

BRUNSWICK TOWN COUNCIL

Agenda

July 1, 2013

7:00 P.M. – Regular Meeting

Municipal Meeting Room

Brunswick Station

16 Station Avenue

Pledge of Allegiance

Roll Call

Public Comment:

Correspondence:

Adjustments to the Agenda:

MANAGER’S REPORT:

- (a) Council Committee Updates
- (b) Update on State budget
- (c) Nomination Papers availability
- (d) Report regarding Civil War Memorial Tablets from the Pejepscot Historical Society (Councilor Pols) (*Action required*)

PUBLIC HEARINGS

71. The Town Council will hold a public hearing on an application for an alcohol license, and will take any appropriate action. (Manager)

Full-Time Spirituous, Vinous & Malt

Yankee Lanes
276 Bath Road

Nelson Moody

HEARING/ACTION

72. The Town Council will hold a public hearing on applications for special amusement licenses, and will take any appropriate action. (Manager)

Special Amusement

1337 Beer LLC
D/B/A: Lion’s Pride
110 Pleasant Street

Christopher & Jennifer Lively

The Raven’s Roost
D/B/A: The Raven’s Roost
103 Pleasant Street

Raven O’Brien/Ronald Wing Sr. & II

HEARING/ACTION

73. The Town Council will hear public comments on changes to the Zoning Ordinance relative to the Village Review Zone, and will take any appropriate action. (Manager)

HEARING/ACTION

NEW BUSINESS

74. The Town Council will consider adopting a “Resolution Commemorating the 60th Anniversary of the Cease-Fire that Ended the Korean War,” and will take any appropriate action. (Councilor Watson and Councilor Favreau)

ACTION

75. The Town Council will discuss the status of the Black Bridge, and will take any appropriate action. (Councilor Perreault)

ACTION

76. The Town Council will discuss moving the voting location to Building 211 from Brunswick Junior High School, and will take any appropriate action. (Manager)

ACTION

77. The Town Council will consider a request from the Mid Coast Hunger Prevention Program to use Town sidewalks and the gazebo for their “Singing for their Supper” benefit on September 28, 2013, and to waive the event fee, and will take any appropriate action. (Councilor Knight)

ACTION

78. The Town Council will consider appointments to the Town’s Boards and Committees, and will take any appropriate action. (Appointments Committee)

ACTION

79. The Town Council will consider approving the AFSCME Union Contract, and will take any appropriate action. (Manager)

ACTION

CONSENT AGENDA

- (a) Approval of the Minutes of June 17, 2013

Executive session – Economic Development to discuss the MRRA TIF per 1 M.R.S.A. §405(6)(C)

**INDIVIDUALS NEEDING AUXILIARY AIDS FOR EFFECTIVE
COMMUNICATION SHOULD CONTACT
THE TOWN MANAGER’S OFFICE AT 725-6659 (TDD 725-5521)**

Brunswick Town Council
Agenda
July 1, 2013
Council Notes and Suggested Motions

MANAGER'S REPORT:

- (a) Council Committee Updates: Councilors with information on the Committees they are involved with will share information with the Council and public.

Suggested Motion: No motion is required.

- (b) Update on State budget: Manager Brown will update the Council and public on the effects on the Town's revenues as a result of the recently passed state budget.

Suggested Motion: No motion is required.

- (c) Nomination Papers availability: Nomination papers for Town Council and School Board will be available starting Friday, July 26th, and need to be returned no later than Friday, September 6th. Districts 1, 2 and 6 seats for both the Town Council and School Board will be up for election in November.

Suggested Motion: No motion required.

- (d) Report regarding Civil War Memorial Tablets from the Pejepscot Historical Society (Councilor Pols): This item is for the Council to consider accepting the return of the Civil War Memorial Tablets that are currently housed in the basement of Pejepscot Historical Society's building.

Suggested Motion:

Motion to accept the return of the Civil War Memorial Tablets from the Pejepscot Historical Society and commit to displaying them in a prominent public place in the McLellan Building upon the town's move to McLellan.

PUBLIC HEARINGS

71. This item is the required public hearing on a new alcohol license for Yankee Lanes at 276 Bath Road. Copies of the public hearing notice and application are included in your packet.

Suggested Motion:

Motion to approve an alcohol license for Yankee Lanes located at 276 Bath Road.

72. This item is the required public hearing on renewal special amusement licenses for Lion's Pride and The Raven's Roost. Lion's Pride is requesting open mic night on Tuesdays and occasional music played throughout the year. The Raven's Roost is requesting bands on Saturday, open mic on Sundays, and DJ's on Fridays. Copies of the public hearing notice and applications are included in your packet.

Suggested Motion:

Motion to approve special amusement licenses for Lions Pride, located at 110 Pleasant Street, and The Raven's Roost, located at 103 Pleasant Street.

73. This item is the required public hearing on these amendments. At your October 1, 2012 meeting, the Town Council requested the Brunswick Planning Board prepare an amendment to Section 216 of the Town's Zoning Ordinance with regard to the review and approval of demolitions. By unanimous vote on May 21, 2013, the Planning Board recommends the attached amendment to Section 216 of the Brunswick Zoning Ordinance and an expansion to the geographic boundaries of the Village Review Zone for Council's consideration. Copies of Ms. Breinich's memo, the proposed amendments, and a memo from Manager Brown with supporting back-up are included in your packet.

Suggested Motion:

Motion to adopt amendments to the Zoning Ordinance relative to the Village Review Zone.

NEW BUSINESS

74. This item, sponsored by Councilor Watson and Councilor Favreau, is for the Council to consider adopting a Resolution Commemorating the 60th Anniversary of the Cease Fire that Ended the Korean War. A copy of the draft resolution is included in your packet.

Suggested Motion:

Motion to adopt a "Resolution Commemorating the 60th Anniversary of the Cease Fire that Ended the Korean War."

75. This item is sponsored by Councilor Perreault to discuss the status of the Black Bridge.

Suggested Motion: No motion is being suggested.

76. This item is for the Council to discuss any interest in moving the current voting location from Brunswick Junior High School to Building 211. If this is the direction the Council wishes to go, setting a public hearing is in order. A copy of a memo from the Town Clerk is included in your packet.

Suggested Motion:

If desire to move forward:

Motion to set a public hearing for July 15, 2013, regarding moving the voting location to Building 211 from Brunswick Junior High School.

77. This item, sponsored by Councilor Knight, is to consider approval of the request from the Mid Coast Hunger Prevention Program to use the sidewalks and gazebo for their "Singing for their Supper" event on September 28, 2013. It will feature Maine musicians performing at select locations in Brunswick from 9:00 a.m. until late afternoon. These performances take place on the downtown sidewalks so it requires permission of the Town Council under Chapter 10 Section 26(b)(14) of the Municipal Code. This ordinance also allows the Council to waive the \$500 fee (except for the \$25 application fee), which the Mid Coast Hunger Prevention Program is asking the Council to do. A copy of their letter is included in your packet.

Suggested Motions:

- 1) Motion to approve the request from the Mid Coast Hunger Prevention Program for their "Singing for their Supper" event on September 28, 2013.
 - 2) Motion to waive the \$500 fee, except the \$25 application fee to hold this event, as allowed under Chapter 10 Section 26(b)(14).
78. At this time the Appointments Committee will make nominations to fill vacancies on Town Boards and Committees. Copies of the applications are included in your packet.

Suggested Motion:

Nominations will be made, with no seconds required, and the Council will then vote on the nominations.

79. The Town Council will consider approving the AFSCME Union Contract, and will take any appropriate action. (Manager)

Suggested Motion:

Motion to approve the AFSCME Union Contract.

CONSENT AGENDA

- (a) Approval of the Minutes of June 17, 2013: A copy of the minutes is included in your packet.

Suggested Motion:

Motion to approve the Consent Agenda.

Executive session – Economic Development to discuss the MRRA TIF per 1 M.R.S.A. §405(6)(C)

Suggested Motion:

Motion to go into executive session to discuss Economic Development regarding the MRRA TIF per 1 M.R.S.A. §405(6)(C).

Suggested Motion:

Motion to adjourn the meeting.

Manager's Report –

A through D

NO BACK UP MATERIALS

ITEM 71

BACK UP MATERIALS



Town Clerk's Office
28 Federal Street
Brunswick, ME 04011

PUBLIC HEARING

The Municipal Officers of the Town of Brunswick will hold a Public Hearing at the Municipal Meeting Room, Maine Street Station, 16 Station Avenue, Brunswick, at 7:00 P.M. on 7/1/2013 on the following Alcoholic Beverage license applications:

Full-Time Spirituous, Vinous & Malt

D/B/A: Yankee Lanes
276 Bath Road

Nelson Moody

All persons may appear to show cause, if any they may have, why such applications should or should not be approved.

INDIVIDUALS NEEDING AUXILIARY AIDS FOR EFFECTIVE COMMUNICATION
PLEASE CONTACT THE TOWN MANAGER'S OFFICE AT 725-6653 (TDD 725-5521).

Fran Smith
Town Clerk

**Department of Public Safety
Division**



Liquor Licensing & Inspection

Promise by any person that he or she can expedite a liquor license through influence should be completely disregarded. To avoid possible financial loss an applicant, or prospective applicant, should consult with the Division before making any substantial investment in an establishment that now is, or may be, attended by a liquor license.

BUREAU USE ONLY	
License No. Assigned:	
Class:	
Deposit Date:	
Amt. Deposited:	

PRESENT LICENSE EXPIRES _____

INDICATE TYPE OF PRIVILEGE: MALT SPIRITUOUS VINOUS

INDICATE TYPE OF LICENSE:

- | | |
|--|--|
| <input type="checkbox"/> RESTAURANT (Class I,II,III,IV) | <input type="checkbox"/> RESTAURANT/LOUNGE (Class XI) |
| <input type="checkbox"/> HOTEL-OPTIONAL FOOD (Class I-A) | <input type="checkbox"/> HOTEL (Class I,II,III,IV) |
| <input type="checkbox"/> CLASS A LOUNGE (Class X) | <input type="checkbox"/> CLUB-ON PREMISE CATERING (Class I) |
| <input type="checkbox"/> CLUB (Class V) | <input type="checkbox"/> GOLF CLUB (Class I,II,III,IV) |
| <input type="checkbox"/> TAVERN (Class IV) | <input checked="" type="checkbox"/> OTHER: <u>Bowling Center, BAR, SNACK BAR</u> |

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

1. APPLICANT(S) –(Sole Proprietor, Corporation, Limited Liability Co., etc.) <u>Nelson E Moody</u> DOB: <u>4/22/1952</u>		2. Business Name (D/B/A) <u>Yankel Hanes</u>	
DOB: _____		<u>276 BATH RD</u>	
DOB: _____		Location (Street Address) <u>Brunswick Me. 04001</u>	
Address <u>90 Jordan Ave</u>		City/Town	State
<u>Brunswick</u> <u>Me.</u> <u>04011</u>		<u>Brunswick</u>	<u>Me.</u> <u>04001</u>
City/Town	State	City/Town	State
Zip Code	Zip Code	Zip Code	Zip Code
Telephone Number <u>207-751-2985</u>	Fax Number	Business Telephone Number <u>207-725-2963</u>	Fax Number
Federal I.D. # <u>004-52-6458</u>		Seller Certificate #	

3. If premises are a hotel, indicate number of rooms available for transient guests: _____
4. State amount of gross income from period of last license: ROOMS \$ _____ FOOD \$ _____ LIQUOR \$ _____
5. Is applicant a corporation, limited liability company or limited partnership? YES NO

complete Supplementary Questionnaire, if YES

6. Do you permit dancing or entertainment on the licensed premises? YES NO
7. If manager is to be employed, give name: _____
8. If business is NEW or under new ownership, indicate starting date: 7/8/2013
Requested inspection date: _____ Business hours: _____
9. Business records are located at: 276 BATH RD. BRUNSWICK ME. 04011
10. Is/are applicants(s) citizens of the United States? YES NO

11. Is/are applicant(s) residents of the State of Maine? YES NO

12. List name, date of birth, and place of birth for all applicants, managers, and bar managers. Give maiden name, if married: Use a separate sheet of paper if necessary.

Name in Full (Print Clearly)	DOB	Place of Birth
Nelson E Moody	4/22/52	Brunswick Me.

Residence address on all of the above for previous 5 years (Limit answer to city & state)
Brunswick Me.

13. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES NO

Name: _____ Date of Conviction: _____
Offense: _____ Location: _____
Disposition: _____

14. Will any law enforcement official benefit financially either directly or indirectly in your license, if issued? Yes No If Yes, give name: _____

15. Has/have applicant(s) formerly held a Maine liquor license? YES NO

16. Does/do applicant(s) own the premises? Yes No If No give name and address of owner: _____

17. Describe in detail the premises to be licensed: (Supplemental Diagram Required) Bowling Center, BA
SNACK BAR

18. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services? YES NO Applied for: _____

19. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? .8 Which of the above is nearest? Church

20. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES NO
If YES, give details: _____

The Division of Liquor Licensing & Inspection is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

NOTE: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: Brunswick Me. on June 14, 2013
Town/City, State Date

Nelson E Moody
Signature of Applicant or Corporate Officer(s)

Please sign in blue ink

Signature of Applicant or Corporate Officer(s)

Nelson E Moody

ITEM 72

BACK UP MATERIALS



Town Clerk's Office
28 Federal Street
Brunswick, ME 04011

PUBLIC HEARING

The Municipal Officers of the Town of Brunswick will hold a Public Hearing at the Municipal Meeting Room, Maine Street Station, 16 Station Avenue, Brunswick, at 7:00 P.M. on 7/1/2013 on the following Special Amusement license applications:

Special Amusement

1337 Beer LLC
D/B/A: Lion's Pride
110 Pleasant St.

Christopher & Jennifer Lively

Ravens' Roost (The)
D/B/A: Ravens' Roost (The)
103 Pleasant Street

Raven O'Brien/ Ronald Wing Sr. & II

All persons may appear to show cause, if any they may have, why such applications should or should not be approved.

**INDIVIDUALS NEEDING AUXILIARY AIDS FOR EFFECTIVE COMMUNICATION
PLEASE CONTACT THE TOWN MANAGER'S OFFICE AT 725-6653 (TDD 725-5521).**

Fran Smith
Town Clerk

TOWN OF BRUNSWICK

28 Federal Street Brunswick, Maine 04011 TEL: (207) 725-6658 FAX: (207) 725-6663

APPLICATION FOR LICENSE OR PERMIT

Please complete:

Type of Business: Sole Proprietor-Owner's Name: Ravens Roost

Partnership-Partner's Names: _____

Corporation-Corporation Name: The Ravens Roost

Incorporation Date: _____ Incorporation State: Maine

New License: Opening Date _____ Renewal License

Business Name: Ravens Roost E-Mail: raven.dorien@yahoo.com

Business Address: 103 Pleasant Street Business Phone Number: 406-2359

Name of Contact Person: Rawn O'Brien Contact's Phone Number: 449-9828

Mailing Address for Correspondence: 368 Old Bath Rd Brunswick Me 04011

Signature of Applicant: Rawn O'Brien Date: 5/29/2013

There will be a late fee for any expired licenses (\$25) w/ fees higher than (\$50) and (\$10) for licenses w/ fees (\$50) or less. The fine will double after the license has been expired for more than 30 days. New licenses are prorated by the half-year.

Select Type of License you are applying for on back of this page

Corporations Please Complete:

Address of Incorporation: 368 Old Bath Rd Brunswick Phone #: 637-83021

Name of Corp. Officer, Owner, or Partners:	Title	Address	% of Stock or ownership
<u>Ronald Wing Jr</u>	<u>Pres</u>	<u>368 Old Bath Rd Brunsw</u>	<u>33%</u>
<u>Rawn O'Brien</u>	<u>Tresu.</u>	<u>368 Old Bath Rd Brunswick</u>	<u>33%</u>

Town Clerk Use Only

Approvals: Finance Codes Health Officer Council Police

Codes Officer Signature _____

Seller of Prepared Food on Public Way: Insurance Binder Picture of Cart (also will need FSE License)

Waiting on: _____ Mailed or Issued Date: _____ PH Date: 6-17-13

Type of License: Special Amusement Paid Fee: \$ 100 - Cash/ Check Date: 5-30-13

Advertising Fee: \$ _____ Paid

License fees & schedule: Please check the type of license you are applying for.

Bazaar or Flea Market-Exp. June 30th

_____ 1-3 Days (\$50) Date and Location of Event: _____

_____ Annually (\$225)

Bowling Alleys, Pool Halls and Billiards-Exp. June 30th

_____ Number of Lanes (\$20 each) _____ Number of Tables (\$20 each)

Carnival or Circus

_____ Number of Days (\$150/day) Date and Location of Event: _____

Commercial Vehicle-Exp. December 31st _____ Number of Vehicles (\$75/vehicle) (New licenses issued between 7/1 and 12/31 is \$38 per vehicle) (New Vehicles - one time \$25 inspection fee)

Food Service Establishment (Victualer)-Exp. May 31st

FSE with Malt, Vinous & Spirituous Liquor (\$250)

FSE with Malt and Vinous (\$200)

FSE with Malt or Vinous (\$175)

FSE with Sit Down, no Alcohol (\$100)

FSE Mobile Carts, Take Out, Coffee, Popcorn, Catering, B&B's, Bakeries, or Prepared Seafood Vender, ETC (\$75)

FSE: Description of Food to be sold: _____

Innkeeper-Exp. May 31st 1-15 Rooms (\$100) 16+ Rooms (\$175)

Junkyard Automobile Graveyard (\$50 each, both Exp. Oct. 1st) **Auto Recycling (\$250-5 Yrs)**

Plus \$25 application fee for each type _____

Pawnbroker (\$75) Exp. June 30th

Peddler:

_____ #Weeks/\$25/week _____ #Months (up to-3 mnths-\$50/ up to-6 mnths \$75) _____ 1 Year (up to 12 mnths \$100)

Pinball Mach. - Other Amuse Devices (\$35/each) Exp. June 30th _____ Number of Machines/Devices

Second Hand Dealer (\$75)-Exp. June 30th

Sellers of Prepared Food on Public Way (\$1500 Mall vendor/\$3,000 Farmers Market/\$25 other)
 Location: _____ Exp. 1st PH in March
 As part of the application you must submit a letter of intent from insurance carrier, picture of food service device (not needed for renewals) and a victualer's license. I certify that, to the best of my knowledge, I have complied with all laws and ordinances of the State of Maine and the Town of Brunswick. _____
 _____ (Signature of owner, officer, partner or agent)
 (New applicants must talk to Recreation Dept/There is no proration on new licenses)

Special Amusements (\$100)-Exp. w/Alcohol License
 Describe in detail kind and nature of entertainment- Band on Saturday/Jopen mic
Sunday, or Friday
 Describe in detail room or rooms to be used under this permit- Dance Floor to the left as
walk in through door and open space in middle of floor
 Signature of Owner, officer, partner or agent: _____

Tattooing Establishment (\$75)-Exp. June 30th

Theater (\$150 per screen)-Exp. June 30th _____ Number of Screens

TOWN OF BRUNSWICK

28 Federal Street Brunswick, Maine 04011 TEL: (207) 725-6658 FAX: (207) 725-6663

APPLICATION FOR LICENSE OR PERMIT

Please complete:

Type of Business: Sole Proprietor-Owner's Name: _____

Partnership-Partner's Names: _____

Corporation-Corporation Name: 1337 Beer LLC

Incorporation Date: _____ Incorporation State: Maine

New License: Opening Date _____ Renewal License

Business Name: 1337 Beer dba Lions Pride E-Mail: lionspridepub@gmail.com

Business Address: 112 Pleasant St Business Phone Number: 207-373-1840

Name of Contact Person: Jennifer Lively Contact's Phone Number: 207-699-9166

Mailing Address for Correspondence: 44 Allen Rd Lovell ME 04051

Signature of Applicant: [Signature] Date: _____

There will be a late fee for any expired licenses (\$25) w/ fees higher than (\$50) and (\$10) for licenses w/ fees (\$50) or less. The fine will double after the license has been expired for more than 30 days. New licenses are prorated by the half-year.

Select Type of License you are applying for on back of this page

Corporations Please Complete:

Address of Incorporation: 44 Allen Rd Lovell ME 04051 Phone #: 207 699-9166

Name of Corp. Officer, Owner, or Partners:	Title	Address	% of Stock or ownership
<u>Christopher Lively</u>	<u>President</u>		<u>50%</u>
<u>Jennifer Lively</u>	<u>Vice President</u>		<u>50%</u>

Town Clerk Use Only

Approvals: Finance Codes Health Officer Council Police

Codes Officer Signature: _____

Seller of Prepared Food on Public Way: Insurance Binder Picture of Cart (also will need FSE License)

Waiting on: _____ Mailed or Issued Date: _____ PH Date: _____

Type of License: Spec. Amuse Paid Fee: \$ 100 - Cash / Check Date: 6-14-13

Advertising Fee: \$ _____ Paid

License Fees & Schedule: Please check the type of license you are applying for.

Bazaar or Flea Market-Exp. June 30th

_____ 1-3 Days (\$50) Date and Location of Event: _____

_____ Annually (\$225)

Bowling Alleys, Pool Halls and Billiards-Exp. June 30th

_____ Number of Lanes (\$20 each) _____ Number of Tables (\$20 each)

Carnival or Circus

_____ Number of Days (\$150/day) Date and Location of Event: _____

Commercial Vehicle-Exp. December 31st _____ Number of Vehicles (\$75/vehicle) (New licenses issued between 7/1 and 12/31 is \$38 per vehicle) (New Vehicles – one time \$25 inspection fee)

Food Service Establishment (Victualer)-Exp. May 31st

FSE with Malt, Vinous & Spirituous Liquor (\$250)

FSE with Malt and Vinous (\$200)

FSE with Malt or Vinous (\$175)

FSE with Sit Down, no Alcohol (\$100)

FSE Mobile Carts, Take Out, Coffee, Popcorn, Catering,
B&B's, Bakeries, or Prepared Seafood Vender, ETC (\$75)

FSE: Description of Food to be sold: _____

Innkeeper-Exp. May 31st 1-15 Rooms (\$100) 16+ Rooms (\$175)

Junkyard Automobile Graveyard (\$50 each, both Exp. Oct. 1st) **Auto Recycling (\$250-5 Yrs)**
Plus \$25 application fee for each type _____

Pawnbroker (\$75) Exp. June 30th

Peddler:

_____ #Weeks/\$25/week _____ #Months (up to-3 mnths-\$50/ up to-6 mnths \$75) _____ 1 Year (up to 12 mnths \$100)

Pinball Mach. - Other Amuse Devices (\$35/each) Exp. June 30th _____ Number of Machines/Devices

Second Hand Dealer (\$75)-Exp. June 30th

Sellers of Prepared Food on Public Way (\$1500 Mall vendor/\$3,000 Farmers Market/\$25 other)

Location: _____ Exp. 1st PH in March

As part of the application you must submit a letter of intent from insurance carrier, picture of food service device (not needed for renewals) and a victualer's license. I certify that, to the best of my knowledge, I have complied with all laws and ordinances of the State of Maine and the Town of Brunswick. _____

(Signature of owner, officer, partner or agent)

(New applicants must talk to Recreation Dept/There is no proration on new licenses)

Special Amusements (\$100)-Exp. w/Alcohol License

Describe in detail kind and nature of entertainment- open mic night on Tuesday

occasional music played throughout the year.

Describe in detail room or rooms to be used under this permit- _____

Signature of Owner, officer, partner or agent: [Signature]

Tattooing Establishment (\$75)-Exp. June 30th

Theater (\$150 per screen)-Exp. June 30th _____ Number of Screens

ITEM 73

BACK UP MATERIALS



TOWN OF BRUNSWICK, MAINE

INCORPORATED 1739

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

ANNA M. BREINICH, AICP
DIRECTOR OF PLANNING & DEVELOPMENT

PHONE: 207-725-6660
FAX: 207-725-6663

June 27, 2013

To: Brunswick Town Council
Gary Brown, Town Manager
From: Anna Breinich, AICP
Subject: Village Review Zone Expansion

As requested, I have researched prior actions and discussions regarding the creation of and potential expansion of the Village Review Zone. A chronology is provided below:

- 2/26/85 Draft "Architectural Review Zone" is forwarded by Town Planner, Mat Eddy, to Maine Historic Preservation Commission (MHPC) for review. The Commission commented on March 19, 1986, that no definition was provided as to what constituted a Village Review Zone and questioned reasoning for "avoiding" the use of the word "historic."
- 3/25/86 Response from Mr. Eddy to MHPC noting the VRZ as including the Lincoln Street and Federal Street Historic Districts, as well as "the Maine Street and Inner Pleasant Street area." The latter area was based upon surveys of area merchants and landowners who supported the concept.
- 9/8/86 Town Council Public Hearing for 1986 proposed zoning ordinance update. Mr. Eddy was asked to explain the Village Review Zone. Per the approved minutes, he stated "the VRZ is an architectural review district to control the kind of improvements that go on so that we do not see any damage to a building on an architectural level." Town Council adopted the zoning ordinance that evening, establishing the Village Review Zone and Village Review Board.
- 3/12/97 In a memo to Town Council, former Planning and Development Director Andrew Singelakis stated that "the Village Review Board was NOT a historic district, but a design review district." He further stated that limited areas within the zone were designated historic districts but did not include the entire zone. The Town's adopted Comprehensive Plan at that time referenced the expansion in Policy R5, stating "Determine if there are additional sections of the Town that should be included in the Village Review District and revise the zoning ordinance" accordingly. Lastly, Singelakis stated that, in the spirit and intent of the Comprehensive Plan, all of the Town Center district should be included in the Village Review Zone, as further recommended then by the Zoning Task Force, map attached. By a 5 to 4 vote, Council left the VRZ as is and did not expand "to include the Maine Street Station area."
- 7/8/03 Summary of the Village Review Board worksheet responses regarding goals and policies of the 1993 Comprehensive Plan (as part of the updating of the Comprehensive Plan adopted in 2008) indicated that expanding the Zone so that it may include the Maine Street Station site and "parcels in the block to the west of it" was still a relevant goal. VRB responses further indicated a desire to include the Chamberlain House and Bowdoin College within the Village Review Zone.

- 7/15/03 During a comprehensive plan workshop session with the Village Review Board, the Board's first major point made to staff and the plan consultant was the need to expand the Village Review Zone. As stated in the July 15, 2003 minutes of the workshop, "There was consensus that the VRB should be expanded to include the area outside of Jordan Avenue, beyond Cushing Street, opposite Park Row, and to include Longfellow Avenue."
- 9/5/03 Abbreviated main themes of Comprehensive Plan as stated by update committee included expanding the Village Review Board boundaries.
- 8/17/04 Village Review Board further discusses three areas appropriate for inclusion in the Village Review Zone; map attached dated 8/13/04. Reference was made to a scheduled September 7 joint workshop with Planning Board. However, there is no evidence of this meeting.
- 5/17/05 Reference made in VRB meeting minutes to developing "a set of criteria to serve as guidelines for inclusion of new areas within the Village Review Zone" at the earlier March meeting. No evidence of such criteria as policy being developed separate from draft ordinance criteria for a local landmark program that included criteria for VRZ expansions.
- 11/1/05 Joint Planning Board and Village Review Board workshop to discuss proposed amendments to Section 216 with local landmark and VRZ expansion criteria included. Criteria was removed from draft as a result of discussions.
- 11/2/05 Comprehensive Plan Policy Area rankings, as part of the Comprehensive Plan Update Committee work, includes the policy statement, "Expand the geographic limits of the Village Review Board's jurisdiction westerly to include the streets parallel to Maine Street," with an average ranking of 2.91. Highest ranking was 5.0.
- 1/17/06 Village Review Board discussed possibly expanding VRZ "south to Elm Street to capture area where Hannaford and Maine Street Station are located." Board also discussed effectiveness of adopting town-wide design standards.
- 12/12/06 Comprehensive Plan Update draft for Town Council Public Hearing includes the "expansion of the geographic limits of the Village Review Board's jurisdiction to include west of Maine Street to Union Street from the Androscoggin River to the Joshua L. Chamberlain Museum (Policy Area 7, Key Objective #4, Key Action 2). In same document, Chapter 7, Land Use Plan, Section F. Overlay Districts, the Village Review Zone is recommended to be "expanded to extend to Noble Street on the south and Union Street on the west."
- 1/16/07 Village Review Board agenda includes the 2007 annual work plan referencing VRZ expansion as a recommendation to be provided to the Comprehensive Plan Update Committee. No record of the meeting is available. However, the attached map dated 1/18/07 indicates another potential VRZ expansion, now including the west side of Union to Weymouth, and south to the rear of properties facing Noble Street.
- 9/15/08 At the Town Council Public Hearing on the 2008 Comprehensive Plan Update, Emily Swan, VRB Chair, provided written comment noting the above discrepancy in the draft document and requested that the west side of Maine Street up to the Chamberlain House be included in the expanded VRZ overlay, adding that "recommending an expansion only as far as Noble Street, would leave the Chamberlain House outside the Village Review Zone." Council concurred with Ms. Swan's request and "to reflect an expanded Village Review Zone to include the Chamberlain House." Please note that the adopted 2008 Comprehensive Plan has been corrected to accurately state this motion in both sections.

Based on the above information, there appears to be a subtle change in the focus of the Village Review Zone/Board (design review versus historic character) since being established in 1986 yet still includes the same geographic area. Since its establishment a number of areas abutting the existing VRZ have been proposed for expansion but no rational basis is evident for one area over another. With that said, I

reiterate my 5/24/13 recommendation to Town Council to not vote on the expansion of the VRZ at this time and to allow for a more careful analysis for any expansion as part of the Zoning Ordinance. It should be noted that the Comprehensive Plan recommends the ultimate expansion of the VRZ as did the 1993 plan, provides guidance for considering the expansion to include the Chamberlain Museum and west to Union Street and appears to be more focused on historic character than architectural review. I believe we need to re-evaluate the area as a whole, taking into consideration the completed historic site surveys and neighborhood characteristics already available and to rationally base the zone boundary as a part of the zoning ordinance rewrite.

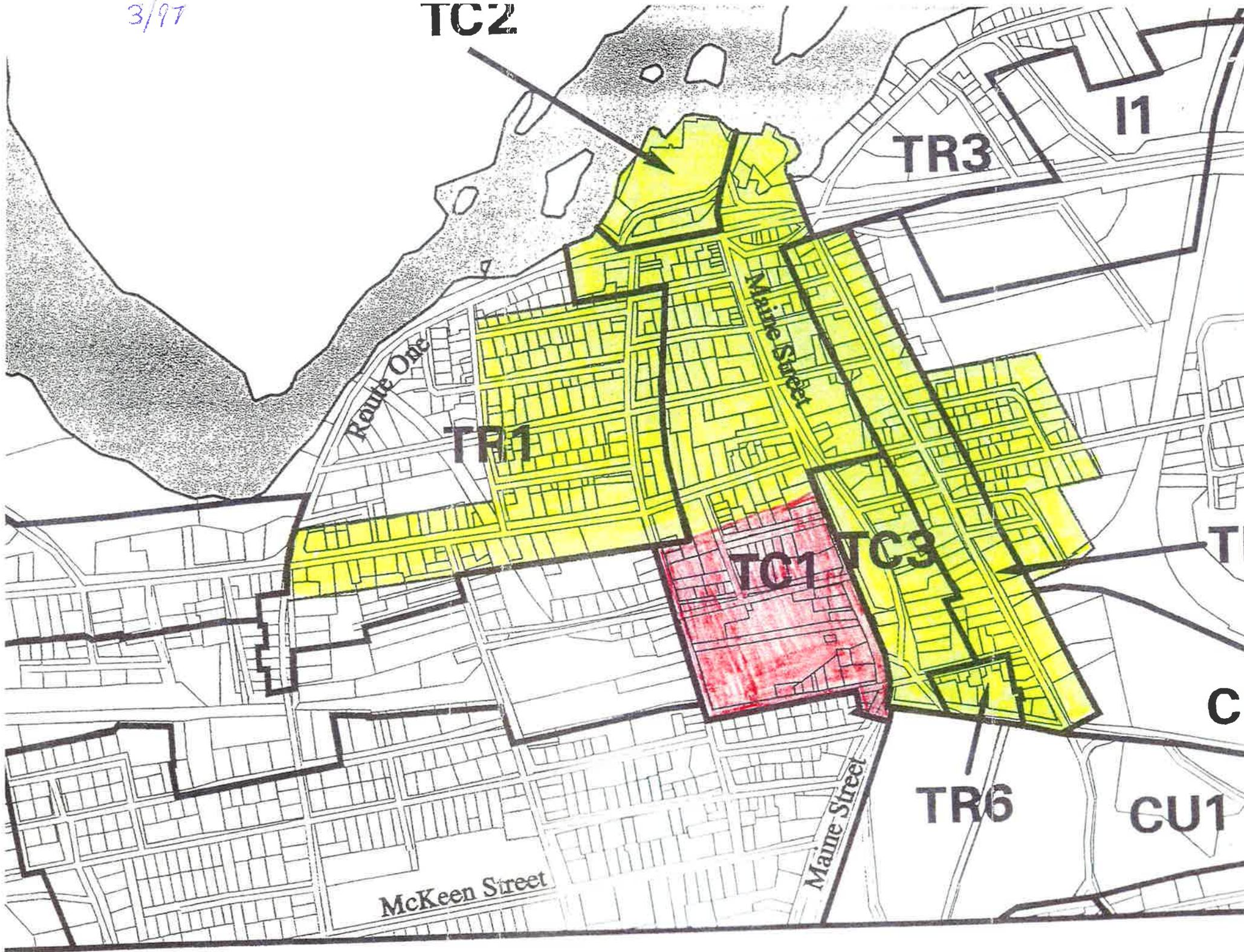
I will be in attendance at your meeting to answer any questions.

Attachments

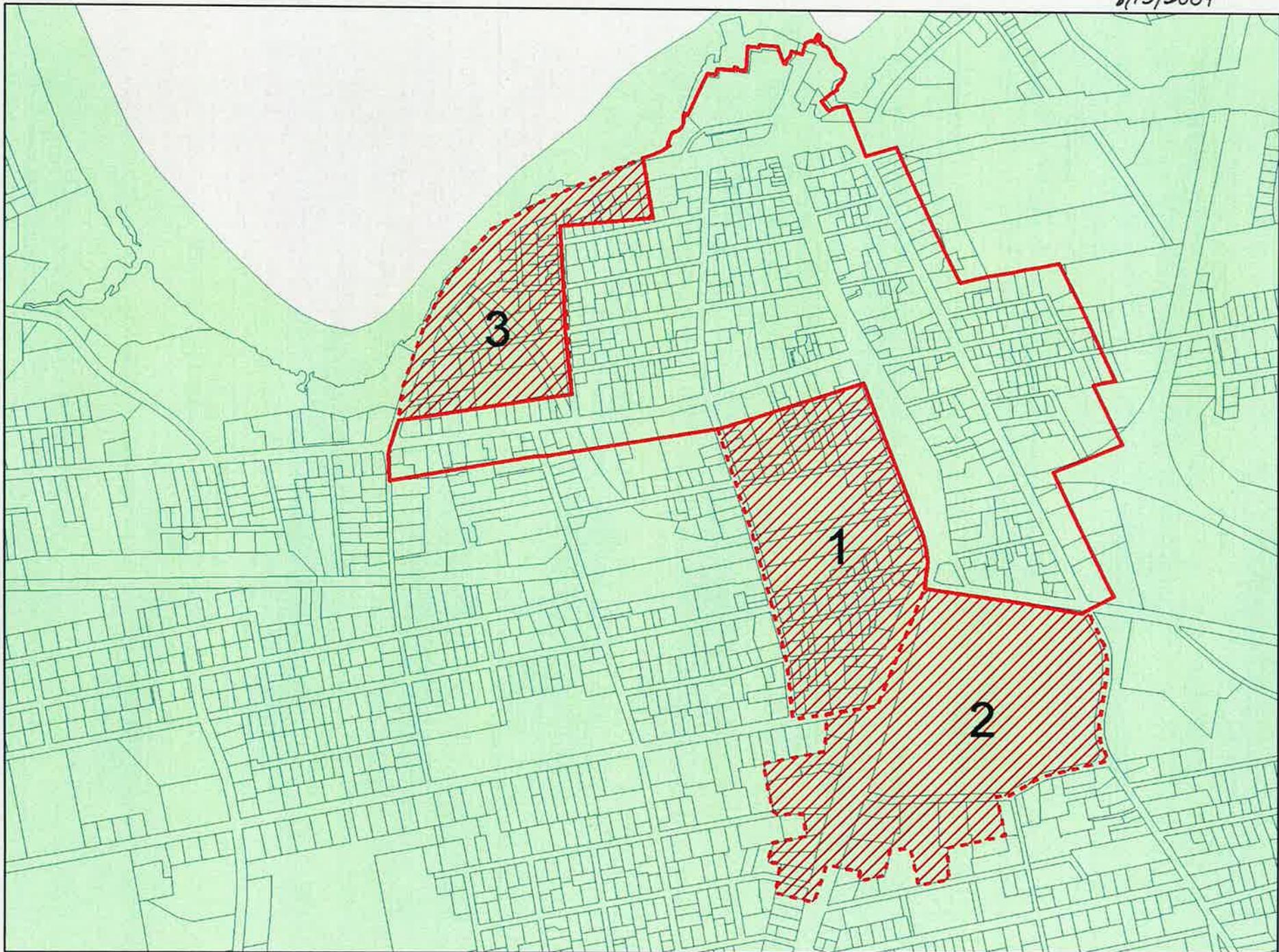
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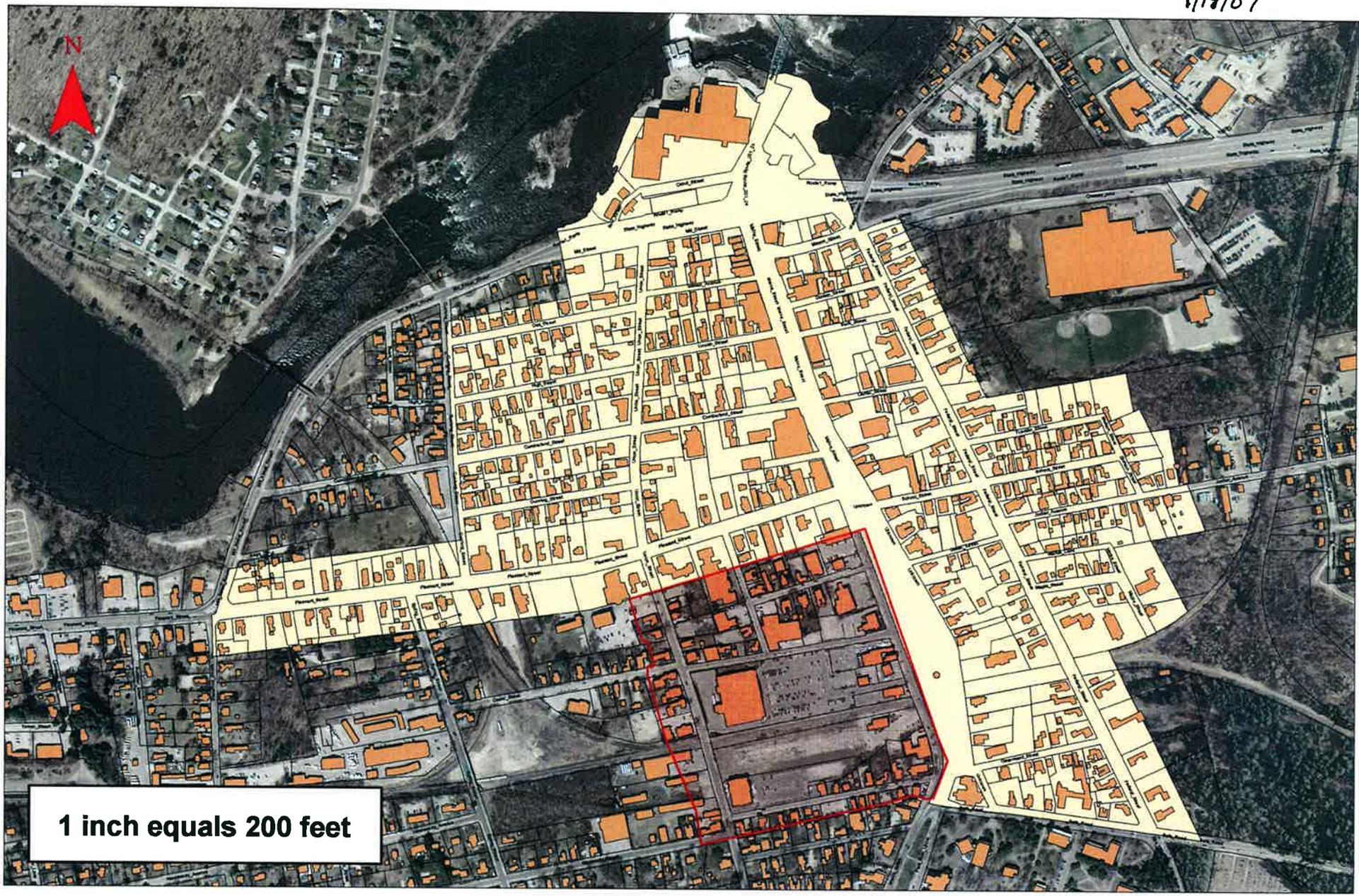
TC2



8/13/2004



1/19/07



1 inch equals 200 feet

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TOWN OF BRUNSWICK, MAINE

INCORPORATED 1739

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

ANNA M. BREINICH, AICP
DIRECTOR OF PLANNING & DEVELOPMENT

PHONE: 207-725-6660
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May 24, 2013

To: Brunswick Town Council
Gary Brown, Town Manager
From: Anna Breinich, AICP
Subject: Request for public hearing: Proposed Zoning Ordinance amendment to revise in its entirety Section 216, Village Review Zone (VRZ) Overlay District and to expand the geographic boundaries of the Village Review Zone

At your October 1, 2012 meeting, the Town Council requested the Brunswick Planning Board to prepare an amendment to Section 216 of the Town's Zoning Ordinance with regard to the review and approval of demolitions. An interim approach was presented to Council by Planning Board Chair, Charlie Frizzle, to give Planning Board the authority to approve Certificates of Appropriateness for demolitions with advice provided by the Village Review Board for such demolition. This approach was suggested so that a comprehensive amendment to Section 216, addressing all deficiencies, could be drafted. On December 17, 2012, the Town Council voted 8-1 to adopt the interim amendment as previously described, said amendment being in effect until June 1, 2013 at which time either a more comprehensive amendment to Section 216 would be recommended by the Planning Board or Section 216 would revert back to exist its text.

By unanimous vote on May 21, 2013, the Planning Board recommends the attached amendment to Section 216 of the Brunswick Zoning Ordinance and an expansion to the geographic boundaries of the Village Review Zone for Council's consideration.

Since January, the Planning Board and Village Review Board have held 6 joint workshops to develop the proposed amendment, representing a total rewrite of Section 216. As had been mentioned previously, many prior amendments to Section 216 left a number of internal inconsistencies in substance and formatting. As drafted, the new section is easier to use, eliminates inconsistencies and provides for a better level of predictability for an applicant.

Key revisions to address concerns previously raised by the Town Council are as follows:

- Establishment of a classification-based review system for contributing and noncontributing resources;
- Distinguishing between Minor (staff approval) and Major (staff review with Village Review Board approval) activities with a defined review process for each;
- More specific review standards for all activities to serve as a basis for findings of fact; and
- Definitions of key terms establishing their meaning within Section 216.

Staff respectfully requests the Town Council to set a public hearing to receive comment and consider the attached proposed amendment to Section 216 of the Brunswick Zoning Ordinance.

As mentioned, the Planning Board also took action to recommend an expansion (map attached) of the Village Review Zone as recommended in Chapter 7, Land Use Plan, of the Town's 2008 Comprehensive Plan Update, extended the Zone on the west side of Maine Street to Page Street on the south and Union Street to the west. During the public hearing a comment was raised regarding the geography as written in the Comprehensive Plan Land Use Plan and a conflicting action item listed in Policy 7, Key Objective #4 stating the expansion should include an area west of Maine Street to Union Street, possibly including Cedar Street, from the Androscoggin River to the north, to the Joshua L. Chamberlain Museum to the south. The Museum is located on the northeast corner of Maine and Potter Streets. Additional comments regarding the proposed area were made since the Planning Board Public Hearing prompting staff to review the specific motions by Council during the 9/15/08 adoption of the Comprehensive Plan. A motion was approved to expand the Village Review Zone from what had been proposed in Final Draft Comprehensive Plan (Noble Street to the south), to now include the Chamberlain Museum. As such, Potter Street should have been referenced in the Land Use Plan, not Page Street as currently shown.

Town Council has three options as to what, if any, southerly expansion of the Village Review Zone should be considered at this time for public hearing:

1. Planning Board recommended expansion to Page Street based on written text in Chapter 7 in the Town's 2008 Comprehensive Plan;
2. Expansion to Chamberlain Museum, subsequently Potter Street, per approved motion made as part of the 9/15/08 adoption of the 2008 Comprehensive Plan Update; or
3. Allow for a more careful analysis for any expansion as part of the Zoning Ordinance rewrite scheduled to begin to a few months.

Staff recommends option #3 for Council's consideration due to the noted discrepancies and recommendations for further consideration of the Cedar Street area contained in the Comprehensive Plan. In addition, the necessary classification of local and regionally contributing resources work to be completed by an historic architect should provide additional data in reviewing the Village Review Zone boundary. We anticipate contracting with a consultant to complete this work by mid-June. I will be in attendance at your meeting to answer any questions.

Attachments

**PROPOSED AMENDMENT TO BRUNSWICK ZONING ORDINANCE
AS RECOMMENDED BY THE BRUNSWICK PLANNING BOARD, MAY 21, 2013
Section 216, Village Review Zone (VRZ) Overlay District, in its entirety**

216 Village Review Zone (VRZ)

216.1 Purpose

The purpose of the Village Review Zone is to protect and preserve the architectural context and historical integrity of downtown neighborhoods in the Town of Brunswick by:

- A. Applying Ordinance standards and design guidelines in a reasonable and flexible manner to maintain Brunswick's traditional character and to ensure compatible construction and rehabilitation of existing structures in the Village Review Zone without stifling change or forcing modern recreations of historic styles.
- B. Developing administrative processes and objective standards that identify and encourage the preservation and enhancement of neighborhood character, sites, and structures having historic or architectural significance.
- C. Promoting economic development by enhancing the attractiveness of the Town to businesses and their patrons, residents, and 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 significant features of the historic patterns of development, including traditional landscaping, densities, structural mass and scale.

216.2 Duties of the Village Review Board

The duties of the Village Review Board are to:

- A. Review new construction, additions, alterations, relocations and demolitions within the Village Review Zone, and issue a Certificate of Appropriateness for applications satisfying the requirements of this Section.
- B. Develop, regularly update, and consult the Village Review Zone Design Guidelines in review of applications for Certificates of Appropriateness.
- C. Act in an advisory capacity to the Town Council, Planning Board and other Town entities regarding the protection of historic sites, structures, and artifacts.
- D. Review and comment upon proposed National Register of Historic Places nominations for properties within the Town.
- E. Maintain and update the existing historic building/structure survey using forms and guidelines established by the Maine Historic Preservation Commission.
- F. Provide educational and informational opportunities for Brunswick residents and businesses regarding historic preservation.

216.3

Village Review Board Membership

- A. The Village Review Board shall consist of seven members.
- B. The membership of the Village Review Board shall include a resident of the Village Review Zone and a Brunswick resident who is a representative of the Pejepscot Historical Society. To the extent possible, the remaining members shall include Brunswick residents with expertise or experience in the fields of architecture, historic preservation and construction engineering.
- C. All members shall be appointed by the Town Council for a three-year term.
- D. Annually, on or about February 22, the Village Review Board shall choose a Chair and Vice-Chair from its membership.
- E. A quorum shall consist of four members.
- F. The Village Review Board may adopt its own rules of procedure and shall establish appropriate meeting times.

216.4

Classifications

- A. Contributing resources as listed in Appendix ____, as amended, shall include:
 - 1. Properties listed on the National Register of Historic Places.
 - 2. Properties eligible for listing on the National Register of Historic Places, as determined by the Maine Historic Preservation Commission.
 - 3. Properties located within a National Register Historic District, deemed to be contributing resources by the Maine Historic Preservation Commission.
 - 4. Properties deemed to be contributing resources of local and regional significance by the Town of Brunswick.
- B. Noncontributing resources, are all remaining resources not considered to be contributing.

216.5

Certificate of Appropriateness

- A. A Certificate of Appropriateness is required for any of the following activities in the Village Review Zone involving contributing resources or, if visible from a public right-of-way, noncontributing resources:
 - 1. Construction of a new structure.
 - 2. Addition to an existing structure.
 - 3. Alteration to the exterior appearance of any structure with the exception of in-kind replacement of windows, facades and building ornamentation, normal maintenance and painting. This includes, but is not limited to, any construction requiring a building permit, the construction of fences, changes in windows or façade materials, or the elimination or addition of any ornamentation.
 - 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 less than three square feet in size.

- B. The power to grant a Certificate of Appropriateness for new construction, additions, alterations, relocations and 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 in cases where, in her/his judgment, the impact of the proposed activities will be minor, as defined in Section 216.8(B)(1) herein,, 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 subparagraph 1.
 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 to be a minor modification, in which case approval by the Village Review Board shall not be required.
- C. If a structure or property has been damaged by fire, flood, storm or other disaster, and emergency temporary repairs or partial demolition 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 Section for a Certificate of Appropriateness and issue a building permit for such emergency temporary repairs, including partial demolition. No later than 30 days after the issuance of the permit, the permit applicant must apply for a Certificate of Appropriateness for the repairs or demolition already made and/or any planned permanent repairs or additional demolition work that requires a Certificate of Appropriateness under Section 216.5. A.

216.6 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 applications may be concurrently reviewed. However, the Final Development Review application shall not be acted on until a decision regarding the Certificate of Appropriateness is rendered. If the application for a Certificate of Appropriateness is denied, the application for a building permit or for Development Review shall be denied. If the Certificate of Appropriateness is granted with conditions, those conditions shall be added to the Development Review approval.

216.7 Application for Certificate of Appropriateness

Application forms for a Certificate of Appropriateness shall be made available in hard copy or online by the Department of Planning and Development. Completed applications shall be submitted to the Department staff with the following information provided:

- A. Name, address and interest in the property.
- B. Location and nature of the proposed activity.
- C. A brief description of the proposed construction, reconstruction, alteration, relocation or demolition and proposed reuse.. The description shall include the

reason for the request, and must demonstrate how the proposal is in compliance with Section 216.9.

- D. Drawings illustrating the design, texture, and location of any construction, alteration, or demolition/relocation for which a certificate is required. The drawings 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 properties. Staff shall provide completed historic building/structure survey forms if available for the structure. For demolition or relocation applications, interior and exterior photographs shall be provided clearly indicating the existing condition of the structure and, if available, the structural condition at the time of purchase by the applicant.
- F. A site plan showing the relationship of proposed changes to walks, driveways, signs, lighting, landscaping, and adjacent properties, if applicable. For relocation or demolition applications, provide post-demolition plans, including a site plan for the property specifying site improvements and a timetable for completion.
- G. The reviewing entity may grant a waiver of submission requirements if it finds the submission of that information is not relevant to a determination.
- H. Application fee.

216.8

Application Review Process

- A. All applicants are encouraged to consult with Department of Planning and Development staff prior to submitting an application for a Certificate of Appropriateness at which time a determination can be made as to the level of review required. During consultation, Department staff shall provide appropriate guidance and available resources, including the Village Review Zone Design Guidelines, to the applicant.
- B. Within four days of an application being submitted to the Department of Planning and Development, staff shall make a determination regarding completeness. If incomplete, staff will notify the applicant of deficiencies. If complete, staff will process the application as either a minor or major application as follows:
 - 1. Minor Activities (staff-level review)
 - a. Activities shall include:
 - 1) Any alterations or additions not visible from a public right-of-way;
 - 2) Replacement of existing exterior siding or other materials, windows or doors which do not alter architectural or historic character;
 - 3) Repair, replacement or re-pointing of exterior masonry walls which do not alter architectural or historic character;
 - 4) Placement of sheds or other outbuildings, fences or dumpsters located in rear yards not visible from a public right-of-way;

- 5) Any demolitions, partial demolitions or relocations of noncontributing resources not visible from a public right-of-way.
 - 6) Roof-top appurtenances not visible from a public-right-of-way; and,
 - 7) Removal of non-historic elements concealing original architectural character-defining features.
- b. Minor Applications for Certificate of Appropriateness shall be submitted to the Department of Planning and Development staff.
- 1) Staff shall review and either render a decision to the applicant or forward to the Village Review Board for their consideration within ten days of determining the application complete.
 - 2) The Village Review Board may conduct a review of a minor application at the recommendation of either the Director of Planning and Development or Board Chair.
 - 3) A person with standing may appeal the decision by staff to the Village Review Board by submitting an appeal application to the Director of Planning and Development within 30 days of the date of the action. The Village Review Board may hold a public hearing and shall render its decision following the review procedure set forth in Section 216.8.B.2.b.

2. Major Activities (Village Review Board-level review)

- a. Activities shall include:
- 1) Any alterations or additions to existing structures or new construction visible from a public right-of-way;
 - 2) Any roof-top appurtenances visible from a public right-of-way;
 - 3) Exterior renovations, alterations or modifications to the structure or site not determined to be minor in nature;
 - 4) Any demolitions, partial demolitions or relocations of either contributing resources or noncontributing resources visible from a public right-of-way. The independent demolition of incidental noncontributing structures accessory to a contributing resource are exempt from review; and.
 - 5) Any alterations or new placement of walks, driveways or new impervious surfaces associated with any of the above major activities.
- b. Major Applications for Certificate of Appropriateness shall be submitted to the Department of Planning and Development staff no less than fourteen days from the date of the Village Review Board's meeting in which it will be discussed.
- 1) The Town shall provide notification to all property owners within a 200-foot radius of the boundaries of the property under review in the proposed application, giving a general description of the activity and specifying its location. Notifications shall be distributed by first class mail at least 10 days prior to a scheduled review, stipulating the time and place of the Board's meeting. The Board may also schedule a publicly noticed site visit of the subject property prior to their meeting.
 - 2) Within 30 days of the Town's receipt of a complete application, the Village Review Board shall hold a public meeting and make a determination as to the completeness of the application. Once the Board

determines that the application is complete, it shall review the application. After completing its review, the Board shall vote to deny, approve or approve the application with conditions. 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. The date of approval, denial, or approval with conditions shall be the date that the Board votes on an application for a Certificate of Approval.

- 3) A written notice of the determination of the Village Review Board, including findings of fact and Certificate of Appropriateness, shall be sent by regular mail to the applicant and to the Planning Board within 10 days of the Village Review Board's determination.
- 4) The Village Review Board, by a majority vote, may request an independent peer review of the application or portion thereof at their discretion. All costs associated with the peer review shall be borne by the applicant. Peer review shall not be undertaken unless it is necessary for an informed review of the submitted materials and at a reasonable cost. Estimated costs for the 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 peer review costs. The applicant shall be entitled to an accounting of the use of all funds, as well as to a refund of all funds not expended upon final approval, denial or withdrawal of an application.

c. Additional Processing Requirements for Relocation or Demolition Activities:

- 1) In addition to the above, additional processing requirements for Certificate of Appropriateness applications for demolition or relocation of a contributing, as well as noncontributing resources visible from public right-of-way shall be as follows:

a) General

- i. A permit for demolition or relocation of a contributing resource, a noncontributing resource visible from a public right-of-way or portions thereof, within the Village Review Zone shall not be issued unless a Certificate of Appropriateness has been approved. No exterior demolition work and interior demolition work rendering the structure uninhabitable, or relocation of the resource may commence until the expiration of the 30-day decision appeal period or, if an appeal is taken, upon final disposition of the appeal..

a) Review Process

- i. Applications to demolish or relocate contributing resources individually listed on the National Register of Historic Places or deemed eligible by the Maine Historic Preservation Commission, and contributing resources located within a National Register-listed Historic District must adhere to a 90-day delay period. The Village Review Board may impose a 90-day delay period for contributing resources of local and

regional significance. Such 90-day delay period shall commence when application is deemed complete by the Village Review Board.

- ii. During the 90-day delay period, the applicant shall:
 - 1. Consult with Village Review Board and Maine Preservation in seeking alternatives to demolition, including the reuse and/or relocation of the resource.
 - 2. Consult with and notify other related organizations of intent to demolish the contributing resource, as identified during consultations with Village Review Board and Maine Preservation.
 - 3. Document "good faith" efforts in seeking an alternative, including relocation and/or reuse, resulting in the preservation of the resource. Such efforts shall include posting a visible sign on the property, listing the property for sale and/or relocation, and publishing a notice of availability in a general circulation local newspaper. The notice of the proposed demolition shall be forwarded to the Pejepscot Historical Society, the Town Council, the Planning Board
 - 4. Thoroughly photo or video document the resource and provide photo/video and written documentation to the Town and Pejepscot Historical Society. Any significant architectural features shall be salvaged, reused and/or preserved as appropriate.
 - 5. Provide post-demolition plans, including a site plan for the property specifying site improvements and a timetable for completion.
- iii. If at the end of the 90-day period, no satisfactory alternative has been found, the Village Review Board shall either grant or deny a Certificate of Appropriateness to demolish or relocate the resource, applying the criteria set forth in Section 216.9(B).

2) Noncontributing Resources.

No Certificate of Appropriateness is required if the proposed demolition is not visible from the public right-of-way.

216.9

Review Standards

A. General Standard.

- 1. All Certificates of Appropriateness for new construction, additions, alterations, relocations or demolition shall be in accordance with applicable requirements of this Ordinance. In meeting the standards of this Ordinance the applicant may obtain additional guidance from the U.S. Secretary of Interior's Standards for Rehabilitating Historic Buildings and the Village Review Zone Design Guidelines.

B. New Construction, Additions and Alterations to Existing Structures.

1. In approving applications for a Certificate of Appropriateness for new construction, additions or alterations to contributing resources, the reviewing entity shall make findings that the following standards have been satisfied:
 - a. Any additions or alterations shall be designed in a manner to minimize the overall effect on the historic integrity of the contributing resource.
 - b. Alterations shall remain visually compatible with the existing streetscape.
 - c. Concealing of distinctive historic or architectural character-defining features is prohibited. If needed, the applicant may replace any significant features with in-kind replacement and/or accurate reproductions.
 - d. New construction or additions shall be visually compatible with existing mass, scale and materials of the surrounding contributing resources.
 - e. When constructing additions, the applicant shall maintain the structural integrity of existing structures.
 - f. For new construction of or additions to commercial, multi-family and other non-residential uses the following additional standards shall apply:
 - 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 the public right-of-way with landscaping or fencing.
 - 2) Site plans shall identify pedestrian ways and connections from parking areas to public rights-of-way.
 - 3) All dumpsters and mechanical equipment shall be located no less than 25 feet away from a public right-of-way and shall be screened from public view.
 - 4) Roof-top-mounted heating, ventilation, air conditioning and energy producing equipment shall be screened from the view of any public right-of-way or incorporated into the structural design to the extent that either method does not impede functionality. Parapets, projecting cornices, awnings or decorative roof hangs are encouraged. Flat roofs without cornices are prohibited.
 - 5) Building Materials:
 - a) 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.
 - b) The use of vinyl, aluminum or other non-wood siding is permitted as illustrated in the Village Review Board Design Guidelines. Asphalt and asbestos siding are prohibited.
 - c) Buildings with advertising icon images built into their design ("trademark buildings") are prohibited.
 - 6) No building on Maine Street shall have a horizontal expanse of more than 40 feet without a pedestrian entry.
 - 7) No building on Maine Street shall have more than 15 feet horizontally of windowless wall.
 - 8) All new buildings and additions on Maine Street:
 - a) Must be built to the front 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.
 - b) If adding more than 50% new floor area to a structure, the addition

shall be at least two stories high and not less than 20 feet tall at the front property line.

- c) 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, between 15% and 40% glass.

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

C. Signs

Signs shall comply with the requirements of Chapter 6 (Sign Regulations) with consideration given to the Village Review Zone Design Guidelines.

D. Demolition and Relocation

- 1. Demolition or partial demolition or relocation of a contributing or, if visible from a public right-of-way, a noncontributing resource, excluding incidental or noncontributing accessory buildings and structures located on the same property, shall be prohibited unless the application satisfies at least one of the following criteria:

- a. The structure poses an imminent threat to public health or safety. An application must be accompanied by a report from a qualified structural engineer for review by the Town Code Enforcement Officer and photographs depicting the current condition of the building.
- b. The condition of the structure is such that it cannot be adapted for any other permitted use, whether by the current owner or by a purchaser, resulting in a reasonable economic return, regardless of whether that return represents the most profitable return possible, provided that the applicant can document he/she has not contributed significantly to the deterioration of the structure. An opinion shall be provided from an architect, licensed engineer, developer, real estate consultant or appraiser or from a professional experienced in historic rehabilitation, as to the economic feasibility for restoration, renovation, or rehabilitation of the contributing resource versus demolition or relocation of same.
- c. The proposed replacement structure or reuse of the property is deemed to be as appropriate and compatible with the existing streetscape and surrounding contributing resources.

- 2. Demolition, partial demolition or relocation of a noncontributing resource visible from a public right-of-way, shall be approved by the Village Review Board if it is determined that the proposed replacement structure or reuse of the property is deemed more appropriate and compatible with the surrounding contributing resources than the resource proposed for demolition.

216.10

Appeal to Zoning Board of Appeals

- A. A person with standing may appeal a decision by the Village Review Board, to the Zoning Board of Appeals within 30 days of the date of such decision pursuant to Sections 703.4 and 703.5 herein.

216.11 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 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 Board may consider any changes to the Zoning Ordinance or any other new information relevant to the application when considering an extension request.

216.12 Definitions

Definitions specific to this Section are as follows:

Character-Defining Feature: The form, material and detail of those architectural features important in defining a building's historic character and whose retention will preserve that character. Such features include, but not limited to, facades, roofs, porches, windows, doors, trim, massing, scale, orientation and landscape features, such as fences, walls, posts and walkways.

Compatibility: Possessing characteristics that are predominant in nature to character-defining features of structures within a neighborhood as described in the Village Review Zone Design Guidelines. Compatibility does not mean "the same as." Rather, compatibility refers to the sensitivity of alterations or development proposals in maintaining the character of the existing neighborhood.

Contributing Resource: A building, site, structure, or object that adds to the historic association, historic architectural quality, or archeological values for which a property is significant because it was present during the period of significance, relates to the documented significance of the property, and possesses historic integrity, or is capable of yielding important information about the period; or it independently meets the National Register criteria.

Contributing Resource of Local or Regional Significance: A building, site, structure, or object over 50 years of age identified in Appendix ____ as having local or regional significance based on Town-established criteria as follows:

1. Its value as a significant example of the cultural, historic, architectural, archeological, or related aspect of local or regional heritage;
2. Its location as a site of significant historic or prehistoric event or activity which may have taken place within or which involved the use of any existing structure on the property.
3. Its identification with a person or persons who significantly contributed to the cultural, historic, architectural, archeological, or related aspect to local or regional heritage.
4. Its exemplification of a significant architectural type, style, or design distinguished by innovation, rarity, uniqueness, or overall quality of design, detail, materials and artisanship.
5. Its identification as the work of an architect, designer, engineer, or builder whose individual work is significant in local or regional history or development.
6. Its representation of a significant cultural, historic, architectural, archeological, or theme expressed through distinctive areas, sites, structures, objects, or artifacts that may or may not be contiguous.

Historic District: A geographic area federally designated as an historic district and listed on the National Register of Historic Places.

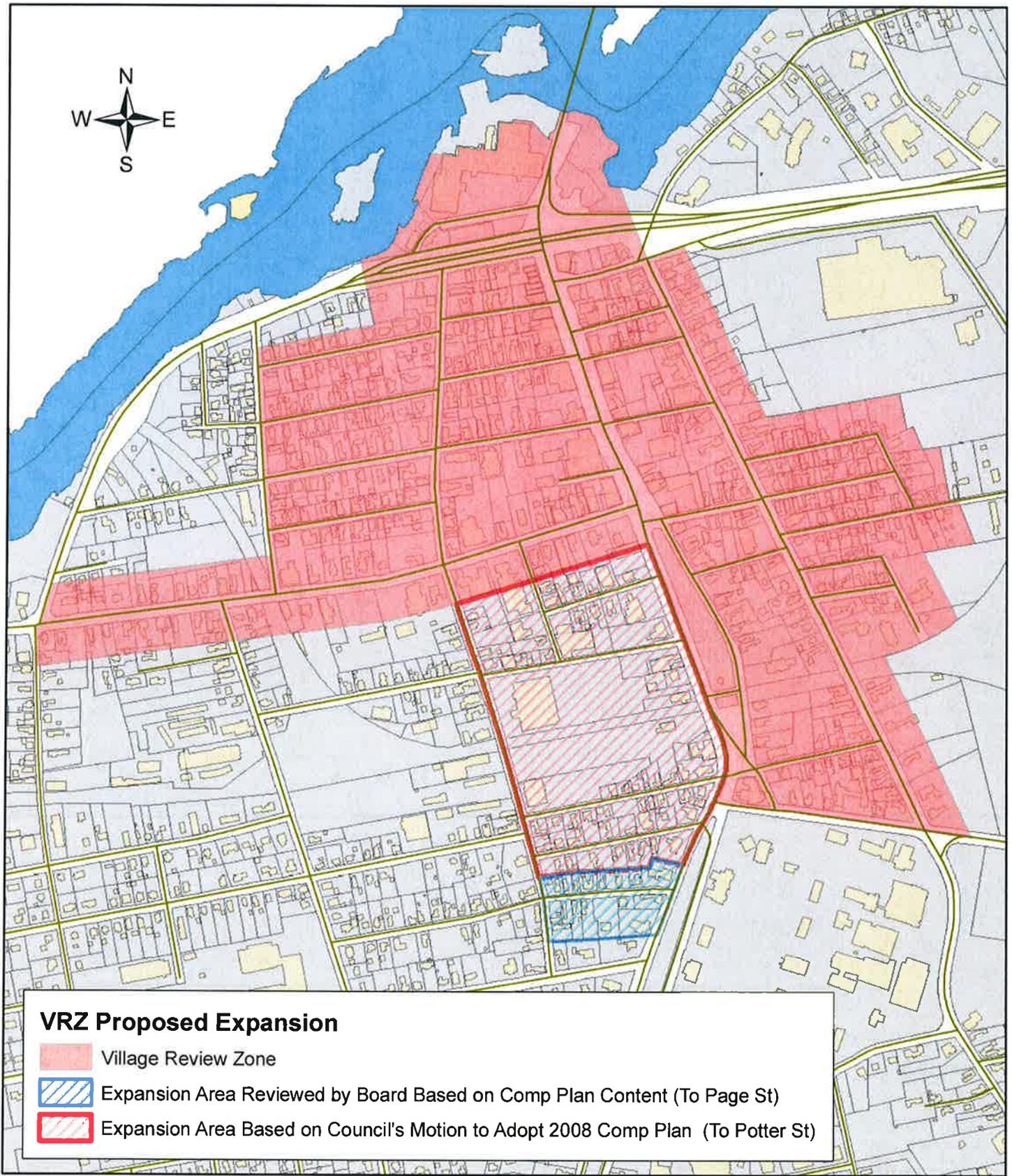
Historic Integrity: The authenticity of a property's historic identity as evidenced by the survival of physical characteristics (location, design, setting, materials, workmanship and association) that existed during the property's prehistoric or historic period.

In-Kind Replacement: Replacement of a feature with new materials that identically matches the original with respect to design, size, configuration, texture and other visual qualities.

Noncontributing Resource: A building, structure, or object that does not add to the historic sense of time and place or historic development; or one where the location, design, setting, materials, workmanship or association have been so altered or have so deteriorated that the overall integrity has been irretrievably lost.

Secretary of the Interior's Standards: *The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, restoring and Reconstructing Historic Buildings* (36 CFR Part 68 in the July 12, 1995 Federal Register or most recent edition), are the national standards to guide work undertaken on historic properties. The intent of the *Standards* is to assist in the long-term preservation of historic structures and features. The *Standards* are used to evaluate rehabilitation projects on certified historic structures for federal tax credits.

Streetscape: The public setting in which a structure, site or landmark is located. It is the immediate visible neighborhood of the public right-of-way or public land associated with such a structure, including such features as fences, sidewalks and lights.



**Village Review Zone
Expansion Alternatives**



TOWN OF BRUNSWICK
TOWN MANAGERS OFFICE
MEMORANDUM

TO: Brunswick Council

FROM: Gary Brown, Town Manager

DATE: June 26, 2013

RE: Jeremy Doxsee memo to Chair Wilson

Included in the materials for the Council's consideration of the proposed changes regarding the Village Review Board, is a memo from Town Planner Jeremy Doxsee to Council Chair Suzan Wilson.

The Chair asked that I provide a cover memo to this material so that the Council will understand the intent of including this information in the packet. Chair Wilson asked for this information so that the Council may have some additional information in regards to how some other municipalities in Maine administer their respective ordinances than may be similar to the Brunswick Village Review Zone. This information may be helpful going forward during the more comprehensive re-writing of the Zoning Ordinance.

Comparison of Municipal Historic Preservation Regulations in the Mid-Coast Region

Municipality	Population	Historic Preservation Ordinance?	Reviewing Authority	Summary
Bath	9,863	Historic Overlay District Ordinance	Historic District Committee / Planning Board	Approval by Historic District Committee <u>or</u> Planning Board if scale of project is deemed to have a significant impact on the Historic District or when project requires site plan approval
Wiscasset	3,603	None	Planning Board	During 2008, the Board of Selectmen authorized the creation of an Ad-Hoc Historic Preservation Commission. The ad-hoc committee was instructed to look into how Wiscasset could protect its National Register listed historic buildings and sites. However, the Board of Selectmen elected not to adopt a local historic preservation ordinance, and the ad hoc committee is not currently active . The Planning Board refers to the Village 1 District regulations, which requires compatibility with traditional New England building forms for new development and alterations
Rockport	3,209	None	Planning Board	Staff did develop a historic preservation ordinance for it's National Register listed Maine Street Historic District several years ago, which was recommended for approval by the Planning Board and an ad-hoc historic preservation committee. However the Select Board did not put the ordinance on a Warrant for a vote by Town residents, and currently the Town has not adopted any historic preservation regulations or a historic preservation committee. Their zoning ordinance regulates new development but it does not differentiate between historic and non-historic resources
Belfast	6,660	None	Planning Board	The City does not have a historic preservation ordinance or committee. It has adopted a design review ordinance and process for all residential and nonresidential construction activities located within the city's commercial core, its downtown and the associated waterfront. The ordinance does not differentiate between historic and non-historic structures

Comparison of Municipal Historic Preservation Regulations in the Mid-Coast Region

Municipality	Population	Historic Preservation Ordinance?	Reviewing Authority	Summary
Damariscotta	2,041	None	Planning Board	The Town's village center a National Register listed Historic District, but the Town has not adopted a historic preservation ordinance or committee. It does have a site plan ordinance that regulates commercial development, but it does not differentiate between historic and non-historic resources, and does not contain any architectural design guidelines
Bethel	2,411	None	Planning Board	The town has limited land use controls, and no zoning ordinance or land use ordinance. The town's site plan ordinance contains development standards for new development with repeated references to "visual compatibility" but does not differentiate between historic and non-historic resources. The Bethel Historic District is listed on the National Register
Camden	5,254	Historic Preservation Ordinance	Historic Resources Committee / Planning Board	The town has a Historic Resources Committee and a corresponding ordinance that empowers the Committee to identify, develop recommendations for preservation of historic resources, and to issue advisory opinions on town-owned historic buildings. There are no design guidelines that regulate the development of private property in the National Register listed Downtown Historic District. Their zoning ordinance regulates new development but it does not differentiate between historic and non-historic resources
Yarmouth	8,349			Have not yet been able to connect with the town planner



TOWN OF BRUNSWICK, MAINE

INCORPORATED 1739

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

ANNA BREINICH, AICP
DIRECTOR OF PLANNING & DEVELOPMENT

PHONE: 207-725-6660
FAX: 207-725-6663

June 3, 2013

MEMO TO: Suzan Wilson, Chair, Town Council
Cc: Town Manager, Director of Planning & Development
FROM: Jeremy Doxsee, Town Planner
RE: Comparative Analysis of Municipal Historic Preservation Regulations

At our meeting on May 29th you asked me to research and analyze historic preservation ordinances and regulations for other mid-coast municipalities, including Bath, Wiscasset, Camden, Rockport, Belfast, Damariscotta, Bethel, and Yarmouth. Specifically, you were interested in how these other communities handled jurisdictional and enforcement issues pertaining to the preservation of historic resources.

I was able to talk with planners from 7 or the 8 communities. As outlined in the attached spreadsheet, 5 of the 8 communities have not adopted a historic preservation ordinance, nor do they have historic preservation committees. Generally, these communities do contain historic districts and structures, but don't differentiate between historic and non-historic resources in the review and approval process, which is handled by the Planning Board.

The reasons for this are potentially many. For starters, these communities have relatively small populations, ranging in size from 2,041 (Damariscotta) to 8,493 (Bath). There does seem to be a correlation between size of a community and regulatory oversight of historic resources: the smaller the community, the fewer the regulations. Generally, smaller communities have fewer qualified volunteers to constitute boards and committees and may not have the personnel to adequately administer and enforce the ordinance.

But, in talking with the town planners, there is also an underlying tension between a desire to protect historic resources and maintain private property rights. The communities without historic preservation ordinances tend to have stronger property rights sentiments, and the elected Boards/Councils have thus far declined to endorse stronger regulatory oversight of historic resources.

Please feel free to contact me if you have any questions or need additional information.

ITEM 74

BACK UP MATERIALS



**TOWN OF BRUNSWICK
RESOLUTION COMMEMORATING
THE 60TH ANNIVERSARY OF THE
CEASE FIRE THAT ENDED THE KOREAN WAR**

WHEREAS, Military personnel from the Town of Brunswick have served their country faithfully and courageously, with dedication and sacrifice, and are due the praise and just recognition of the Brunswick Town Council for their role in the defense of our nation's liberty and freedom; and

WHEREAS, In response to the June 25, 1950, invasion of South Korea by North Korea and the June 27, 1950 United Nations resolution calling for assistance for the Republic of Korea (South Korea), President Harry Truman ordered American air and naval forces activated and, on June 30, 1950, committed ground forces to the Korean battle zone; and

WHEREAS, On July 27, 1953, three years and 32 days after North Korean forces penetrated the 38th Parallel to launch the Korean War, hostilities ended, at approximately the point they had begun, with the signing of an armistice; this year, with pride and pause, we commemorate the 60th Anniversary of the Cease-Fire that ended this conflict; and

WHEREAS, A conflict of virulent devastation, the Korean War was one of the first major tests to be faced by the United Nations since its founding in 1945; it represented a battle of ideologies -- communism vs. democracy; it involved or impacted upon all of the world's major powers; it caused the devastation of Korea; and it resulted in the loss of over one million lives, including nearly 55,000 Americans, before the armistice was signed at Panmunjom, dividing Korea into two separate nations at a line marked by the 38th Parallel; and

WHEREAS, Before the hostilities ended in 1953, 5.7 million Americans had served in the conflict, and

WHEREAS, Often called the "Forgotten War" and the "Forgotten Veterans," due to the Korean War's inconclusive ending and its chronological place in history, between World War II and the 10-year Vietnam War, Korean War Veterans, and the families of those who died or are missing, have faithfully endeavored to help the citizens of this nation in their understanding of, and appreciation for, the courage, commitment and sacrifices made by America's servicemen and women in that first great struggle against communism;

BE IT RESOLVED That the Brunswick Town Council pause in its deliberations to commemorate the 60th Anniversary of the Cease-Fire that ended the Korean War.

Approved by the Town Council on July 1, 2013 Attest: _____ (Town Clerk)

ITEM 75

NO BACK UP MATERIALS

ITEM 76

BACK UP MATERIALS

MEMO

To: Town Council
From: Fran Smith, Town Clerk/Assistant to the Town Manager
Date: June 26, 2013
Re: Pros/Cons of moving voting location to Building 211

This memo is to provide a list of pros and cons relative to moving the consolidated voting location from Brunswick Junior High School to Building 211 at Brunswick Landing beginning this fall. If Council wishes to consider this move, you will need to set a public hearing prior to voting. If the move is approved by the Council, I will submit an application for the change to the Secretary of State's office, which will have final approval. I would like to emphasize that the School Department and the staff at the Junior High have been extremely accommodating; the issue is whether the Council wishes to make the move to address some of the concerns raised by citizens, with the chance of other concerns arising if the change occurs.

Pros

- Allows residents to become familiar with the area of Brunswick Landing so they get to know and incorporate the facilities and businesses into the community
- Less traffic congestion and crowding than at the current location, especially at the beginning and ending of the school days at two schools, which has been a voter concern
- Eliminates any concerns/issues with student safety
- Alleviates the need for relocation of physical education classes, after school activities, and staff parking at two schools
- Provides for more than adequate parking
- Easy access (directions – main entrance on Admiral Fitch Avenue, go to the end, take a left on Orion, building is on the left)
- Has good outside lighting which has been an issue with areas of the junior high lot
- Handicap accessible (as is the Junior High)
- Provides a geographically central location
- No interference with school calendar (closing on a Tuesday during Presidential years)
- Election location would not be disrupted or temporarily moved if/when school renovations or remodeling are undertaken with either the junior high or Coffin School
- If the change is made this year, it allows time for word to get out before the generally busier gubernatorial primary/election next year

Cons

- Voter confusion over change of venue
 - Lack of familiarity with location
 - Cost to educate voters about the change
 - Driving distances greater for many sections of town, although shorter for some
- With the exception of driving distance, the cons are mostly first/one time issues*

ITEM 77

BACK UP MATERIALS

6/7/2013

To: Town Council

RE: Approval for Singing for Their Supper Event (fundraiser)

When: Saturday September 28th

Where: Maine St. Mall/Gazebo

Requested by: Mid Coast Hunger Prevention Program

Karen Parker Executive Director

kp@mchpp.org

207-725-2716

About the event: Singing for their Supper will feature approximately three Maine bands and one national act performing at the Gazebo from 12 p.m. until 5 p.m. Last year at this event musician's performed at 10 locations in the town. Although a successful event, the logistics were complex. This year we are planning a similar event, with fewer musicians/bands to perform at a single location-the gazebo.

The concert is free to the public. The performers will open up their guitar cases and all donations will go to MCHPP. Our goal this year is to raise awareness about childhood hunger and a new program we are launching in the fall to help address this called the Back Pack program.

I am also requesting that the fee of \$500 is waived with the exception of \$25.

Thank you in advance for your consideration of this unique fundraising event that will help raise awareness of the fight against childhood hunger in our community. One in four children in Maine are food insecure meaning they lack access to enough food to ensure adequate nutrition. We are working to reduce the number of food insecure children in our community.

Please contact me if you have any further questions.

Karen Parker

C.C. Richard J. Rizzo, Chief of Police

ITEM 78

BACK UP MATERIALS

To: Brunswick Town Council

From: Councilor Watson, Chair Appointments Committee

Date: 06/26/2013

The Appointments' Committee met to interview applicants for five (5) committees (Boards/Commissions).

One Candidate was not able to appear therefore the Committee will recommend appointments to four committees.

At this time the Committee would like to recommends the following candidates who are not contested.

1. To the Davis Fund: John Donovan
2. To the Housing Authority: Anne George

The Committee would like to recommend, John Blood to the Bicycle and Pedestrian Committee:

There are two other candidates are excellent candidates for the Bike/Ped Committee and we hope that they apply for future opens or for that matter, other committees that they might be interested.

The Committee still has candidate(s) to interview for the Recreation Commission and will not make recommendations until all candidates for the Commission have been interviewed.

Town of Brunswick
Application for
Appointment to Board/ Committee/ Commission

For Office Use Only	
Date App.	Received
MAY 14 2013	Date App.
	Entered
	Appointed

Full Name: JOHN L. DONOVAN Date MAY 11, 2013

Street Address: 11 MCKEEN ST. BRUNSWICK

Home Telephone # 207-725-5211 E-mail Address: jleodon@gmail.com live in Council District #: _____

I wish to be considered for appointment to the:
DAVIS FUND COMMITTEE
(NAME OF BOARD/COMMITTEE/COMMISSION)

Check one or both:
FULL MEMBERSHIP STATUS: Y TERM BEGINS: June 1, 2013
and/or
ASSOCIATE MEMBERSHIP STATUS: _____ TERM EXPIRES: JUNE 30, 2016

Do you currently serve on any Town Board/Committee/Commission? YES If so, please state name of Board/Committee/Commission and the number of years of service:
SEE RESUME INCLUDED Number of Years _____ Date term expires _____

Occupation: _____

Employer: _____ Work Telephone #: _____

List any civic organizations to which you belong:
NONE

Note any prior experience knowledge, or abilities that you have which would contribute to the activities of the board/committee/commission:
SEE RESUME INCLUDED

Have you previously served on a Town board/committee/commission? YES If so, please list the board/committee/commission and years of service:
SEE RESUME ATTACHED

[Signature]
SIGNATURE

PLEASE COMPLETE THE QUESTIONS ON THE BACK OF THIS APPLICATION.

Applicants may submit a cover letter and resume with the application form. Applications should be returned to the TOWN CLERK'S OFFICE, 28 Federal Street, Brunswick, Me 04011 - BY 4:30 P.M. on the date specified by the public notice.

You will be contacted to set up an interview with the Appointment Committee
It is the intent of the Town to televise proceedings of Boards/Committees/Commissions

~~PLEASE NOTE: This completion of this application does not guarantee that the person will be considered for a Town Board/Committee/Commission.~~

APPLICANT - PLEASE COMPLETE THE QUESTIONS BELOW

Board/Committee/Commission Applying For: DAVIS FUND COMMITTEE

Term Length: 3 YEARS

1. Do you have any questions about what the Board/Committee/Commission does or on its charge?

CURRENT COMMITTEE MEMBER

2. Do you have any practical experience or formal education that would be relevant to the Board/Committee/Commission?

CURRENT COMMITTEE MEMBER

3. Why would you like to be on the Board/Committee/Commission?

REQUEST REAPPOINTMENT TO COMMITTEE

4. Are you aware of the time involved and would you be able to attend most of the meetings?

YES

5. Do you have any conflict of interest that might involve either a direct financial gain or other gain?

NONE KNOWN

6. Do you have anything you would like to add?

NO

DISCLOSURE OF INTEREST STATEMENT REQUIRED BY APPLICANT RESPONSIBILITY

**John L. Donovan
11 McKeen Street
Brunswick, Maine 04011-3021
207-725-5211**

May 11, 2013

Current Occupation

Retired from PricewaterhouseCoopers, LLP February 28, 2010

PricewaterhouseCoopers, LLP
Director

Regulatory Advisory Services

Background

Forty-nine years of banking, financial, supervisory and management consulting experience. Senior executive in both thrift and commercial banking institutions including tenure as Chief Executive Officer charged with responsibility of restoring two troubled community thrifts to financial stability and operational integrity. Senior supervisory and examination positions with the U.S. Comptroller of the Currency. Financial and managerial consulting to banks, the medical service industry, a biotech company and non-profit charitable agencies. Experienced in both commercial and consumer lending and troubled asset restructuring. Knowledgeable in treasury and bank operations including deposit taking and check clearings. Principal negotiator in mergers and acquisitions of several financial institutions. Expert witness in judicial hearings, regulatory bodies and legislative bodies including committees of the U.S. Congress. Chairman, elected officer and member of various municipal commissions, regulatory bodies, non-profit organizations and industry trade associations. Joined the Office of the Comptroller of the Currency in 1960; commissioned a National Bank Examiner in 1963. Promoted to Assistant Chief National Bank Examiner in 1966. Promoted to Assistant Regional Administrator in 1968. Promoted to Regional Administrator of National Banks in 1969. Joined Casco Northern Corporation and Casco Northern National Bank as Chief Financial Officer, Executive Vice President and Treasurer in 1973. Management and financial consultant from 1984 to 1987 including tenure as Chief Executive Officer, president and treasurer of Biotherm International, Inc., a biotech company. Joined Brunswick Federal Savings, F.A. in 1987 as Chief Executive Officer, director and president to restore financial stability following an executive officer's embezzlement. Joined HomeBank, FSB in 1991 as Chief Executive Officer, director and president to reorganize operations and address major asset and earnings problems. Retained by Resolution Trust Corporation during conservatorship. Extensive experience as a community bank lender to both consumers and commercial enterprises. Extensive credit review and loan workout experience.

Joined Price Waterhouse, LLP - Washington, D.C. in

1993. Engagements have included advising on regulatory and compliance matters including examination policies, practices and procedures, compliance and remedial enforcement actions. Works with a variety of financial institutions such as large multinational banks, international banks including their U.S. banking subsidiaries, foreign branches, governmental lending agencies, special purpose banks and community banks on regulatory matters to include credit and treasury risk management, due diligence on asset portfolio acquisitions, compliance management and fair lending reviews, regulatory reporting, process problem diagnosis and corrective measures determination. Specific credit review engagements have included working with foreign and domestic governmental lenders, international banks, U.S. domiciled multinational banks, and U.S. domiciled bank subsidiaries and branches of foreign banks and special purpose lenders.

Recent Experience

- A trained credit reviewer with over 49 years as an underwriter, analyst, commercial and retail lender and credit reviewer. Frequently assists audit teams in reviewing client loan portfolios, allowance analysis, reviewing credit policies and procedures and informal training of audit staff.
- Performs valuation and documentation reviews of commercial loans, commercial mortgage loans, consumer loan portfolios and structured finance vehicles for credit worthiness and valuation;
- Active as a credit review specialist on TS Due Diligence teams.
- A banking regulatory reporting subject matter expert frequently advising clients on reporting matters.
- A trained banking compliance professional.
- Utilizes practical banking experience to advise and assist clients with responding to operational challenges.

Education

- Stonier Graduate School of Banking, (Commercial Degree), Rutgers University, New Brunswick, NJ
- B.A., Xavier University, Cincinnati, OH

PUBLIC SERVICE

Civic Boards & Committees

- Brunswick (Maine) Housing Authority 2010 to Present
- Davis Fund Committee, Brunswick, Maine 2010 to Present
- Police Station Subcommittee, Brunswick, Maine 2010 to Present
- Trust Fund Advisory Committee, Brunswick, Maine 2010 to Present

ADDITIONAL INFORMATION

PROFESSIONAL AND BUSINESS AFFILIATIONS

- Maine Bankers Association, President, 1982; Chairman of the Legislative Committee, 1975 to 1984
- Maine Savings and Loan League, President, 1990-91; Chairman of Legislative Committee, 1990 to 1993
- American Bankers Association Government Relations Council 1976 to 1984. Frequent service as a committee member on *ad hoc* special interest ABA committees.
- Member and Chairman, Brunswick, ME Zoning Board of Appeals, 1978 to 1991. Chairman, Committee to Redraft Comprehensive Town Plan and Zoning Ordinances, 1984 to 1986.

PUBLICATIONS

- Co-editor and co-author, *The Regulatory Reporting Handbook*, the PricewaterhouseCoopers, LLP Regulatory Handbook Series, 1996-2004
- Contributor to *The Regulatory Risk Management Handbook*, the PricewaterhouseCoopers, LLP Regulatory Handbook Series, 1996-2004
- Contributor to *The Securities Regulatory Handbook*, the PricewaterhouseCoopers, LLP Regulatory Handbook Series, 1996-2004
- Contributor to *The Consumer Banking Regulatory Handbook*, the PricewaterhouseCoopers, LLP Regulatory Handbook Series, 1996-2004
- Contributor to *The Commercial Banking Regulatory Handbook*, the PricewaterhouseCoopers, LLP Regulatory Handbook Series, 1996-2004
- Contributor of articles to several banking trade magazines

SPEECHES

- "Indirect Lending: Some Considerations", National Association of Credit Unions annual convention, Orlando, FL, 2001
- "Risk Management Structure for Banking Groups", PwC Caribbean Banking Practice, Montego Bay, Jamaica, 2003
- "Introduction to Bank Regulatory Reporting", HSBC Finance Corporation reporting staff, Northbrook, IL, 2005
- "Banking Regulatory Reporting and Compliance", BB&T Banking Corp. Internal Audit Department and Finance and Accounting Staff, Wilmington, NC 2005

AWARDS

Brunswick Area Chamber of Commerce "Citizen of the Year Award" for "Exceptional public service in the development of crucial comprehensive planning for the Town of Brunswick" 1985 - 1986

Town of Brunswick

Application for Appointment to Board/ Committee/ Commission

For Office Use Only	
Date App.	Received
MAY 14 2013	Date App.
Entered	Appointed

Full Name: Anne M. George Date 5/13/13

Street Address: 258 Magnolia Rd.

Home Telephone #: 207-5269 E-mail Address: annieg2582@aol.com I live in Council District #: _____

I wish to be considered for appointment to the: Brunswick Housing Authority Brunswick Housing
(NAME OF BOARD/COMMITTEE/COMMISSION)

Check one or both:
FULL MEMBERSHIP STATUS: _____ and/or _____ TERM BEGINS: _____
ASSOCIATE MEMBERSHIP STATUS: _____ TERM EXPIRES: _____

Do you currently serve on any Town Board/Committee/Commission? yes If so, please state name of Board/Committee/Commission and the number of years of service:
Brunswick Housing Number of Years 15 Date term expires 2013

Occupation: retired

Employer: _____ Work Telephone #: _____

List any civic organizations to which you belong:

Note any prior experience knowledge, or abilities that you have which would contribute to the activities of the board/committee/commission:
15 years on the board
I have enjoyed my time.

Have you previously served on a Town board/committee/commission? no If so, please list the board/committee/commission and years of service:

Anne M. George
SIGNATURE

PLEASE COMPLETE THE QUESTIONS ON THE BACK OF THIS APPLICATION.

Applicants may submit a cover letter and resume with the application form. Applications should be returned to the TOWN CLERK'S OFFICE, 28 Federal Street, Brunswick, Me 04011 - BY 4:30 P.M. on the date specified by the public notice.

You will be contacted to set up an interview with the Appointment Committee
It is the intent of the Town to televise proceedings of Boards/Committees/Commissions

PLEASE DO NOT... this completion of this application by a person to be considered for a Town Board/Committee/Commission...

APPLICANT – PLEASE COMPLETE THE QUESTIONS BELOW

Board/Committee/Commission Applying For: _____

Term Length: _____

1. Do you have any questions about what the Board/Committee/Commission does or on its charge?

2. Do you have any practical experience or formal education that would be relevant to the Board/Committee/Commission?

3. Why would you like to be on the Board/Committee/Commission?

4. Are you aware of the time involved and would you be able to attend most of the meetings?

5. Do you have any conflict of interest that might involve either a direct financial gain or other gain?

6. Do you have anything you would like to add?

NO CONFLICT OF INTEREST STATEMENT REQUIRED AND STATE APPLICANT RESIDES OUT OF JURISDICTION

5/15
8pm

Town of Brunswick
Application for
Appointment to Board/ Committee/ Commission

For Office Use Only	
Date App.	RECEIVED
Date App.	11/30/12
Entered	3
Appointed	

Full Name: John Blood Date 11/30/12

Street Address: 116 WOODSIDE RD.

Home Telephone #: 207-725-1274 E-mail Address: JOHN.BLOOD@ME.COM I live in Council District #: 3

I wish to be considered for appointment to the:

(NAME OF BOARD/COMMITTEE/COMMISSION)

Check one or both:
 FULL MEMBERSHIP STATUS: TERM BEGINS: _____
 and/or
 ASSOCIATE MEMBERSHIP STATUS: TERM EXPIRES: _____

Do you currently serve on any Town Board/Committee/Commission? NO If so, please state name of Board/Committee/Commission and the number of years of service:
 _____ Number of Years _____ Date term expires _____

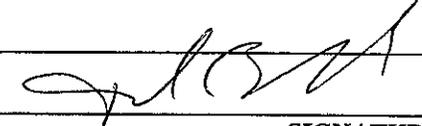
Occupation: SELF EMPLOYED

Employer: COASTAL BARGE & MARINE Work Telephone #: 207-841-1587

List any civic organizations to which you belong:
N/A

Note any prior experience knowledge, or abilities that you have which would contribute to the activities of the board/committee/commission:
WORKED ON TRAILS A Crystal Spring Farm

Have you previously served on a Town board/committee/commission? YES If so, please list the board/committee/commission and years of service:
MERE POINT BOAT RAMP



 SIGNATURE

PLEASE COMPLETE THE QUESTIONS ON THE BACK OF THIS APPLICATION.

Applicants may submit a cover letter and resume with the application form. Applications should be returned to the TOWN CLERK'S OFFICE, 28 Federal Street, Brunswick, Me 04011 - BY 4:30 P.M. on the date specified by the public notice.

You will be contacted to set up an interview with the Appointment Committee
It is the intent of the Town to televise proceedings of Boards/Committees/Commissions

PLEASE NOTE: This completion of this application allows a person to be considered for a Town Board/Committee, but does not guarantee placement on a Board/Committee.

APPLICANT - PLEASE COMPLETE THE QUESTIONS BELOW

Board/Committee/Commission Applying For: BICYCLE AND PED.

Term Length: ?

1. Do you have any questions about what the Board/Committee/Commission does or on its charge?

2. Do you have any practical experience or formal education that would be relevant to the Board/Committee/Commission?

COURSE DEGREE, AVID CYLIST

3. Why would you like to be on the Board/Committee/Commission?

IMPROVE ACCESS TO TRAILS

4. Are you aware of the time involved and would you be able to attend most of the meetings?

YES

5. Do you have any conflict of interest that might involve either a direct financial gain or other gain?

NO

6. Do you have anything you would like to add?

ALL INFORMATION HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE

ITEM 79

BACK UP MATERIALS

TOWN OF BRUNSWICK
TOWN MANAGERS OFFICE
MEMORANDUM

TO: Brunswick Council

FROM: Gary Brown, Town Manager

DATE: June 26, 2013

RE: Tentative AFSCME Contract

The negotiating team has reached a tentative agreement with the AFSCME bargaining unit and is recommending that the Town Council approve the agreement. The term of the agreement is for three years, commencing on July 1, 2013 and terminating on June 30, 2016.

The tentative agreement results in cost of living adjustments of 2% in each of the three years. There are other minor adjustments in the clothing allowances for custodial and animal control staff, an increase of 2.5 hours per week for staff in the tax collection office (currently budgeted at 39 hours per week) and some language changes to bring the contract into compliance with Federal Law.

The cost of the contract is estimated as follows:

COLA \$22,000
Tax Office increase: \$2,700
Uniforms: \$300
Total: \$25,000

CONSENT AGENDA - A BACK UP MATERIALS

Draft
BRUNSWICK TOWN COUNCIL
Minutes
June 17, 2013
6:30 P.M. – Executive Session
7:00 P.M. – Regular Meeting
Municipal Meeting Room
Brunswick Station
16 Station Avenue

Councilors Present: Chair Suzan Wilson, W. David Watson, Benjamin J. Tucker, John M. Perreault, Gerald E. Favreau, Sarah E. Brayman, John Richardson, Jr., and Benet Pols

Councilors Absent: Margo H. Knight

Town Staff Present: Gary Brown, Town Manager; Fran Smith, Town Clerk/Assistant to the Town Manager; John Eldridge, Finance Director; Anna Breinich, Director of Planning and Development; Tom Farrell, Director of Parks and Recreation; Denise Clavette, Business Development Manager; Jeremy Doxsee, Town Planner; Pat Maher, Police Officer; and TV video crew

Chair Wilson called the meeting to order and asked the Town Clerk for Roll Call.

Executive session – Consultations with Legal Council per M.R.S.A. §405(6)(E)

Councilor Perreault moved, Councilor Tucker seconded, to go into executive session to Consult with Legal Council per M.R.S.A. §405(6)(E). The motion carried with seven (7) yeas. Councilor Pols arrived after the vote.

MEETING RESUMES

Chair Wilson asked for the Pledge of Allegiance.

Public Comment: None

Correspondence:

Councilor Tucker, Councilor Brayman, Councilor Favreau, Councilor Richardson, and Manager Brown spoke about emails and calls they received regarding the increase in traffic on Longfellow Avenue.

Councilor Pols spoke about the Coastal Soccer Challenge and the great work done by the Recreation Department.

Town Council Minutes

June 17, 2013

Page 2

Councilor Perreault asked when raised crosswalks were going to be installed on Maine Street. Manager Brown responded that they will be done in mid-July.

Councilor Favreau spoke regarding the opening of the dog park.

Adjustments to the Agenda:None

MANAGER'S REPORT:

(a) Recognition of Class "A" Champion Girl's Tennis Team

Councilor Favreau recognized this accomplishment.

Members of the team were recognized and their coach, **Rob Manter**, spoke about their winning season.

(b) Financial Update

Manager Brown gave this update and responded to questions from Councilor Brayman and Councilor Pols.

(c) Council Committee Updates

Reports were given on the following Committees: Teen Center, Master Plan Implementation Committee, and McLellan Renovation Sub-Committee.

(d) Update on MDOT Quality Community Program 2012 funding requests for 3 projects: (*Action Required*)

Manager Brown spoke regarding this item.

Nancy Randall, Androscoggin Riverwalk, spoke regarding their project.

Councilor Richardson and Councilor Watson spoke regarding this item.

Tom Farrell, Director of Parks and Recreation, spoke regarding this item and responded to questions from Councilor Watson and Councilor Brayman.

Anna Breinich, Director of Planning and Development, responded to a question from Councilor Brayman.

Councilor Tucker moved, Councilor Watson seconded, to indicate the Town of Brunswick's continued interest in moving the projects forward when funding becomes available and the expected or actual date (and approval process if not already approved) for local matching funds is officially made available for design and/or construction. This

does not commit local match funds but indicates a continuing interest in the project with a target date for providing the local match, should Council approve such funding at a later date. The motion carried with eight (8) yeas.

(Copies of a memo from Anna Breinich and Tom Farrell, detailing the approval process and next steps, as well as related correspondence from MDOT, will be attached to the official minutes.)

PUBLIC HEARINGS

- 65. The Town Council will hear public comments on the following Special Amusement License, and will take any appropriate action. (Manager)**

Special Amusement

165 Park Row

D/B/A: Brunswick Inn

165 Park Row

Eileen Horner

Chair Wilson opened the public hearing; hearing no comments, she closed the public hearing.

Councilor Pols moved, Councilor Brayman seconded, to approve a special amusement license for Brunswick Inn, located at 165 Park Row. The motion carried with eight (8) yeas.

- 66. The Town Council will hear public comments regarding the proposed Recreation, Trails, and Open Space Management Plan, and will take any appropriate action. (Councilor Pols)**

Councilor Pols spoke regarding this item.

Chair Wilson opened the public hearing.

The following people spoke:

Helene Bisson, Harpswell

Bruce Myer, 521 Gurnet Road

Steve Walker, 14 Bowdoin Street

Chair Wilson closed the public hearing.

Councilor Richardson asked a question, to which Mr. Walker responded.

Councilor Favreau spoke regarding this item.

Denise Clavette, Business Development Manager, spoke and responded to questions from Councilor Favreau and Chair Wilson.

Councilor Tucker, Councilor Richardson and Councilor Pols spoke regarding this item.

MOTION:

Councilor Tucker moved, Councilor Perreault seconded, to adopt the Recreation, Trails and Open Space (RTOS) Management Plan, for properties conveyed to the Town of Brunswick from Brunswick Naval Air Station. The RTOS Management Plan includes overarching management goals for all public benefit conveyance lands, and includes only the Kate Furbish Preserve (REC-7 parcel) section addressed at this time; as well as the conceptual plan for the perimeter trail. The Captain William A. Fitzgerald, USN, Recreation and Conservation Area and other REC parcels will have their own management plans developed at subsequent dates for consideration by the Town Council. Those sections will be added to the plan once approved by the Town Council.

1st AMENDMENT

Councilor Richardson moved, Councilor Favreau seconded, to amend page 51 of the plan to say “At this point in time, horses are not allowed in the Kate Furbish Preserve. Once trail improvements have been made, horses will be allowed in designated areas.” The motion carried with eight (8) yeas.

Councilor Watson, Councilor Favreau, Councilor Richardson, Councilor Perreault, and Councilor Brayman spoke on the second amendment.

2nd AMENDMENT

Councilor Watson moved, Councilor Favreau seconded, to strike the name “Kate Furbish Preserve” to only be called the “Preserve. The motion failed with three (3) yeas. Councilor Richardson, Councilor Perreault, Councilor Brayman, Councilor Tucker and Councilor Pols were opposed.

Councilor Watson, Manager Brown, Councilor Tucker, Councilor Perreault, Chair Wilson, Councilor Pols, and Councilor Favreau spoke regarding the third amendment.

3rd AMENDMENT

Councilor Favreau moved, Councilor Richardson seconded, to amend the plan to allow bow hunting only. The motion failed with two (2) yeas. Councilor Watson, Councilor Tucker, Councilor Perreault, Chair Wilson, Councilor Brayman, and Councilor Pols were opposed.

VOTE ON MAIN MOTION AS AMENDED

Councilor Tucker moved, Councilor Perreault seconded, to adopt the Recreation, Trails and Open Space (RTOS) Management Plan, for properties conveyed to the Town of Brunswick from Brunswick Naval Air Station, as amended, to included language regarding allowing horses after improvement made (on page 51) . The RTOS Management Plan includes overarching management goals for all public benefit conveyance lands, and

includes only the Kate Furbish Preserve (REC-7 parcel) section addressed at this time; as well as the conceptual plan for the perimeter trail. The Captain William A. Fitzgerald, USN, Recreation and Conservation Area and other REC parcels will have their own management plans developed at subsequent dates for consideration by the Town Council. Those sections will be added to the plan once approved by the Town Council. The motion carried with seven (7) yeas. Councilor Favreau was opposed.

MOTION:

Councilor Perreault moved, Councilor Pols seconded, to approve naming the 591-acre REC-7 parcel, the Kate Furbish Preserve as recommended by the Recreation Commission Recreation, Trails and Open Space stakeholder committee, and agreed upon by the abutters/public meeting attendees at the June 6, 2013 meeting. The motion carried with five (5) yeas. Councilor Watson, Councilor Favreau, and Chair Wilson were opposed.

(A copy of the approved plan will be attached to the official minutes.)

NEW BUSINESS

67. The Town Council will consider adopting “A Resolution Authorizing an Emergency Advance and Appropriation of up to \$150,000 for the Purpose of Acquiring and Installing a Telecommunications System and Related Improvements,” and will take any appropriate action. (Manager)

John Eldridge, Finance Director, spoke regarding this item.

Councilor Perreault and Councilor Watson asked questions, to which Mr. Eldridge responded.

Councilor Tucker moved, Councilor Watson seconded, to adopt “A Resolution Authorizing an Emergency Advance and Appropriation of up to \$150,000 for the Purpose of Acquiring and Installing a Telecommunications System and Related Improvements.” The motion carried with seven (7) yeas. Councilor Brayman was opposed.

(A copy of the approved resolution will be attached to the official minutes.)

68. The Town Council will consider accepting a sidewalk easement from the Unitarian Universalist Church of Brunswick, and will take any appropriate action. (Manager)

Councilor Pols moved, Councilor Tucker seconded, to accept a sidewalk easement from the Unitarian Universalist Church of Brunswick. The motion carried with eight (8) yeas.

(A copy of the Town Planner’s memo and the draft easement are attached to the official minutes.)

CONSENT AGENDA

- (a) Approval of the Minutes of June 3, 2013

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- (b) **Approval of Games of Chance and Beano for Knights of Columbus, 2 Columbus Drive**
- (c) **Approval of Games of Chance for the Brunswick Lodge of Elks, B.P.O. Elks #2043, 179 Park Row**
- (d) **Quit claim deed for property known as Map 041 Lot 011 Sub 000 Typ 005**

Councilor Tucker moved, Councilor Watson seconded, to approve the Consent Agenda. The motion carried with eight (8) yeas.

(A copy of materials for CA-B, CA-C and CA-D will be attached to the official minutes.)

Executive session – Economic Development to discuss the MRRA TIF per 1 M.R.S.A. §405(6)(C)

Councilor Watson moved, Councilor Tucker seconded, to go into executive session regarding Economic Development to discuss the MRRA TIF per 1 M.R.S.A. §405(6)(C). The motion carried with eight (8) yeas.

Councilor Watson moved, Councilor Tucker seconded, to adjourn the meeting. The motion carried with eight (8) yeas.

The meeting adjourned at 10:10 p.m.

PLEASE NOTE: THESE MINUTES ARE ACTION MINUTES. THE ENTIRE MEETING CAN BE VIEWED AT WWW.BRUNSWICKME.ORG.

*Frances Smith
Town Clerk/Assistant to the Town Manager
June 25, 2013*

July 1, 2013
Date of Approval

Council Chair