

## VILLAGE REVIEW OVERLAY ZONE DESIGN GUIDELINES

Adopted by \_\_\_\_\_

July X, 2018

Draft June 22, 2018

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## SUMMARY

The Design Guidelines were developed as a complement to the Zoning Ordinance in 2004. Over a decade and a half of use, Applicants and the Village Review Board (VRB) found that some areas in the Guidelines were either not covered, or needed strengthening to be more responsive to the specific issues that were arising in Brunswick. In 2018, Barba + Wheelock Architecture, Preservation and Design was contracted to undertake these revisions. They held a series of Public Meetings with presentations on the following topics:

- Overall objectives of the revisions to the Design Guidelines
- Neighborhood meeting to outlay overall objectives and garner feedback
- New Construction
- Demolition
- Review of proposed changes to the Design Guidelines, Zoning Ordinance and Further Recommendations

On \_\_\_\_\_, 2018, at a joint Public Meeting with the Planning Board and the Village Review Board following were adopted:

- Design Guidelines, revised \_\_\_\_\_, 2018
- Zoning Ordinance language ....

The following Design Guidelines are a tool for evaluating the impact of each change to properties within the Village Review Overlay District.

## DEFINITIONS

**Alteration:** The addition, demolition, or construction of any building on a pre-existing site, including, but not limited to, the removal or addition of façade materials, the addition of floor area to a site, the erection of fences or the addition of signage, and the creation of new impervious surface.

**Applicant:** A person who submits an application for the review of a Certificate of Appropriateness.

**Application:** A form submitted for approval of alteration, construction, demolition or removal that requires issuance of a Certificate of Appropriateness.

**Business Day:** A day on which the Town Office is open for business.

**Certificate of Appropriateness:** A certificate issued by Staff evidencing approval of specific plans for alteration of a structure or new construction on a site in accordance with this article

**Character-Defining Feature:** For the purposes of the Village Review Overlay (VRO) District, the form, material, and detail of an architectural feature important in defining a building's historic character and whose retention will preserve that character. Such features include, but are not limited to, facades, roofs, porches, windows, doors, trim, massing, scale, and orientation of structures, and landscape features such as fences, walls, posts, and walkways.

**Certificate of Appropriateness:** After review by Staff or the VRB, a certificate issued by Staff allowing the project to proceed, sometimes with conditions. *See Brunswick Zoning Ordinance Section 5.2.8.*

**Certificate of Demolition:** A certificate issued by Staff or the Village Review Board allowing demolition to proceed.

**Certificate of Non-Applicability:** A certificate issued by Staff evidencing a determination that specific plans for alteration of a structure or new construction on a site do not require approval under this article.

**Compatibility:** For purposes of the Village Review Overlay District (VRO), possessing characteristics that are predominant in nature to character-defining features of structures within a neighborhood, as described in the VRO Design Guidelines. Compatibility does not mean "the same as." Rather, compatibility refers to the sensitivity of alterations or development proposals in maintaining or complementing the character of the existing neighborhood.

**Council:** The Town Council.

**Demolition:** The removal of part or the whole of a structure.

**Demolition Delay:** A delay in the issuance of a demolition certificate in order to explore alternatives to demolition, such as building relocation, sale or adaptive reuse.

**Demolition by Neglect:** The destruction of a building through abandonment or lack of maintenance, routine or major.

**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.

**Historic Structure:** An historic structure is any structure that is:

1. Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements of individual listing on the National Register;
2. Certified or preliminarily determined by the Secretary of Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary of the Interior to qualify as a registered historic district;
3. Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or
4. Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
  - a. By an approved state program as determined by the Secretary of the Interior, or
  - b. Directly by the Secretary of the Interior in states without approved programs.

**Incremental Demolition:** The act of removing elements of a building over time, the aggregate of which is loss of character and substance that results in a building that has lost its integrity.

**National Register:** The National Register of Historic Properties.

**National Register District:** Historic districts listed in the National Register of Historic Places.

**New Construction:** An addition to an existing structure; the erection or placement of any new structure on a lot or property; or the comprehensive redesign/renovation of an existing structure.

**Ordinary Maintenance:** Acts of maintenance or repair with "in-kind" materials which do not include a change in the design, material or outer appearance of a structure, including without limitation repainting, replacement of materials or windows of the same scale, material, texture and color, and landscaping.

**Owner:** The person or persons holding record title to the building, site or property; provided, however, the last previous tax roll in the records of the Town Assessor's office may be relied upon as showing record ownership in the absence of substantial evidence to the contrary.

**Property:** Land and improvements identified as a separate lot for purposes of subdivision, site plan, or zoning regulation.

**Relocation:** Any removal or relocation of a structure on its site or to another site.

**Replacement, In Kind:** An item that is of the same form, material, and detailing as the original.

**Secretary of the Interior's Standards** (also referred to as "the Standards"): Developed under the direction of the National Park Service, the Secretary of the Interior's Standards for the Treatment of Historic Properties are common sense historic preservation principles in non-technical language. They promote historic preservation best practices that will help to protect our nation's irreplaceable cultural resources.

The National Park Service produces "Guidelines to assist in applying the Standards to rehabilitation projects in general; consequently, they are not meant to give case-specific advice or address exceptions or rare instances. For example, they cannot tell a building owner which features of an historic building are important in defining the historic character and must be preserved or which features could be altered, if necessary, for the new use. Careful case-by-case decision-making is best accomplished by seeking assistance from qualified historic preservation professionals in the planning stage of the project. Such professionals include architects, architectural historians, historians, archeologists, and others who are skilled in the preservation, rehabilitation, and restoration of the historic properties." – From the [www.NPS.gov](http://www.NPS.gov) website.

There are four (4) approaches to the Treatment of Historic Properties:

1. Preservation focuses on the maintenance and repair of existing historic materials and retention of a property's form as it has evolved over time.
2. Rehabilitation acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character. Also called "alterations."
3. Restoration depicts a property at a particular period of time in its history, while removing evidence of other periods.
4. Reconstruction re-creates vanished or non-surviving portions of a property for interpretive purposes.

**Streetscape:** The visual elements of a street including a street, adjoining buildings, street furniture, trees, fences, and open spaces that combine to form the street's character.

**Village Review Board (VRB):** An appointed group of Brunswick citizens that review Applications for changes to properties within the Village Review Overlay Zone (VROZ). See *Brunswick Zoning Ordinance Section 5.1.1.D*

**Visible from a Public Way:** Visibility is determined as seen from pedestrian heights, when viewed at any height between four (4) and six (6) feet from any open space or street. Visibility applies to all seasons.