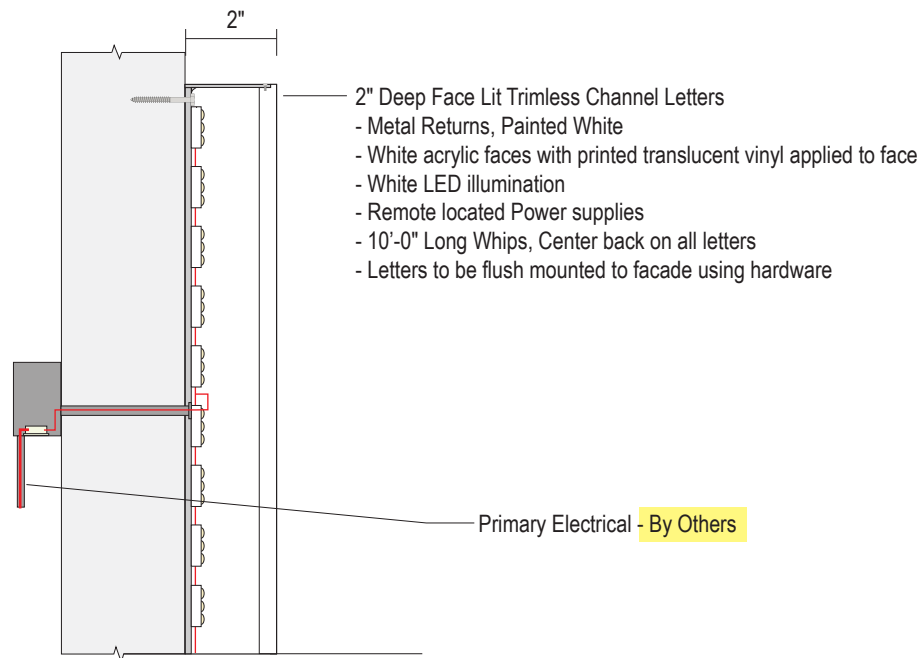




1 Elevation: Front  
Scale: 1"=1'-0"



2 Elevation: Return  
Scale: 1"=1'-0"



3 Elevation: Return Section View  
Scale: 1 1/2"=1'-0"



4 Install - Proposed  
Scale: NTS

Notes

- Trimless Face Lit Channel Letters

- Qty:1

- 120V Primary Electrical to be brought to sign - By Others

- Blocking to be installed directly behind signage - By Others

- Confirm there is access behind wall

- Confirm Power Supplies can be housed Remotely

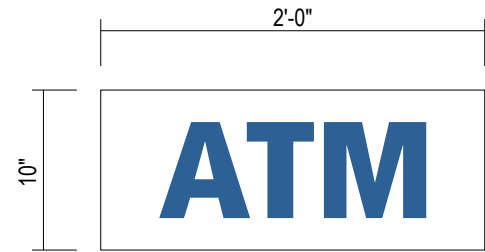
- Confirm Power Supplies will be located less than 10'-0" away from letters

Colors

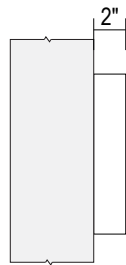
Paint  
White, Satin Finish

Printed Translucent Vinyl  
Clear Laminate - Die cut around graphics  
1st Surface  
Match Blue PMS 653C  
Match Green PMS 7489C

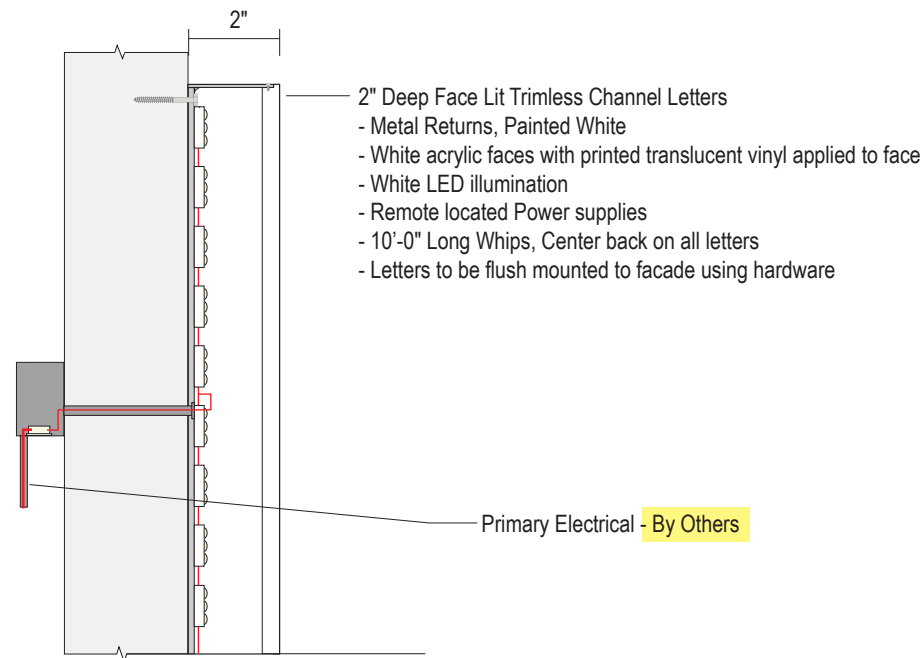




1 Elevation: Front  
Scale: 1"=1'-0"



2 Elevation: Return  
Scale: 1"=1'-0"



3 Elevation: Return Section View  
Scale: 1 1/2"=1'-0"



4 Install - Proposed  
Scale: NTS

Notes

- Trimless Face Lit Channel Letters

- Qty:1

- 120V Primary Electrical to be brought to sign - By Others

- Blocking to be installed directly behind signage - By Others

- Confirm there is access behind wall

- Confirm Power Supplies can be housed Remotely

- Confirm Power Supplies will be located less than 10'-0" away from letters

Colors

Paint  
White, Satin Finish

ATM

Printed Translucent Vinyl  
Clear Laminate - Die cut around graphics  
1st Surface  
Match Blue PMS 653C