



TOWN OF BRUNSWICK

PLANNING BOARD

28 FEDERAL STREET, BRUNSWICK, ME 04011-1583

**TOWN OF BRUNSWICK
PLANNING BOARD AGENDA
BRUNSWICK STATION
16 STATION AVENUE, BRUNSWICK, ME
ROOM 217
Tuesday, March 13, 2012
7:00 P.M.**

1. **Public Hearing:** Case Number 12-008 – Hangar 5 Special Permit - The Board will hold a public hearing on a **Special Permit** application submitted by the Midcoast Regional Redevelopment Authority to allow for events, exhibits and assemblies in Hangar 5 at 112 Orion Street Unit 1. (**Assessor's Map 40 Lot 0**) in the **Base Reuse Zone and Aviation Related Business Sub-district**.
2. **Workshop:** The Board will review and comment on changes to Chapter 4 of the Zoning Ordinance.
3. Other Business
4. Minutes

It is the practice of the Planning Board to allow public comment on development review applications and all are invited to attend and participate.

Please call the Brunswick Department of Planning and Development (725-6660) with questions or comments. Individuals needing auxiliary aids for effective communications please call 725-6659 or TDD 725-5521. This meeting will be televised.

MEMO

To: Planning Board
From: Kris Hultgren, Town Planner
Date: March 9, 2012
Subject: Planning Board Meeting: March 13, 2012

This memo provides information about the agenda in advance of the Board's March 13, 2012 meeting.

Public Hearing: Case Number 12-008 – Hangar 5 Special Permit - The Board will hold a public hearing on a **Special Permit** application submitted by the Midcoast Regional Redevelopment Authority to allow for events, exhibits and assemblies in Hangar 5 at 112 Orion Street Unit 1. (**Assessor's Map 40 Lot 0**) in the **Base Reuse Zone and Aviation Related Business Sub-district**.

The Midcoast Regional Redevelopment Authority submitted an application for a Special Permit to add a special event use to Hangar 5. As the application notes, this request is to accommodate events, exhibits and assemblies. Staff reviewed the application and finds it complete. Copies of the Special Permit and Development Review findings of fact are part of this packet.

Workshop: The Board will review and comment on changes to Chapter 4 of the Zoning Ordinance.

Changes were made to Chapter 4 of the Zoning Ordinance and they are part of your packet. Staff will review the changes with the Board and ask for feedback.

Minutes

There are four sets of minutes to review and they're part of your packet.

Thank you and please contact the Planning & Development Department with questions. 725-6660 x222 khultgren@brunswickme.org



February 23, 2012

Mr. Kris Hultgren
Town Planner
Brunswick, Maine
28 Federal Street
Brunswick, Me 04011

Dear Kris,

Enclosed is Midcoast Regional Development Authority's (MRRA) Application for a Special Permit to govern the temporary and occasional use of the north end of Hangar 5 for events, exhibits, and assemblies. Thank you for your assistance and responses to our questions.

The application contains the following, which MRRA believes makes it complete:

- Application
- Notification Form
- Description of Aviation Related Business District and Map
- North end Hangar 5 floor plan
- Arial view of parking surrounding the facility, space is available for up to 750 vehicles
- Elevation of Hangar 5 facility
- Demonstrative floor plan for the Maine Boating Expo
- Two Checks of \$200.00 each; one for the application and one for notification deposit

MRRA will directly, notify tenants within 200 feet of the facility two weeks in advance of each event.

I appreciate the foresight of Town Planning staff in providing guidance to MRRA regarding applying for a special use permit that will allow MRRA to host other events as the opportunities arise, of course subject to Town Fire and Code permits.

Should you require any additional information please do not hesitate to contact me.

Sincerely,



Steven H. Levesque



12-008
2/24/12 h5

**APPLICATION/CHECK LIST
SPECIAL PERMIT FOR UNCLASSIFIED AND OMMITTED USES
BRUNSWICK PLANNING BOARD**

1. Applicant:

Name: Midcoast Regional Redevelopment Authority
Address: 2 Pegasus Street Suite 1, Unit 200
Brunswick, ME 04011
Phone #: 207.798.6512

2. Business:

Name: Midcoast Regional Redevelopment Authority *
Address: 2 Pegasus Street Suite 1, Unit 200
Brunswick, ME 04011
Phone #: 207.798.6512

3. Property/Building Owner:

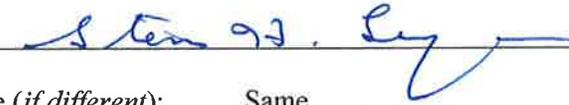
Name: Midcoast Regional Redevelopment Authority
Address: 2 Pegasus Street Suite 1, Unit 200
Brunswick, ME 04011

4. Assessor's Tax Map # 40 Lot # 0 of subject property.

5. Zoning District Aviation Related Business District (ARB)

6. Street Address of Parcel(s) For Consideration: 112 Orion Street Unit 1 (north hangar bays).

7. Planning Area (See Appendix I): The planning that is germane to this application is found in section 6, page 183 of the NASB Reuse Master Plan – Aviation Related Business District.

Owner Signature: 

Applicant Signature (if different): Same

SUBMISSION REQUIREMENTS

- Site Plan. If copies are greater than 11" x 17", submit 17 copies of all materials. Otherwise, one copy is sufficient. Site plan should include all elements indicated in the application packet.

On this form, or on a separate letter to the Planning Board, please indicate your responses to the following:

1. How does your application further the Planning Goals for the Planning Area in which your property is located. Please indicate each of the Planning Area Goals with your response.

Please See Attached Response

2. How many square feet of space is the proposed use going to occupy? 43,200+/-.
Is this use to be located within an existing structure? yes If a new structure(s) is proposed how many square feet is the structure(s)?

N/A

3. How many people are to be employed at this site should the Special Permit be granted?
This will vary per event. A representative event will be Maine's Boating Expo scheduled for April 13-14-15, 2012. This show will employ 8-10 show employees and approximately 50-60 exhibitors/vendors. MRRA anticipates at least one employee per event.

4. If this involves a residential component, how many dwelling units are proposed? N/A

5. How many customers are likely to use the site during the course of a day? 2,500 to 3,000 over the course of a three day weekend. Please anticipate peak demand. Demand from event to event will vary. The estimate above is indicative of typical attendance at an expo, other events will vary as low as 200 for specific assemblies.

6. How many service vehicles per week do you anticipate? 25-30 (weekend). This is an indicative number.

7. What are the sizes of vehicles that will service the business should the Special Permit be granted? This will vary from event, but will consist of pickup trucks, SUVs boat trailers, an occasional flat bed and semis.

8. If you are reusing a structure, demonstrate the mutual benefits associated with your application request. (In other words, how will this project provide a benefit to its larger area in spite of the fact that it may be occurring within a pre-existing structure that is generally larger than typically found.

Events will introduce visitors to Brunswick Landing, many for the first time. The prospect always exist that event visitors will become potential tenant prospects as each event represents an economic development marketing opportunity. Visitors for various events will also come from outside the greater Brunswick community, benefiting local business as retailers, restaurants, and services.

9. Explain how this application enhances or further maintains a pedestrian oriented character for the larger neighborhood.

Guests will be visiting, many for the first time. This introduction will demonstrate that

Brunswick Landing is being developed a human friendly place as a live, work and play community. It is a pedestrian friendly environment, with reduced speed limits (15-25mph), abundant sidewalks, and greenery, walking, and fitness trails. It's relatively flat terrain is conducive to walking, jogging and cycling. It is an excellent campus for family and seniors to feel safe.

*For the purpose of this application the Midcoast Regional Redevelopment Authority (MRRA) is both applicant and business. It is the goal of MRRA to develop hangar 5 into a maintenance repair and overhaul facility for the aviation industry, however until such time as a long-term tenant is secured, MRRA will continue to have opportunities to fill a need requirements for large space for businesses and organizations in need of exhibit or assembly space.

The use of the North end of Hangar 5 is intended to be an occasional and temporary use for the duration of the permit or to be a flexible use around a permanent tenant use. The Maine Boating Expo will be the first exhibit under the Special Permit. MRRA intends to use the designated Special Permit for other similar uses and assemblies for the duration of the permit period.

**NOTIFICATION
SPECIAL PERMIT APPLICATION
FOR UNCLASSIFIED AND OMMITTED USES**

Pursuant to Section 701 of the Brunswick Zoning Ordinance, land uses that are neither permitted nor prohibited may be considered by the Planning Board, subject to a Special Permit. Notice is required to be forwarded to any property owner within 200 feet of the lot boundaries of the proposed permit.

Applicant: Midcoast Regional Redevelopment Authority

Business Name: Midcoast Regional Redevelopment Authority

Proposed Land Use: This is an existing facility (Hangar 5 north end). The proposed interim and temporary use is for exhibits and assemblies.

Street Address of Property: 112 Orion Street Unit 1

Zoning District of Property: Aviation Related Businesses District (ARB)

The Planning Board will conduct a PUBLIC HEARING on this Special Permit application on _____. As a person entitled to notice, you may submit comments on the proposal to the Planning Board, or may provide testimony at the Public Hearing. The Planning Board may deny the Special Permit if it finds that, based on evidence provided by persons entitled to notice that the proposal shall 1) adversely effect the enjoyment or use of your property; or 2) that the proposal will devalue such property.

The application is on file at the Planning Office. For further information contact 725-6660.

Town of Brunswick Planning Board Application Special Permit

1. How does your application further the Planning Goals for the Planning Area in which your property is located. Please indicate each of the Planning Area Goals with your response.

Aviation-Related Business District

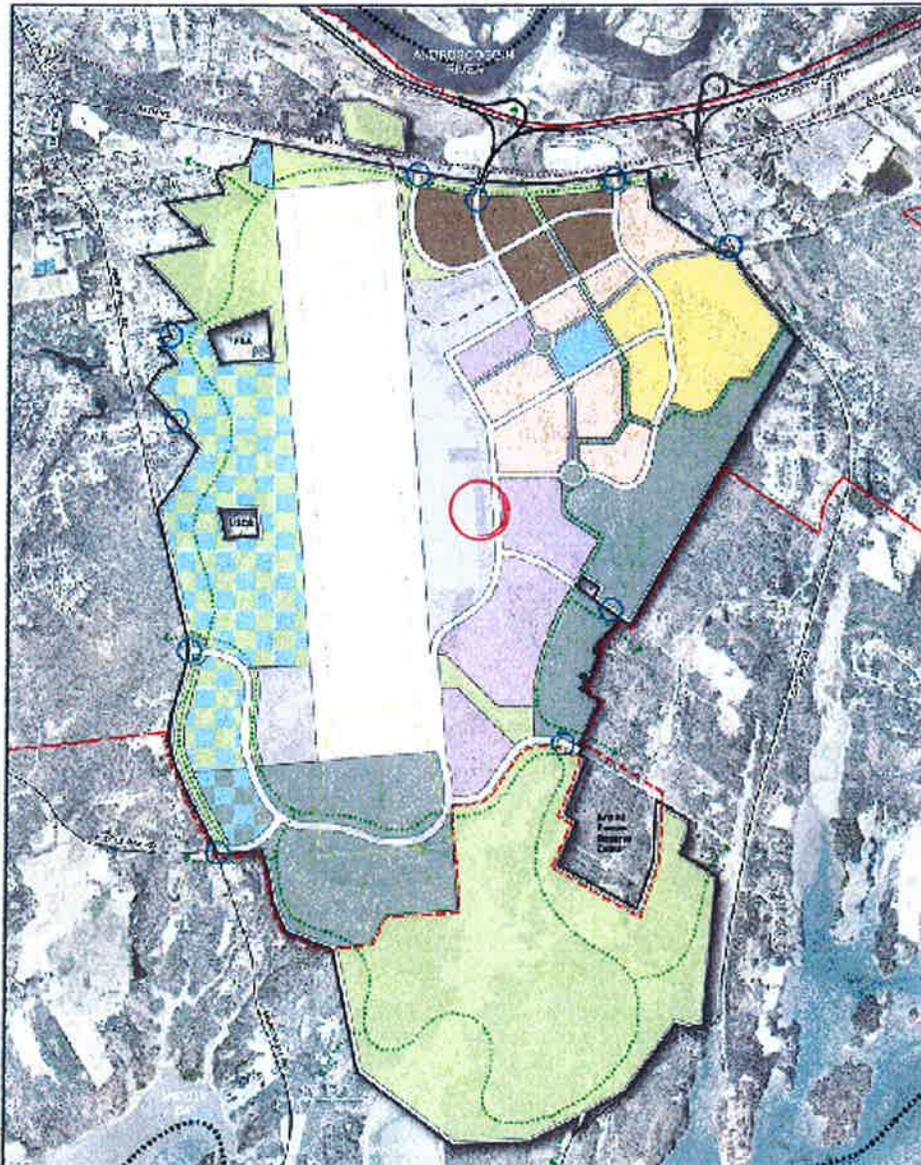
The proposed special use is located in the north end of Hangar 5, which is located in the 230-acre Aviation-Related Business district; this is identified in dark gray on the plan map (attached). The goal of this district is to provide an area dedicated primarily to aviation-related business, industry, transportation and distribution, technology employment and other uses that rely on, or directly benefit from, proximity to airport facilities and operations. Such uses could include general and corporate aviation, aircraft maintenance / repair / overhaul, aviation-related manufacturing, and government and aerospace research and development.

The proposed temporary and interim uses for events, exhibitions, and assemblies requested in this special permit application will directly and indirectly assist in attaining the goals established for this district by:

- Resulting in Hangar facility improvements required by fire and code, making the facility more marketable for a permanent aeronautical use.
- Events, exhibits, and assemblies provide exposure. The traffic (event attendees) generates exposure for the aviation attributes for Brunswick Landing and Brunswick Executive Airport and its facilities.
- Interim uses produce revenue, which will assist the applicant in its efforts to maintain the facilities in good working order.
- Several events as the annual Fly In and Great State of Maine Air Show are direct aviation and aeronautical uses, again generating exposure.
- Corporate events generated heightened awareness for aeronautical supply chain co-locations and the prospect manufacturing and assembly in a soon to be designated Foreign Trade Zone.

Open Sp	Natural Areas	1,060	33%
	SUBTOTAL	1,670	49%
	GRAND TOTAL	3,200	100%

Brunswick Naval Air Station - Reuse Master Plan



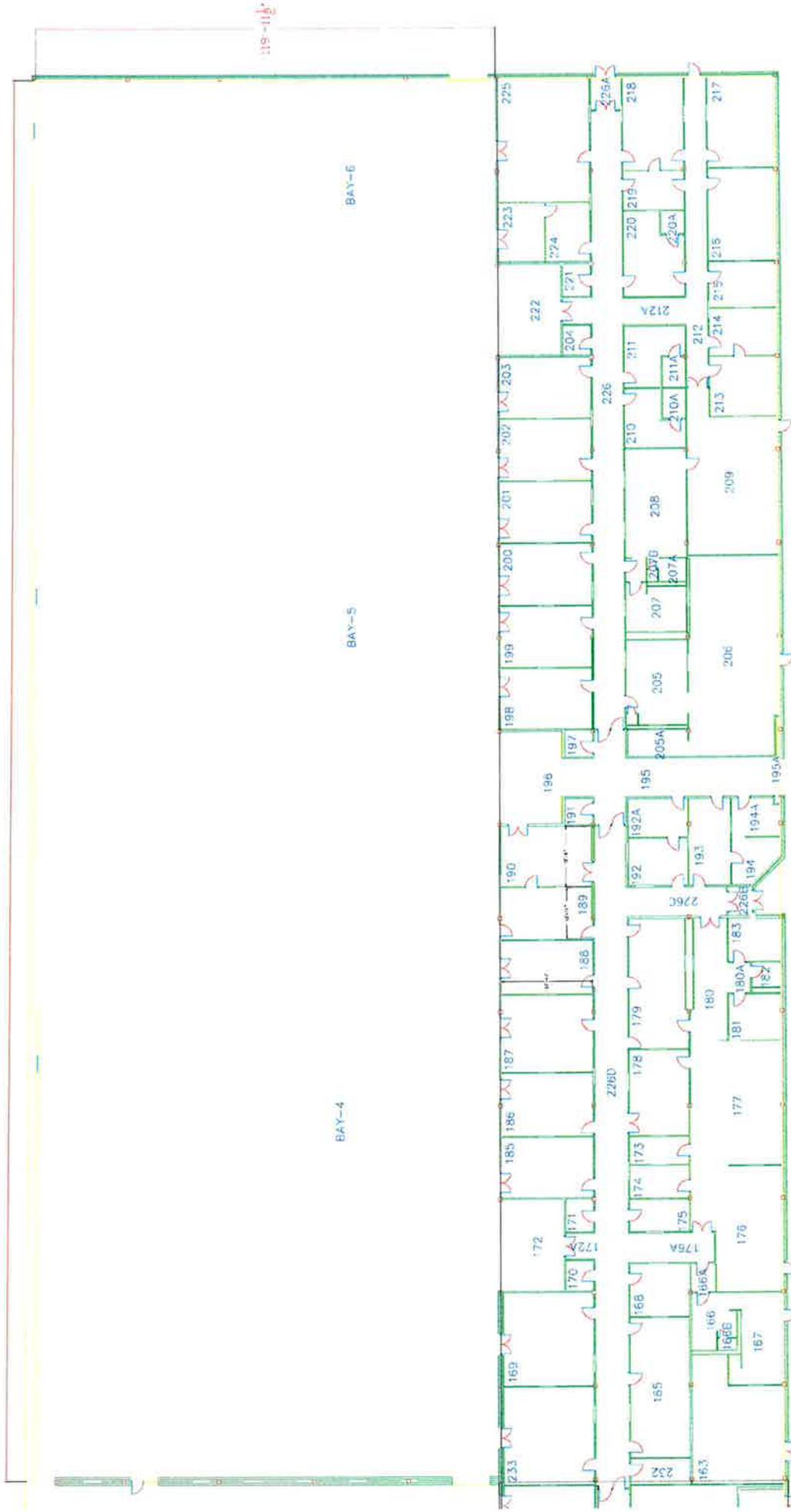
Proposed Land Use Program

LAND USE DISTRICTS		SURPLUS ACRES	PERCENT OF TOTAL
Land Development	Airport Operations	500	16%
	Aviation-Related Business	230	7%
	Professional Office	120	4%
	Community Mixed Use	175	5%
	Business and Technology Industries	190	6%
	Education	200	6%
	Residential	215	7%
	SUBTOTAL	1,630	51%
aca	Recreation / Open Space	510	16%

Notes:

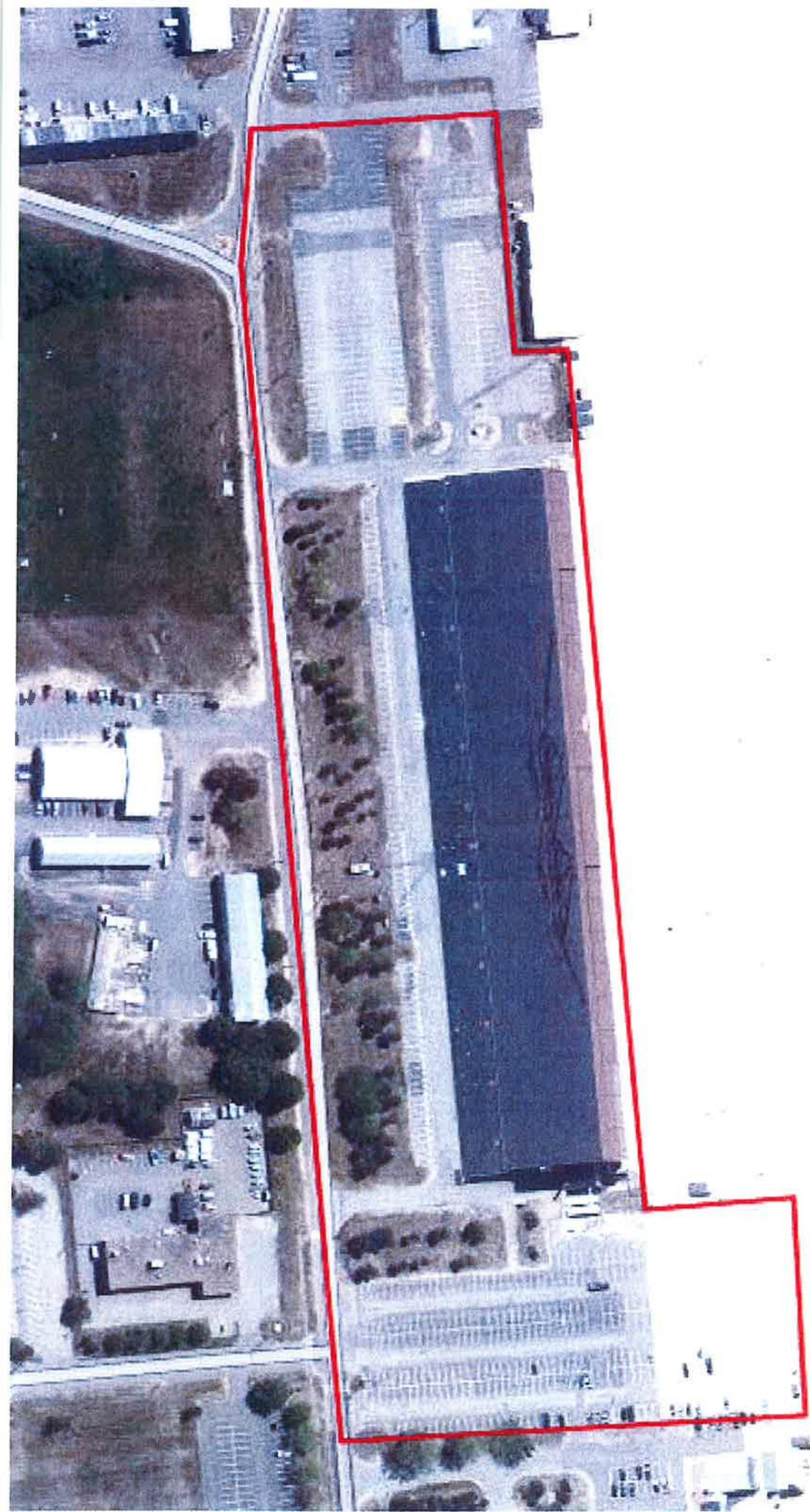
1. Checkered blue-light green area totals 320, of which 75 acres have been assigned in the table to National Areas.
2. Checkered blue-dark green area totals 30 acres assigned in the table to Recreation/Open Space would be an allowed use, if needed.
3. Checkered light green-dark green (FAR) area totals 70 acres, of which an undefined 25 acres table to Recreation/Open Space and 35 acres to other uses.
4. The Runway Object Free Area provides a 50-foot buffer west of the taxi runways. The Airport Operator has an additional 500 feet beyond the Runway Object Free Area 1,000-foot buffer parallel to the runway.

359-78



HANGER 5

SCALE: 1" = 100 FT



CONTINUED ABOVE

PAINTE STEEL UNTEL (TYP)
SEE NOTES ON P.30/A20
DO NOT PAINT ANORIZED
WINDOW FRAME AND SILL (TYP)
SEE NOTES ON P.30/A20
EXPANSION JOINTS (TYP)
SEE NOTES ON P.26/A20 (SM)
PAINTE EXTERIOR DOOR,
FRAME AND TRANSOM (TYP)
SEE NOTES ON P.27/A20

REPLACE SEALANT AT ALL
WINDOWS, DOORS, PIPE
PENETRATIONS, ETC. IN
MASONRY CONSTRUCTION

PAINTE WALL HYDRANT (TYP)
SEE NOTES ON P.28/A20
PAINTE FIRE ALARM BELL
AND FIRE HYDRANT (TYP)
SEE NOTES ON P.28/A20
PAINTE EXTERIOR PRING (TYP)
SEE NOTES ON P.31/A20
PAINTE LOUVERS (TYP)
SEE NOTES ON P.31/A20

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23

SAFETY STICKERS TO BE REATTACHED AFTER
PAINTING BY NAVAL AIR STATION SAFETY OFFICE (TYP)
SEE NOTES ON P.28 & P.27/A20

REPLACE SQUADRON ENTRY DOORS (TYP)
SEE NOTES ON P.25/A20
PAINTE STEEL UNTEL (TYP)
SEE NOTES ON P.25/A20
SAND AND PAINT WINDOW FRAME
SEE NOTES ON P.25/A20
PAINTE BOLLARDS (TYP)
SEE NOTES ON P.28 & P.31/A20

STEEL TRUSSES
NO WORK UNDER
THIS CONTRACT (TYP)
PREFABRICATED METAL PANELS
NO WORK UNDER
THIS CONTRACT (TYP)

NEW LOUVER
SEE MECH. DRWG.

MEMBRANE ROOF NO WORK UNDER THIS
CONTRACT EXCEPT MECHANICAL ROOF
PENETRATION AND CLOSE UP EXISTING
MECHANICAL ROOF PENETRATION -
SEE MECH. DRAWINGS

NOTE: PAINT ALL EXTERIOR FERROUS METAL
AND OTHER PREVIOUSLY FIELD
PAINTED MATERIALS.

NOTE: WINDOW MODIFICATION NOT
IN THIS SCOPE OF WORK
SEE 27/AS

BRUNSWICK NAVAL AIR STATION
REPAIR HANGAR #5
EAST ELEVATION

SCALE: 1/16" = 1'-0"

DATE: JULY 10, 1987

PROJECT MANAGER: [Signature]
DESIGNED BY: [Signature]
DRAWN BY: [Signature]

CONTRACT NO. 48327-88-C-2138
SHEET 8 OF 40

REV	DATE	DESCRIPTION	DRAWN	APPROV

CONTINUED
BELOW

STEEL TRUSS
NO WORK UNDER
THIS CONTRACT (TYP)

PREFABRICATED METAL PANELS
NO WORK UNDER
THIS CONTRACT (TYP)

SLIDING HANGAR DOORS
NO WORK UNDER
THIS CONTRACT EXCEPT #
PERSONNEL DOORS

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23

CONTINUED
ABOVE

PANT HANGAR
FLOORLIGHT SUPPORTS (TYP)
SEE NOTES ON P.33/A20

PANT PERSONNEL
DOOR & FRAME (TYP)
SEE NOTES ON P.34/A20

PANT DOOR & FRAME (TYP)
SEE NOTES ON P.32/A20

NOTE: PAINT ALL EXTERIOR FERROUS METAL
AND OTHER PREVIOUSLY FIELD
PAINTED MATERIALS.

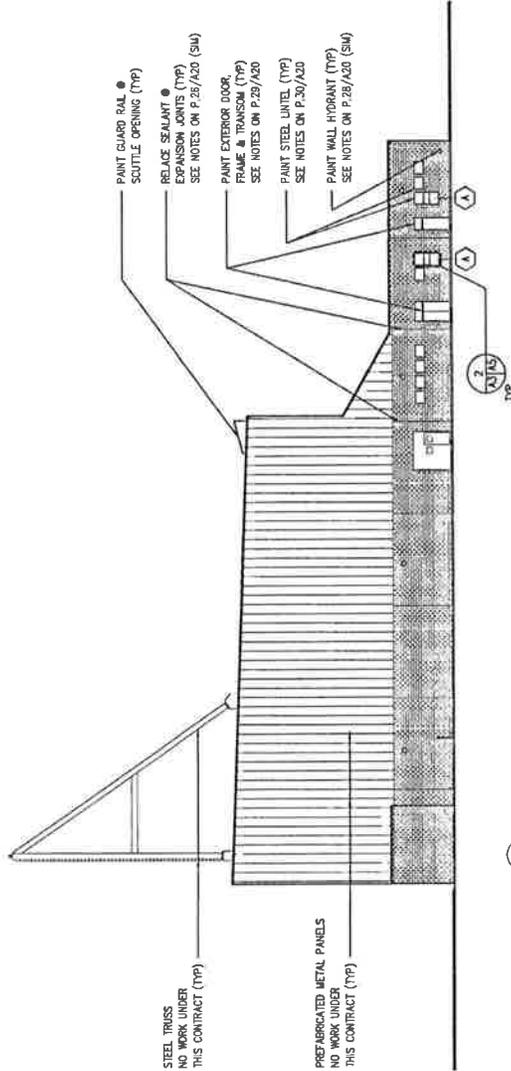
24 25 26 27 28 29 30 31 32 33 34 35 36 37 38

BRUNSWICK NAVAL AIR STATION	
REPAIR HANGAR #5	
WEST ELEVATION	
DATE: JULY 10, 1997	CONTRACT NO. 484771-M-5-1118
DESIGNED BY: P.F.	INSPECTOR NO. 185313
CHECKED BY: B.S.	SCALE: 9 OF 40
DRAWN BY: A.S.	



WEST ELEVATION
1/16" = 1'-0"

REV	DATE	DESCRIPTION	DRAWN	CHECKED



STEEL TRUSS
NO WORK UNDER
THIS CONTRACT (TYP)

PREFABRICATED METAL PANELS
NO WORK UNDER
THIS CONTRACT (TYP)

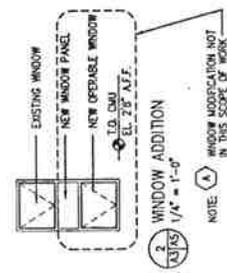
PAINT GUARD RAIL ●
SCUTTLE OPENING (TYP)

REPLACE SEALANT ●
EXPANSION JOINTS (TYP)
SEE NOTES ON P. 25/A/20 (SH)

PAINT EXTERIOR DOOR
FRAME & TRANSOM (TYP)
SEE NOTES ON P. 25/A/20

PAINT STEEL LINTEL (TYP)
SEE NOTES ON P. 25/A/20

PAINT WALL HYDRANT (TYP)
SEE NOTES ON P. 25/A/20 (SH)



1 SOUTH ELEVATION (NORTH ELEVATION SAME BUT OPPOSITE HAND)
1/16" = 1'-0"

NOTE: PAINT ALL EXTERIOR FERROUS METAL
AND OTHER PREVIOUSLY FIELD
PAINTED MATERIALS.
REPLACE ALL SEALANTS IN MASONRY
CONSTRUCTION: DOORS, WINDOWS,
PIPE PENETRATIONS, ETC.

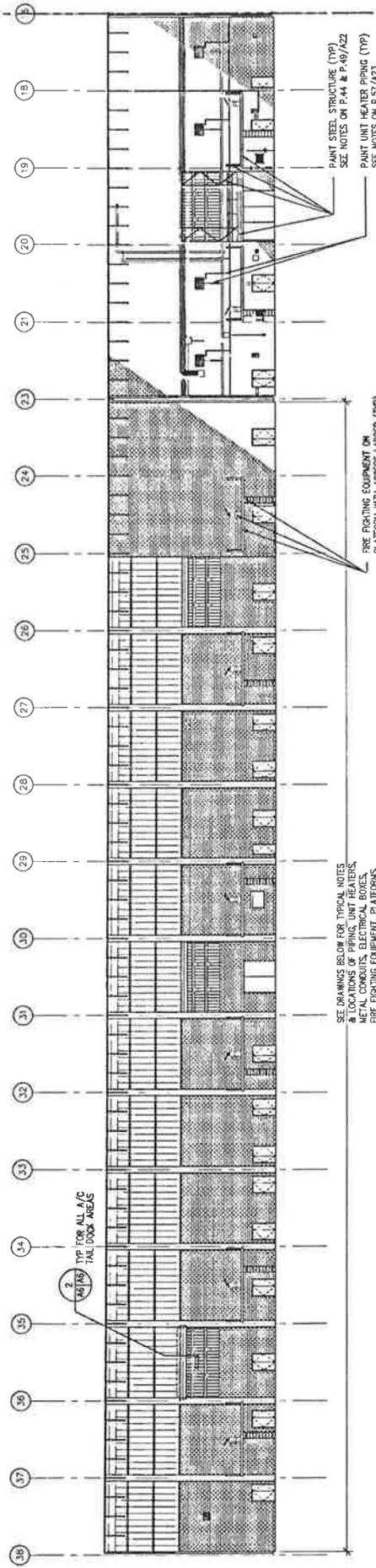
J K H G F E D C B A

BRUNSWICK NAVAL AIR STATION		CONTRACT NO. HD-17-16 C 213	AS
REPAIR HANGAR #5		INVESTIGATION NO. 10-40	
NORTH & SOUTH ELEVATIONS			
DATE: JULY 10, 1997	DESIGNED BY: P.F.	DRAWN BY: A.S.	
CHECKED BY: S.S.	APPROVED BY: [Signature]		



REV	DATE	DESCRIPTION	DRAWN	INCHES

CONTINUED BELOW



SEE DRAWINGS BELOW FOR TYPICAL NOTES
 METAL PANELS, METAL CONDUITS, ELECTRICAL BOXES,
 FIRE FIGHTING EQUIPMENT, PLATFORMS,
 HOSE REELS & LIGHT FIXTURES.

REFABRICATED METAL PANELS
 NO WORK UNDER THIS CONTRACT (TYP)

PAINT FRAME MEMBERS
 SUPPORTS AND BRACKETS (TYP)
 SEE NOTES ON P.54 & P.55/A23

INSTALL METAL COVER OVER
 EXPOSED DOWN INSULATION (TYP)
 SEE NOTES ON P.44/A22 & DET. 2/A6

PAINT DRAIN PIPE (TYP)
 SEE NOTES ON P.46/A22 & P.54/A23

PAINT RING (TYP)
 SEE NOTES ON P.48/A22

PAINT ODU WALL (TYP)
 SEE NOTES ON P.48/A22

PAINT HOSE REEL (TYP)
 SEE NOTES ON P.49/A22 & P.57/A23

DO NOT PAINT LADDER (TYP)
 SEE NOTES ON P.55/A23

FIRE FIGHTING EQUIPMENT ON
 PLATFORM WITH ACCESS LADDER (TYP)

PAINT STEEL BEAM (TYP)
 SEE NOTES ON P.54/A23

PAINT CLOSED CIRCUIT
 CAMERA BRACKET (TYP)
 SEE NOTES ON P.54/A23

PAINT EXPOSED BEADING AT
 TOP OF ODU WALL (TYP)
 SEE NOTES ON P.44 & P.46/A22 & P.54/A23

PAINT ROLLING SHUTTER
 FRAME AND SILL (TYP)
 SEE NOTES ON P.45/A22
 & P.57/A23

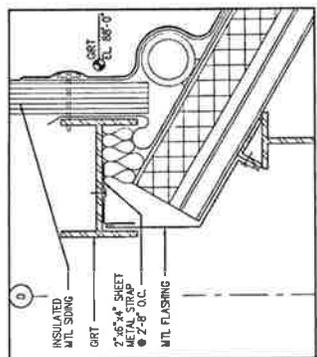
PAINT SLIDING DOOR MECHANISM
 OVERHEAD AND SIDE COVERS (TYP)
 SEE NOTES ON P.44/A22 & P.54/A23

PAINT ROLLING SHUTTER
 FRAME AND SILL (TYP)
 SEE NOTES ON P.45/A22
 & P.57/A23

SAFETY STICKERS TO BE REATTACHED
 AFTER PAINTING, BY NAVAL AIR STATION
 SAFETY OFFICE (TYP)
 SEE NOTES ON P.53/A23

DO NOT PAINT PREVIOUSLY UNCOATED
 ELECTRICAL BOXES (TYP)
 SEE NOTES ON P.49/A22 & P.54/A23

PAINT METAL WRECKOLD (TYP)
 SEE NOTES ON P.46/A22



TRIM DETAIL @ A/C TAIL DOCK AREA
 1/8" = 1'-0"

BRUNSWICK NAVAL AIR STATION

REPAIR HANGAR #5

ESAT INTERIOR ELEVATION

CONTRACT NO. W6272-88-C2-3138

PROJECT NO. 11 OF 40

DATE JULY 10, 1997

DESIGNED BY P.F.

DRAWN BY B.S.

CHECKED BY A.S.

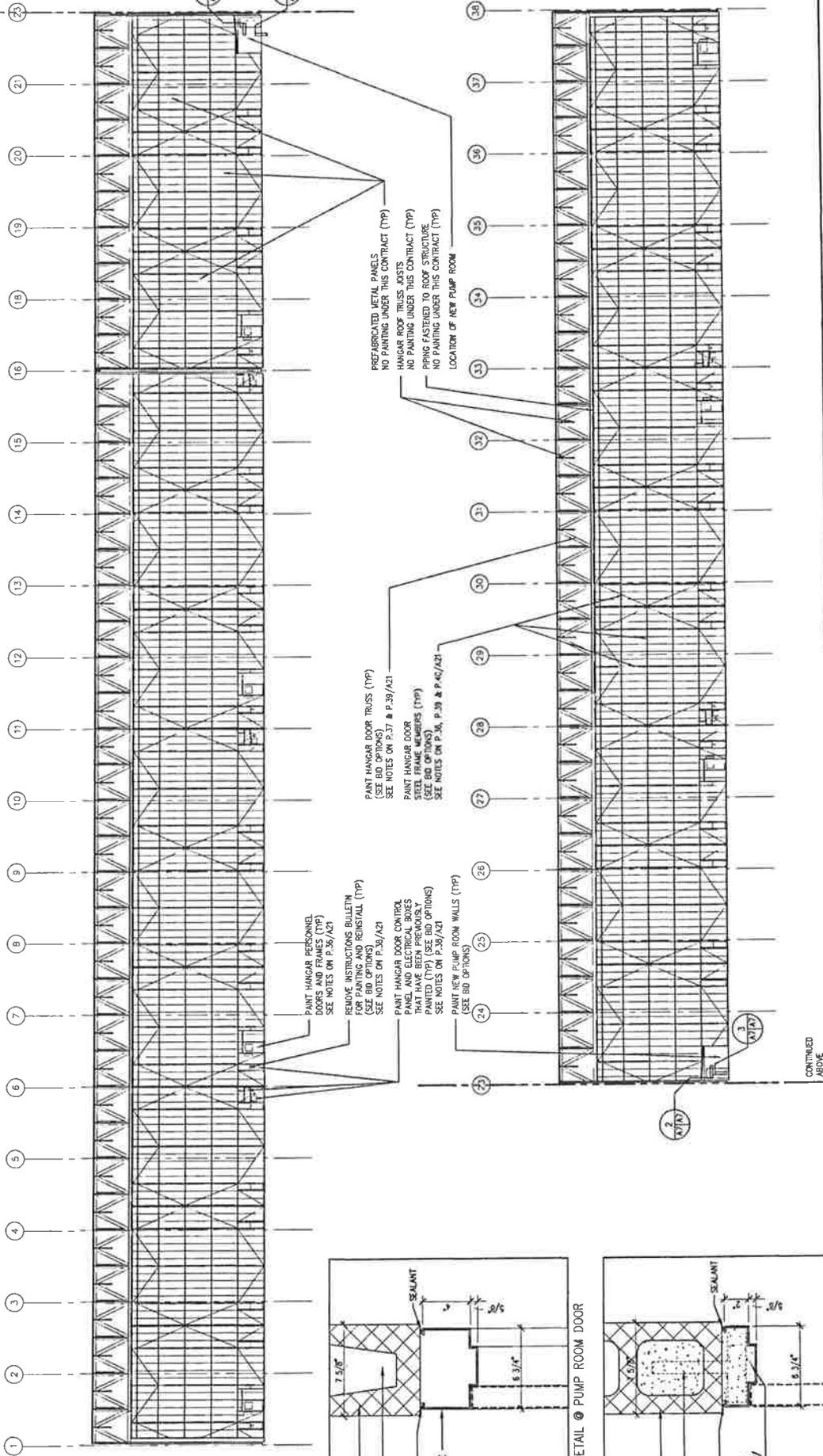


1 EAST INTERIOR ELEVATION
 1/8" = 1'-0"

REV.	DATE	DESCRIPTION	DRAWN	APPROV.

A6

CONTINUED BELOW



PREFABRICATED METAL PANELS
NO PAINTING UNDER THIS CONTRACT (TYP)
HANGAR ROOF TRUSS JOISTS
NO PAINTING UNDER THIS CONTRACT (TYP)
PIPING FASTENED TO ROOF STRUCTURE
NO PAINTING UNDER THIS CONTRACT (TYP)
LOCATION OF NEW PUMP ROOM

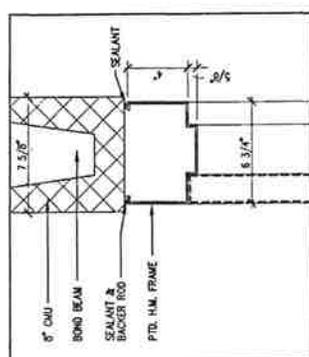
PAINT HANGAR DOOR TRUSS (TYP)
(SEE BID OPTIONS)
SEE NOTES ON P. 37 & P. 39/A21

PAINT HANGAR DOOR
AND ELECTRICAL BOXES
(SEE BID OPTIONS)
SEE NOTES ON P. 36, P. 39 & P. 40/A21

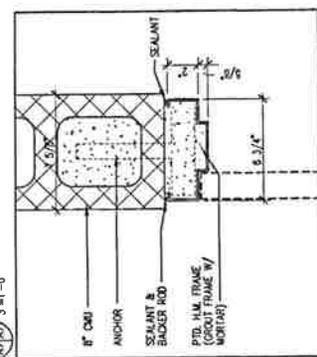
PAINT HANGAR PERSONNEL
DOORS AND FRAMES (TYP)
SEE NOTES ON P. 36/A21
REMOVE INSTRUCTIONS BULLETIN
FOR PAINTING AND REINSTALL (TYP)
SEE NOTES ON P. 36/A21

PAINT HANGAR DOOR CONTROL
PANEL AND ELECTRICAL BOXES
PAINTED (TYP) (SEE BID OPTIONS)
SEE NOTES ON P. 36/A21
PAINT NEW PUMP ROOM WALLS (TYP)
(SEE BID OPTIONS)

CONTINUED ABOVE



2 HEAD DETAIL @ PUMP ROOM DOOR
1/4\"/>



3 JAMB DETAIL @ PUMP ROOM DOOR
1/4\"/>

BRUNSWICK NAVAL AIR STATION

REPAIR HANGAR #5

WEST INTERIOR ELEVATION

DATE: JULY 10, 1987

DESIGNED BY: A.S.

DRAWN BY: [Signature]

CHECKED BY: B.S.

P.F. [Signature]

CONTRACT NO. [Blank]

SHEET 12 OF 40



1 WEST INTERIOR ELEVATION
1/8\"/>

REV	DATE	DESCRIPTION	DRAWN	APPROV

A7

MAINE'S BOATING EXPO

A production of the Maine Marine Trades Association

www.mainesboatingexpo.com

FLOOR PLAN

Current as of
February 8, 2012

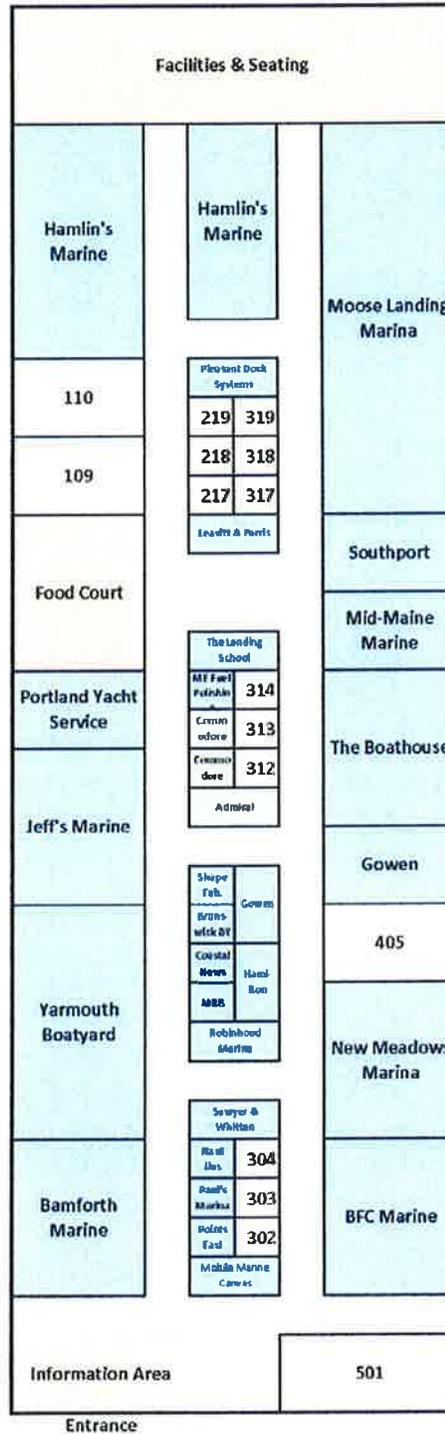
KEY

Booth spaces without any highlight are available

Booth spaces highlighted in blue have been requested by the company named

Booth spaces highlighted in yellow are confirmed for the company named – these spaces are no longer available

Booths on the outer walls – 101 – 113 and 401 – 415 are 20' x 30'. All center booths – 201 – 225 and 301 – 325 are 10' x 10'.



CAVEATS

All space is sold on a first come first served basis

No space is considered confirmed until MMTA has received a deposit

Booth space that is not fully paid by March 1 will be released for sale to other interested parties

Maine Marine Trades Association

2 Main St. Bldg. 18 Suite 128 • Biddeford, ME 04005 • P. 207.773.8725 • F. 207.571.8147

**Draft Findings of Fact
Special Permit (Section 701)
Hangar 5
Planning Board Review Date: March 13, 2012**

Project Name: Hangar 5 Special Permit
Case Number: 12-008
Tax Map: Map 40 Lot 0
Applicant: Midcoast Regional Redevelopment Authority
2 Pegasus Street Suite 1 Unit 200
Brunswick, Maine 04011

PROJECT SUMMARY

Public Hearing: Case Number 12-008 – Hangar 5 Special Permit - The Board will hold a public hearing on a **Special Permit** application submitted by the Midcoast Regional Redevelopment Authority to allow for events, exhibits and assemblies in Hangar 5 at 112 Orion Street Unit 1. (**Assessor’s Map 40 Lot 0**) in the **Base Reuse Zone and Aviation Related Business Sub-district**.

The applicant is proposing to add a special event use to the Hangar 5 facility to accommodate events, exhibits and assemblies. The use is within the BNAS Reuse Zone and Aviation Related Business Sub-district.

The use is within the town’s growth district.

DRAFT MOTION:

Motion 1: That the Special Permit application is deemed complete.

**Review Standards from Special Permits Section 701.2 of the Town of Brunswick
Zoning Ordinance**

The following standards set forth herein shall be applied, where applicable, by the Planning Board when considering an application for Special Permit. The burden of proof of compliance with these standards rests solely with the applicant.

A. The application shall further the planning goals of the Planning Area (Appendix III) in which the property is located, as follows:

A-III.2 BNAS Reuse Planning Area

- A. The BNAS Reuse Planning Area includes the portion of the Brunswick Naval Air Station that is designated for development and active use in the adopted Reuse Master Plan.
- B. The BNAS Reuse Planning Area includes much of the land area of the base including the areas that have been developed and/or actively used for base operations including the airstrip and related facilities, the cantonment area, the residential areas, and the golf course.
- C. The adopted Reuse Master Plan for the base identifies various land use district designations indicating the desired future use and development pattern for different areas of the base. The intention of the BNAS Reuse Planning Area is to facilitate the reuse, redevelopment, and development of the base in accordance with those land use designations.
- D. The BNAS Reuse Planning Area includes the BNAS Reuse District/Reuse Master Plan land use districts as set forth in A-III.5.

Hangar 5 is within the portion of the BNAS Reuse Planning Area that is designated for development and active reuse. This Special Permit use will facilitate the reuse, redevelopment and development of the base in accordance with the BNAS Reuse Planning Area.

The Planning Board finds the proposed use furthers the planning goals of the BNAS Reuse Planning Area.

- B. The application is compatible in scale to its surroundings. In making this finding, the Planning Board shall consider the size and mass of buildings where new structures are being proposed, the number of employees, residents or customers, and the size and number of vehicles servicing the use. Notwithstanding the foregoing, when the Special Permit is proposed for a pre-existing structure, the Planning Board may find that the proposed use is compatible with its surroundings, even though it is out of scale and design with such surrounding properties if the applicant can demonstrate that the proposal will achieve mutual benefits without compromising any of the standards found in this ordinance.**

The Special Permit use is for an existing building that is not out of scale with surrounding buildings. The number of customers and vehicles will vary by event. The events held at Hangar 5 will be compatible in scale to its surroundings.

The Planning Board finds that the use is compatible with the scale of its surroundings.

C. The application is harmonious in design to its surroundings. In making this finding, the Planning Board shall consider building and window proportions, roof-lines, spacing of doors and windows, as well as orientation to public streets.

No new buildings are proposed and the existing building is harmonious in design to its surroundings.

The Planning Board finds the application is harmonious in design and compatible to the surrounding area.

D. The application further maintains or enhances a pedestrian oriented character in planning districts where such character is encouraged.

The Special Permit use maintains the established pedestrian oriented character in the BNAS Reuse Planning Area.

The Planning Board finds that the application maintains the pedestrian oriented character in the BNAS Reuse Planning Area.

E. The application will not violate any standard of this Ordinance.

The Special Permit use does not violate any standard in the Zoning Ordinance.

The Board finds that the application will not violate any standard in the Zoning Ordinance.

Notwithstanding the foregoing, the Planning Board shall deny an application for a Special Permit if, in its determination, substantive, objective evidence from one or more persons entitled to notice is presented that reasonably demonstrates that:

- 1. The proposal will adversely affect the enjoyment or use of that person's property**
- 2. The proposal will devalue such property**

The Board finds that no person entitled to notice has presented substantive, objective evidence reasonably demonstrating that the proposed development will adversely affect the enjoyment of that person's property or that it will devalue such property.

DRAFT MOTION

Motion 2: That the Special Permit is approved with the following condition:

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 a review and approval in accordance with the Brunswick Zoning Ordinance.

Planning Board Denial of Special Permits

If the Planning Board denies an application for Special Permit, the Planning Board's decision is not subject to any appeal. However, the applicant may apply to the Town Council for a zoning amendment as provided for by Section 108 of the Town of Brunswick Zoning Ordinance.

**Draft Findings of Fact
Hangar 5 Special Permit
Development Review
Review Date: March 13, 2012**

Project Name: Hangar 5 Special Permit
Case Number: 12-008
Tax Map: Map 40, Lot 0
Applicant: Midcoast Regional Redevelopment Authority
2 Pegasus Street Suite 1, Unit 200
Brunswick, Me 04011

PROJECT SUMMARY

Public Hearing: Case Number 12-008 – Hangar 5 Special Permit - The Board will hold a public hearing on a **Special Permit** application submitted by the Midcoast Regional Redevelopment Authority to allow for events, exhibits and assemblies in Hangar 5 at 112 Orion Street Unit 1. (**Assessor’s Map 40 Lot 0**) in the **Base Reuse Zone and Aviation Related Business Sub-district**.

The applicant is proposing to add a special event use to the Hangar 5 facility to accommodate events, exhibits and assemblies. The use is within the BNAS Reuse Zone and Aviation Related Business Sub-district.

This project is within the town’s growth district.

Motion 1: That the Development Review application is deemed complete.

Review Standards from Section 411 of the Town of Brunswick Zoning Ordinance

411.1 Ordinance Provisions

The use will occupy approximately 43,200 square feet of space in an existing building located at 112 Orion Street in the Aviation Related Business Sub-district. The use special event use complies with all applicable standards in the Aviation Business Sub-district. *The Board finds that the provisions of Section 411.1 are satisfied.*

411.2 Preservation of Natural Features

The use maximizes the preservation of natural features of the landscape and does not occur within or cause harm to any land which is not suitable for development.

The Board finds that the provisions of Section 411.2 are satisfied.

411.3 Surface Waters, Wetlands and Marine Resources

The use will not adversely affect any water body or the water quality of Casco Bay or its estuaries. *The Board finds that the provisions of Section 411.3 are satisfied.*

411.4 Flood Hazard Areas

Based on the Flood Insurance Rate Map, community panel # 230042 0015 B, effective date, 1/3/1986, the project site is located within Zone C, described as areas of minimal flooding and outside the regulatory 100-year flood zone. The development activity does not occur within a FEMA flood hazard area and therefore minimizes any risk of flooding. *The Board finds that the provisions of Section 411.4 are satisfied.*

411.5 Stormwater Management

The use does not increase the property's impervious surface and no stormwater mitigation is required. *The Board finds that the provisions of Section 411.5 are satisfied.*

411.6 Groundwater

The use will use existing water services at the proposed location. There are no adverse impacts to groundwater anticipated from this development. No activities are proposed or anticipated that will extract groundwater for commercial purposes. The Board finds that the development will not, alone or in conjunction with existing activities, adversely affect the quality or quantity of groundwater. *The Board finds that the provisions of Section 411.6 are satisfied.*

411.7 Erosion and Sedimentation Control

The use will not cause unreasonable soil erosion or reduction in the land's capacity to hold water so that a dangerous or unhealthy situation results. *The Board finds that the provisions of Section 411.7 are satisfied.*

411.8 Sewage Disposal

The use will be served by existing sewer service. *The Board finds that the provisions of Section 411.8 are satisfied.*

411.9 Water Supply

The use will be served by existing water service. *The Board finds that the provisions of Section 411.9 are satisfied.*

411.10 Aesthetic, Cultural and Natural Values

The use will not have any undue adverse effect on the scenic or natural beauty of the area, historic sites, or significant wildlife habitat identified by the Maine Department of Environmental Protection and Inland Fisheries & Wildlife or by the Town of Brunswick, or rare and irreplaceable natural areas or any public rights for physical or visual access to the shoreline. *The Board finds that the provisions of Section 411.10 are satisfied.*

411.11 Community Impact

The use will be located at 112 Orion Street. Applicable municipal resources are available to service the project. The use will not adversely affect traffic flows. The project is not residential and will not impact school enrollment or recreational facilities. The facility will not unreasonably increase the amount of solid waste and can be adequately served by emergency services. *The Board finds that the provisions of Section 411.11 are satisfied.*

411.12 Traffic

The estimated customers traveling to Hangar 5 for special events will not disrupt traffic patterns in the area. There is ample parking on site to serve the project. The traffic impact will not cause unreasonable highway or public road congestion or unsafe conditions and the traffic associated with the use will maintain the existing level of service. *The Board finds that the provisions of Section 411.12 are satisfied.*

411.13 Pedestrian and Bicycle Access and Safety

The subject parcel is accessible by bicycle or pedestrians. The Board finds that the use will accommodate bicyclists and addresses pedestrian access, safety and circulation within the site. *The Board finds that the provisions of Section 411.13 are satisfied.*

411.14 Development Patterns

The development reuses an existing space. As proposed, the development is respectful of Brunswick's historic development pattern and will have no adverse impact on residential areas. *The Board finds that the provisions of Section 411.14 are satisfied.*

411.15 Architectural Compatibility

The use will occupy space in an existing building. The Board finds the proposed development is compatible with its natural and built surroundings in terms of size, scale, mass and design. *The Board finds that the provisions of Section 411.15 are satisfied.*

411.16 Municipal Solid Waste Disposal

No solid waste impact fee is required because the town's landfill is not used for solid waste disposal. *The Board finds that the provisions of Section 411.16 are not applicable.*

411.17 Recreation Needs

No recreation impact fee is required for this non-residential development. *The Board finds that the provisions of Section 411.17 are not applicable.*

411.18 Access for Persons with Disabilities

The use shall comply with all applicable regulations of the Americans with Disabilities Act.. *The Board finds that the provisions of Section 411.18 are satisfied.*

411.19 Financial Capacity and Maintenance

The applicant has sufficient financial capacity to complete the project. *The Board finds that the provisions of Section 411.19 are satisfied.*

411.20 Noise and Dust

There are no anticipated impacts with regard to noise or dust. *The Board finds that the provisions of Section 411.20 are satisfied.*

411.21 Right, Title and Interest

The applicant owns the land and has sufficient right, title and interest in the subject property. *The Board finds that the provisions of Section 411.21 are satisfied.*

411.22 Payment of Application Fees

The applicant has paid all application fees. *The Board finds that the provisions of Section 411.22 are satisfied.*

**DRAFT MOTIONS
HANGAR 5 SPECIAL PERMIT
CASE NUMBER
12-008**

Motion 2: That the Development Review application is approved with the following condition:

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 a review and approval in accordance with the Brunswick Zoning Ordinance.

**BRUNSWICK PLANNING BOARD
TUESDAY, JANUARY 24, 2012**

MEMBERS PRESENT: Chairman Charlie Frizzle, Vice Chair Margaret Wilson, Dann Lewis, Jeff Peters, Dana Totman, Richard Visser and Steve Walker

STAFF PRESENT: Kris Hultgren

A meeting of the Brunswick Planning Board was held on Tuesday, January 24, 2012 at the Municipal Meeting Facility at Brunswick Station, 16 Station Ave. Chairman Charlie Frizzle called the meeting to order at 7:00 P.M.

Public Hearing: Case Number 11-031 – Walsh Preschool - The Board will hold a public hearing on a **Special Permit** application submitted by Lindi Walsh to add an educational facility and daycare use to the building at 115 River Road. (**Assessor's Map U25 Lot 4**) in the **Residential 5 (R5) Zoning District**.

Kris Hultgren began by reviewing his memo dated January 20, 2012 and stated that the applicant, Lindi Walsh, is requesting a Special Permit to create a preschool in the Residential 5 Zoning District (R5). Mrs. Walsh is also requesting a daycare use of more than six children in the same district. Kris stated that this facility would be located at 115 River Road and the proposal includes the use of an existing building; the applicant has met with the Fire Marshal's Office and is in the process of meeting their requirements.

Lindi Walsh, applicant, stated that the proposed building was a former convenience store which closed in 2007. She stated that in 2008 she started a daycare and she has been approached by a former client to open a preschool.

Meghan Payton, client of Lindi Walsh, stated that she wishes to open a preschool to meet the growing demands within the community. She stated that she taught preschool for eleven years and wants to provide space for children including those who may have special needs. Meghan stated that children past the age of three need to be enrolled in a program, not a home, to receive their services; she would like to assist those children in being able to get early intervention and stated that it is important for children to be with age appropriate peers to help each other.

Richard Visser asked if there was going to be any major changes; Lindi Walsh stated that they need to add an additional exit and add a few windows in the space that once was a walk in cooler. Lindi stated that there is an existing parking lot, water and sewer connections.

Chairman Charlie Frizzle opened the meeting to public hearing; hearing none, the public hearing was closed.

MOTION BY MARGARET WILSON THAT THE SPECIAL PERMIT IS DEEMED COMPLETE. SECONDED BY DANA TOTMAN, APPROVED UNANIMOUSLY.

MOTION BY STEVE WALKER THAT THE SPECIAL PERMIT IS APPROVED WITH THE STANDARD CONDITION. SECONDED BY RICHARD VISSER, APPROVED UNANIMOUSLY.

MOTION BY DANA TOTMAN THAT THE DEVELOPMENT REVIEW APPLICATION IS DEEMED COMPLETE. SECONDED BY DANN LEWIS, APPROVED UNANIMOUSLY.

MOTION BY MARGARET WILSON THAT THE DEVELOPMENT REVIEW APPLICATION IS APPROVED WITH THE STANDARD CONDITION. SECONDED BY DANN LEWIS, APPROVED UNANIMOUSLY.

Request for Site Plan Approval Extension. Case No. 07-105, The Ledges, Congregate Care Facility: Briarwood Partners is requesting the Board to extend its Site Plan approval per Section 407.4.A of the Zoning Ordinance for the development of a congregate care facility at 349 Bath Road (**Assessor's Map 45, Lot 40**) in the **Industrial 3 (I3) Zone**.

Kris Hultgren began by reviewing his memo dated January 20, 2012 and stated that the applicant for The Ledges is requesting a two year site plan extension; the original plan was approved in February 2008 and a site plan extension was granted in January 2010. Kris stated that there have been no changes to the site plan or applicable changes to the Zoning Ordinance. Kris stated that the applicant is here to keep the clock going.

Kevin Clark from Sitelines stated that they are requesting the extension for Phase II of this project due to the current economic conditions. Charlie Frizzle noted that there are wetlands that abut this site and asked staff if there were any changes that may impact this reapproval; Kris stated that he did not know of any changes and Steve Walker stated that the State regulations parallel the Town ordinances.

MOTION BY DANA TOTMAN TO GRANT TWO YEAR EXTENSION TO THE LEDGES CONGREGATE CARE FACILITY SITE PLAN. SECONDED BY RICHARD VISSER, APPROVED UNANIMOUSLY.

Workshop: The Town Council requests the Planning Board discuss amending the zoning ordinance to list warehousing and storage uses within the definitions of Class 1 and Class 2 Industry uses, and make appropriate use table changes per district as needed.

Kris Hultgren began by reviewing Anna Breinich's memo dated January 19, 2012 and stated that staff has settled on the proposal outlined in Anna's memo and the table provided to the Board. Kris reminded the Board that this is a request by Town Council on behalf of a constituent. Kris stated that in Mixed Use 5 (MU5), warehousing and

storage is listed as Special Permit Required; staff proposes changing this to a permitted use. In the Industry (I1), warehousing and storage is not allowed; staff proposes changing this to a permitted use. The only other change staff proposes to make is to add warehousing and storage to the Industry Class 1 and the Industry Class 2 definitions.

Charlie Frizzle asked if staff had any thoughts as to why warehousing and storage use was not originally permitted in the I1 District and Kris Hultgren replied that he would guess that it required a Special Permit because it is surrounded by residential zoning districts. Charlie asked why staff proposed to add warehousing and storage use to MU5 and Kris replied that it is at the request of the constituent. Staff is making these changes in the short term knowing that review of uses in all districts is on its way. Dana Totman stated that this request enforces the need to finish rewriting the Zoning Ordinance. He asked Margaret Wilson if this particular use was ever discussed when discussing the new Comprehensive Plan; Margaret replied that they did not make any recommendations to any specific use in any of the districts.

It was decided by the Board that they would leave the ordinance amendment language as staff drafted it and schedule a Public Hearing.

Other

No other business discussed at this meeting.

Minutes

MOTION BY MARGARET WILSON TO APPROVE THE MINUTES OF NOVEMBER 14, 2011. SECONDED BY DANN LEWIS, APPROVED UNANIMOUSLY.

MOTION BY RICHARD VISSER TO APPROVE THE MINUTES OF NOVEMBER 22, 2011. SECONDED BY JEFF PETERS, APPROVED UNANIMOUSLY.

MOTION BY MARGARET WILSON TO APPROVE THE MINUTES OF DECEMBER 13, 2011. SECONDED BY DANN LEWIS, APPROVED UNANIMOUSLY.

Adjourned

This meeting was adjourned at 7:30 P.M.

Attest

Tonya D. Jenusaitis
Recording Secretary

**BRUNSWICK PLANNING BOARD
TUESDAY, FEBRUARY 7, 2012**

MEMBERS PRESENT: Chairman Charlie Frizzle, Vice Chair Margaret Wilson, Dann Lewis, Jeff Peters, Dana Totman, and Richard Visser

STAFF PRESENT: Anna Breinich

A meeting of the Brunswick Planning Board was held on Tuesday, February 7, 2012 at the Municipal Meeting Facility at Brunswick Station, 16 Station Ave. Chairman Charlie Frizzle called the meeting to order at 7:00 P.M.

Public Hearing: The Planning Board will hold a public hearing to discuss amending the zoning ordinance to list warehousing and storage uses within the definitions of Class 1 and Class 2 Industry uses, and make warehousing and storage a permitted use in the Mixed Use 5 and Industry 1 Zoning Districts.

Anna Breinich reviewed Kris Hultgren's Memo to the Board dated February 2, 2012 and stated that at the last workshop of January 24, 2011, a request was made by Town Council on behalf of a constituent (made to Councilor King) to allow warehousing and storage in the Industrial 1 (I1) Zoning District and the Mixed Use 5 (MU5) Zoning District. Staff additionally recommended at this time to include warehousing and storage into the definitions of Industry Class I and Industry Class II. Anna stated that currently warehousing and storage is not allowed in Industry 1 and requires a special permit in the Mixed Use 5 district.

Chairman Charlie Frizzle opened the meeting to public hearing; hearing none, the public hearing was closed.

Charlie Frizzle reviewed the overall feeling of the Board from the last meeting and stated that most felt comfortable including the definition of warehousing and storage into the definition of Industry Class 1 and Industry Class 2 as well as permitting warehousing and storage in the Industrial 1 zone; most did not feel comfortable going from a special permit to permitted for warehousing and storage in the Mixed Use 5 district. Charlie stated that he is still in agreement with this feeling. Margaret Wilson agreed, but noted that if they changed the definition of Industry Class 1 and Class 2 to add warehousing and storage then they would automatically become permitted in the Mixed Use 5 district as Industry Class 1 is a permitted use throughout this district; she suggested not changing the definitions at this time. Charlie agreed and stated that he did not notice that Industry Class 1 was already a permitted use in the Mixed Use 5 district. Richard Visser agreed with Margaret. Jeff Peters asked staff what the logic was in Mixed Use 1 through 6 as they are all different; some require a special permit and others do not. Charlie replied that this ordinance was put together 20 years ago and it was based on what was already in each zone at that time. Anna Breinich replied that in addition, some were added in revisions of the ordinance.

MOTION BY MARGARET WILSON TO MAKE WAREHOUSING AND STORAGE A PERMITTED USE IN THE INDUSTRIAL 1 ZONE AND THE MIXED USE 5 ZONE. SECONDED BY DANN LEWIS, APPROVED UNANIMOUSLY.

Workshop - Rezoning Request: The Planning Board will review a rezoning request from Elaine Hosmer to change the zoning of the parcel at 10 Mason Street (Map U13, Lot 131) from Town Residential 2 to Town Center 1.

Anna Breinich reviewed Kris Hultgren's Memo to the Board dated February 2, 2012 and stated that this is a request to rezone a parcel at 10 Mason Street from Town Residential 2 to Town Center 1 as the building rests in both zones at this time. She stated that the applicant, Elaine Hosmer, wishes to allow a retail store in the property. Anna stated that in looking at the boundary line, it appears that it was zoned following a straight line and not property boundaries; staff has no issue with this rezoning request.

Glen Hosmer, representative for the applicant, stated that they would like to use this location as a business due to the location and what is around it. He stated that they would like to put in an antique or repair shop. He stated that the applicant has had a difficult time in using this as a residence; they do not plan on altering the outside in any way as it is one of the oldest buildings in the area. Dana Totman asked if there was a space between the buildings on the adjacent lot or was it one building. Mr. Hosmer replied that there is a small space between the buildings but that many come right up to the fence; they are separate buildings owned by separate people. Margaret Wilson stated that in her opinion Mason Street is a commercial street and this seems like an appropriate request. Mr. Hosmer stated that his neighbors, the eye doctors, and Blessings, are all in the TC1 Zone and are commercial which supports this request.

MOTION BY MARGARET WILSON TO DIRECT STAFF TO FORWARD REQUEST TO PUBLIC HEARING. SECONDED BY RICHARD VISSER, APPROVED UNANIMOUSLY.

No public hearing as the only public was the applicant.

Workshop - Zoning Ordinance Review: The Planning Board will review Chapters 4 and 5 of the Zoning Ordinance.

Anna Breinich stated that in reviewing Chapter 4, staff felt as though things were not structured as well as planned. Anna stated that there is a lot of great information, but that formatting and structure needs to be more understandable; Anna, Margaret Wilson and Charlie Frizzle are planning on meeting on Friday, February 10th to hone in on a few specific areas in Chapter 4. Anna stated that one area of focus will be incorporating more of the language into the table and how the BNAS (former Brunswick Naval Air Station) reuse districts will fit into the development table. Charlie stated that he and Margaret agreed that Chapter 4 was not ready for final review, but that there are high hopes to

finish it as quickly as possible. Anna noted that this is the first time that the ordinance is being written in-house and noted that it has been difficult.

Other

- Town Council approved the increase of MDOT (Maine Department of Transportation) signs from two to four at their meeting on February 6, 2012.

Minutes

MOTION BY MARGARET WILSON TO APPROVE THE MINUTES OF DECEMBER 6, 2011. SECONDED BY RICHARD VISSER, APPROVED UNANIMOUSLY AMONG THOSE PRESENT.

MOTION BY DANN LEWIS TO APPROVE THE MINUTES OF JANUARY 5, 2012. SECONDED BY DANA TOTMAN, APPROVED UNANIMOUSLY.

Adjourned

This meeting was adjourned at 7:50 P.M.

Attest

Tonya D. Jenusaitis
Recording Secretary

**BRUNSWICK PLANNING BOARD
TUESDAY, FEBRUARY 28, 2012**

MEMBERS PRESENT: Chairman Charlie Frizzle, Vice Chair Margaret Wilson, Dann Lewis, and Jeff Peters

STAFF PRESENT: Anna Breinich, Kris Hultgren

A meeting of the Brunswick Planning Board was held on Tuesday, February 28, 2012 at the Municipal Meeting Facility at Brunswick Station, 16 Station Ave. Chairman Charlie Frizzle called the meeting to order at 7:00 P.M.

Public Hearing – Rezoning Request: The Planning Board will hold a public hearing on a rezoning request from Elaine Salch to change the zoning of the parcel at 10 Mason Street (Map U13, Lot 131) from Town Residential 2 to Town Center 1.

Kris Hultgren reviewed the application for the 10 Mason Street rezoning request and stated that the applicant is seeking a zone change from Town Residential 2 to Town Center 1. Kris stated that at this time the lot is split by these two zoning districts and the applicant wishes to be included entirely in the Town Center 1 district so that she may open an antique retail business.

Mrs. Salch, the applicant, stated that it would be wonderful if she was able to open this shop and noted that there are several antique shops in the area; this would make a great addition and it would fit in the area. Mrs. Salch stated that there is plenty of parking.

Jeff Peters asked if this request would just change the property line and Charlie Frizzle replied that for this request, the boundary line will be moved to the east to accommodate 10 Mason Street only.

Chairman Charlie Frizzle opened the public hearing.

Dominic Vella, owner of Blessings at 11 Mason Street, stated that it would be a huge help if Mrs. Salch was granted this request as it would draw more walking traffic to this area. He supports Mrs. Salch's request.

Chairman Charlie Frizzle closed the public hearing.

MOTION BY CHARLIE FRIZZLE TO ASK TOWN COUNCIL TO CONSIDER CHANGING THE BOUNDARY LINE FOR 10 MASON STREET TO BE INCLUDED INTO TOWN CENTER 1. SECONDED BY MARGARET WILSON, APPROVED UNANIMOUSLY.

Other

- Anna Breinich stated that changes have been made and included into the newest draft and staff is working on the structure of the document. Anna stated that staff hopes to have materials completed and ready for review by the March 13th meeting.
- There will be no meeting held on March 6, 2012.
- Reminder of the webinar on March 7, 2012 at 1:00 PM at Brunswick Station on pedestrian bicycle safety on roundabouts.

Minutes

No minutes were approved at this meeting.

Adjourned

This meeting was adjourned at 7:11 P.M.

Attest

Tonya D. Jenusaitis
Recording Secretary

**BRUNSWICK PLANNING BOARD
TUESDAY, MARCH 23, 2010**

MEMBERS PRESENT: Chairman Charlie Frizzle, Vice Chair Margaret Wilson, Jason Bergquist, Jeff Peters, Steve Walker, and Richard Visser

STAFF PRESENT: Kris Hultgren

A meeting of the Brunswick Planning Board was held on Tuesday, March 23, 2010 at the Municipal Meeting Facility at Brunswick Station, 16 Station Ave. Chairman Charlie Frizzle called the meeting to order at 7:00 P.M.

Case No. 10-011, Oak Hill Subdivision Amendment. The Planning Board will review and take action on a joint **Sketch and Final Subdivision Plan Amendment** application submitted by Jeffrey Welt to subdivide 6.45 acres into two (2) lots on Hillside Road (**Assessor's Map 13, Lot 5A**) in the **Coastal Protection 2 (CP2) District**.

Note: The Staff Review Committee will review the proposed subdivision plan amendment on March 15, 2010.

Kris Hultgren stated that this is a revision to the Oak Hill subdivision which was first approved by the Planning Board in 1982. Mr. Welt, the applicant, is looking to split his 6.45 acre lot into two lots. Kris stated that in the Coastal Protection Zone, housing density is 3.5 acres; he noted that there is a provision that allows lots greater than 3.5 acres but less than 7 acres to be split one time if they were created prior to 2001. Mr. Welt will retain one of the lots where he has a single family home and the other will remain undeveloped in the short term.

MOTION BY MARGARET WILSON TO DEEM THE APPLICATION COMPLETE. SECONDED BY JASON BERGQUIST, APPROVED UNANIMOUS.

The applicant, Mr. Welt, asked about the recreation fee. Mr. Welt requests that the fee be reviewed. Charlie Frizzle stated that the fee is built into the ordinance and the amount cannot be changed; it is a standard fee to anyone building family units.

Charlie Frizzle asked about the large number of waivers being requested; Kris Hultgren replied that many of the waivers are not applicable based on the small scale of the project. Charlie asked about the restriction on the location of the driveway and noted that the only access will be through non consequential wetlands; Kris replied that this was talked about at the Staff Review meeting on March 15, 2010. Kris stated that per John Foster's request, Jim Higgins conducted a site assessment and came up with the 100 feet from the eastern boundary line; wetland impact was discussed and it was felt that there would need to be some wetlands fill to reach a buildable portion of the lot but this was not of concern with the Natural Resource Planner. Steve Walker stated that this would be an inconsequential zoning impact as a driveway crossing and added that given the coastal protection, would urge consideration of a building envelope that would not include the wetlands other than for a driveway crossing and maybe restriction to future wetland

disturbance via approval of the Planning Department. John Schwanda from Owen Haskell Surveyors stated that the building envelope is just outside the wetland. Charlie replied that since the building envelope is outside the wetlands, they could limit the condition to the driveway crossing without further Planning Department review and approval.

**MOTION BY JASON BERGQUIST TO APPROVE THE SKETCH PLAN.
SECONDED BY RICHARD VISSER, APPROVED UNANIMOUSLY.**

**MOTION BY MARGARET WILSON THAT THE BOARD WAIVES THE
FOLLOWING REQUIREMENTS:**

1. 412.2.B.8 – Name, location, width of paving and rights-of-way, etc.
2. 412.2.B.9 – Road plan
3. 412.2.B.10 – Existing and proposed easements
4. 412.2.B.11 – Kind, location, cross section of all drainage facilities, etc.
5. 412.2.B.16 – Class A Soil Survey
6. 412.2.B.17 – Location of trees over 10 inches in diameter
7. 412.2.B.18 – Lighting Plan
8. 412.2.B.19 – Proposed sidewalk locations
9. 412.2.B.21 – Location of proposed parking areas
10. 412.2.B. 22 – Proposed location and ownership of open space for recreation
11. 412.2.B.23 – Grading, erosion and landscaping plan
12. 412.2.B.26 – Dedicated public open spaces
13. 412.2.B.27 – Open space development requirements
14. 412.2.B.28 – Building envelopes
15. 412.2.C.3 – Draft performance guarantee
16. 412.2.C.5 – Additional studies required by the Planning Board
17. 412.2.C.6 – Stormwater management program
18. 412.2.C.7 – A statement from the Brunswick/Topsham Water District
19. 412.2.C.8 – A statement from Water District if proposal is within Aquifer Protection Zone
20. 412.2.C.9 – A statement from the Fire Chief recommending hydrant locations, etc
21. 412.2.C.10 – A statement from the Brunswick Sewer District
22. 412.2.C.13 – A plan of all new buildings, etc
23. 412.2.C.14 – Elevation drawings
24. 412.2.C.15 – A circulation plan for pedestrian and traffic flow
25. 412.2.C.16 – Size and location of water and sewer systems
26. 412.2.C.17 – Landscaping Plan

SECONDED BY STEVE WALKER, APPROVED UNANIMOUSLY.

**MOTION BY STEVE WALKER THAT THE FINAL PLAN IS APPROVED
WITH THE FOLLOWING CONDITIONS:**

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 a review and approval in accordance with the Brunswick Zoning Ordinance.

2. The applicant shall pay a solid waste impact fee in the amount of \$258.56 prior to recording the subdivision with the Cumberland County Registry of Deeds.
3. The applicant shall pay a recreation impact fee in the amount of \$934.50 prior to recording the subdivision with the Cumberland County Registry of Deeds.
4. The applicant shall add a note to the plan describing the area within 100 feet of the eastern boundary where a driveway is allowed to be located prior to recording the subdivision with the Cumberland County Registry of Deeds.
5. That the wetlands disturbance be limited to the driveway impact unless there is additional approval by the Planning Department.

SECONDED BY JEFF PETERS, APPROVED UNANIMOUSLY.

Other Business

No other business discussed.

Minutes

MOTION BY MARGARET WILSON TO APPROVE THE MINUTES OF FEBRUARY 2, 2010. SECONDED BY RICHARD VISSER, APPROVED UNANIMOUSLY.

MOTION BY RICHARD VISSER TO APPROVE THE MINUTES OF FEBRUARY 9, 2010. SECONDED BY JEFF PETERS, APPROVED UNANIMOUSLY.

MOTION BY MARGARET WILSON TO APPROVE THE MINUTES OF FEBRUARY 2, 2010. SECONDED BY JEFF PETERS, APPROVED UNANIMOUSLY.

Adjourned

This meeting was adjourned at 7:19 P.M.

Attest

Tonya D. Jenusaitis
Recording Secretary

CHAPTER FOUR: DEVELOPMENT REVIEW

Development review includes Subdivision and Site Plan review, and certain changes of use and other procedures as outlined in Section 402. No development shall be approved unless it complies with all review criteria and findings indicated in Chapter 5.

All time frames for development review expressed in this chapter are maximums. The Town's staff and reviewing entities shall make every effort to conduct reviews as expeditiously as possible.

401 Applicability

401.1 Activities not Subject to Development Review:

- A. The following activities are not subject to Development Review:
- (1) A single or two family dwelling.
 - (2) Uses or structures that are accessory to a single or two family dwelling.
 - (3) Agricultural land management practices, including farm and woods roads developed in accordance with "Maine Erosion and Sedimentation Control Handbook for Construction: Best Management Practices", as amended
 - (4) Unpaved trails and paths developed in accordance with Maine Erosion and Sedimentation Control Handbook for Construction: Best Management Practices, as amended. (Groups or individuals planning such trails and paths are encouraged to consult with the Planning and Development Department prior to construction).
 - (5) The *initial* non-military re-occupancy of a building in the BNAS Reuse District existing as of the July 20, 2009 provided all of the following are met:
 - (a) The new use is a permitted use in the Reuse Land / Use District in which it is located, per the 2007 BNAS Reuse Master Plan, as amended.
 - (b) The re-occupancy maintains the pre-existing pattern of use of the site including the general location of the building and parking and service areas.
 - (c) The usable floor area of the building is not increased by more than two thousand (2,000) square feet, within the existing building footprint.
 - (d) The amount of impervious surface on the project site is not increased by more than two thousand (2,000) square feet.
 - (e) There is adequate parking available for the new use in accordance with Section 512.
 - (f) The re-occupancy of the building will not change the primary use of the building from residential to non-residential or from non-residential to residential.
 - (g) The *initial* non-military re-occupancy of a building shall not be considered a change of use even if it does not meet the vacancy time limits of Section 702.1. All subsequent re-occupancy of buildings in the BNAS Reuse District shall be subject to the change of use review requirements of Sections 402 and 702 of this ordinance as applicable.
 - (6) The change of use of a building in the BNAS Reuse District with less than 10,000 square feet of floor area following its initial non-military occupancy provided that the new use does not significantly intensify the use of the property compared to its previous use. A new use that increases the required off-street parking in accordance with Sections 512.1 or 512.2 by more than twenty percent (20%) or that increases the number of peak hour vehicle trips based upon the current edition of the ITE Trip Generation Manual, as amended, by more than twenty percent (20%) or that meets any of the review thresholds of Section

702.3 shall be considered to significantly intensify the use. If the Codes Enforcement Officer determines that there will be a significant intensification of the use, the activity shall be deemed to be a minor development subject to development review in accordance with Section 416.2.

401.2 Activities Subject to Development Review:

- A. The activities listed in Table 401.2 shall be subject to Development Review based on the applicable thresholds. Activities that do not meet the thresholds may still require permits from the Codes Enforcement Office and/or a Certificate of Appropriateness from the Village Review Board if the proposed development is within the Village Review Overlay Zone.
- B. Thresholds for development review apply only to new, or “add-on” construction, except as indicated in Section 401.3. If development is proposed on two or more lots and the Director of Planning and Development finds that the development functions as a single project, thresholds for development review shall be applied to the project as though the lots on which it is located is a single lot.

**Table 401.2
Development Review Threshold Criteria**

Impact Criteria	Threshold	Zoning District	Level of Review	Reviewing Authority
Construction of New Floor Area	Less than 2,000 square feet	All Zoning Districts	Building Permit	Codes Enforcement Officer
	2,000 - 10,000 square feet	All Zoning Districts	Minor Development Review	Staff Review Committee
	Over 10,000 square feet	All Zoning Districts	Major Development Review	Planning Board
Change of Use	Less than 10,000 square feet	All Zoning Districts	Building Permit	Codes Enforcement Officer
	Over 10,000 square feet	All Zoning Districts except B-RU	Major Development Review	Planning Board
	10,000 – 20,000 square feet	B-RU	Minor Development Review	Staff Review Committee
	Over 20,000 square feet	B-RU	Major Development Review	Planning Board
	Conversion of single or two-family residence to any other use	All Town Residential and Residential Districts	Major Development Review	Planning Board
New Impervious Surface	Less than 2,000 square feet	All Zoning Districts	Building Permit	Codes Enforcement Officer
	2,000 - 10,000 square feet	All Zoning Districts	Minor Development Review	Staff Review Committee
	Over 10,000 square feet	All Zoning Districts	Major Development Review	Planning Board
	Development Subject to Special Permit (Sec. 701) creating less than 5,000 square feet	All Zoning Districts	Minor Development Review	Staff Review Committee
	Development Subject to Special Permit (Sec. 701) creating 5,000 or more square feet	All Zoning Districts	Major Development Review	Planning Board
Cumulative Total of New Floor Area and New Impervious Surface	Less than 3,000 square feet	All Zoning Districts	Building Permit	Codes Enforcement Officer
	3,000 - 20,000 square feet	All Zoning Districts	Minor Development Review	Staff Review Committee
	20,000 square feet or more	All Zoning Districts	Major Development Review	Planning Board
Construction of Multi Family Dwelling Units that does not create a subdivision	10 units or less	All Zoning Districts	Minor Development Review	Staff Review Committee
	Over 10 units	All Zoning Districts	Major Development Review	Planning Board

Impact Criteria	Threshold	Zoning District	Level of Review	Reviewing Authority
Mobile Home Park development or expansion	All	All Zoning Districts	Major Development Review	Planning Board
Traffic	An activity generating more than 100 peak hour vehicle trips, based on ITE Trip Generation Manual, as amended, unless previously addressed as part of an approved plan, or upon recommendation by the Town Engineer.	All Zoning Districts	Major Development Review	Planning Board
Development on a Road with a Level of Service of "F"	Construction of new floor area of 2,000 square feet or more, creation of new impervious surface of 2,000 square feet or more or cumulative total of new floor area and impervious surface of 3,000 square feet or more	All Zoning Districts	Major Development Review	Planning Board
District Boundary Buffering	Any development within 200' of district boundary otherwise classified as minor	B-RU	Major Development Review	Planning Board
New Road Construction	New private or public Road proposed as part of development application	All Zoning Districts	Major Development Review	Planning Board
Subdivision	Subdivision as defined by 30-A M.R.S.A. Section 4401, as amended	All Zoning Districts	Major Development Review	Planning Board
Natural Resource Protection Zone	Any new construction or creation of impervious surface	NRPZ	Minor Development Review	Staff Review Committee
Mineral Extraction	Pursuant to Section 306.6	All Zoning Districts	Major Development Review	Planning Board

Hours of Operation	Commercial use with operating hours between 12am and 5am	Residential Districts	Major Development Review	Planning Board
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401.3 Cumulative Development and Amendments

- A. Development Review thresholds shall be based upon cumulative development totals over a five-year period. If any threshold is exceeded during any five-year period, all development within that time period shall be subject to review.
- B. Amendments to approved plans shall be subject to the appropriate level of review.

401.4 Joint Meeting, Hearing, and Application

If a proposed development requires both Subdivision and Site Plan review, the Planning Board shall consider the Subdivision and Site Plans together and hold a joint meeting or hearing. A single application may be filed, provided that it contains all necessary information for both approvals.

401.5 Effect of Violations on Application

No application shall be approved by the Review Authority as long as the property is in violation of any requirements of this Ordinance or of any previous conditions of approval imposed upon the property. This provision does not apply if the application is made in whole or in part for the purpose of bringing the development into compliance with such requirements or conditions.

402 Planning Board Responsibilities and Delegation of Planning Board Review Authority

402.1 Planning Board Responsibilities

- A. The Planning Board shall review all Major Development Review applications and any Minor Development Review application for which the applicant requests Planning Board review. The Planning Board may conduct Minor Development Review if recommended by either the Director of Planning and Development or the Staff Review Committee.
- B. The authority of the Planning Board to review certain Minor Development Review applications is hereby delegated to the Staff Review Committee in accordance with the provisions of Section 402.2. Whenever such delegation occurs, the term "Planning Board" shall also refer to the Staff Review Committee.

402.2 Staff Review Committee Responsibilities

- A. The Staff Review Committee shall consist of the Director of Planning and Development, Public Works Director, Codes Enforcement Officer, Town Planner, Parks and Recreation Director, Fire Chief, Police Chief, Town Assessor, Natural Resources Planner, General Manager of the Brunswick-Topsham Water District, and the General Manager of the Brunswick Sewer District, or their official designees. For the review of projects in the BNAS Reuse District, the Staff Review Committee shall be expanded to include one nonvoting staff representative from the Midcoast Regional Redevelopment Authority (MRRA). The Executive Director of MRRA shall designate the MRRA representative in writing.
- B. The Staff Review Committee, in its development review capacity, shall exercise all of the powers exercised by the Planning Board including the power to grant waivers, and the power to approve, approve with conditions, or deny applications for Site Plan approval.
- C. Actions by the Staff Review Committee to approve an application, with or without conditions, shall require the approval of a majority of those members present and voting. A quorum shall consist of three members.
- D. The Staff Review Committee may waive provisions of this Chapter, in accordance with **Section 412.**
- E. All appeals from a Staff Review Committee decision shall be heard by the Planning Board.
- F. The Staff Review Committee shall provide recommendations to the Planning Board for any project undergoing Major Development Review. Individual members of the Committee may, in addition, submit letters of recommendations to the Planning Board.

402.3 Planning and Development Department Staff Responsibilities

- A. A minor change of use may be granted by the Codes Enforcement Officer for such uses not exceeding the thresholds required for development review as indicated in Table 401.2.
- B. A minor modification to an approved site plan, subdivision, or special permit may be granted by the Director of Planning and Development, in consultation with the Town Planner, Codes Enforcement Officer, and the Public Works Director as provided within Section 416.

403 Restrictions on Activities during Review

403.1 Pending Application

An application for development review approval shall be considered to be pending from the submittal date of a Development Review application through the date of Final Plan application denial, approval, or conditional approval. An application shall not be considered to be pending upon the following:

- A. The expiration of Sketch Plan approval, which shall be one year from the date of approval;
- B. The receipt of the applicant's written statement withdrawing the application submitted to the Director of Planning and Development; or
- C. The failure of the applicant to respond to requests for additional information, appear at Board hearings, or otherwise maintain the application in an active state for a period of 4 months or more.

403.2 Regulation of Activities While Application is Pending:

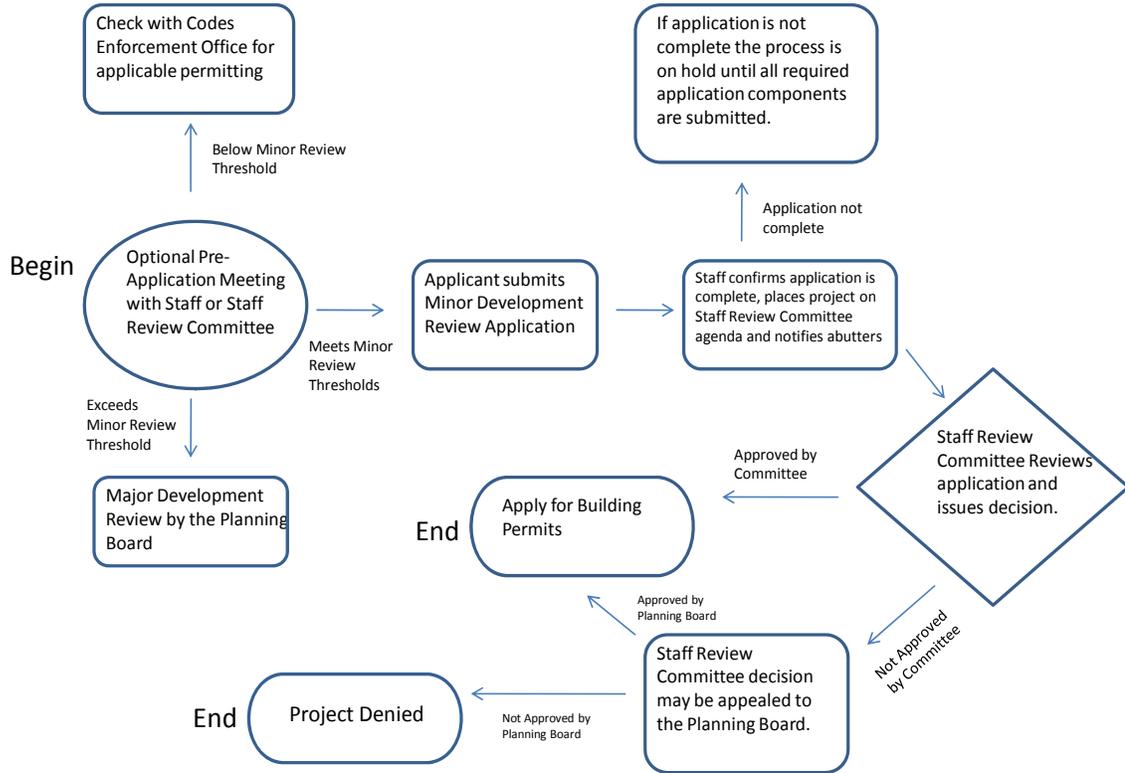
- A. While an application is pending, the following activities are prohibited and the Codes Enforcement Officer shall not issue permits for: demolition, excavation, filling, grading, removal of topsoil, and clearing of vegetation on any portion of the subject property. Failure of the applicant to comply with these activity prohibitions, as determined by the Codes Enforcement Officer, may cause the application to be denied. If an application is denied pursuant to this Section 403.2, the application process shall be terminated. If the applicant chooses to reapply for the same proposal or submit a new application for a different proposal, the applicant must submit a detailed plan for remediation of any adverse impacts of the prohibited activity.
- B. While an application is pending, the following activities are permitted and, if necessary, the Codes Enforcement Officer may issue permits for:
 - (1) Activities related to the development of a lot not included in a subdivision or proposed subdivision unless such lot is subject to a pending Site Plan or Special Permit application;
 - (2) Activities required for the routine maintenance of existing structures or uses or to remedy a safety hazard;
 - (3) Activities incidental to the gathering of information needed for the pending application for development review (i.e. land surveying, soils testing and mapping, etc.), provided that such activities be undertaken in a manner that minimizes the disruption of the site;
 - (4) Activities that are unrelated to the pending application, as determined by the Codes Enforcement Officer.

404 Minor, Major and Streamlined Major Development Review Procedures

This section outlines the review procedures for Minor Development Review, Major Development Review, and the Streamlined Major Development Review process required for Subdivision or Site Plan approval.

**Figure 404.1
Minor Development Review Procedures**

This flowchart is for informational purposes only. The standards in the Zoning Ordinance regulating this flowchart are found in Section 404.1.



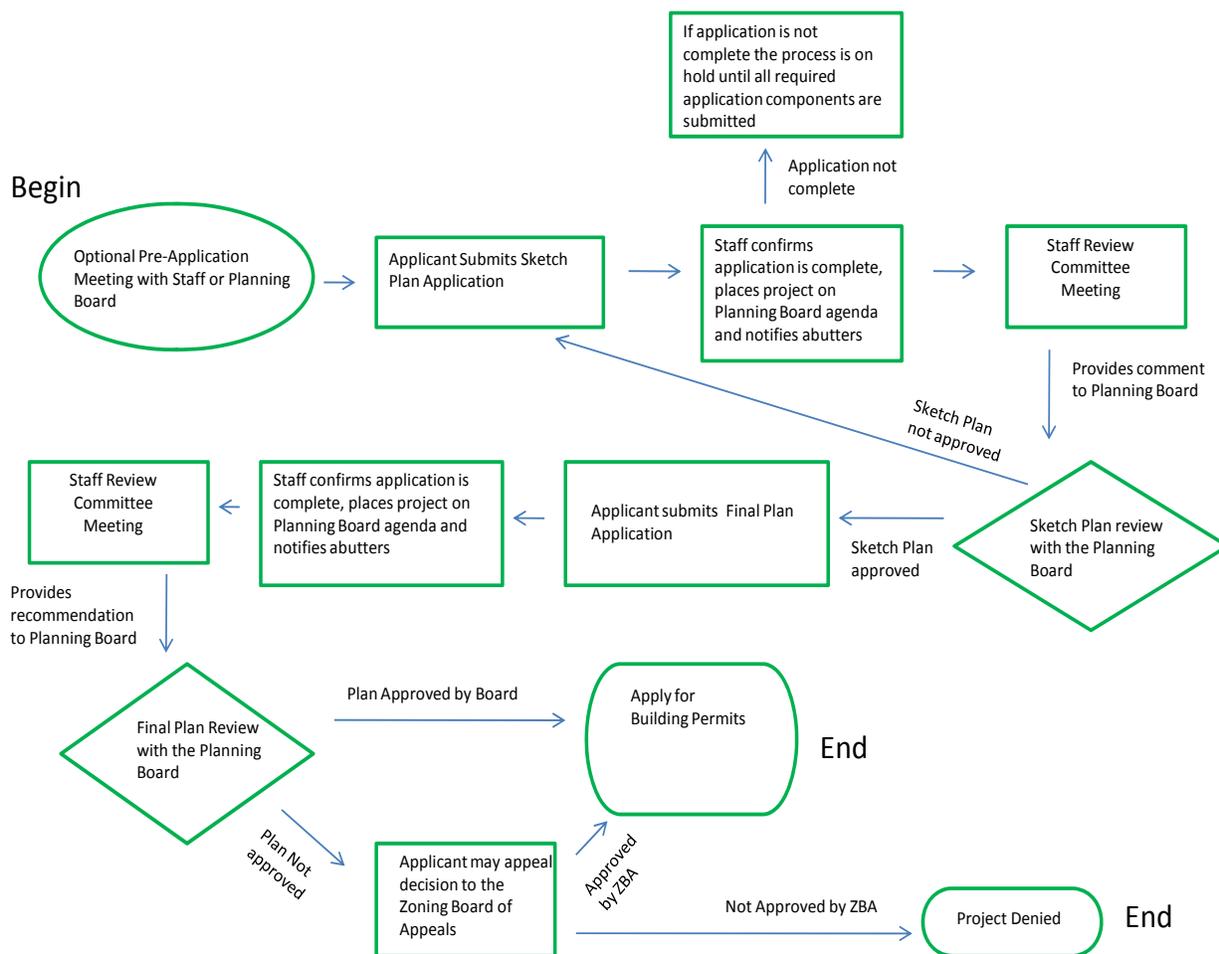
404.1. Minor Development Review Procedure (See Appendix ___ for Submission Requirements)

- A. In reviewing the application, the Staff Review Committee shall first determine whether or not to grant any requested submission waivers, based upon criteria set forth in Section 412. The Director of Planning and Development shall make recommendations concerning any requested waiver. If a waiver request is denied, the application shall be deemed incomplete at which time the applicant may either revise or withdraw the pending application.
- B. When Staff makes a preliminary determination that an application for Minor Development Review is complete, the Director of Planning and Development shall so notify the applicant. The Director of Planning and Development shall also request the applicant to submit ten additional copies of the complete application materials to the Department of Planning and Development for distribution to Staff Review Committee members. Such materials shall be received at least 10 working days prior to the Staff Review Committee meeting.
- C. In issuing its decision to deny or approve the application, the Staff Review Committee shall make written findings of fact in accordance with the standards or criteria set forth in Chapter 5. The date of plan approval, denial or conditional approval shall be the

- D. date of Staff Review Committee action.
- E. The Staff Review Committee shall take public comment at its meeting for all applications under its consideration.
- F. The applicant or an abutter may appeal the decision of the Staff Review Committee to the Planning Board by submitting an appeal application to the Director of Planning and Development within 30 days of the date of the action. The Planning Board shall render its decision following the procedures in Subsection 404.2.
- F. All references to the Staff Review Committee in Section 404.1.above shall be construed to be same as references to the Planning Board if the Planning Board conducts the Minor Development Review.

**Figure 404.2
Major Development Review Procedures**

This flowchart is for informational purposes only. The standards in the Zoning Ordinance regulating this flowchart are found in Section 404.2.



404.2 Major Development Review Procedures (See Appendix [redacted] for Application Submittal Requirements)

This section outlines the review procedures for Major Development Review Applications required for Subdivision or Site Plan approval. Major Development Review shall be conducted in two steps: Sketch Plan and Final Plan. An applicant may submit a site plan application using the Streamlined Major Development Review procedure (Section 404.3); however, for larger projects, an applicant is strongly encouraged to use the two-step Major Development Review procedure.

A. Sketch Plan

The Planning Board shall review the sketch plan and provide direction to the applicant in accordance with all pertinent provisions of the zoning ordinance. After completing its review of the application, the Planning Board shall vote to deny, approve, or approve the application with conditions. The date of Sketch Plan approval, denial or conditional approval shall be the date that the Planning Board takes action on the application.

B. Final Plan

(1) Once the Planning Board votes to determine that a Final Plan application is complete, the Board shall review the application. After completing its review of the application, the Planning Board shall vote to deny, approve or approve the application with conditions. The date of Final Plan approval, denial, or approval with conditions shall be the date that the Planning Board votes on a Final Plan application.

(2) If an application for Major Development Review is denied, the Planning Board's decision may be appealed in accordance with Section 703.

C. Public Hearings

The Planning Board shall conduct a public hearing for any residential development containing more than 20 units, and for any non-residential development resulting in the new development of 30,000 or more square feet of impervious coverage.

(1) When a public hearing is to be conducted, the Director of Planning and Development shall prepare a notice of the date, time and place of the hearing with a brief description of the application and its location.

(2) This notice shall be distributed to the applicant and the owners of all property located within a 200 foot radius of the boundaries of the parcel containing the proposed development.

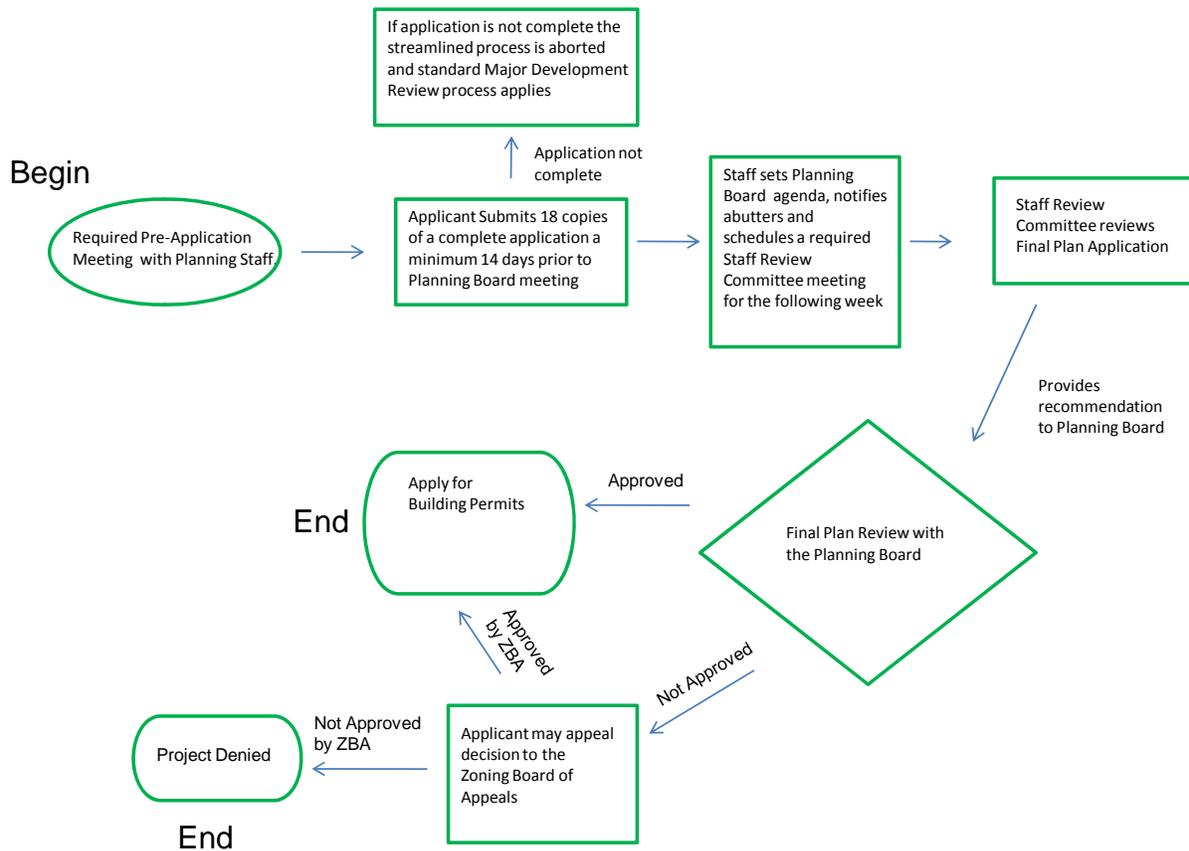
(3) This notice shall be published at least two (2) times in a newspaper having general circulation in Town. The date of the first publication must be at least seven (7) days before the hearing.

D. Public Comment

The Planning Board shall take public comment at its meetings for all development review applications under its consideration.

**Figure 404.3
Streamlined Major Development Review Procedures**

This flowchart is for informational purposes only. The standards in the Zoning Ordinance regulating this flowchart are found in Section 404.3.



404.3. Streamlined Major Development Review Procedures (See Appendix [redacted] for Application Submittal Requirements)

The following outlines the review procedure for Streamlined Major Development Review. Development review of Streamlined Major Development applications shall be conducted in one step: Final Plan.

- A. For a proposed development to qualify for Streamlined Major Development Review it must be within the Town’s designated Growth Area as defined by the Comprehensive Plan.
- B. The applicant shall meet with Department of Planning and Development staff prior to submitting an application.
- C. Applicant shall follow the Major Development Review Procedures in Section 404.2 except that no Sketch Plan is required.
- D. If application is not complete at Staff’s initial determination of completeness under Section 409.2.(B), the streamlined process is aborted and the standard Major Development Review process applies.

405 Common Development Plan

The Planning Board may designate and approve a development proposal as a common development plan if it meets the criteria of this section. A common development plan may involve a development proposal for multiple new buildings or structures on a single lot, or a proposal for multiple new buildings or structures on multiple lots.

405.1 Criteria for Designation as a Common Development Plan

In considering a development proposal to be designated as a common development plan, the Planning Board shall find that all of the following criteria are met:

- A. All buildings and structures shall be part of, and consistent with, a common pattern of development. The relationship of the buildings to public and private streets and to parking areas shall result in a unified pattern,;
- B. The development shall incorporate private or public amenities that enhance the development's pedestrian friendly environment;
- C. There shall be common vehicular and pedestrian circulation systems that create a pedestrian friendly environment for the entire development and that integrate the individual buildings into an overall pattern; and
- D. There shall be an overall design theme or treatment of site improvements including lighting, signs, paving, site furniture, and landscaping.

405.2 Designation Approval Process

A common development plan designation shall be optional and voluntary, except in the case of village center type development as defined in the Cook's Corner Design Standards. If designated , all applicable zoning dimensional standards are jointly determined by the Planning Board and applicant as part of the Major Development Review and shall be consistent with the Town of Brunswick Comprehensive Plan, as amended. .Any property owner or applicant for development review may request that a development be designated as a common development plan in accordance with the following process:

- A. A request for a development to be designated as a common development plan shall be made in writing to the Planning Board on forms provided for that purpose and shall be accompanied by the materials set forth in Appendix [redacted] Submission Requirements. Sections 404.2 and 406,
- B. A request may be made by the owner of the property or by any party having valid right, title or interest in the property including an option to purchase or a purchase and sale agreement.
- C. The request to be designated as a common development plan shall be submitted prior to
 - D. Within sixty (60) days of the date on which a complete request is submitted, the Planning Board shall decide if the proposed development conforms to the criteria and shall be designated as a common development plan. If the Board finds that the criteria are met, it shall approve the designation. If not, the Board shall deny the designation and indicate the reasons for its denial.

405.3 Post-Designation

- A. Once a development has been designated as a common development plan, all subsequent applications for development review for buildings or structures within the area covered by the designation shall be consistent with the common development plan reviewed by the Planning Board in making the determination.
- B. The approved dimensional standards for the Common Development Plan shall remain in effect unless and until such time that the Development Review approval expires per Section 414.
- C. An owner or applicant may request that a project that has been designated as a common development plan be revised based upon new information using the same procedure as used

for the initial designation. If a project is revised, the revised project must be consistent with any existing development approval and the Town of Brunswick Comprehensive Plan.

- D. Prior to the start of construction of the first building or structure within a designated common development plan, the owner or applicant may request that the designation be vacated and no longer apply to the project. Once construction is started on the first building under the designation of a common development plan, the designation may not be vacated but may be revised.

405.3 Submission Requirements. See Appendix for Application Submittal Requirements)

406 Development Review Time Requirements

Table 406 details the required time limits for Development Review applications. All time limits are expressed in calendar days. In cases where the date prescribed in this Table is a legal holiday, all deadlines shall apply to the previous working day.

**Table 406
Development Review Time Requirements**

	Minor (Staff Review Committee)	Major (Planning Board)	Streamlined (Planning Board)
21 days prior to Review Authority meeting		Deadline for filing application for Planning Board consideration	No less than 21 days prior to Planning Board consideration, applicant shall meet with Department staff to discuss application.
10 days prior to Review Authority meeting	Deadline for filing application for Staff Review Committee consideration. Staff confirms that application is complete and all persons within 200' radius of the proposed development are notified. The applicant supplies 18 copies of all application materials.	Staff confirms that application is complete and all persons within 200' radius of the proposed development are notified. The applicant supplies 18 copies of all application materials.	Deadline for filing application for Planning Board consideration. ¹ Staff confirms that application is complete and all persons within 200' radius of the proposed development are notified. The applicant supplies 18 copies of all application materials.
7 days prior to Review Authority meeting	The Application shall be brought before the Staff Review Committee for comments and recommendation.	The Application shall be brought before the Staff Review Committee for comments and recommendation. If a Public Hearing is required, the first of two required notices shall appear in a newspaper of general circulation no less than 7 days prior to the hearing.	The Application shall be brought before the Staff Review Committee for comments and recommendation. If a Public Hearing is required, the first of two required notices shall appear in a newspaper of general circulation no less than 7 days prior to the hearing.
No less than 3 days prior to Review Authority meeting	The Director of Planning and Development shall issue preliminary Findings of Fact based on Chapter 5 and shall issue a draft set of conditions of approval, if any. This material shall be mailed, emailed, faxed or hand delivered to the Staff Review Committee and the applicant.	The Director of Planning and Development shall issue preliminary Findings of Fact based on Chapter 5 and shall issue a draft set of conditions of approval, if any. This material shall be mailed, emailed, faxed or hand delivered to the Planning Board and the applicant.	The Director of Planning and Development shall issue preliminary Findings of Fact based on Chapter 5 and shall issue a draft set of conditions of approval, if any. This material shall be mailed, emailed, faxed or hand delivered to the Planning Board and the applicant.
7 Days or less after decision by Review Authority	Staff Review Committee shall transmit its written decision and Findings of Fact to applicant.		
30 Days or less after decision by Review Authority if Public Hearing held, or 60 days or less if no public hearing held.		Planning Board shall transmit its written decision and Findings of Fact to applicant.	Planning Board shall transmit its written decision and Findings of Fact to applicant.
No more than 30 days after application is deemed complete by the Review Authority.	The Review Authority shall consider an application unless postponement is requested or agreed to by applicant.		

¹If application lacks any required submittal materials, the streamlined process shall be aborted and revert back to the Major Development Review process.

407 Development Review Pre-Application Meetings

Pre-application meetings with the Department of Planning and Development staff or Review Authority prior to submitting a formal application are optional, except as required with Streamlined Major Development Review applications. Pre-applications meetings are strongly recommended prior to the expenditure of funds toward the design of a development proposal.

407.1 Pre-Application Meeting with Town Staff

Prior to submitting an application for development review, the applicant is advised to meet with Town Staff to discuss applicable zoning standards and submission requirements. At this meeting, staff can detail the process for development review, answer any questions, and provide feedback to the applicant.

407.2 Pre-Application Meeting with Review Authority

Prior to submitting an application for development review, the applicant may meet with the Review Authority to discuss applicable zoning provision, submission requirements, and any requested waivers in order to assist the Review Authority in providing feedback to the applicant.

408 Submission Requirements

The submission requirements contained in Appendix ___ shall apply to all Minor Development, Major Development, and **Streamlined Major Development Review** applications, unless a waiver is granted. Proposed development applications shall be submitted to the Director of Planning and Development. For each item listed in Appendix _____ the applicant shall either submit the requested information or request a waiver from the information requirement, pursuant to Section 412.

409 Town Processing of Development Review Applications

409.1 Receipt

Upon receipt of an application, the town shall provide the applicant a dated receipt.

409.2 Preliminary Determination by Staff of Completeness of Application

- A. The term "complete" shall mean that:
 - (1) All submission requirements established by this ordinance have either been complied with or a wavier has been requested.
 - (2) Any additional information requested by the Review Authority at any prior meeting has been provided; and
 - (3) All conditions of any relevant prior approval for the property have been fulfilled unless the application describes the manner in which unfulfilled conditions will be addressed.
- B. Staff shall make a preliminary determination that an application is complete when an application form and all plan requirements or waiver requests have been submitted to the Director of Planning and Development. Within five working days of receiving an application, the Director of Planning and Development shall make a preliminary determination whether the application is complete. If an item is missing from the application and no applicable waiver request has been submitted, the Director of Planning and Development shall notify the applicant in writing that the application is considered incomplete and request the additional required information. The applicant shall submit the additional information and the procedure in this paragraph shall be repeated until the application is complete.
- C. With the exception of pre-application meetings, no application shall be placed on the Review Authority agenda until the staff makes a preliminary determination that the application is complete.
- D. The Review Authority shall make the final determination of completeness during its

consideration of an application.

409.3 Required Notification

The town shall notify the owners of all property located within a 200 foot radius of the boundaries of the proposed development, giving a general description and specific location. The town shall mail notifications via first class mail no less than 10 days prior to a scheduled review for which it is required.

410 Review Process: General Provisions

410.1 Additional Studies

The Review Authority may undertake or require the applicant to undertake any study that it reasonably deems essential to ensure that the development can satisfy the Review Standards and Criteria set forth in Chapter 5. The reasonable cost of any such study shall be paid by the applicant.

410.2 Street Names

All street names are subject to the approval of the Assessor, to ensure that the proposed name is not currently in use. Street names shall be proposed with the Sketch Plan **or Streamlined Major Development Review** application.

410.2 Peer Review

Peer Review is a professional evaluation conducted by a consultant of the Review Authority to assist in determining whether an application submission satisfies the Review Standards and Criteria set forth in Chapter 5. The Review Authority may, by majority vote, select a consultant to perform a peer review for the Review Authority at the applicant's expense. Peer review shall not be undertaken unless it is necessary for an informed review of the application materials and its costs are reasonable, considering the nature and the scope of the application. Estimated costs for peer review shall be disclosed to the applicant prior to undertaking such review. The Town shall require an applicant to deposit funds into an escrow account to be held for the purpose of reimbursing the peer review costs. The applicant shall be entitled to an accounting of the use of all funds, and shall be entitled to a refund of all funds not expended upon final approval, denial or withdrawal of an application. The Review Authority reserves the right to deny any application due to a lack of information necessary to deem the proposal in compliance with Chapter 5.

410.3 Contract Consulting Services

The Town of Brunswick may employ independent professional consultants to assist staff in the review of applications for development review, special permits, village review zone, or natural resource related determinations to evaluate if the proposal meets all applicable provisions of the Zoning Ordinance and other related codes and ordinances as part of the application review process. Fees associated with the use of such consultant(s) shall be borne entirely by the applicant. The costs shall be paid in full prior to an application being approved, denied, or approved with conditions. If consultant services are needed after an application is approved to verify conditions, review modification requests or any other work to confirm the Zoning Ordinance standards are met, all costs shall be paid by the developer prior to receiving the building permit for the development. The estimated cost of the consultant's services shall be disclosed to the applicant prior to review and the Planning and Development Department shall oversee work of said consultant. (Amended 9/20/10 R)

411 Findings of Fact by Review Authority

The Review Authority may approve, deny, or approve with conditions an application for Development Review after it has reviewed the application and has made determinations in the form of Findings of Fact based on the Review Standards and Criteria set forth in Chapter 5.

411.1 Contents

Findings of Fact shall be made in writing and shall be sufficient to apprise the applicant and any interested party of the basis for the decision. The Findings of Fact shall include the following:

- A. A report prepared by the Director of Planning and Development evaluating the application proposal based upon the Review Standards and Criteria set forth in Chapter 5.
- B. Any supporting documentation, including, as appropriate Staff Review Committee and/or staff review and recommendation, and Village Review Board development review;
- C. Any conditions of approval imposed by the Review Authority.

412 Waiver Provisions

412.1 Authority to Grant Waivers

The Review Authority may waive requirements of the Development Review Process as set forth in Chapter 4 or Review Standards and Criteria set forth in Chapter 5. The Director of Planning and Development shall make recommendations in writing to the Review Authority concerning any requested waiver.

412.2 Waiver Criteria

The Review Authority may grant waivers prior to taking action upon the Final Plan, in accordance with the following:

- A. The waiver shall be consistent with the review standards and criteria set forth in Chapter 5 and the goals of the applicable Planning Area as described in Appendix I.
- B. A waiver may be granted if the requested information or submission requirement(s) is found by the Review Authority to be either not relevant to the application or not necessary to determine compliance with the review standards and criteria of Chapter 5.

413 Post Approval Provisions

413.1 Plan Approval Does Not Equal Acceptance

The approval by the Review Authority of a development plan shall not be deemed to constitute or be evidence of any acceptance by the Town of any street, easement, conservation easement, recreation facilities or other open space shown on such plan. The Review Authority shall require the Plan to contain appropriate notes to this effect. The Review Authority may also require the filing of a written agreement covering future deed and title dedication, and provision for the cost of grading, development, equipment and maintenance of any such dedicated area.

413.2 Recording

All Subdivisions for which Final Plan approval has been granted, and any conditions that have been imposed by the Planning Board for the subdivision or final plan shall be filed in the Cumberland County Registry of Deeds by the applicant. No building permits associated with a subdivision shall be issued until applicant provides proof of recording. Any deeds issued after the granting of subdivision approval must reference the plan and any conditions imposed upon it. If the applicant fails to record the subdivision plan within 60 days after subdivision approval by the Planning Board, the approval shall expire.

413.3 Phasing of Development

If an applicant wishes to phase the development of a Site Plan or Subdivision, the approved plans shall reflect the intended phasing plan. The Review Authority shall review such phasing proposals as an integral part of the plan submittal. The applicant shall establish that all phased infrastructure shall be functional for the specific phase under development, independent of future phases. The Review Authority may accept, as part of a phasing plan, temporary structures, such as turnarounds, that may be required to permit infrastructure within a particular phase to function properly. In the case of a subdivision, the applicant shall provide a separate performance guarantee, in a form and amount acceptable to the Town Manager and Town Engineer, for the completion of the infrastructure of each phase.

No changes, erasures, modifications, or revisions shall be made to any Final Plan after approval has been given by the Review Authority and endorsed in writing on the Plan, except in accordance with Section 416.

413.4 Submission of digital data

Digital data produced for any approved subdivision shall be submitted to the Town in DWG file format prior to issuance of the first certificate of occupancy for a development. Such digital submission shall include: development name, location, width of paving and rights-of-way, profile, cross-section dimensions, curve radii of all existing and proposed streets; profiles of centerlines of proposed streets, of a horizontal scale of 1" = 50' and a vertical scale of 1" = 5', with all elevations referred to U.S.G.S. datum and appropriate GIS reference. Digital transfer of any subdivision data in GIS format on the Town's Horizontal Datum: Maine State plane Coordinate System: Maine West Zone 4101, FIPS Zone 1802, North American Datum 1983; Units: Feet; Vertical Datum: **North American Vertical Datum of 1988 (NAVD 1988)**. The requirement of submission of digital data may be waived, upon the recommendation of the Town Engineer, for subdivisions of limited scope. Subdivision plans drawn by hand do not need to meet this requirement.

413.5 Subdivision Lot Sales Prohibited

The sale of lots of a proposed or amended Subdivision is prohibited until the Final Plan or amended Final Plan has been approved and signed by the Chair of the Planning Board and has been duly recorded by the applicant in the Cumberland County Registry of Deeds.

413.6 Vesting

- A. Applications for development review approval shall be reviewed under the ordinance provisions in effect at the time a full application per submission requirements contained in Appendix [redacted] is submitted to the Director of Planning and Development.
- B. Development approvals shall be fully vested from the date the application is determined to be complete by the Review Authority until the expiration of such approval. After such expiration, the applicant shall have no rights to develop according to the expired Final Plan and shall be subject to any adopted amendments to this Ordinance.
- C. In any partially completed phased development, if the commencement of any phase is delayed by three years, the Review Authority may declare the development approval expired as to all uncompleted phases, upon 60 days written notice to the property owner/applicant. The owner may request an extension of the phasing plan at any time, which shall be granted if the property owner/applicant shows good cause for the delay and the Review Authority determines that continuing the development as approved is consistent with this Ordinance as amended.

414 Expiration of Development Review Approval

414.1 General

- A. The expiration of plan approval date for any development review and special permit applications shall be based upon the date the Review Authority voted to approve the application.
- B. Where construction and/or completion of improvements, or fulfillment of conditions required in an approved plan has not occurred within the time limits stated below, a Site Plan, Subdivisions or Special Permit approval shall expire.
- C. The applicant may, at any time before the date of expiration, make a written request to the Review Authority for a time extension. This request shall explain the reasons why the improvements or fulfillment of conditions have not been completed and indicate how the applicant expects to complete the development if the Review Authority grants a time extension.
- D. The Review Authority may consider any zoning ordinance amendments affecting the development since first approved when considering a request to extend any approval.

414.2 Site Plan Approval Expiration

Except when otherwise stipulated in an approved phasing plan, site plan approval shall expire three (3) years from date of approval, unless the applicant has submitted a written request for an approval extension. The Review Authority may extend the expiration of an approved site plan.

414.3 Subdivision Approval Expiration

- A. The subdivision approval shall expire five (5) years from date of approval, unless either the Town Engineer certifies that construction of all approved infrastructure throughout the subdivision has been completed, the applicant submits an extension request, or the Town Manager executes the terms of the performance guarantee to complete all approved infrastructure.
- B. Expiration of subdivision approval shall not affect the validity of any lot which has been properly subdivided and legally conveyed to another owner.

414.4 Special Permit Approval Expiration

A special permit shall expire three (3) years after it is ratified or deemed ratified by the Town Council according to the approval provisions in **Section 701.1** if a Certificate of Occupancy is not granted for the approved use.

415 Site Plan and Subdivision Reapproval Process

If a subdivision or site plan expires without the applicant submitting a written request for an approval extension to the Review Authority, the applicant may request reapproval as follows:

415.1 Applicant's Submission

The applicant shall submit an application and eight (8) copies of the approved plan to the Director of Planning and Development along with a cover letter addressing why the improvements/development have not been completed and giving a time schedule for to complete the development if reapproved.

415.2 Findings

The Review Authority may reapprove the original approval, reapprove the original approval with additional conditions or deny the reapproval. The Director of Planning and Development shall provide the applicant with a decision in the form of Findings of Fact within seven (7) days of action by the Review Authority. A site plan reapproval shall expire three (3) years after the date of reapproval. A subdivision reapproval shall expire five (5) years after the date of reapproval.

415.3 Ordinance Changes

The Review Authority shall consider any zoning ordinance amendments affecting the development since first approved when considering a request for reapproval.

416 Revisions to Approved Plans

416.1 General

- A. An application to revise a previously approved Site Plan or Subdivision shall follow the procedure required for a minor development, unless the revision is found not to require Site Plan approval pursuant to Section 702 of this Ordinance or is deemed to be a minor modification. If the Director of Planning and Development determines that the scope of the revisions will either increase the scale of a minor development to that of a major development or will be the functional equivalent of creating another major development, the procedure for a major development shall be followed. Any amendment to a subdivision plan, with the exception of minor modifications that qualify under Section 416.2 below, shall be reviewed as a Major Development application by the Planning Board.
- B. The applicant shall submit a copy of the approved plan, as well as copies of the proposed revision and other information required to process the application. The proposed changes to the approved plan shall be clearly indicated on the revised plan. The application shall include information sufficient to allow the Review Authority to make a determination as to whether or not the revisions meet the standards of this Ordinance. A plan revision shall not be approved unless the applicant is in full compliance with all relevant terms and conditions of the previously approved plan.
- C. With the exception of Minor Modifications (416.2 below), if zoning standards have been amended since the approval of an original Site Plan or Subdivision Plan, the applicant's revisions shall comply with all such amendments. The Review Authority may, as a condition of approval of a revised Site Plan, require modifications to the original Site Plan in order to comply with such zoning amendments, provided that such modifications do not cause undue hardship to the

applicant and are reasonable and proportionate in scope and cost to the requested plan revision.

416.2 Minor Modifications

- A. Minor Modifications to approved site plans, subdivisions, and special permits may be granted by the Director of Planning and Development, in consultation with the Town Planner, Codes Enforcement Officer, and the Public Works Director, within 30 days after submittal. A plan modification may be deemed as minor by the Director of Planning and Development provided that the modification does not materially alter the layout or scale of the development or its impact on its surroundings, nor:
- (1) Increase the number of lots or dwelling units.
 - (2) Violate provisions of any Town ordinance.
 - (3) Reduce the effectiveness of the approved landscaping, screening or buffering of the site.
 - (4) Significantly alter on-site vehicular circulation; or
 - (5) Significantly alter drainage patterns.
- B. The procedure for processing requests for Minor Modifications shall be as follows:
- (1) The applicant shall submit five (5) copies of the plan showing the proposed revisions and shall pay the established fee.
 - (2) Within 10 days, the Director of Planning and Development shall determine if the application constitutes a minor modification as defined in Section 416.2.A. above.
 - (3) If the application is a Minor Modification, written notification of the proposed modification shall be provided to all adjoining property owners at least 10 days prior to a decision being rendered by the Director of Planning and Development.
 - (4) If the application is found not to be a Minor Modification, the applicant's request shall be forwarded to the Review Authority for consideration.

Appendix
Summary of Application Requirements

		Sketch Plan	Final Plan	Streamlined	Common Development Plan	Special Permit
General	Application form and fee	✓	✓	✓	?	✓
	Name of development	✓	✓	✓	✓	✓
	Existing zoning district and overlay designations	✓	✓	✓	✓	✓
	Location map	✓	✓	✓	✓	✓
	Names of current owner(s) of subject parcel and abutting parcels		✓	✓	✓	✓
	Names of engineer and surveyor; and professional registration numbers of those who prepared the plan		✓	✓	✓	✓
	Location of features, natural and artificial, such as water bodies, wetlands, streams, vegetation, railroads, ditches and buildings	✓	✓	✓	✓	✓
	Documentation of Right, Title and Interest	✓	✓	✓	✓	✓
	Drafts of legal documents appropriate to the application, including: deeds, easements, conservation easements, deed restrictions or covenants, home/property owners association declarations and by-laws, and such other agreements or documents as are necessary to show the manner in which common areas will be owned, maintained, and protected		✓	✓	✓	✓
	Draft performance guarantee or conditional agreement		✓	✓	✓	?
Survey, Topography, & Existing Conditions	Scale, date, north point, and area	✓	✓	✓	✓	✓
	A survey submitted by a professional surveyor with a current license by the State of Maine Board of Licensure for Professional Surveyors		✓	✓	✓	✓
	Boundaries of all lots and tracts with accurate distances and bearings, locations of all permanent monuments property indentified as existing or proposed		✓	✓	✓	
	Existing easements associated with the development	✓	✓	✓	✓	✓
	Location of existing utilities; water, sewer, electrical lines, and profiles of underground facilities		✓	✓	✓	

		Sketch Plan	Final Plan	Streamlined	Common Development Plan	Special Permit
Survey, Topography, & Existing Conditions	Existing location, size, profile and cross section of sanitary sewers; description, plan and location of other means of sewage disposal with evidence of soil suitability		✓	✓	✓	
	Topography with contour intervals of not more than 2 feet		✓	✓	✓	
	A Class A (high intensity) Soil Survey prepared in accordance with the standards of the Maine Association of Professional Soil Scientists		✓	✓	✓	
	Existing locations of sidewalks	✓	✓	✓	✓	
	A delineation of wetlands, floodplains, significant vernal pools, and other environmentally sensitive areas		✓	✓	✓	
	Approximate locations of dedicated public open space, areas protected by conservation easements and recreation areas	✓	✓	✓	✓	
Infrastructure - Proposed	Name, location, width of paving and rights-of-way, profile, cross-section dimensions, curve radii of existing and proposed streets; profiles of center-lines of proposed streets, at a horizontal scale of 1" equals 50' and vertical scale of 1" equals 5', with all evaluations referred to in U.S.G.S. datum		✓	✓	✓	
	Proposed easements associated with the development		✓	✓	✓	✓
	Kind, location, profile and cross-section of all proposed drainage facilities, both within and connections to the proposed development, and a storm-water management plan in accordance with Section _____		✓	✓	✓	
	Location of proposed utilities; water, sewer, electrical lines, and profiles of underground facilities. Tentative locations of private wells.		✓	✓	✓	
	Proposed location, size, profile and cross section of sanitary sewers; description, plan and location of other means of sewage disposal with evidence of soil suitability		✓	✓	✓	
	Proposed locations, widths and profiles of sidewalks		✓	✓	✓	
	Locations and dimensions of proposed vehicular and bicycle parking areas, including proposed shared parking arrangement if applicable.		✓	✓	✓	✓

		Sketch Plan	Final Plan	Streamlined	Common Development Plan	Special Permit
Infrastructure - Proposed	Grading, erosion control, and landscaping plan; proposed finished grades, slopes, swells, and ground cover or other means of stabilization		✓	✓	✓	
	Storm water management plan for the proposed project prepared by a professional engineer		✓	✓	✓	
	The size and proposed location of water supply and sewage disposal systems		✓	✓	✓	
	Where a septic system is to be used, evidence of soil suitability		✓	✓	✓	✓
	A statement from the General Manager of the Brunswick Sewer District as to conditions under which the Sewer District will provide public sewer and approval of the proposed sanitary sewer infrastructure		✓	✓	✓	✓
	A statement from the Fire Chief recommending the number, size and location of hydrants, available pressure levels, road layout and street and project name, and any other fire protection measures to be taken		✓	✓	✓	✓
	A statement from the General Manager of the Brunswick-Topsham Water District as to conditions under which public water will be provided and approval of the proposed water distribution infrastructure		✓	✓	✓	✓
Proposed Development Plan	Lighting plan showing details of all proposed lighting and the location of that lighting in relation to the site		✓	✓	✓	
	Reference to special conditions stipulated by the Review Authority		✓	✓	✓	✓
	Proposed ownership and approximate location and dimensions of open spaces for conservation and recreation. Dedicated public open spaces, areas protected by conservation easements, and existing and proposed open spaces or recreation areas and potential connectivity to adjoining open space.		✓	✓	✓	
	When applicable, a table indicating the maximum number of lots permitted based upon the applicable dimensional requirements, the number of lots proposed, and the number of lots permitted to be further subdivided.	✓	✓	✓	✓	✓
	Building envelopes showing acceptable locations for principal and accessory structures, setbacks and impervious coverage		✓	✓	✓	

		Sketch Plan	Final Plan	Streamlined	Common Development Plan	Special Permit
Proposed Development Plan	Disclosure of any required permits or, if a permit has already been granted, a copy of that permit		✓	✓	✓	✓
	A statement from the General Manager of the Brunswick-Topsham Water District regarding the proposed development if located within an Aquifer Protection Zone		✓	✓	✓	✓
	A plan of all new construction, expansion and/or redevelopment of existing facilities, including type, size, footprint, floor layout, setback, elevation of first floor slab, storage and loading areas		✓	✓	✓	✓
	An elevation view of all sides of each building proposed indicating height, color, bulk, surface treatment, signage and other features as may be required by specific design standards		✓	✓	✓	
	A circulation plan describing all pedestrian and vehicle traffic flow on surrounding road systems		✓	✓	✓	
	A site landscaping plan indicating grade change, vegetation to be preserved, new plantings used to stabilize areas of cut and fill, screening, the size, locations and purpose and type of vegetation		✓	✓	✓	✓
	Number of lots if a subdivision	✓	✓	✓	✓	✓
	Plan showing all 10" trees to be removed as a result of the development proposal		✓	✓	✓	
	All applicable materials necessary for the Review Authority to review the proposal in accordance with the criteria of Chapter 5.		✓	✓	✓	✓
Any additional studies required by the Review Authority		✓	✓	✓	✓	