

**BRUNSWICK PLANNING BOARD
JANUARY 28, 2014**

MEMBERS PRESENT PLANNING BOARD: Chair Charlie Frizzle, Vice Chair Margaret Wilson, Bill Dana, Soxna Dice, Dale King, Dann Lewis, and Richard Visser

STAFF PRESENT: Anna Breinich, Jeremy Doxsee

A meeting of the Brunswick Planning Board was held on Tuesday, January 28, 2014 at the Morrell Meeting Room in Curtis Memorial Library, 23 Pleasant Street. Chair Charlie Frizzle called the meeting to order at 7:05 P.M.

Public Hearing: The Planning Board will hold a public hearing to consider an amendment to the Town Zoning Ordinance, Chapter 2, Section 216, Village Overlay Zone and offer recommendation to Town Council. The amendment would provide for the Planning Board to conduct the business of the Village Review Board in the absence of meeting their quorum requirements.

Charlie Frizzle began by clarifying that that Times Record had indicated that the Planning Board would be reviewing polices regarding Board vacancies. Charlie stated that this process was completed a few weeks ago by the Appointments Committee of the Town Council, but that the amendments created issues regarding Board vacancies, in particular, to the Village Review Board. Charlie stated that at this meeting they will be considering an amendment to Section 216.5B to address this issue. Anna Breinich reviewed her Memo to the Planning Board dated 1/24/2014 regarding the Zoning Ordinance Amendment and staff recommendation that the Planning Board act on behalf of the Village Review Board for Certificates of Appropriateness if the Village Review Board is unable to meet a quorum. Anna stated that as of now, the Village Review Board is up to five members, but that staff still recommends this amendment to prevent this from happening again in the future. Charlie read aloud the proposed language changes.

Chairman Charlie Frizzle opened the public hearing.

Marybeth Burbank, resident of 11 Cumberland St., commended those who volunteer to help and assist the Town in running efficiently. Marybeth asked how individuals interested in joining the Board go about doing so and how they learn about Board and Committee vacancies. Marybeth stated that she hopes the discussion to reduce membership from seven to five is never discussed as this is an important job and role and that the efforts should be focused on maintaining seven members. Marybeth stated that she believes that the proposed amendment is premature and noted that there are two pending applications, she suggested that this amendment be postponed as she is concerned that if the Planning Board is able to act on behalf of the VRB then a potential member may not think that he/she is needed.

Cory Theberge, 13 Federal Street, asked if there had been any serious issues with the vacancies and Charlie Frizzle replied that if the vacancies persisted then it would have caused issues. Cory asked if members of the Planning Board are familiar with the Village Review Board and Charlie replied that the Planning Board had amended Section 216 this past summer

per Town Council request. Jeremy Doxsee added that the VRB has had a bare quorum much of the time and that low membership has been an ongoing concern. Cory Theberge mirrored what Marybeth Burbank had stated.

Laura Liner, Village Review Zone resident, asked if there is a standard protocol for Board vacancy notification. Charlie Frizzle replied that there is a standard protocol. Anna Breinich added that the Town Clerk handles the advertising and stated that vacancies are posted in the Times Record as well as on the web page. Laura asked if this vacancy was posted and Anna replied that the vacancy was posted in the Times Record as well as on the Town website.

Chairman Charlie Frizzle closed the public hearing.

Charlie Frizzle stated that he agreed with some of what had been said but that he still believes that this amendment was necessary to avoid this issue in the future. Soxna Dice added that obtaining an amendment is a long process and that if this was needed in the future, the process can take a long time possibly delaying applications.

MOTION BY MARGARET WILSON TO FORWARD ZONING ORDINANCE AMENDMENT TO CHAPTER 2, SECTION 216 TO TOWN COUNCIL FOR CONSIDERATION. SECONDED BY BILL DANA, APPROVED UNANIMOUSLY.

Margaret Wilson agreed with Charlie Frizzle and Soxna Dice and stated that she does not believe that this amendment will be a disincentive to potential citizens joining the Board. Margaret stated that they now have a strong VRB and that hopefully the Planning Board will not need to utilize this amendment. Charlie pointed out that the vacancy notices are in tiny print and that the article in the Forecaster was front page; need to rethink how vacancies are advertised.

Case # 14-003 – Coastal Enterprises Institute, Inc., Professional Office Building:

The Planning Board will review and take action on a Sketch Plan application submitted by Coastal Enterprises Institute, Inc., regarding their proposal to redevelop the lots located at 28-30 Federal Street, including construction of a two-story 10,800 s.f. footprint (net 21,780 s.f.) professional office building with associated site improvements.
(Assessor's Map U13, Lots 149 & 150, in the Town Center 1 (TC1) Zoning District.)

Jeremy Doxsee introduced the project and stated that this application was for a Major Development Review because it entails over 5,000 s.f. of new floor space and the proposed building is to be a two-story. 10,800 s.f. for a total net s.f. of 21,780 s.f. Jeremy reviewed the Major Development process and reviewed some of the Staff Review Committee comments which have been incorporated into the application and included in the packet.

David Latulippe of Priority Real Estate introduced John Egan of CEI Director of Housing. Mr. Egan stated that CEI is a non-profit, Community Development financial institution who act and function much like a bank. The primary mission of CEI is to support capital investment and making loans to the small business industry in Maine with a wide range which includes focus on sustainable business practices and industries leading to job growth and job creation. Mr. Egan stated that CEI has offices currently in Wiscasset and Portland with a satellite office in Bangor

and smaller one-two person offices around that State. Mr. Egan said that the process of creating one satellite office began in the fall of 2012 and project is to consolidate 60-65 employees under one roof. Mr. Egan stated that after several months of searching, CEI was able to hone in on Brunswick. He said that CEI is familiar with Brunswick and helped fund the Inn at Brunswick Station. Mr. Egan said their process is to bring their headquarters to the Brunswick community and that they are excited about the location and the opportunity to be downtown and under one roof.

David Latulippe provided an overview of the site plan which is oriented toward the intersection of Center and Federal Street with the main building faced along Federal Street. Mr. Latulippe stated that there will be no sea of parking in the front and CEI will be trying to preserve many of the trees along Federal Street. Mr. Latulippe stated that entrances will be on Bank Street and Center Street and will be interconnected. He said that there will be 65 parking spaces, which meets the ordinance and need and noted that the lot will be available to the public after hours. Mr. Latulippe stated that on the Final Site Plan there will be a landscaped area which will allow for a walkway and 360 degrees of access. There will be no bright lights in the parking lot and the proposed use of the site is less intensive; the project meets all dimension requirements and they are not looking for waivers or TIFFS. Mr. Latulippe stated that the front conference room has been designed so that it could be available for community space and hold up to 120 people. Mr. Latulippe closed by saying that the next step is to go to the Village Review Board and noted that they have been working with the State of Maine Historic Preservation Office and are waiting feedback.

Will Conway of Sebago Technics clarified that the columns along the building will be extended down along Federal Street in the form of a low fence to make physical barrier to the parking area; possibly a wrought iron fence with masonry columns. Mr. Conway stated that with respect to Stormwater management, they will be using infrastructure currently in place; CEI will be granting an easement to the Town for the storm drain running across the property to Federal Street. Mr. Conway pointed out that they plan to construct a sidewalk along Center Street which currently does not exist and will be granting the Town an easement to maintain the sidewalk. Mr. Conway stated that in the final plan they will be proposing a crosswalk at the corner of Center and Federal Street going across Federal Street. Regarding landscaping, Mr. Conway said that they plan to have a simple approach and have been working with the Town Arborist regarding the trees and will be planting new vegetation along Center Street and the building itself. Mr. Conway noted that all utilities will connect to Center Street.

Charlie Frizzle reminded all those present that this was a Sketch Plan only and that the project will still need to go before the Village Review Board. Richard Visser clarified that the new building would replace the Recreation Center and Town Hall. Margaret Wilson stated that her initial concern is that there is no apparent entrance on Federal Street and asked for more description about the door to the patio area on Federal Street. David Latulippe replied that this is still in the design phase but that they were thinking of leaving the connection close to the corner of the building and that they are not sure of how the operations of the building will lie yet but will address this at Village Review; Mr. Latulippe clarified that there are exiting doors to the patio.

Chairman Charlie Frizzle opened the meeting to public comment.

Helen Nicita, who manages a portfolio of apartments in Brunswick, read and provided to the Board a prepared statement by one of her clients, Johnathan Shepherd who was unable to attend the meeting.

Cory Theberge, resident of 13 Federal Street, asked if there would be smoking allowed on the patio. David Latulippe replied that it will be non-smoking. Charlie Frizzle reminded the public what the Planning Board needs to determine at the Sketch Plan level.

Margaret Wilson stated that she likes that the employee parking will be separate from the municipal parking.

George Glover, abutter, stated that it is unlawful to allow smoking within 20 feet of a public access to a building during working hours. Mr. Glover stated that he has spoken to a number of people with respect to the footprint and the comments he has heard is that the building is disharmonious to other buildings on Federal Street; it is monolithic and in-your-face. Mr. Glover suggested breaking the building into two buildings with a common entry way.

Bill Dana noted that the proposed building footprint is almost the same size as the Recreation Center.

Marybeth Burbank, resident of 11 Cumberland Street, stated that she is very familiar with CEI as her husband worked there for a number of years and that she is very familiar with their mission which is to encourage business that don't meet the big banks and offices. Marybeth stated that CEI's mission continues to bring meaning to small businesses, individuals and communities, but pointed out that Bank and Center Street are both small in size; she would think that CEI would want to have a very welcoming presence on Federal Street which is used in two directions. Marybeth pointed out that every house on Federal Street has a doorway and path to their house and would encourage CEI to put out the same welcome mat along Federal Street.

Betty Linard, stated that she is concerned about the direction that the Town has taken the last 50 years and in trying to envision this building, without seeing the lines, roofline and actual façade, it is hard to imagine what the building will look like. Betty stated that all the houses along Federal Street not only have welcoming doors, but that they also have symmetry which is very important in colonial homes. Betty reviewed the history of the recreation center which was the Red Cross and the construction of the Town Hall which she believes did a further disservice to Federal Street. Betty noted that the roofline is important and asked what it will do to Federal Street. Betty asked why the citizens would want such an irregular façade along Federal Street and asked about the setbacks to the abutting house at the corner of Federal and Center Street.

Louise Rosen, resident of 16 High Street, read aloud CEI's mission statement and noted that it is very admirable and one that she supports, but that it does not jive with the placement, design, or the function of this space in the heart of Brunswick. Louise stated that she welcomed CEI into the community and suggested the Cooper Wiring Site. Louise stated that there is no way to make this building compatible to the neighborhood with parking and considerations and believes

that this is a tragic mistake. Louise noted that the first mistake was moving the Recreation out of the center of town in a city with limited public transportation to a section of town which the Gateway One study showed that our population has fewer automobile owners than other Gateway One Communities. Louise expressed her concern over the way that the Town has been running and stated that this is a major change that needs more consideration.

Art Boulay, resident of 32 Federal Street, (house opposite of the proposed CEI building), welcomed CEI and agreed that it was a shame that the original houses that stood in the Recreation Building and Town Hall sites were torn down, but that they are gone and no one will rebuild them and certainly not three historic homes. Art stated that although that was a mistake, he is looking forward to looking out his window and seeing a well-designed building with plantings and windows instead of what he now looks at currently which is a two-story brick wall capped with an ugly roof. Art stated that although this building is not the historic homes that once stood, it is a huge improvement and noted that knowing it is being built by CEI gives him confidence that it will be well built and maintained. Art agreed that there needs to be an entrance along Federal Street.

James Trusiani, 6 Pleasant Street, stated that the application needs to be moved forward based on the Town's Comprehensive Plan and Zoning Ordinance.

Chairman Charlie Frizzle closed the public comment period.

MOTION BY DALE KING THAT THE BOARD DEEMS THE SKETCH PLAN COMPLETE. SECONDED BY BILL DANA, APPROVED UNANIMOUSLY.

MOTION BY BILL DANA THAT THE BOARD APPROVES THE SKETCH PLAN. SECONDED BY DANN LEWIS, APPROVED UNANIMOUSLY.

Dann Lewis was excused from the meeting at 8:30 PM.

Zoning Ordinance Rewrite Update.

- The Committee has received great participation and comments, please keep forwarding them along.
- 2/4, ZORC workshop with Bowdoin College abutting property owners
- 2/18, next ZORC meeting
- Anna recommended that Planning Board members review and provide feedback on the annotated outline.

Minutes

MOTION BY MARGARET WILSON TO APPROVE THE MINUTES OF JANUARY 7, 2014. SECONDED BY DALE KING, APPROVED UNANIMOUSLY AMONG THOSE PRESENT.

Other Business

No other business.

Adjourned

This meeting was adjourned at 8:35 P.M.

Attest



Tonya D. Jenusaitis
Recording Secretary