



TOWN OF BRUNSWICK

VILLAGE REVIEW BOARD

28 FEDERAL STREET, BRUNSWICK, ME 04011-1583

VILLAGE REVIEW BOARD

AGENDA

BRUNSWICK STATION

16 STATION AVENUE, ROOM 217

Thursday, February 21, 2013

7:30 P.M.

- 1. Historic Preservation Month Event Planning**
- 2. Staff Approvals:**
 - 97 Maine Street – Exterior Duct Work**
 - 157 Park Row – Signage**
- 3. Minutes**
 - January 2013**
- 4. 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 BOARD
JANUARY 15, 2013

MEMBERS PRESENT: Chair Emily Swan, Jane Crichton, Tim Higgins and Betsy Marr

STAFF PRESENT: Jeremy Doxsee

A meeting of the Village Review Board was held on Tuesday January 15, 2013 at the Municipal Meeting Facility at Brunswick Station, 16 Station Ave. Chair Emily Swan called the meeting to order at 7:15 P.M.

Announcement of an informational meeting about an application for a *Brunswick Downtown Historic District on Maine Street (Annie Robinson)*

Deborah King, Executive Director of the Brunswick Downtown Association invited members of the Village Review Board to a meeting regarding the application for a Brunswick Downtown Historic District on Maine Street to be held in the Morrell Meeting Room at the Curtis Memorial Library on February 7, 2013 at 5:30 P.M. Deborah stated that this project requires no action by the Village Review Board; the project is being taken on by the Brunswick Downtown Association as one of its responsibilities for the Maine Street Program. Emily Swan reiterated that the Village Review Board is not playing an active role in this application but noted that the Brunswick Zoning Ordinance allows the Village Review Board the duty of reviewing and commenting on national registers for properties within the Town. Annie Robinson, architectural historian and realtor with Morton Real Estate, stated that Brunswick currently has a dozen individual properties along with three separate historic districts; Anne stated that this will be the first to “honor and value the core of our public and retail sector of the Town”. Annie reviewed the process required to achieve a historic district and stated that the next step has begun which is the creation of a steering committee. Emily asked Annie where in the process she feels the Village Review Board might be helpful; Annie replied that at the public meeting or soon after as this is when much of the public comment will take place as well as during researching and promoting. Betsy Marr thanked those who are working on this project.

Village Review Zone amendment: Discussion of the big picture issues

Emily Swan began by reviewing the request by the Town Council to the Planning Board to study and possibly propose changes to the demolition section of the Brunswick Zoning Ordinance. Emily stated that this process is underway and that there is currently a temporary ordinance in place that delegates authority over demolitions to the Planning Board with the Village Review Board maintaining an advisory role. Emily stated that this has lengthen the application period for a demolition because of this two-step process to allow the Village Review Board the time needed to review the demolition and visit the site. Emily stated that this temporary ordinance will sunset in June, 2013; during this time the Board is to review other ways to approach demolitions and prepare a proposal. Emily stated that at this time, Anna Breinich and Pat Scully would like to take this time to clarify the Village Review Section of the ordinance generally not just pertaining to demolitions but other areas the Board feels this section needs work. Emily asked if the review standards need to be better, more specific, can they be improved. One problem Emily noted is that much of what is promoted through Review of Proposed Changes to Building is stated in the Purpose Section of the ordinance. Emily said she feels that promoting a

neighborhood character or protecting the street scape should be standards and suggested consolidating the different places that the values the Board applies are strewn throughout the ordinance into a review section or a standards section. Emily also noted the problem that the Village Review faces with Minor Changes at the Staff Review Level and the question of “how do we have administrative approvals that don’t result in changes happening that should have been reviewed by the Board or” notices sent to abutters once approval is granted administratively and there is no opportunity for review or notices to take place before the work is done. Emily noted that one way the Board has been handling this issue is by listing all staff level approvals on the Village Review Board Agenda since the last meeting. Emily pointed out that it has been some time since the last Village Review Board meeting; Emily steel feels that this problem has not been fully resolved. Betsy Marr asked if it were possible for staff to email Board members the materials they are using to review staff level applications. Emily replied that this may not be an ordinance change but a procedural change but pointed out that this is a good time to review and make suggestions. Jane Crichton stated that she believe that one issue the Board faced before with staff level reviews was due in part to a change-of-use and asked if there was a way to catch this; Emily replied that a use change is not in the Village Review purview. Emily replied that the dispute Jane is referring to was Cleveland Street where many dormers were added and it became a boarding house which the neighbors objected to. Emily said if they had a hearing on this certificate of appropriateness, and neighbors had come up to speak about the use, the Board would have had to tell them that they can’t speak to this. Emily reiterated that her issues were: how to handle demolitions, how do we set the standards for demolitions and possibly standards for review.

Emily Swan reviewed the proposed timeline table that the Planning Board will be following and stated that there are three joint workshops scheduled. Jeremy Doxsee replied that staff is researching best practices and models from other towns to see what works in preparation for the joint workshop with the Planning Board on January 29th. Discussion on the changes to the temporary demolition section of the ordinance; Jane clarified that until June 2013, this is the ordinance that the Village Review Board will be working from. Emily suggested that staff verify that the draft the Village Review has is the current draft. Betsy Marr asked if Section 216.4.C should say anything about the period being limited; Emily replied that it should. Betsy asked what is meant by design texture; Emily replied that these are questions that the Board should be asking for clarification.

Jeremy Doxsee stated that one item staff has discussed is how to and if they should broaden the Village Review Boards authority to other parts of Town. Emily replied that this was discussed; eligibility could include being on the National Historic Register and being registrar eligible. Emily also asked the Board if a different level of scrutiny should apply to buildings in the zone if the building has different levels of historic value. Emily noted that another item discussed is whether the Village Review Design Guidelines should be standards or should they be standards over certain buildings and remain guidelines to others. Betsy Marr pointed out that it is difficult in applying standards when you need to jump around the ordinance; Emily agreed.

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

Minutes

MOTION BY BETSY MARR TO APPROVE THE MINUTES OF AUGUST 28, 2012 AS AMENDED. SECONDED BY JANET ROBERTS, APPROVED UNANIMOUSLY.

Other Business

Adjourned

This meeting was adjourned at 8:04 P.M.

Attest

Tonya D. Jenusaitis
Recording Secretary