



TOWN OF BRUNSWICK, MAINE

INCORPORATED 1739

DEPARTMENT OF PLANNING AND DEVELOPMENT
28 FEDERAL STREET
BRUNSWICK, ME 04011

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VILLAGE REVIEW BOARD

AGENDA

BRUNSWICK STATION

16 STATION AVENUE, ROOM 217

Tuesday, January 15, 2013

7:15 P.M.

1. **Announcement of an informational meeting about an application for a *Brunswick Downtown Historic District* on Maine Street (Annie Robinson)**
2. **Village Review Zone amendment: Discussion of the big picture issues**
3. **Staff Approvals:**
 - 22 Dunning St – Fence
 - 5 Franklin St – Rear Entry Porch
 - 9 Mill St – Siding
 - 25 Cumberland St – Porch/Windows
 - 46 Cumberland St – Shed
 - 60 Pleasant St – Roof Modification
 - 171 Park Row – Windows/Siding
 - 134 Maine St – Shed Demolition
 - 53 Maine St – Sign
 - 11 Bank St – Siding
 - 60 Federal St – Fence
4. **Minutes**
 - August 2012
5. **Other Business**

Village Review Board meetings are open to the public. Please call the Brunswick Department of Planning and Development (725-6660) with questions or comments. This meeting is televised.

Village Review Zone Amendment

Draft Process by Month

- January 29: 1st joint workshop session with Planning Board and Village Review Board
- Discuss “big picture” issues (staff listing for discussion purposes); examples of other ordinances (key elements summarized by staff)
 - Review process/timetable
- February 26: 2nd joint workshop session
- Review 1st draft (Pat/Anna)
- March 26: 3rd joint workshop session
- Review 2nd draft (Pat/Anna); prepare for joint public workshop to accept comments prior to Planning Board Public Hearing
- April: Hold joint public workshop/set public hearing
- April/May: Hold Planning Board public hearing
- May 29: Recommended amendment submitted for Town Council agenda packet
- June 3: Amendment considered/scheduled for public hearing by Town Council
- June 17: Town Council Public Hearing/Action on Amendment

PROPOSED AMENDMENTS TO BRUNSWICK ZONING ORDINANCE
AS ADOPTED BY THE TOWN COUNCIL, DECEMBER 17, 2012 (effective 1/16/13)
Section 216 Village Review Zone (VRZ)

216.1 Purpose

The purpose of the Village Review Zone is to promote the economic, cultural, educational, and general welfare of the Town of Brunswick by:

- A. Applying design standards in a reasonable and flexible manner in order to maintain Brunswick's traditional features and to ensure compatible construction and rehabilitation in the Village Review Zone without stifling change and development or forcing modern recreations of historic styles.
- B. Developing administrative methods and objective standards that identify, and encourage the preservation and enhancement of buildings, sites, and structures that have historic or architectural or significance in the town.
- C. Promoting economic development by enhancing the attractiveness of the Town to businesses, shoppers, home-buyers and home-owners, residents, tourists and other visitors to Brunswick.
- D. Fostering civic pride in the Town's history and development patterns as represented in distinctive sites, structures, and objects.
- E. Promoting and protecting neighborhood character.
- F. Providing a review mechanism to ensure that new construction and alterations in the Village Review Zone are compatible with the zone's traditional development patterns and building styles.
- G. Promoting and protecting significant features of the historic patterns of development, including traditional landscaping, densities, street widths and public amenities.
- H. Stabilizing and improving property values through design review and historic preservation.

216.2 Duties of the Village Review Board

The Duties of the Village Review Board are to:

- A. Review new construction, additions; or alterations; ~~relocations or demolitions~~ within the Village Review Zone, and issue a Certificate of Appropriateness where the requirements of this Section are satisfied.
- B. Develop, regularly update, and apply the Board's Design Guidelines in review of applications for Certificates of Appropriateness for proposed new construction, additions; or alterations; ~~relocations or demolitions~~ on properties within the Village Review Zone.
- C. Act in an advisory role to the Town Council, Planning Board and other Town bodies regarding proposed demolitions or relocations of structures within the Village Review Zone and the protection of historic sites, structures, and artifacts within the Town.
- D. Review and comment upon proposed National Register nominations for properties within the Town.
- E. Conduct or cause to be conducted a continuing survey of architectural resources in the community using guidelines established by the Maine Historic Preservation Commission.
- F. Work toward the continuing education of Brunswick residents regarding historic preservation issues and concerns.

G. Provide a resource of information and expertise to help those interested in building or rehabilitating structures in the Village Review Zone and elsewhere.

216.3 Village Review Board Membership

- A. The Village Review Board shall consist of seven members.
- B. All members shall be appointed by the Town Council for three year terms except that, for the first board constituted under this ordinance, the initial terms shall be staggered so that no more than two vacancies are opened during any given year.
- C. Annually, on or about February 22, the Village Review Board shall choose a Chair and Vice-Chair from its membership.
- D. A quorum shall consist of four members.
- E. The Village Review Board shall adopt its own rules of procedure and shall establish appropriate meeting times.
- F. The membership should include Brunswick citizens with interest, expertise or experience in the fields of architecture, history, architectural history, planning, law, construction or other related fields. At least one member shall be a representative from the Pejepscot Historical Society and another resident of the Village Review Zone.

216.4 Certificate of Appropriateness

A. A Certificate of Appropriateness is required for any of the following in the Village Review Zone:

1. Construction of a new structure.
2. Addition to an existing structure.
3. An alteration to the exterior appearance of any structure with the exception of normal maintenance and painting. This includes, but is not limited to, any construction requiring a building permit, the creation of new impervious surfaces, the construction of fences, changes in windows or façade materials, or the elimination or addition of any ornamentation. This does not include replacement of windows, facades and building ornamentation with articles that are identical in design and materials.
4. Relocation of any structure, or portions thereof.
5. Demolition of any structure or portions thereof.
6. Construction, installation or alteration of any sign, with the exception of directional signage with an area of less than three square feet.

B. The power to grant a Certificate of Appropriateness for new construction, additions, ~~or alterations, relocations or demolitions~~ under this Section is vested in the Village Review Board; however that power is hereby delegated in accordance with the following provisions:

1. The Director of Planning and Development shall have the power to grant a Certificate of Appropriateness for new construction, additions or alterations in cases where, in her/his judgment, the impact of the proposed activities will be minor and in keeping with the review standards of the Ordinance.

2. The Director of Planning and Development shall regularly apprise the Village Review Board of Certificates of Appropriateness granted in accordance with paragraph 1, above, so that the Board may provide guidance to the Director regarding the exercise of its delegated authority.

3. Notwithstanding the authority delegated to the Director of Planning and Development, the applicant and the Village Review Board Chair each has the right to require review of an application by the Village Review Board.

4. The Director of Planning and Development may find proposed changes to an approved certificate of appropriateness or related materials to be a minor modification in which case approval by the Village Review Board shall not be necessary.

C. The power to grant a Certificate of Appropriateness for demolitions or relocations is vested in the Planning Board, except for minor demolitions or relocations as set forth in Section 216.10 of this Ordinance.

ED. If a structure or property has been damaged by fire, flood, storm or other natural disaster, and emergency temporary repairs are required in order to protect health or safety, or to prevent further damage to the structure or property, the Codes Enforcement Officer may waive temporarily the requirements of this Article for a Certificate of Appropriateness and issue a building permit for such emergency temporary repairs, including demolition or partial demolition. No later than 30 days after the issuance of the permit, the permit applicant must apply for a Certificate of Appropriateness if the repairs already made or any planned permanent repairs or additional demolition work require a Certificate of Appropriateness under Section 216.~~54~~ paragraphs A, B or C.

216.5 Limitation on Granting of Other Permits

No building permit or final development review approval may be issued until a Certificate of Appropriateness is granted. Where an application requires both a Certificate of Appropriateness and Development Review, the application for Development Review may be submitted prior to the granting of the Certificate of Appropriateness; however, should the Certificate of Appropriateness not be granted, the application for Development Review shall be denied. If the Certificate of Appropriateness is granted with conditions, those conditions may be added to the Development Review approval as a minor modification pursuant to Section 403.3B.

216.6 Application for Certificate of Appropriateness

Applications for Certificates of Appropriateness shall be available on a form provided by the Department of Planning and Development, which will forward completed applications to the Village Review Board and/or the Planning Board as appropriate. The applicant shall provide the following information:

A. Name, address and interest in the property.

B. Location and nature of the proposed change.

C. A brief description of the proposed construction, reconstruction, alteration, demolition and proposed re-use, or other change. The description shall include the reason for the change, and will demonstrate how the proposal is in compliance with Section 216.9.

D. A drawing illustrating the design, texture, and location of any construction, alteration, or demolition for which a certificate is required. The drawing shall include plans and exterior elevations drawn to scale, with sufficient detail to show their relation to exterior appearances and the architectural design of the building. Proposed materials and textures shall be described, including samples where appropriate. Drawings need not be prepared by an architect or engineer, but shall be clear, complete, and specific.

E. Photographs of the building(s) involved and of immediately adjacent buildings. The Pejepscot Historical Society may be contacted for information about the building(s).

F. A Site Plan showing the relationship of proposed changes to walks, driveways, signs, lighting, landscaping, and adjacent properties.

G. The Village Review Board or Planning Board may grant a waiver of submission requirements if it finds that the submission of that information is not relevant to a determination that the proposal will satisfy the applicable review standards.

216.7 Section Skipped

216.8 Application Review Process

A. Village Review Board

With the exception of demolition or relocation requests, ~~A~~an application for a Certificate of Appropriateness from the Village Review Board shall be filed at least 14 days before the meeting at which it will be discussed. The Town shall notify the owners of all property within a 200-foot radius of the boundaries of the property under review, giving a general description of the project and specifying its location. Notifications shall be mailed via first class mail, at least 10 days prior to a scheduled review, stipulating the time and place of the Board's meeting. At the meeting, the Village Review Board shall determine whether to accept the application as complete, accept the application with the condition that additional materials or information be provided prior to decision, or return the application to the applicant as incomplete. Within 30 days after accepting the application, the Village Review Board shall decide whether to grant a Certificate of Appropriateness. The Village Review Board shall set forth the reason or reasons for its decision and make findings of fact, in writing, sufficient to apprise the applicant and any interested member of the public of the basis for the decision. Appeals of decisions by the Village Review Board are decided by the Zoning Board of Appeals.

B. Department of Planning and Development

When the Department of Planning and Development reviews the Certificate of Appropriateness, it shall either render its decision or refer the application to the Village Review Board or the Planning Board within 10 days of receipt of complete application materials. Appeals of decisions by the Department are decided by the Village Review Board or the Planning Board, as applicable.

216.9 Standards for Review of Application of Certificate of Appropriateness

A. Buildings and Other Structures

1. In approving applications for a Certificate of Appropriateness, the Village Review Board, or in the case of demolitions or relocations, the Planning Board shall make findings that the following principles have been complied with:
 - a. To the greatest practical extent, structures that contribute to the character of the Village Review Zone shall remain unaltered.
 - b. Any alteration of existing properties shall be compatible with their historic character, as well as with any surrounding properties.
 - c. New construction shall be compatible with surrounding historic properties.
 - d. All Certificates of Appropriateness for new construction, alterations or demolition shall be in accordance with applicable requirements of both this Ordinance and the U.S. Secretary of Interior's Standards for Rehabilitating Historic Buildings.
 - e. The ~~Village Review Board's~~ application of the U.S. Secretary of Interior's Standards will be in accordance with the Village Review Board's Design Guidelines.

B. Signs

Signs shall comply with the requirements of Chapter 6 (Sign Regulations).

C. Specific Standards for New Buildings and Major Additions in the TC1 (Maine Street) and TC2 (Fort Andross) Districts

The following provisions apply only to new buildings located within the TC1 and TC2 Districts, and do not apply to renovations of, or major additions to, pre-existing structures:

1. Parking lots shall be prohibited in side and front yards, except if the application involves the renovation of existing structures where such a configuration currently exists. In cases where such parking configurations exist, the parking area shall be screened from Maine Street with landscaping or fencing.
2. Site plans shall identify pedestrian ways and connections from parking areas to roads. Clearly identified pedestrian paths to, from and across parking lots to Maine Street shall be required.
3. All dumpsters and mechanical equipment shall be located 25 feet away from a public street and shall be screened from view of a public road.
4. Where a side-setback exists it shall be at least 10 feet wide. Side yards of more than 10 feet shall be landscaped and may be used as driveways, pedestrian pathways and semi-public spaces, such as restaurant patios.
5. All new buildings and additions on Maine Street may not be set back from the property line. This may be waived if at least 60% of the building's front facade is on the property line, and the area in front of the setback is developed as a pedestrian space.
6. Parapets, projecting cornices or decorative roof hangs are encouraged. Flat roofs without cornices are prohibited.
7. Heating, ventilation, and air conditioning equipment on the roof shall be screened from the view of any public street.
8. On Maine Street, all new buildings, or additions that add more than 50% new floor area to a structure, shall be at least two stories high and not less than 20 feet tall at the front lot line.
9. Awnings and overhangs are permitted.

10. The first floor facade of any portion of a building that is visible from Maine Street shall include a minimum of 50% glass. Upper floors shall have a higher percentage of solid wall with between 15% and 40% glass.
11. No building shall have a horizontal expanse of more than 40 feet without a pedestrian entry.
12. No building facing or visible from a public street shall have more than 15 feet horizontally of windowless wall.
13. Building Materials:
- The use of cinder-block, concrete and concrete block is prohibited on any portion of a structure that is visible from the building's exterior, with the exception of use in the building's foundation.
 - The use of vinyl and/or aluminum siding must be in accordance with the Board's Design Guidelines. Asphalt and asbestos siding are prohibited.
 - Buildings with advertising icon images built into their design ("trademark buildings") are prohibited.

216.10 Certificate of Appropriateness for Demolition or Relocation

- A. No permit for demolition or ~~removal~~relocation of a structure or a portion of a structure in the Village Review Zone shall be issued without a Certificate of Appropriateness approved by the Planning Board.
- B. An application for a Certificate of Appropriateness for demolition or relocation from the Planning Board shall be filed at least 40 days before the meeting at which it will be discussed. Within 3 days of application receipt, the Director of Planning and Development shall review the application for completeness, and if complete provide notification to owners of all property within a 200-foot radius of the boundaries of the property under review in accordance with Section 216.8.A. and forward the application to the Village Review Board for their review and recommendation to the Planning Board. At their next regularly scheduled meeting, the Village Review Board shall review the application, make recommendation and provide said recommendation to the Planning Board no less than 5 days prior to the scheduled Planning Board review of the application.
- C. The Planning Board, after receiving the recommendation of the Village Review Board, has the power to approve, approve with conditions or deny a Certificate of Appropriateness for a proposed demolition or relocation of a structure or portion of a structure. In the case of a minor demolition, such as the relocation or demolition of a small accessory structure, the Director of Planning and Development shall have the power to grant a Certificate of Appropriateness if, in her/his judgment, the impact of the proposed demolition or relocation will be minor and in keeping with the review standards of the Ordinance. The Director of Planning and Development shall notify the Planning Board Chair of applications for approval of a minor demolition or relocation. Notwithstanding the authority delegated to the Director of Planning and Development, the applicant and the Planning Board Chair each has the right to require review of the minor demolition or relocation application by the Planning Board.
- D. Where the demolition or ~~removal~~relocation is proposed in connection with development of the property, the ~~Village Review Board~~Director of Planning and Development or the

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Planning Board may require that the developer demonstrate binding financial commitments or provide performance guarantees to ensure that any approved development on the site is properly completed.

~~A~~E. Within 30 days ~~of the later of issuance of the recommendation of the Village Review Board or receipt of a complete application~~, the ~~Planning Board Village Review Board~~ shall either grant the certificate, grant the certificate with conditions attached, deny the certificate, or declare a 90-day moratorium for the proposed demolition. The purpose of the 90-day moratorium is to provide time for the applicant:

1. To relocate the structure.
2. To produce photographs and/or scale drawings to document the structure (in which case two copies of all such materials are to be provided to the Town), and/or
3. To examine, with the Planning Board, alternative ways for the applicant's needs to be met.

~~B~~. If at the end of the 90-day period, no satisfactory solution has been found, then the ~~Village Review Planning~~ Board shall either grant or deny a Certificate of Appropriateness to demolish the structure.

~~C~~F. Any grant or denial of a Certificate of Appropriateness for demolition shall be based upon the criteria in Section 216.9 as well as findings based on the following three criteria:

1. The significance of the structure proposed for demolition, as evidenced by its status as listed or eligible for listing on the National Register of Historic Places
2. The condition of the structure provided that the applicant has not contributed significantly to the deterioration of the structure.
3. The availability of permitted alternative uses of the structure that would maintain its economic viability.

In acting on the application, the Planning Board shall consider the recommendation of the Village Review Board.

~~D~~G. A written notice of the determination ~~of the Village Review Board~~, including findings of fact, shall be sent by regular mail to the applicant ~~and to the Planning Board~~ within 10 days of the ~~Village Review Board's determination~~ decision of the Director of Planning and Development or the Planning Board.

216.11 Appeal to Zoning Board of Appeals

A. Applicability

1. Any applicant whose application for Certificate of Appropriateness has been denied, or approved with conditions unacceptable to the applicant, may, within 30 days of such denial, file an appeal with, or make application for a Certificate of Economic Hardship from, the Zoning Board of Appeals.
2. The Zoning Board of Appeals shall approve an application for a Certificate of Economic Hardship to allow the proposed activity or demolition only if it finds that the denial of approval will result in the loss of the reasonable use of the property.

B. Standards to be Applied with Certificate of Economic Hardship

In determining loss of reasonable use, the Zoning Board of Appeals shall consider among other things any information presented concerning the following:

1. Any opinions from a licensed engineer or architect with experience in renovation, restoration, or rehabilitation as to the structural soundness of the structure and its suitability for continued use, renovation, restoration, or rehabilitation.
2. Any estimates of the cost of the proposed new construction, additions, alterations, relocations or demolitions, and an estimate of any additional cost that would be incurred to comply with the recommendations of the Village Review Board or Planning Board for changes necessary for it to be approved.
3. Any estimates of the market value of the property:
 - a. In its current condition.
 - b. After completion of the proposed alteration, construction, demolition, or ~~removal~~relocation.
 - c. After any expenditures necessary to comply with the recommendations of the Village Review Board or Planning Board for changes necessary for it to approve a Certificate of Appropriateness.
 - d. In the case of a proposed demolition, after renovation of the existing structure for continued use.
4. In the case of a proposed demolition, any estimates from architects, developers, real estate consultants, appraisers, or other real estate professionals experienced in rehabilitation as to the economic feasibility of restoration, renovation, or rehabilitation of any existing structures or objects.
5. The cost to relocate the structure, object or artifact as determined by a written estimate(s) from professional(s) in the field.

C. Information to be Supplied by the Applicant with Certificate of Economic Hardship.

The applicant shall submit the following information for an application to be considered complete. The applicant may request that certain information below be confidential to the extent permitted by State Law.

1. The assessed value of the property and/or structure for the two most recent assessments.
2. The real property taxes paid for the previous two years.
3. The amount paid for the property by the owner, the date of purchase, and the party from whom the property was purchased (seller), including a description of the relationship, if any, between the owner and the seller.
4. The current balance of any mortgages or any other financing secured by the property and the annual debt service, if any, for the previous two years.
5. All appraisals obtained within the previous two years by the owner or applicant in connection with purchase, offerings for sale, financing, or ownership of the property, or statement that none were obtained.
6. All listings of the property for sale or rent, price asked, and offers received, if any, within the previous four years, or a statement that none were obtained.
7. All studies commissioned by the owner as to profitable renovation, rehabilitation, or utilization of any structures or objects on the property for alternative use, or a statement that none were obtained.
8. For income-producing property, itemized income and expense statements from the property for the previous two years.

9. Estimate of the cost of the proposed new construction, additions, alterations, relocations or demolitions, and an estimate of any additional cost that would be incurred to comply with the recommendations of the Village Review Board or Planning Board for changes necessary for it to approve a Certificate of Appropriateness.

10. Form of ownership or operation of the property, whether sole proprietorship, for profit or not-for-profit corporation, limited partnership, joint venture, or other.

D. Lack of Information Made Available

In the event that the information required to be submitted by the applicant is not reasonably available, the applicant shall submit a written statement indicating which information is unavailable, and shall describe the reasons such information is unavailable.

E. Public Hearing

The Zoning Board of Appeals shall hold a public hearing on the application within 30 days of receipt of the complete application. Notice of the public hearing shall conform to the requirements found in Chapter 4 of this ordinance for public hearings.

1. When the applicant requests the demolition of a landmark or a contributing structure within the Village Review Zone, the applicant will, at the time of submission of the appeal, place a notice supplied by the Codes Enforcement Officer in a prominent place on the structure and maintain it there at all times during the pendency of the demolition application. The notice shall be substantially in the following form:

This structure has been proposed to be demolished by its owner. For further information, contact the Brunswick Codes Enforcement Officer at 725-6651.

216.12 Expiration of Certificate of Appropriateness

If two years after issuance of a Certificate of Appropriateness, the approved work is not found to be complete by the Codes Enforcement Officer, the approval shall lapse. The applicant may, at any time before the date of approval expiration, make a written request to the Village Review Board or the Planning Board for an approval time extension. This request shall explain the reasons why the improvements have not been completed and indicate how the applicant expects to complete the project if the Board grants an extension. The Village Review Board or Planning Board may consider any changes to the Zoning Ordinance or any other new information relevant to the application when considering an extension request.

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BRUNSWICK VILLAGE REVIEW BOARD
August 28, 2012

MEMBERS PRESENT: Emily Swan, Janet Roberts, Betsy Marr, Jane Crichton, Brooks Stoddard

STAFF PRESENT: Anna Breinich, Kris Hultgren

Emily opened the meeting at 7:15.

1. Case #12-019 – Police Station Certificate of Appropriateness – The Board will review and take action on an application to construct a police station at 1 Stanwood Street (Map U15) Lot 76, 3 Stanwood Street (Map U15, Lot 77) 85 Pleasant Street (Map U15, Lot 73) and 81 Pleasant Street (Map U15, Lot 74).

The Town of Brunswick seeks a Certificate of Appropriateness for the construction of a new police station at the corner of Pleasant and Stanwood Streets. The complete application includes elevation drawings and renderings of the proposed building along with photos of other buildings with similar architectural elements. The Board reviewed preliminary sketches of the design at a joint meeting with the Planning Board on May 22nd.

Brett Donham of Donham & Sweeney Architects, outlined the changes made since the May 22nd meeting. The Town Council approved the sally port in the rear. Mr. Donham noted that the buildings in the surrounding area have no particular character but they respected the overall height of those buildings when designing the new building. Changes as requested, were made to the canopy leading edge from 2' to 1' high, and the addition of detail work to the brickwork.

Jane Crichton displayed a book on historic Maine homes showing the house next door to the Police Station. She asked what protection was offered to the distinct Gothic design of the house. Mr. Donham replied that the design plan does not show landscaping but there will be a heavily wooded 20' buffer from the property line. They propose to plant deciduous trees along that line.

Anna Breinich stated that an extended search was conducted on the house at 5 Stanwood Drive and they did not come up with any historical records and it does not appear on the 100 most important houses list.

Emily opened the public hearing. There being none, the public hearing was closed.

Janet Roberts brought up the issue of signage from the direction that people coming into town see the building. The signage on the building would be seen when coming up (wrong way) on Pleasant Street.

Emily suggested that the brick area on the corner presents an opportunity to possibly provide information about Brunswick. Mr. Donham stated that he did not recall an issue of signage during discussions with the committee, but cost was a concern. Ed Knox a member of the committee indicated that they haven't figured out logistics yet, possibly putting something before the intersection. Brett Donham commented that as one comes into Brunswick it is obvious that it is a public building, not just a big parking lot. The curved masonry wall is actually stone and he showed a sample of the proposed stone.

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Betsy suggested that the windows could possibly be lined in black since they will be painted aluminum. Brett Donham indicated that once the contract is signed they will get samples of all the linings available. Brooks noted that color was important and commended the architect on the detail given to the project.

MOTION BY JANET ROBERTS THAT THE CERTIFICATE OF APPROPRIATENESS APPLICATION IS DEEMED COMPLETE. SECONDED BY BROOKS STODDARD, APPROVED UNANIMOUSLY.

MOTION BY BETSY MARR TO APPROVE THE CERTIFICATE OF APPROPRIATENESS FOR A NEW POLICE STATION AT 81, 85 PLEASANT STREET AND 1 AND 3 STANWOOD STREET AS OUTLINED IN THE APPLICATION 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 further review and approval in accordance with the Brunswick Zoning Ordinance.

SECONDED BY BROOKS STODDARD, APPROVED UNANIMOUSLY.

2. **Case #12-020 – 38 Cumberland Street Certificate of Appropriateness** – The Board will review and take action on an application to relocate, renovate and add onto an existing garage at 38 Cumberland Street (Map U14, Lot 59).

The applicants, Bernard Breitbart and Allison Harris, seek a Certificate of Appropriateness for the relocation, renovation and addition to an existing garage at 38 Cumberland Street. The complete application includes a site plan, photos and elevation drawings of the existing and proposed structure.

Betsy Marr stated that she is friends and neighbor of the applicants but felt she could make a fair decision. Emily noted no objection by the Board to her participation.

Bernard Breitbart explained that they plan on re-orienting the entrance and adding on to make it usable as a 2 car garage, adding plantings and a workbench area with electricity. The garage will face the neighbor's garage.

Betsy asked about the note in the application to re-use as much material as possible and Bernard indicated that the plan is to pick it up, move it over, pour a foundation and put it back.

Claudia Knox stated that she lives next door to the applicants and she commends them for the effort put into creating a lot of character in the plans and for the use of useful space. She thinks it is terrific that they can save the old, old garage.

MOTION BY BROOKS STODDARD THAT THE CERTIFICATE OF APPROPRIATENESS APPLICATION IS DEEMED COMPLETE. SECONDED BY BETSY MARR, APPROVED UNANIMOUSLY.

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MOTION BY BROOKS STODDARD THAT THE BOARD APPROVES THE CERTIFICATE OF APPROPRIATENESS FOR 38 CUMBERLAND STREET AS OUTLINED IN THE APPLICATION 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 further review and approval in accordance with the Brunswick Zoning Ordinance.

SECONDED BY JANET ROBERTS, APPROVED UNANIMOUSLY.

Staff Approvals

Staff approved 13 projects since the Board last met. Project files were on hand for Board members to review.

Minutes

MOTION BY BETSY MARR TO APPROVE THE MINUTES OF MAY 15, 2012 AS AMENDED. SECONDED BY JANE CRICHTON, APPROVED UNANIMOUSLY.

Other Business

Emily suggested that next meeting they outline the projects still dangling; the brochure, design guideline updates, etc.

The Board wished Kris Hultgren good luck in his future ventures.

Meeting adjourned at 8:10pm.

Attest:

Joan Edwards
Recording Secretary

Meeting adjourned at 8:00 pm.

Attest:

Joan Edwards
Recording Secretary