



# TOWN OF BRUNSWICK, MAINE

INCORPORATED 1739

DEPARTMENT OF PLANNING AND DEVELOPMENT  
85 UNION STREET  
BRUNSWICK, ME 04011

ANNA M. BREINICH, FAICP  
DIRECTOR OF PLANNING & DEVELOPMENT

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

**VILLAGE REVIEW BOARD  
AGENDA  
COUNCIL CHAMBERS  
85 UNION STREET  
TUESDAY, JUNE 17, 2014  
7:15 P.M.**

1. **Case # VRB 14-014 – 27 School Street** – The Board will review and take action regarding a Certificate of Appropriateness for the reconstruction of the exterior front porch for the building located at 27 School Street (Map U08, Lot 19A).
2. **Other Business**
3. **Staff Approvals:**
  - 8 Pleasant St – Signage
  - 9 Jordan Ave – Outbuilding demolition
  - 16 Lincoln St – Signage
4. **Approval of Minutes**

This agenda is being mailed to all abutters within 200 feet of the above referenced locations for Certificate of Appropriateness requests and serves as public notice for said meeting.

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

**Draft Findings of Fact  
Certificate of Appropriateness  
Village Review Board  
Review Date: June 17, 2014**

**Project Name:** Front Porch Reconstruction  
**Address:** 27 School Street  
**Case Number:** VRB – 14-014  
**Tax Map:** Map U08 Lot 19A  
**Applicant:** Ann E. Ruthsdottir  
29 School Street  
Brunswick, Maine

**PROJECT SUMMARY**

Ms. Ruthsdottir submitted an application for a Certificate of Appropriateness to reconstruct the three season front porch (window openings with screens), which had structurally deteriorated due to exposure to the elements. Structural repairs have already been completed and the rotted mullions have been removed, and there are now rough window openings. The applicant is seeking approval to enclose the porch with 12 aluminum (with white vinyl-coating) double-hung windows on the second floor, and 12 aluminum (with white vinyl-coating) double-hung windows on the first floor, for a total of 24 new windows. The windows will not have muntins and will match the existing storm windows on other sections of the house. The applicant has submitted a narrative, which is attached.

The property is located in the Town Residential 4 (TR4) District and Village Review Overlay Zone.

**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.**  
*The proposed alteration will not have a adverse impact on the historic integrity of the house, which was built sometime around 1936, and which was listed as a contributing structure in the 2013 Village Review Zone*

*Classification Project by ttl-architects. The window openings for the screened porch were not proportionate with the fenestration of the rest of the house; the new windows will improve the front façade's appearance and the structure's historic integrity.*

- b. Alterations shall remain visually compatible with the existing streetscape.** *There is no consistent or defining fenestration on School Street. The windows on other houses are characterized by a mix of six-over-six and four-over-four single-hung windows, while other windows along the street have no muntins. Most windows on the streetscape tend to be small, so the reduced size of the proposed windows would make the porch fenestration more 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.** *The project will not conceal any distinctive historic or architectural character-defining features - not applicable.*
- d. New construction or additions shall be visually compatible with existing mass, scale and materials of the surrounding contributing resources.** *No new construction or additions are proposed - not applicable.*
- e. When constructing additions, the applicant shall maintain the structural integrity of existing structures.** *No additions proposed - not applicable.*

**DRAFT MOTIONS  
27 School Street  
Case Number 14-014**

- Motion 1:** That the Certificate of Appropriateness application is deemed complete.
- Motion 2:** That the Board approves the Certificate of Appropriateness for a reconstructed porch at 27 School Street as outlined in the application with the following condition:
  - 1. That the Board's review and approval does hereby refer to these findings of fact, the plans and materials submitted by the applicant and the written and oral comments of the applicant, his representatives, reviewing officials, and members of the public as reflected in the public record. Any changes to the approved plan not called for in these conditions of approval or otherwise approved by the Director of Planning and Development as a minor modification, shall require further review and approval in accordance with the Brunswick Zoning Ordinance.

Received: 5/9/14  
By: AE

VRB Case #: 14-014

**VILLAGE REVIEW BOARD  
CERTIFICATE OF APPROPRIATENESS  
APPLICATION**

1. Project Applicant:

Name: ANNE RUTHSDOTTIR  
Address: 29 SCHOOL ST  
Phone Number: 207-504-7857

2. Project Property Owner:

Name: SAME  
Address: 29 SCHOOL ST  
Phone Number: SAME

3. Authorized Representative: (If Different Than Applicant)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

4. Physical Location of Property Being Affected:

Address: 27 SCHOOL ST.

5. Tax Assessor's Map # 408 Lot # 19A of subject property.

6. Underlying Zoning District TRY

7. Describe the Location and Nature of the Proposed Change, including a brief description of the proposed construction, reconstruction, alteration, demolition, proposed re-use, or other change. (use separate sheet if necessary):

THE SCREEN PORCH STRUCTURE  
ROTTLE OUT DUE TO WATER DAMAGE.  
CORRECTION WITH WINDOWS SIMILAR  
TO EXISTING ON HOUSE WOULD FIX PROBLEM.

Applicant's Signature 

**VILLAGE REVIEW BOARD  
APPLICATION FOR CERTIFICATE OF COMPLIANCE  
APPLICATION CHECK-LIST**

This checklist will be completed by the Department of Planning and Development. In order to ensure the timely processing of your application, please be sure that ALL materials are submitted. The process does not begin until your application is considered complete. For assistance please contact the Department of Planning and Development.

1. Completed application form.   ✓
2. A copy of the building survey prepared by the Pejepscot Historical Society pertaining to the structure under review and submitted by the applicant.   ✓
3. A drawing showing the design, texture, and location of any construction, alteration, demolition for which a certificate is required. The drawing shall include plans and exterior elevations drawn to scale, with sufficient detail to show their relations 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.
4. Photographs of the building(s) involved.   ✓
5. A site plan showing the relationship of proposed changes to walks, driveways, signs, lighting, landscaping and adjacent properties.   NA
6. A site plan which shows the relationship of the changes to its surroundings.   NA

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This application was Certified as being complete on \_\_\_\_\_ (date) by \_\_\_\_\_ of the Department of Planning and Development.

**THIS APPLICATION WAS:**

- Granted**
- Granted With Conditions**
- Denied**
- Forwarded to Village Review Board**
- Building Permit Required**
- Building Permit NOT Required**

Applicable Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

  
\_\_\_\_\_  
Signature of Department Staff Reviewing Application

**COMPLIANCE WITH ZONING STANDARDS**

**Notice: This form is to be completed by the Codes Enforcement Officer and filed with the application.**

This is to certify that the application for Certificate of Appropriateness submitted by \_\_\_\_\_, relating to property designated on Assessor's Tax Map # \_\_\_\_\_ as Lot # \_\_\_\_\_ has been reviewed by the Codes Enforcement Officer and has been found to be in compliance with all applicable zoning standards:

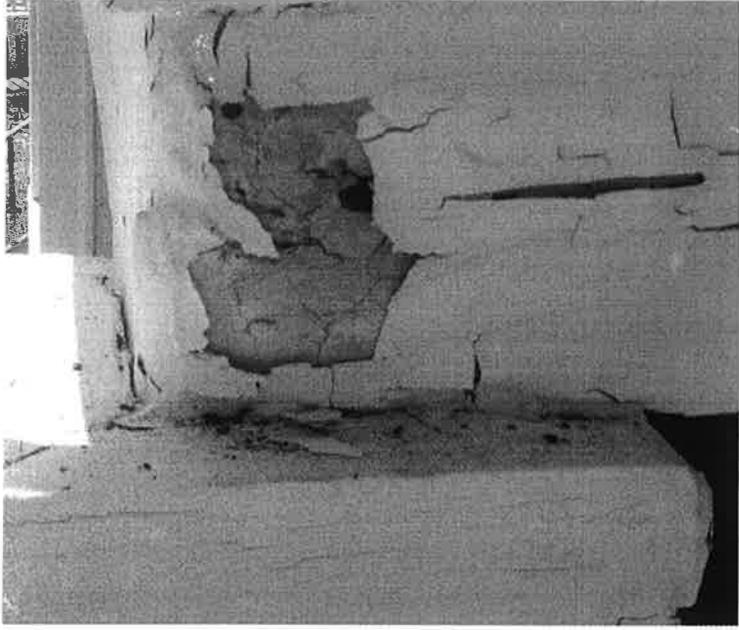
Comments:

Signed: \_\_\_\_\_

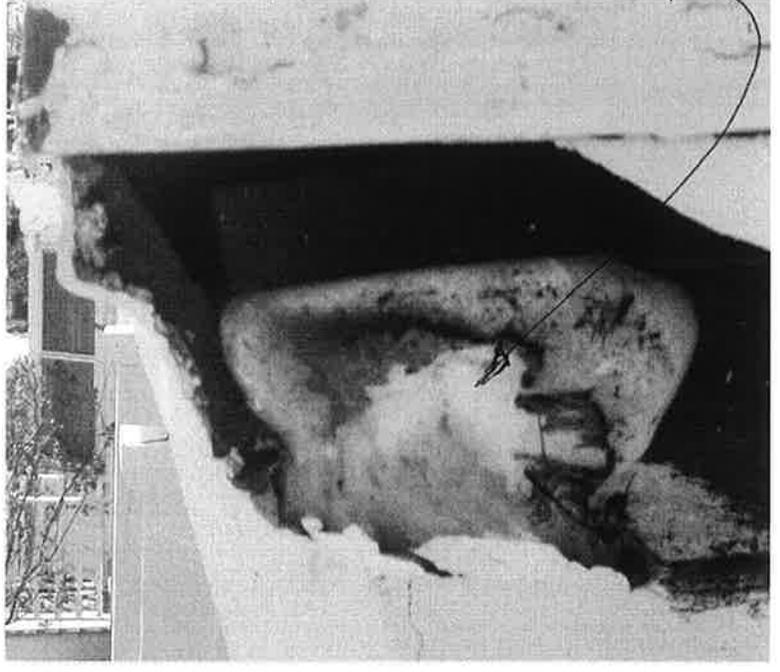
Date: \_\_\_\_\_

27 SCHOOL ST

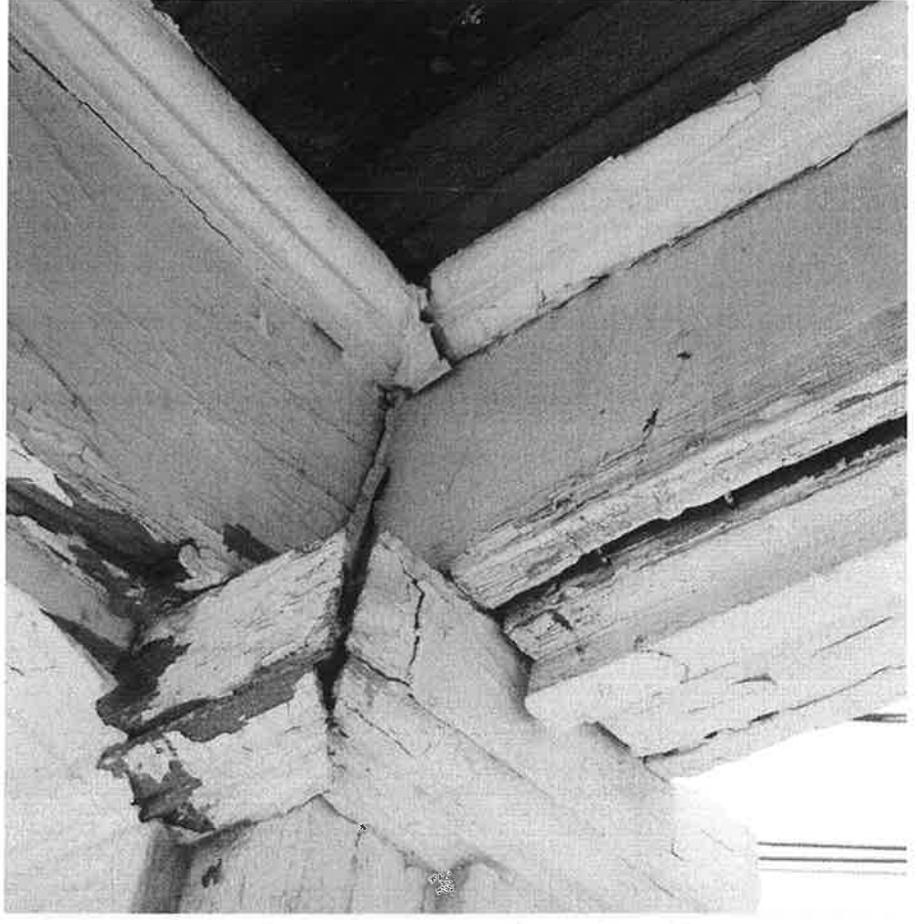
SINKING SECOND FLOOR



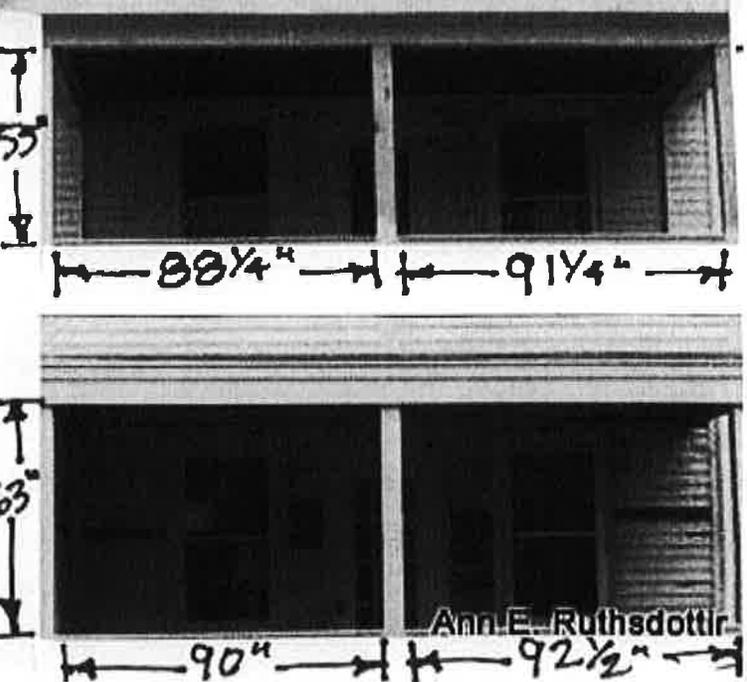
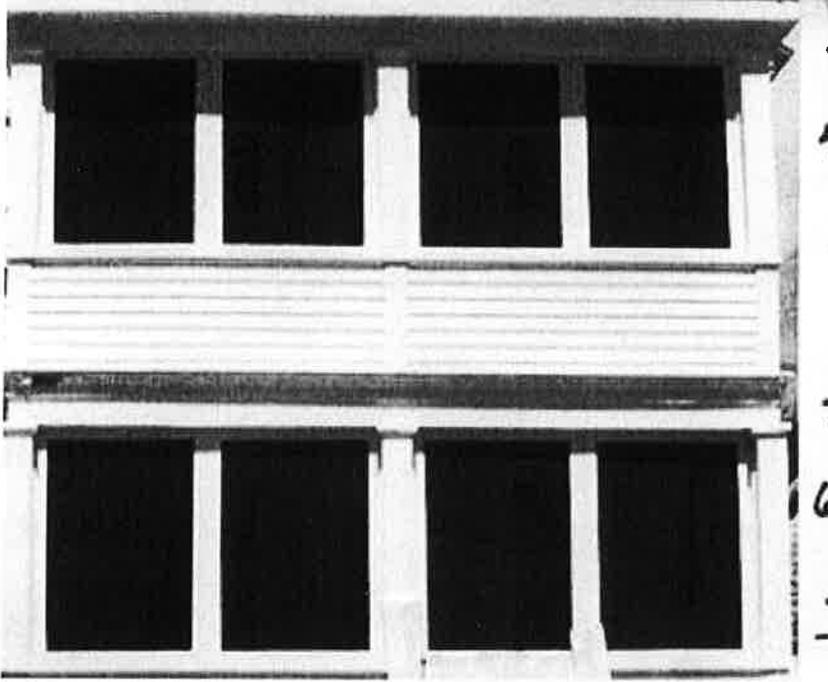
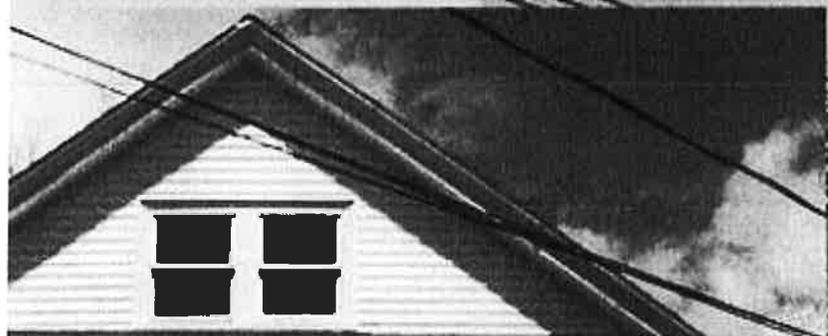
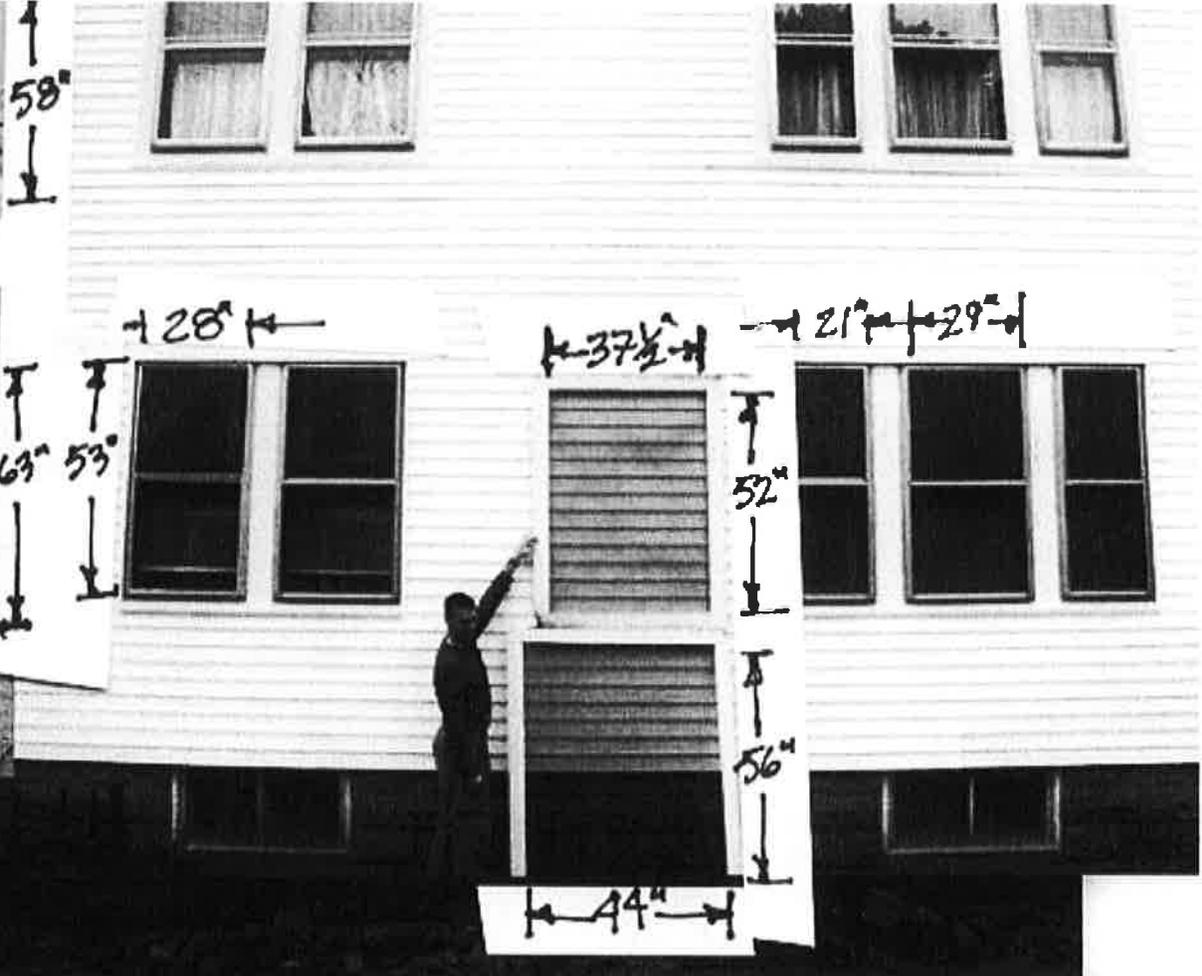
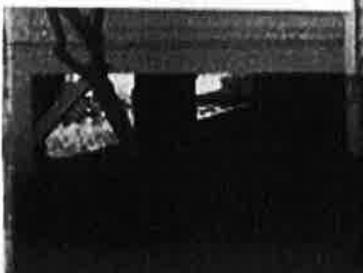
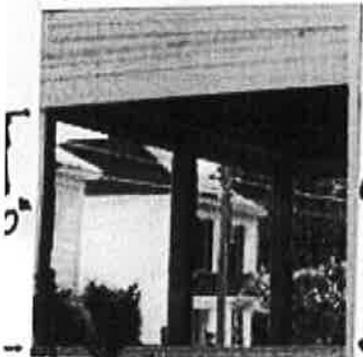
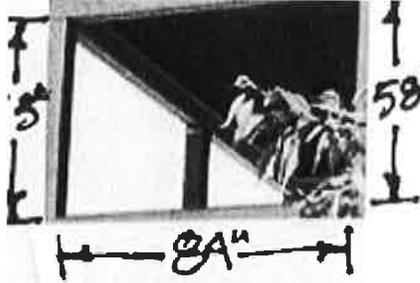
SPRAY FOAM FIX



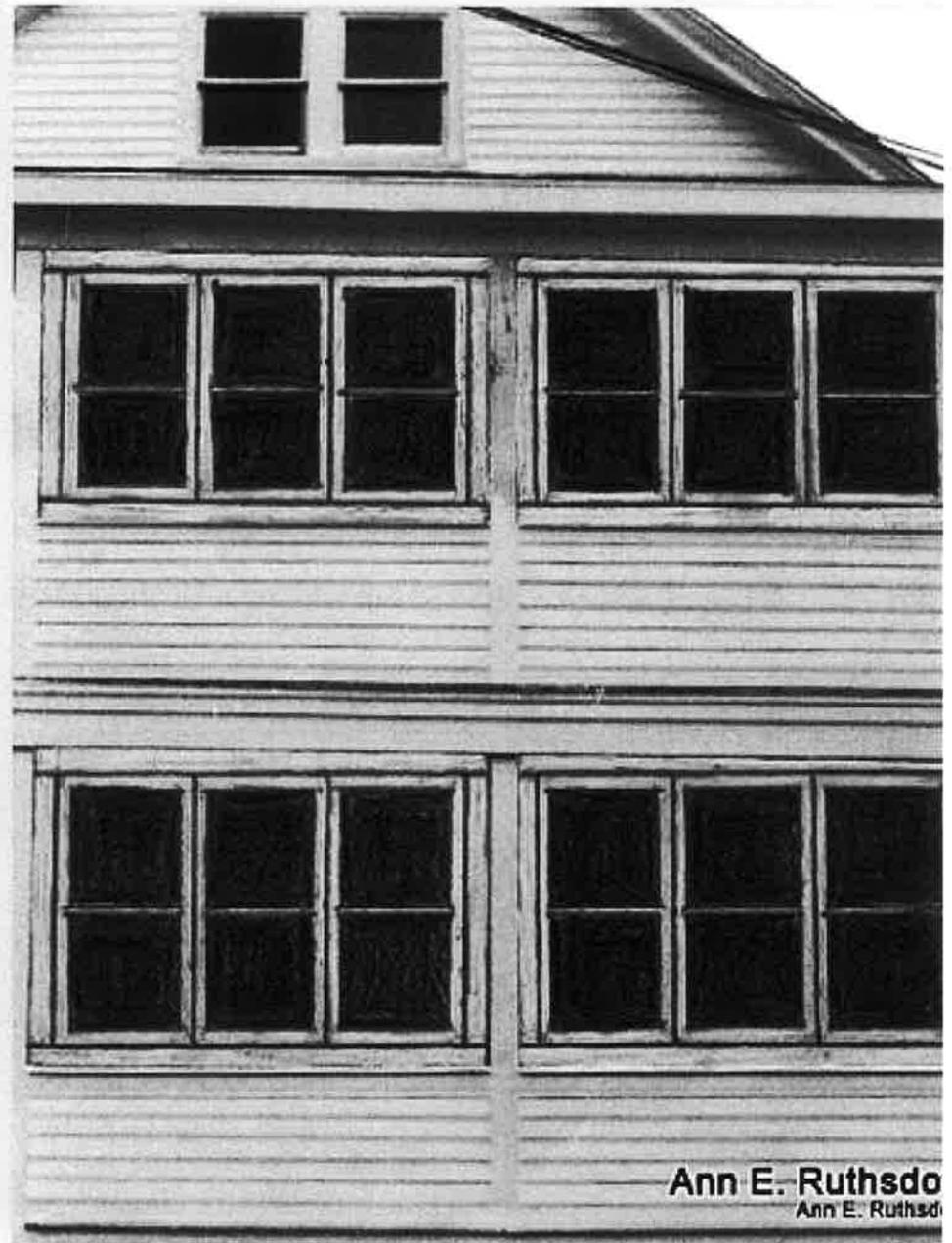
TYPICAL 2x4 SUPPORT



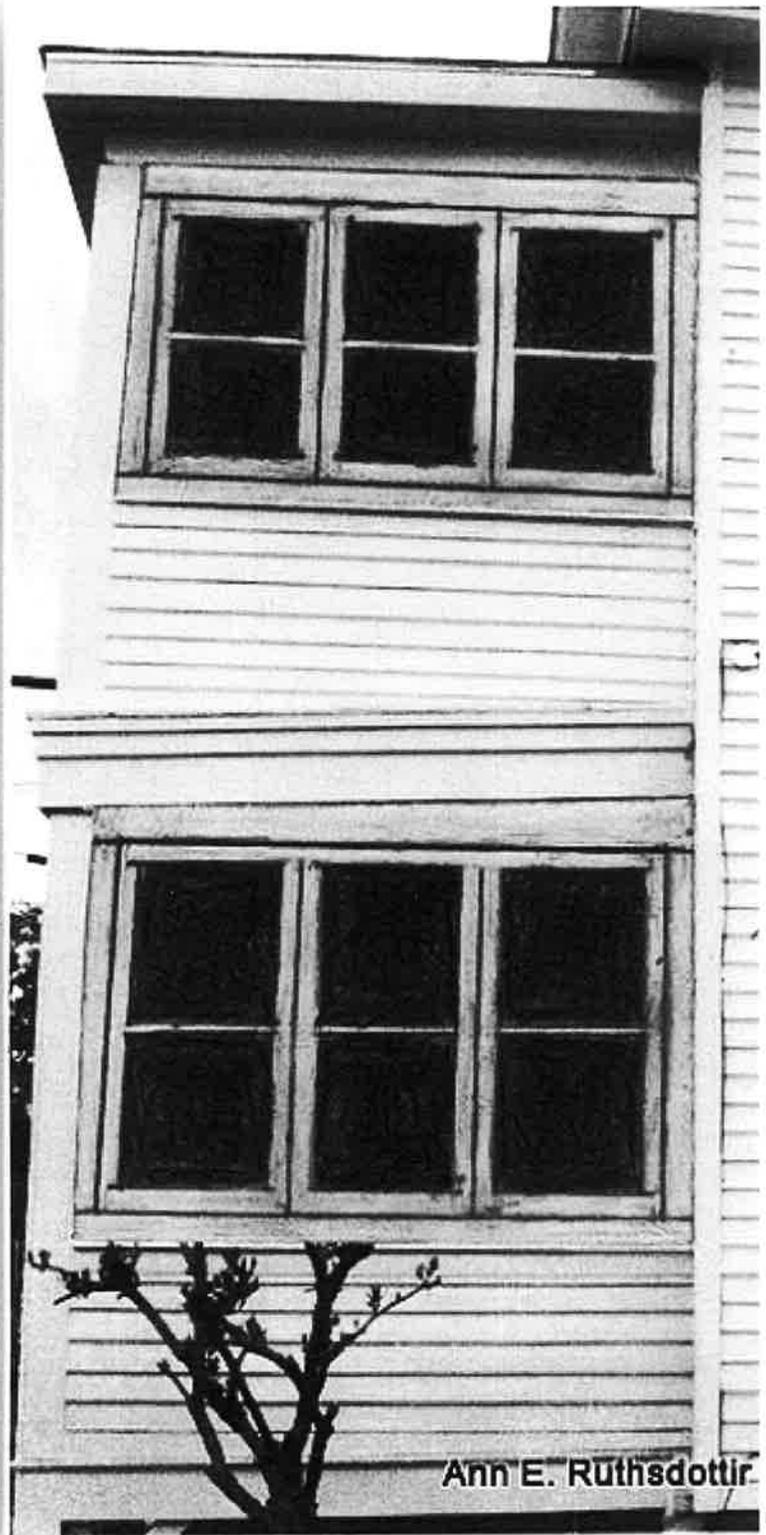
INTERIOR CORNER



Ann E. Ruthsdottir



Ann E. Ruthsdo  
Ann E. Ruthsdo



Ann E. R  thsdottir

## Jeremy Doxsee

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**From:** designerann@yahoo.com  
**Sent:** Monday, June 02, 2014 9:06 PM  
**To:** Jeremy Doxsee  
**Subject:** Re: 27 School Street Sun Room conversion

Here is the general view of how this little project grew.

27 School Street, Brunswick, Maine

I noticed that one corner of the second floor porch was sinking. The screens on the first floor had buckled. I asked a contractor to 'fix this corner'.

This project started on May 12. After taking off a couple of layers, we discovered that the undersized structure had rotted. A prior owner had 'fixed the corner by using spray foam to hold the parts together, then adding a new trim board.

There was basically NO structure. The screens had let in the weather during rain, sleet and snow. The floor had been covered with 'ice and water shield'. There was no place for the water to go but down the posts, thus causing massive amounts of rot. Some of the wood was so soaked with water that I could see the water dripping from a distance. The structure was stabilized, dismantled and rebuilt using 6x6 corner and center posts to replace the rotted 2x4's.

Now I want to turn these porches into sun rooms. This will avoid further problems with the elements. This will also enhance the appearance by putting smaller scale windows to replace the out of proportion screens. My guess is that the screens were added in the 50's or 60's. They did not fit the proportions of the other elements.

Ann E. Ruthsdottir

U8-19A

HISTORIC PRESERVATION SURVEY

Cumberland Brunswick 27 School  
County City/Town Street Address and Number

Name of Building/site: historic: circa 1934 res. of Ralph Mairs?  
~~William B. Csgood~~

Approximate Date: ca. 1934? Style:

Type of Structure:  
 Residential  Commercial  Industrial  Other:

Condition:  Good  Fair  Poor

Endangered:  No  Yes

Surveyor: J. Goff Organization: Pejepscot Regional Survey Date: 1990; Aug. 1991

Rating:

Historic Significance to the Community:

(For Additional Information - Use Reverse Side)



1980 photo J. Goff

27 School

Maps: (1910 #27 is non-existent)

Deeds: #27 is lot 3 of Pike Plan book 1 page 8, Cumberland County Registry., part of Abner B. Thompson development. --indication of earlier structure on site:--

192:236 William B. Csgood to Abner B. Thompson \$325 mortgage (1 t 3) "the buildings thereon and which may be hereafter erected, with all building materials" 5/30/1845

278:453 ABT to Hannah R. Owen, widow \$406.43 mortgage transfer of 192:236 5/18/1857

291:413 HRO claims foreclosure on 192:236 from WBO 11/9/1958

315:404 HRO to William B. Knight paid mortgage transfer of 192:236 12/10/1862.

- Directories: 1934-1938: Ralph Mairs
- 1940: Guy O. Gordon
- 1942: vacant
- 1944: Kenneth I. Sumner
- 1946-1949: Harry A. Partridge
- 1951: Mrs. Huldah M. Powers
- 1953-1958: Miss Edith Powers
- 1953-1967 Mrs. Mary Lilly
- 1975-1977: Paul M. Ouellette

## PORCHES & ENTRIES

Porches often mark the main and/or side entrance to a house and serve as a semi-private transition area between the public space (sidewalk/street) and the private space (house). Porches are often added to a house to help screen it from the weather and, in some cases, to provide additional living space. There is ample opportunity for architectural expression on porches with details such as columns, pilasters, decorative brackets, railings, and balustrades.

Porches are found in various locations on buildings, and one building may have several porches. The steps and railings leading up to a porch are an equally important character-defining feature. A variety of porch configurations can be found in Brunswick, including the following:

- one-story attached entry porch;
- one-story attached wrap-around porch;
- one-story attached porch that spans the full width of the front façade;
- one-story attached side porch;
- double porch (porches stacked over each other).

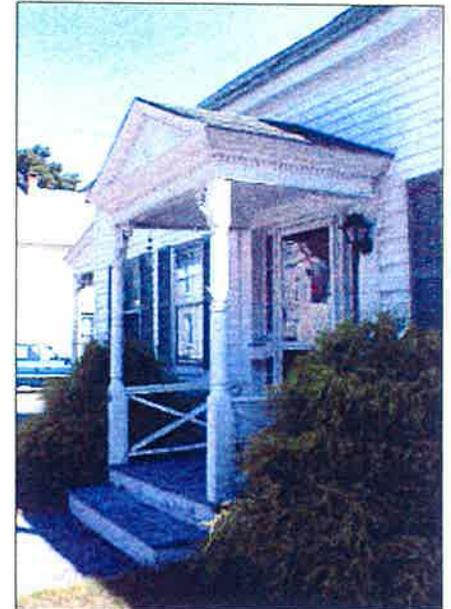
*Right:* Several houses in the district, like this one on School Street, (particularly double houses) have stacked or double porches.



The majority of Federal and Greek Revival style houses in Brunswick did not originally have entry porches; however, porches were often added to these houses. There are many properties with a small roof pediment over the main entry, which is supported by decorative brackets. This detail was common during the mid-to-late 1800s and is characteristic of the Italianate style.

*Right:* Small entry porches are common throughout the district. Porches were often added to a house with a much earlier date of construction in an effort to up-date the house.

Wood is the most common material used for entry steps.



### GUIDELINES:

1. Existing porches and their character-defining elements should be maintained and preserved.
2. Every reasonable effort should be made to repair the existing porch and any character-defining architectural features of the porch (brackets, columns, balustrade or railing, flooring, ceiling, roof, and steps). Repairs should be made with as little intervention as possible by patching, piecing-in, splicing, consolidating, or otherwise reinforcing the deteriorating material using the same material as the existing porch.

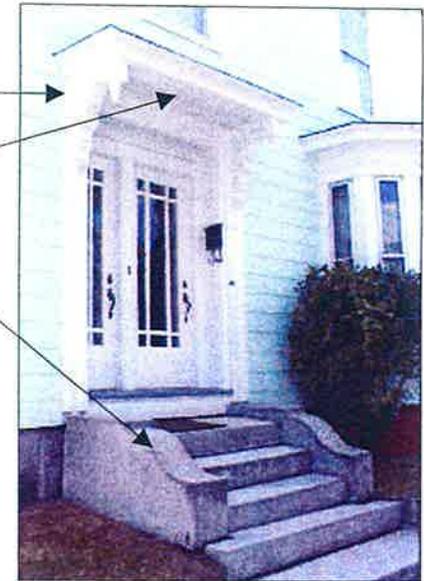
3. The porch and any other related features should be photographically documented prior to any repair or rehabilitation work.
4. If it is necessary to replace any element of a porch, the replacement should be made from the same material as the existing porch and should match the historic feature in size, scale, shape, and detail. In the event that it is not possible to match the material, a compatible substitute material is acceptable.
5. Covering porch details with vinyl or aluminum siding should be avoided.
6. Enclosing an existing porch on the primary building façade should be avoided.
7. Historic stone steps should be maintained and preserved. In many instances, resetting stone steps and repointing can solve many related problems.
8. Screens may be added to a porch if they can be attached in such a manner that will not cause damage to historic fabric and the modification is completely reversible.
9. New porches should be compatible with the overall scale, shape and detail of the building, as well as the prevailing streetscape.
10. Ornamentation should not be added to a porch that is not compatible with the stylistic period of the house.
11. The addition of decks, glass enclosed rooms, or sun porches where they will be visible from the public way should be avoided.

Important entry features:

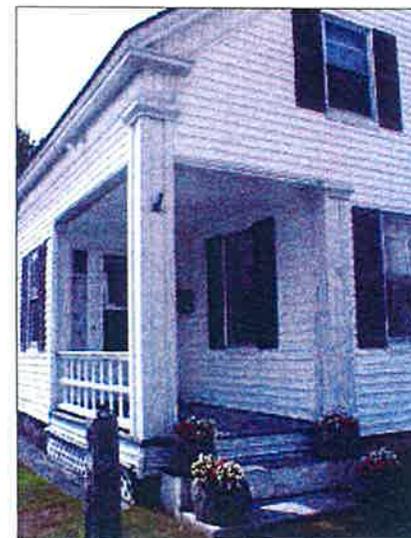
Brackets

Small pediment

Steps and side walls



*Right:* This distinctive entry pediment is found on a few houses in the district. It appears to be most frequently used on cape houses.



*Left:* Corner porches carved out of the main body of the house are also found in the district. This example is on Franklin Street. Typically, this porch configuration is found on Greek Revival style houses.

**VILLAGE REVIEW BOARD  
JUNE 6, 2013**

**MEMBERS PRESENT:** Chair Emily Swan, Vice Chair Brooks Stoddard, Jane Crichton, and Betsy Marr

**STAFF PRESENT:** Anna Breinich

A meeting of the Village Review Board was held on Monday June 6, 2013 at the Municipal Meeting Facility at Brunswick Station, 16 Station Ave. Chair Emily Swan called the meeting to order at 7:15 P.M.

**Case #VRB 13-012 – 15 Cumberland Street (Map U13, Lot 045)** – The Board will review and take action regarding a Certificate of Appropriateness application submitted by Berean Church Trustees to construct a new access structure as an addition to the Berean Baptist Church per local code requirements.

Anna Breinich began by stating that this project was brought forth because of noncompliance with a NFPA 101 Life Safety Code, which requires a second means of egress in the basement. Anna stated that the applicant is proposing construction of a 14' long, 7' tall and 4'8" wide addition that will be located on the west side of the Berean Church. Anna stated that the applicant is trying to move the addition as unintrusive as possible, but noted that due to code requirements, this is the only location that meets the minimum required to house the stairway. Anna stated that staff did meet on site and suggested changes which are reflected in the application before the Board.

Thomas Payne, Chairman of the Board of Trustees for the Berean Church, stated that the foundation work has already been completed and the stonework has been cut. Mr. Payne stated that they have found matching siding for the addition and, as recommended, they will match the cornice on the top of the roof to that of the existing entrance way. Mr. Payne stated that the addition will also have a half-moon window which matches the existing half-moon window in the sanctuary; window trim will also match up. Mr. Payne stated that due to the windows and the height, they have to go with a flat roof.

Brooks Stoddard commended the applicant on the attempts made to match the addition to the existing structure. Brooks stated that this building is a very nice Victorian building and noted that the one thing disliked by the Victorians was white; Brooks suggested reintroducing some color in an attempt to get the richness back that they had in the late 19<sup>th</sup> century.

Chair Emily Swan opened up the public hearing and noted that no members of the public were present. The public comment period was closed.

Emily Swan reviewed the proposed Findings of Fact and all members of the Board agreed with the findings.

**MOTION BY BROOKS STODDARD THAT THE CERTIFICATE OF APPROPRIATENESS APPLICATION IS DEEMED COMPLETE. SECONDED BY JANE CRICHTON, APPROVED UNANIMOUSLY.**

**MOTION BY JANE CRICHTON THAT THE BOARD APPROVES THE CERTIFICATE OF APPROPRIATENESS FOR 15 CUMBERLAND STREET AS OUTLINED IN THE APPLICATION WITH THE FOLLOWING CONDITION:**

That the Board's review and approval does hereby refer to these findings of fact, the plans and materials submitted by the applicant and the written and oral comments of the applicant, its representatives, reviewing officials, and members of the public as reflected in the public record. Any changes to the approved plan not called for in these conditions of approval or otherwise approved by the Director of Planning and Development as a minor modification, shall require further review and approval in accordance with the Brunswick Zoning Ordinance.

**SECONDED BY BETSY MARR, APPROVED UNANIMOUSLY.**

**Staff Approvals Update**

- 9 Cumberland Street – ADA Ramp (Rumpus Room)
- 19 High Street – Removal of Porch
- 5 Franklin Street – Window Replacement
- 159 Park Row – Signage (Pejepscot Historical Society)
- 63 Federal Street – Window Replacement (Bowdoin)
- 149 Maine Street – Outdoor Seating Area (Wild Oats)

**Minutes**

**MOTION BY BETSY MARR TO APPROVE THE MINUTES OF FEBRUARY 2, 2013. SECONDED BY BROOKS STODDARD, APPROVED UNANIMOUSLY.**

**Other Business**

- Anna Breinich stated that the Zoning Ordinance Amendment for Section 216 has been sent to council. Anna stated that the public hearing for both map and text has been set for 7/1/13.
- Anna Breinich stated that staff is in the process of getting someone under contract to look at contributing versus non-contributing structures. Anna stated that in accordance to MHPC all contributing properties should be listed in the Zoning Ordinance.
- Emily Swan stated that the historic preservation month tour was well attended and noted that the photo exhibit was up for the month of May. Emily stated that on the agenda for the fall will be revision of the VRB brochure.

**Adjourned**

This meeting was adjourned at 7:45 P.M.

Attest

Tonya D. Jenusaitis  
Recording Secretary

**VILLAGE REVIEW BOARD  
JULY 8, 2013**

**MEMBERS PRESENT:** Chair Emily Swan, Vice Chair Brooks Stoddard, Jane Crichton, and Betsy Marr

**STAFF PRESENT:** Jeremy Doxsee

A meeting of the Village Review Board was held on Monday, July 8, 2013 at the Municipal Meeting Facility at Brunswick Station, 16 Station Ave. Chair Emily Swan called the meeting to order at 7:20 P.M.

**Case #13-016 – 77 Pleasant Street** – The Board will review and take action regarding the reapproval of a Certificate of Appropriateness for the removal and replacement of the existing front porch at 77 Pleasant Street. The original Certificate of Appropriateness was approved by the Board on July 21, 2009. A Certificate of Appropriateness expires one year after approval. (Tax Map U15, Lots 72).

Emily Swan introduced the project and stated that this application was originally approved but the changes were never made. Emily stated that the application before the Board is different from what was originally proposed. Jeremy Doxsee stated that an updated survey of the property revealed that there would be an encroachment on the right-of-way sidewalk from the 2009 proposal. Jeremy stated that the applicant has modified the design of the stairs and adheres to the setback requirements.

David Gulick, applicant, stated that he and his wife purchased this property about five to six weeks ago at auction and were instructed by the Codes Enforcement Officer that the entire porch needed to be replaced. Mr. Gulick stated that they propose to make very few changes to rebuild the porch similar to the 2009 application. Mr. Gulick stated that they will be putting in railings and balusters and have met several times with planning staff and the architect. Mr. Gulick stated because of the results of the survey, they have narrowed the porch and the landing a little so that it will not encroach on the Pleasant Street right-of-way and believes that it looks nicer.

Emily Swan reviewed the Review Standards from Section 216.9.A, Buildings and Other Structures, of the Brunswick Zoning Ordinance.

**216.9.A. Buildings and Other Structures**

- 1.a) The proposed changes are intended to remove and replace the existing unsafe porch, thereby making the structure habitable. The proposed design significantly improves upon the existing porch and enhances structural compatibility to the neighborhood. The balusters and columns are compatible in style and will be painted white. As designed the improved structure will contribute to the character of the Village Review Zone and should remain unaltered to the greatest practical extent. *The Board finds the provision of Section 216.9.A.1.a. is satisfied.*

- 1.b) The proposed alterations enhance and are more compatible with the structure's historic character as well as with surrounding properties. *The Board finds the provision of Section 216.9.A.1.b. is satisfied.*
- 1.c) The new construction is compatible with surrounding historic properties. *The Board finds the provision of Section 216.0.A.1.c is satisfied.*
- 1.d) This Certificate of Appropriateness for the removal and replacement of a new porch is in accordance with applicable requirements of the Brunswick Zoning Ordinance, and the U.S. Secretary's Standards for Rehabilitating Historic Buildings. *The Board finds the provisions of Section 216.9.A.1.d. are satisfied.*
- 1.e) The Village Review Board's application of the U.S. Secretary's Standards for Rehabilitating Historic Buildings is in accordance with the Board's Design Guidelines. *The Board finds the provision of Section 216.9.A.1.e is satisfied.*

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

Chair Emily Swan opened the meeting to public hearing. No comments made and the public hearing was closed.

**MOTION BY BROOKS STODDARD THAT THE BOARD APPROVES THE CERTIFICATE OF APPROPRIATENESS FOR THE REMOVAL AND REPLACEMENT OF THE EXISTING PORCH WITH THE FOLLOWING CONDITION:**

1. That the Board's review and approval does hereby refer to these findings of fact, the plans and materials submitted by the applicant and the written and oral comments of the applicant, his representatives, reviewing officials, and members of the public as reflected in the public record. Any changes to the approved plan not called for in these conditions of approval or otherwise approved by the Director of Planning and Development as a minor modification, shall require further review and approval in accordance with the Brunswick Zoning Ordinance.

**SECONDED BY JANE CRICHTON, APPROVED UNANIMOUSLY.**

John Perrault, the builder of the 77 Pleasant Street project, stated that in looking at drawing A.1.3, that railings only come in 8 feet; another post may need to be added, maybe two, to make the porch structurally sound. Emily Swan asked if there was another comparable type of material that could be used. Mr. Perrault replied that there is none that he knows of in a composite railing style; wood would not be an attractive hand-rail style. Emily suggested adding a condition to the Certificate of Appropriateness that the final proposal be approved by the

Director of Planning. Mr. Perrault replied that they may be able to do a smaller post in the middle; Emily clarified that it would be a post that would go just to the railings. Mr. Perrault replied that there would end up being five posts total; Emily clarified that there would be three full length posts and two half posts.

Mr. Perrault suggested adding the condition as previously mentioned by Emily Swan and rescinding the earlier approval.

**MOTION BY BROOKS STODDARD TO RESCIND EARLIER CERTIFICATE OF APPROPRIATENESS APPROVAL. SECONDED BY JANE CRICHTON, APPROVED UNANIMOUSLY.**

**MOTION BY BROOKS STODDARD TO APPROVE THE CERTIFICATE OF APPROPRIATENESS WITH THE ADDED CONDITION THAT**

2. That the details of the balusters and railings be subject to final approval by the Department of Planning and Development Director

**SECONDED BY BETSY MARR, APPROVED UNANIMOUSLY.**

### **Report on Zoning Ordinance Amendment Section 216, Village Review Zone and Consultant Contract Update**

Emily Swan reviewed Anna Breinich's memo to the Board dated July 2, 2013. Emily stated that the Town Council has decided to defer expansion of the Village Review Zone at this time and that Anna will be working on developing criteria deciding what areas should be included the VRZ. Emily asked Jeremy Doxsee if there was a timetable on what criteria should be the basis to change the boundaries for the VRZ. Jeremy replied that they are contracted to work with Turk Tracey and Larry Architects to conduct individual analysis of potentially historic and contributing resources within the VRZ and as discussed at the last Town Council meeting that the study provided by the consultant will hopefully assist in forming the decision and may provide a methodology or criteria by which the Town can appropriately base the zone boundary. John Perreault, Town Councilor, stated that whatever boundaries are decided upon need to encompass both sides of the street; Emily Swan agreed. Brooks Stoddard agreed and stated that within a Zone both sides should be together and noted that if they are all in together then the real estate is going to appreciate.

#### **Staff Approvals:**

- 35 Union Street – Signage (Spectrum Generations)
- 98 Maine Street – Signage (Senecal Construction)

#### **Minutes**

**MOTION BY JANE CRICHTON TO APPROVE THE MINUTES OF MARCH 14, 2013. SECONDED BY BROOKS STODDARD, APPROVED UNANIMOUSLY.**

**MOTION BY BETSY MARR TO APPROVE THE MINUTES OF APRIL 8, 2013. SECONDED BY JANE CRICHTON, APPROVE UNANIMOUSLY.**

**Other Business**

No other business.

**Adjourned**

This meeting was adjourned at 8:05 P.M.

Attest

Tonya D. Jenusaitis  
Recording Secretary

**VILLAGE REVIEW BOARD  
OCTOBER 15, 2013**

**MEMBERS PRESENT:** Chair Emily Swan, Vice Chair Brooks Stoddard, Jane Crichton, and Betsy Marr

**STAFF PRESENT:** Anna Breinich

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

**Presentation of Draft Village Review Zone Classification Project Report** - Geoffrey Melhuish, Architectural Historian with the preservation consulting firm, ttl-architects, LLC will present the draft findings of the VRZ classification project. The Town hired ttl-architects in June 2013, to conduct field work within the Village Review Zone to identify and document contributing structures.

Geoffrey Melhuish began by stating that his firm was hired to conduct field work documenting 300 properties within the Village Review Zone (VRZ) and the Comprehensive Plan VRZ Expansion area. Mr. Melhuish stated that these did not include any of the historic districts (Federal Street, Lincoln Street and the proposed Maine Street Historic Districts) or properties already listed on the National Register. Mr. Melhuish said that the survey included all the remaining properties within the Village Review Zone except for Hannaford's and the McLellan House, which were already determined to be non-contributing properties. Mr. Melhuish stated that the map provided at the meeting shows the draft non-contributing buildings which are outlined in red.

Mr. Melhuish described the project which was in three segments with the first part of the project including walking and field surveying the 300 properties provide by the Town. Mr. Melhuish stated that they took at least one photograph, and in some instances two photographs if there was an out building that was visible from the right-of-way. Mr. Melhuish pointed out that a copy of the list of the buildings surveyed was included in the packet. Mr. Melhuish stated the second part of the project included review of the photographs to decide whether the building depicted was contributing or non-contributing; this was determined by the materials used and the fabric of the building (doors, windows, form, roof, clapboards). Mr. Melhuish stated that of the 300 buildings surveyed, 48 were determined to be non-contributing with several of those buildings less than 50 years old. If the building was over 50 then the reason for being non-contributing was mostly due to alterations that have marred the fabric of the buildings where you can no longer tell the style or the original form of the building. Mr. Melhuish noted that there are five additional buildings that were determined to be non-contributing because they have been moved or demolished since the original surveys were done by the Town in 1988.

Mr. Melhuish noted a correction within the packet for 7 Everett Street which they have identified as non-contributing should be contributing with 8 Everett Street listed as non-contributing.

Jane Crichton asked about the property on 185 Park Row. Mr. Melhuish replied that they did not look at any of the buildings on Park Row. Anna Breinich replied that Park Row is within the Federal Street Historic District and therefore are considered to be contributing with the exception of the Town Hall block. Jane asked why the area was not shaded green and Mr. Melhuish replied that it must have been an oversight.

Mr. Melhuish stated that in meeting with Anna Breinich, he explained why they determined some of the structures with vinyl siding and replacement windows to be contributing was because they looked at the form as well; if there was any stylistic left or any details on the cornice or on the door surrounds, they were determined to be contributing.

Betsy Marr asked why 40 Cumberland Street which has a big picture window in the front was considered contributing. Mr. Melhuish replied that he would need to look into that but noted that there must have been other features aside from the picture window which doesn't belong, in the fabric that made it a contributing structure.

Emily Swan stated that she felt that 156 Maine Street, Rite Aid, should be a contributing structure. Emily stated that roughly 25 years ago it was a hardware store; the part in the front that was ripped up had big, open windows. Brooks Stoddard stated that the building was built in the early 20<sup>th</sup> century and noted that the building was also a General Motors dealership. Brooks agreed with Emily that 156 Maine should be contributing and noted that he is concerned about the streetscape. Brooks stated that he is also concerned about the building next to Dominos, as that building and the building next to it have potential. Emily replied that she believed that those were contributing and pointed out that there are very few buildings on that side that respect the proper street development pattern. Mr. Melhuish replied that they will review this location again.

Emily Swan asked why 8 Green Street was non-contributing and stated that Steve Normand built the house; Emily asked if it was the newness of the house that was the determining factor. Mr. Melhuish replied that there is the 50 year cut off, but he also believes that it was the point on the foundation next to the bay window that made the building appear new. Emily asked Anna Breinich for clarification on treatment of non-contributing versus contributing. Anna replied that if the building is non-contributing and it is not visible from a public way, it can be demolished without a Certificate of Appropriateness. Emily asked about alterations in non-contributing and contributing and Anna replied that they would still have the Design Guidelines to fall back on if the property was non-contributing.

Mr. Melhuish stated that the third part of the project was documenting 19 previously undocumented contributing structures which were included in the packet. Mr. Melhuish stated that the Maine Historic Preservation Commission and the Maine DOT have a database for historic properties in Maine and they entered the 19 newly contributing properties into the database. Mr. Melhuish stated that at some point MHPC and MDOT will be looking to input all the inventoried properties into the database, but he is unsure if that will be done by the State or the municipality.

Emily Swan asked for clarification on 5 Mill Street. Mr. Melhuish replied that he used the tax maps for clarification. Emily stated that 5 Mill Street was the old mill worker housing and

suggested more research as they may have more historical significance. Emily asked for clarification on 17 ½ Mill Street and Mr. Melhuish replied that it is in the back parking lot and that it is a 3-story tenement that has undergone substantial alterations with a wing that comes off with an exposed porch.

Decision among Board members to review the draft and offer Anna Breinich any suggestions or concerns.

Jane Crichton pointed out that the Bowker house is not shaded and Anna Breinich replied that it is vacant/demolished and is currently a parking lot but noted that it should have been shaded green within the Federal Street Historic District.

Jane Crichton pointed out that the convent building is still listed on the map and is in bright yellow. Anna Breinich replied that it is no longer existing and that it is a fault in the GIS System. Mr. Melhuish replied that the two islands on Park Row can be shaded green to avoid confusion.

Emily Swan asked about the zoning criteria clarification that was discussed over the summer and what the Board should do next. Anna Breinich replied that she believed that they were going to discuss this as part of the Zoning Ordinance rewrite and noted that they have hired Don Elliot of Clarion Associates. Anna stated that the first Zoning Ordinance Rewrite Committee meeting scheduled for October 22, 2013.

### **Staff Approvals**

- 9 Cushing Street – Outdoor stairway replacement
- 82 Pleasant Street – Signage
- 80 Maine Street – Replacement deck in rear of structure
- 39 Pleasant Street – Signage
- 74 Federal Street – Replacement windows and two new window openings on rear “ell” not visible from street
- 16 School Street – Installation of new bulkhead entrance to basement, rear of structure
- 16 Union Street – Signage
- 155-157 – Reapproval of a COA issued July 22, 2010. No changes to original application.

### **Minutes**

No minutes were approved at this meeting.

### **Other Business**

- Emily Swan reminded the Board that they wanted to review the VRB brochure for any changes. Anna Breinich suggested postponing until the rewrite is completed.

### **Adjourned**

This meeting was adjourned at 7:47 P.M.

Attest

Tonya D. Jenusaitis  
Recording Secretary

**VILLAGE REVIEW BOARD  
MARCH 11, 2014**

**MEMBERS PRESENT:** Chair Emily Swan, Vice Chair Brooks Stoddard, Laura Lienert, Connie Lundquist, Betsy Marr, Gary Massanek and Karen Topp

**STAFF PRESENT:** Anna Breinich

A meeting of the Village Review Board was held on Tuesday, March 11, 2014 at the Municipal Meeting Facility at 85 Union Street, Council Chambers, 1<sup>st</sup> Floor. Chair Emily Swan called the meeting to order at 7:15 P.M.

**Pre-application Workshop:** Coastal Enterprise Inc. (CEI) has requested a preapplication workshop to discuss potential design options for a new office structure at 28-30 Federal Street (Map U13, Lots 149-150), to replace the existing Municipal Facilities. Applicant will provide and present options at the meeting.

Emily Swann recused herself from the workshop as she holds a community investment note in CEI.

Brooks Stoddard opened the meeting and handed the introduction over to Anna Breinich. Anna reminded those attending the meeting that this is preapplication workshop. Anna stated that staff and CEI have been working on the preapplication and that she has requested design assistance for CEI from Maine Historic Preservation Commission twice; letters from MHPC are included in the packet.

David Latulippe, Priority Real Estate Group, and team leader, introduced CEI representative John Egan. John stated that CEI is a community investment group and provided a background of who CEI is, where they are located and what they do as well the intended use of the proposed building, to unite several sub offices into one central office.

David Latulippe reviewed a Power Point presentation and stated that CEI is looking for the Certificate of Appropriateness (CoA) to demolish the existing Brunswick Town Hall and Parks and Recreation buildings as well as a CoA for the construction of the proposed new CEI building. David reviewed the proposed design layout and design standards of the CEI building as well as proposed materials and criteria such as sustainability, parking, open space and connection.

Ben Walters, CWS Architects, stated that CEI came to the current building location, form, and layout after much discussion and deliberate decision making. Ben reviewed a Power Point presentation on the non-contributing existing Brunswick Town Hall and Parks and Recreation buildings and the scale of the proposed CEI building. Ben reviewed the proposed building layout, review standards, historic context, case studies and proposed site redevelopment including existing, proposed and historic massing of the building. Ben walked through design images of the proposed building. Ben reviewed the MHPC suggestion to review the Kennedy Park Complex at 150 Capitol Street to use as a model, but stated that after much discussion, it

was decided that this type of development was not feasible for CEI and reviewed the reasons why. Ben discussed Earl Shuttleworth's, of MHPC letter dated 2/3/14 and stated that he wonders if Earl took into consideration everything that is important to CEI to develop, important to the Town of Brunswick to redevelop this site and do it cost effectively. Ben reviewed the Tremont Preservation consultant's comments and proposed solution to Earl's suggestion.

Karen Topp stated that she too did not like the idea of replicating the houses on Federal Street and asked if CEI had discussed separating the building in half with a combined walkway to separate the mass. Ben Walters replied that to separate them they would have to displace parking on a very tight site and they would lose some of the synergy of being able to work together.

Gary Massanek asked why CEI's historic architect was steering them away from a primary entrance on Federal Street and Ben Walters replied that they conducted studies and it came down to needing the door on Federal Street and said that it didn't look right. Gary discussed that entrances and architecture is important and asked them to reconsider. Betsy Marr stated that she was apprehensive at first in regards to the mass of the building but thinks that the use of different colors will make it look more like row houses rather than one mass. Connie Lundquist replied that she does not like the idea of different colors or the use of color. Connie stated that this is a once in a lifetime opportunity to reclaim this into the historic district and will need to be convinced more. Brooks Stoddard asked if they considered brick and Ben replied that they have. Discussion on mass of the building and ways to bridge the mass via color, windows, shifting of the façade and possibility of incorporating brick.

Brief discussion between members on compatibility standards in the Zoning Ordinance and limitations of the Village Review Board.

Brooks Stoddard opened the meeting to public comment.

**Mary Alice Treworgy**, resident of 62 Federal Street, stated that she has been living on Federal Street for 27 years and that she chose this location because the street was beautifully planned; she believes that the appearance of the street was a top priority of the founding fathers of Brunswick and a major piece was the 20 foot setback requirement. Mary Alice said that the chaos that can occur with irregular setbacks can make one feel at ease and that as business have encroached on lower Federal Street, the quality of residential life and the real estate have deteriorated. Mary Alice said that if there are going to be business on Federal Street, the Town should make sure that they echo the historic architecture and an opportunity to scale back on the encroachment. Mary Alice suggested sources of brick inspiration and the Kennedy Complex in Augusta.

**Jane Millet**, resident of 10 Franklin Street, stated that she is very much in favor of CEI coming to Brunswick and believes that they will be a great neighbor. Jane read a letter from Wallace Pinfold. Jane noted that many of the homes on Federal Street are more than 200 years old. Jane said that the appearance of the building in the National Register does nothing to remind citizens of the history or the character of Federal Street and hopes that this can be remedied and that changing facades is relatively simple.

**Johnathan Shephard**, owner of 13 Federal Street, stated that he is excited about CEI coming to town but that the building will need to look right and he does not feel that the building is there yet. Johnathan expressed his desire that CEI really listens to Earl Shuttleworth's comments and read part of Earl's original comments as well as a portion of comments dated 3/10/14. Johnathan stated that this is an amazing opportunity to bring something to Brunswick that is not just better than what is there now, but something that will restore that character of Federal Street.

**Claudia Knox**, resident of Cumberland Street and speaking also on behalf of the Design Committee of Maine Street by the Brunswick Downtown Association, discussed her apprehension and fear on the communication between MHPC and some of Brunswick's officials may have muddied that alter and expressed that it is very important to be accurate. Claudia stated that the Brunswick Planning Board and the Village Review Board have sole jurisdiction entirely independent of state and federal bodies and this is a very good thing that you do not want to be broken. Claudia stated that the standards should be written so that new construction cannot be mistaken from the old and one should not interpret the standards to be applicable to new construction.

**Russell Pierce**, resident of 59 Federal Street, told a story of architect Felix Arnold Burton who lived at 13 Federal Street, a graduate of Bowdoin College and designer of many of the houses on Federal Street as well as the Morrell Gymnasium at Bowdoin College, front façade of Bank of America and Hawthorne School. Russell asked that the architect be sensitive to the designs of Mr. Burton.

**Caroline Kurse** with Artform, stated that there are a lot of challenges with this project but feels that the project is in good hands. Caroline is confident that the Town and CEI will be able to work this out and reiterated that CEI will make great neighbors.

**John Gerard**, resident and employee in Downtown Brunswick since 1982, stated that this project has the potential to be one of the top 10 for economic growth in Brunswick and it will be beneficial to have 65 well paid employees in the Downtown area. John stated that CEI is a wonderful business and very appropriate and fitting for Brunswick. John pointed out that CEI is a non-profit and hope that Brunswick can assist find the middle ground in terms of the design of the building so that it is cost effective for CEI.

**Larisa Darcey, resident**, echoed John Gerard's comments and thanked CEI, the VRB and the Planning Board for working together.

**Ted Laitala**, resident of 9 Federal Street, stated that the design concept presented at the meeting was great except for the outward shape elevation and the lack of a roof.

**Deborah King**, Executive Director of the Brunswick Downtown Association, reiterated and echoed the comments by Larisa Darcey, John Gerard and Claudia Knox and pleaded the Board to work with CEI on their design.

**Dee Perry**, property owner of a business that has been in Brunswick since 1909 stated that Brunswick is an ever evolving community and that the community needs a friendly neighbor.

Dee stated that we need to focus on what will be best for Brunswick right now and to not focus on the past or the future too much; she believes CEI will be a great addition.

**Betty Linard**, stated that she feels that Brunswick architecture has gone downhill and although CEI would be a great addition, Brunswick has demolished many wonderful buildings. Betty stated that she highly regards Earl Shuttleworth's comments and that the mass of the building is too much for Federal Street.

Brooks Stoddard closed the public comment period.

Emily Swan returned to the meeting.

**Discuss and make recommendation to the Planning Board regarding the final Contributing Structures listing within the Village Review Zone completed by ttlarchitects.com.**

Emily Swan gave a brief history of the list and classification.

Discussion on 101 Union and 103 Union Street needing to be added to the index. Anna Breinich to follow-up on.

Discussion on the mechanism to adding to or removing structures to the list. Anna Breinich stated that the most obvious mechanism is a building 50 years or older per the State. Anna stated that the Board can create a separate list of significant structures.

**MOTION BY BROOKS STODDARD TO RECOMMEND ADOPTION OF THE FINAL CONTRIBUTING STRUCTURES LISTING WITHIN THE VILLAGE REVIEW ZONE COMPLETED BY TTLARCHITECTS.COM AND TO INCLUDE 101 UNION STREET AS WELL AS 103 UNION STREET IF THEY ARE FOUND TO BE CONTRIBUTING. SECONDED BY CONNIE LUNDQUIST.**

Anna Breinich gave a brief overview of the reasoning behind the Village Review Zone need for a rewrite.

**APPROVED UNANIMOUSLY.**

**Discuss programming options for National Historic Preservation Month (May 2014).**

Emily discussed past year programs and noted that the Historical Society has had a series of talks on the Franco American heritage in Brunswick with one more scheduled for May 7<sup>th</sup> and may be a potential theme. Laura Liner suggested a Civil War theme. Brooks Stoddard suggested economic and historic preservation.

**Staff Approvals:**

11 Pleasant St – Barn demolition  
1 High St/30 Union St – Garage door replacement  
8 Lincoln St – Windows

183 Park Row – Signage  
56 Maine St – Signage

**Minutes**

No minutes were approved at this meeting.

**Adjourned**

This meeting was adjourned at 9:33 P.M.

Attest

Tonya D. Jenusaitis  
Recording Secretary