

1. VRB Agenda 11/20/25

Documents:

[11.20.25 AGENDA.PDF](#)

2. VRB 25-030 83 Maine Street

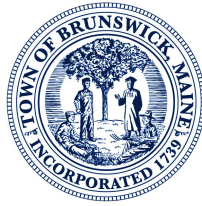
Documents:

[VRB25-030 83 MAINE PACKET.PDF](#)

3. VRB Minutes For Approval

Documents:

[MINUTES FOR PACKET.PDF](#)



Town of Brunswick, Maine

Planning & Development Department

85 UNION STREET, BRUNSWICK, ME 04011

VILLAGE REVIEW BOARD

AGENDA

Thursday, November 20, 2025 @ 6:30 P.M.

Town Council Chambers

There is an opportunity to attend this meeting in person or view the meeting via Zoom

How to watch and comment via Zoom

Please follow the link below to join the webinar:

<https://us02web.zoom.us/j/87168139567?pwd=TtI5H8naUePDXIuYVobShhxtSNvANg.1>

Passcode: y5KJbX

The public may provide comment via email (jerdman@brunswickme.gov) prior to the meeting OR they may provide live comment at the meeting via Zoom or in person. Comments are allowed during the public comment period, during public hearings, and on other items and matters at the discretion of the Council Chair.

1. **Case No. VRB 25-030 83 Maine Street Canopies:** At the request of the applicant, Travis Nadeau, on behalf of Norway Savings Bank, the Village Review Board will take action on a request for a Certificate of Appropriateness to construct two new canopies over the entrances to the building located at 83 Maine Street (Map U13, Lot 134). The subject property is located within the Growth Mixed Use (GM6) Zoning District and the Village Review Overlay (VRO).
2. **Approval of Minutes:**
 - July 15, 2025
 - August 19, 2025
 - September 16, 2025
 - October 21, 2025
3. **Staff Approvals:**
 - 70 Federal Street – Repair of shed and garage
 - 163 Park Row – Window replacements
4. **Other Business**
5. **Adjourn**

Town of Brunswick, Maine

DEPARTMENT OF PLANNING AND DEVELOPMENT

DRAFT FINDINGS OF FACT REQUEST FOR CERTIFICATE OF APPROPRIATENESS FOR ADDITIONS VILLAGE REVIEW BOARD

PROJECT NAME: 83 Maine Street, Norway Savings Bank Canopies

CASE NUMBER: VRB 25-030

LOCATION: Map U13, Lot 134

APPLICANT: Travis Nadeau
Two Great Falls Plaza
Auburn, ME 04210

OWNER: Norway Savings Bank
c/o Kerry Millett
261 Main Street
PO Box 347
Norway, ME 04268

REVIEW DATE: November 20, 2025

PROJECT SUMMARY

The applicant is requesting a Certificate of Appropriateness for alterations to the contributing structure located at 83 Maine Street. The Greek Revival building, known as the Union Bank Building, was constructed pre-1846 and is located in the Growth Mixed-Use 6 (GM6) Zoning District and Village Review Overlay (VRO) District. The structure is also located in the Maine Street Commercial Historic District (50-151 Maine Street).

The proposal includes constructing two new canopies over the Maine Street entrances to the building, located in the single-story portion of the structure. The gabled roofs will cover the extent of the recently re-poured concrete entrance steps and will be roofed with 30-year asphalt roof shingles; slat siding is proposed for the gables' Maine Street façades. Steel columns (painted white) are planned to support the canopies at their outer corners. PVC board will wrap around the exposed LVL beams as a fascia board. Signage for the canopy faces is also proposed.

The following draft Findings of Fact for a Certificate of Appropriateness for Additions to an Existing Structure is based upon review standards as stated in Subsection 5.2.8.C of the Town of Brunswick Zoning Ordinance.

REVIEW STANDARDS, SECTION 5.2.8.C, TOWN OF BRUNSWICK ZONING ORDINANCE

(1) General Standard

- a. All Certificates of Appropriateness for new construction, additions, alterations,

relocations or demolition shall be in accordance with applicable requirements of this Ordinance.

The proposed modifications to the property require a Certificate of Appropriateness as well as building and electrical permits.

- b. 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*.**

There is little about covered entries in the design guidelines, the most relevant mention may be the following guideline listed under "Porches and Entries":

New porches should be compatible with the overall scale, shape, and detail of the building, as well as the prevailing streetscape.

The gabled roofs of the canopies mimic the gable on the two-story portion of the historic building; scaled fit to the single-story wing. The 12/6 roof pitch on the canopies matches the pitch of the gable on the Maine Street façade. Other financial institutions in the Maine Street Historic District also utilize covered entrances on their historic buildings, such as Peoples United, Bank of America and Camden National.

(2) New Construction and Additions and Alterations to Existing Structures

- a. 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:**

- i. Any additions or alterations shall be designed in a manner to minimize the overall effect on the historic integrity of the contributing resource.**

The gabled roofs of the canopies mimic the gable on the two-story portion of the historic building; scaled fit to the single-story wing. The 12/6 roof pitch on the canopies matches the pitch of the gable on the Maine Street façade. No character-defining architectural features will be concealed. The additions will provide cover for the institution's patrons while having minimal impact on the historic structure.

- ii. Alterations shall remain visually compatible with the existing streetscape.**

Other financial institutions in the Maine Street Historic District also utilize covered entrances on their historic buildings, such as Peoples United, Bank of America and Camden National.

- iii. 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.**

No character-defining architectural features will be concealed as part of this project.

- iv. New construction or additions shall be visually compatible with existing mass, scale and materials of the surrounding contributing resources.**

The gabled roofs of the canopies mimic the gable on the two-story portion of the historic building; scaled fit to the single-story wing. The 12/6 roof pitch on the canopies matches the pitch of the gable on the Maine Street façade.

- v. When constructing additions, the applicant shall maintain the structural integrity of existing structures.**

The canopy additions will have no effect on the structural integrity of the historic building.

- b. In approving applications for a Certificate of Appropriateness for new construction of, or additions to commercial, multi-family and other non-residential structures, the Village Review Board shall make findings that the following additional standards have been satisfied.**

- i. Where practicable, new off-street parking shall be located to the rear of the principal building and shall be accessed from a secondary street. In cases where off-street parking currently exists in a front or side yard, the parking area shall be screened from the public right-of-way with landscaping or fencing.**

This standard is not applicable as the COA request is for additions/alterations.

- ii. Site plans shall identify pedestrian ways and connections from parking areas to public rights-of-way.**

This standard is not applicable as the COA request is for additions/alterations.

- iii. All dumpsters and mechanical equipment shall be located no less than 25 feet away from a public right-of-way, unless required by a public utility, and shall be screened from public view.**

This standard is not applicable as the COA request is for additions/alterations.

- iv. 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.**

This standard is not applicable as the COA request is for additions/alterations.

- v. 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.**

This standard is not applicable as the COA request is for additions/alterations.

- vi. 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.

This standard is not applicable as the COA request is for additions/alterations.

- vii. Buildings with advertising icon images built into their design ("trademark buildings") are prohibited.**

This standard is not applicable as the COA request is for additions/alterations.

- viii. No building on Maine Street shall have a horizontal expanse of more than 40 feet without a pedestrian entry.**

This standard is not applicable as the COA request is for additions/alterations.

- ix. No building on Maine Street shall have more than 15 feet horizontally of windowless wall.**

This standard is not applicable as the COA request is for additions/alterations.

- x. All new buildings and additions on Maine Street shall be built to the front property line. This may be waived if at least 60 percent 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.**

This standard is not applicable as the COA request is for additions/alterations.

- xi. If adding more than 50 percent new floor area to a structure located on Maine Street, the addition shall be at least two (2) stories high and/or not less than 20 feet tall at the front property line.**

This standard is not applicable as the COA request is for additions/alterations.

- xii. The first-floor facade of any portion of a building that is visible from Maine Street shall include a minimum of 50 percent glass. Upper floors shall have a higher percentage of solid wall, between 15 percent and 40 percent glass.**

This standard is not applicable as the COA request is for additions/alterations.

- c. 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.**

The subject property is a contributing resource and therefore this standard does not apply.

(3) Signs

Signs shall comply with the requirements of Section 4.13 (Signs) with consideration given to the Village Review Zone Design Guidelines.

The *Village Review Board Design Guidelines* provide signage guidelines that state:

Awnings and signs should be attached to the building in a manner that will not damage or obscure significant architectural details or features. Hardware should be fastened into mortar joints rather than the masonry.

The proposed signage is placed on the newly constructed canopies and not obscuring any architectural details of the original building. Norway Savings currently has no wall signage on their Maine Street façade, only a projecting sign and signage on the glass of the main entrance. The proposed wall signs are well below the 16 square foot maximum the ordinance requires. The GM6 does not allow for internally lit signage; the proposed signs appear to be backlit, which would meet ordinance requirements.

(4) Demolition and Relocation

- a. 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.**

- i. 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 Codes Enforcement Officer and photographs depicting the current condition of the building.**

Not applicable.

- ii. 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.**

Not applicable.

- b. Demo, 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.**

Not applicable.

DRAFT MOTIONS
83 MAINE STREET (MAP U13, LOT 134)
REQUEST FOR A CERTIFICATE OF APPROPRIATENESS FOR ADDITIONS
VILLAGE REVIEW BOARD
REVIEW DATE: NOVEMBER 20, 2025

- Motion 1:** That the Certificate of Appropriateness application is deemed complete.
- Motion 2:** That the Board approves the **Certificate of Appropriateness for Additions** for the construction of two entrance canopies, as outlined in the application and as satisfied by Subsection 5.2.8.C with the following condition(s):
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.

HISTORIC PRESERVATION SURVEY

013-134

Cumberland Brunswick 75-83 Maine
 County City/Town Street Address and Number

historic: pre-1846 Union Bank building
 Name of Building/site: Common and/or Historic

Approximate Date: pre-1846 Style: Greek Revival

Type of Structure:

☐ Residential ☒ Commercial ☐ Industrial ☐ Other:

Condition: ☒ Good ☐ Fair ☐ Poor

Endangered: ☐ No ☐ Yes

Surveyor: J. Goff Organization: Pejepscot Regional Survey

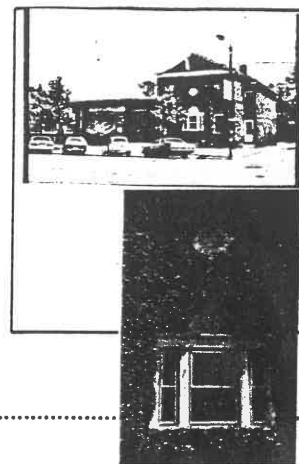
Rating:

Historic Significance to the Community:

probably National Register material.

(For Additional Information - Use Reverse Side)

ca. 1870? photo



1979 photos by L. Borysenko



75-83 MAINE

Maps: 1846 2 1/2 story bldg, gable end to street, 3 bays wide = Union Bank
 1871 = Bank
 1910 #83/85 = Brunswick Savings Institution

Deeds:

Newspaper: Brunswick Telegraph 10/29/1853 p. 2 "pass by the old Union Bank where learned Robbins emit such notes as makes the miser's heart to leap for joy. His cage was newly painted some time since..." triple pun on Treas.
 A.C. Robbins, bank notes, and teller's cage
 Brunswick Telegraph 11/6/1857 p.2 "The Old Union Bank Building...
 "Maine Bank" has leased...are now refitting..."

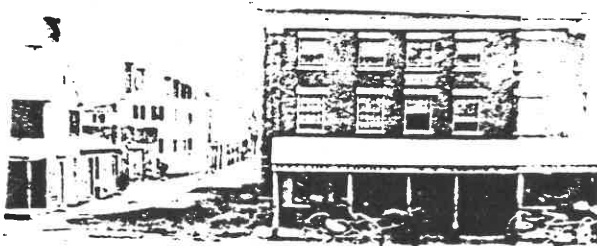
Brunswick Savings Institution--as a corporation--was organized in 1858 (Brunswick Telegraph 7/16/1858 p.2: "Savings Bank. This bank is now open..."). However, the brick building on the north corner of Bank Street pre-dates that institution's organization. The Union Bank vacated it after their new building (now on Town Hall Place) was finished on Maine Street, west side, south of Cumberland St., in 1857. See Telegraph 8/21/1857, 9/4/1857, 10/23/1857.



past 1883 view of
1880 Dennison Bldg,
Bank Bldg,
1883 Odd Fellows / Store Block

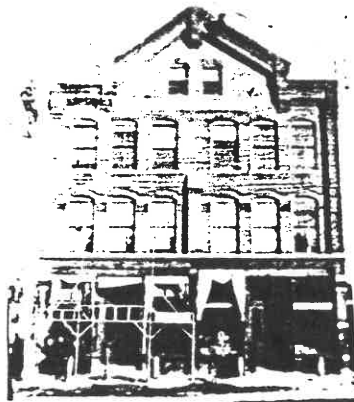


1889 view of Dennison & Co Bldg



Dunlap St.

1838 Dunlap Block
(burned 1880, replaced by →)



1898 views of Block, Dunlap to Bank St.

Received:

By:

10/15/25
fs

VRB Case #: 23-030

VILLAGE REVIEW OVERLAY
CERTIFICATE OF APPROPRIATENESS
APPLICATION

1. Project Applicant:

Name: Travis R. Nadeau

Address: Two Great Falls Plaza, Auburn, ME 04210

Phone Number: 207-740-7603

Email Address: tnadeau@platzassociates.com

2. Project Property Owner:

Name: Norway Savings Bank c/o Kerry Millett

Address: 261 Main ST., P.O. Box 347 Norway, ME 04268

Phone Number: 207-515-1557

Email Address: kmillett@norwaysavingsbank.com

3. Authorized Representative: (If different than applicant)

Name:

Address:

Phone Number:

Email Address:

4. Physical Location of Property Being Affected:

Address: 83 Maine Street

5. Tax Assessor's Map # U13 Lot # 134 of subject property.

6. Underlying Zoning District Growth Mixed-Use 6 (GM6)

7. Type of Activity (check all that apply):

☒ Additions and New Construction

☐ Structural Alteration

☐ Demolition/Moving of Structure

☒ Sign Permit

8. Describe the location and nature of the proposed change(s), including a brief description of the proposed construction, reconstruction, alteration, demolition, proposed re-use, or other change (use separate sheet if necessary): The proposed renovations include two new canopies to be constructed over the re-build entry stairs along Maine Street. Improvements include new signage located in the gables of the proposed entry canopies.

Applicant Name (printed): Travis R. Nadeau

Applicant Signature:

Travis R. Nadeau

Property Owner Name (printed): Kerry Millett c/o Norway Savings Bank

Property Owner Signature:

Kerry D. Millett

Generally it is required that:

- Any changes are appropriate for the architectural and historical character of a building. This is especially important for details such as trim, railings, windows, etc.
- Alterations or new construction respect the visual character of the streetscape and neighborhood and reflect the scale, the textures, and the overall forms and relationships of those surroundings.

Application Requirements

Please attach the following information to complete your application. A thorough application and thoughtful consideration of the project's impact to the Village Review Overlay Zone will ensure a complete and prompt review by the Staff/Board:

- ☒ Completed application form and applicable review fee.
- N/A ☐ A copy of the building survey prepared by the Pejepscot Historical Society pertaining to the structure under review (*provided by Department Staff*). **Design Team used the City sidewalk repair survey**
- ☒ A drawing showing the design, texture, and location of any construction, alteration and/or 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. Drawings need not be prepared by an architect or engineer, but shall be clear, complete, and specific.
- ☒ A site plan which shows the relationship of the changes to the surroundings.
- N/A ☐ If architectural features are to be removed or replaced (including but not limited to original windows, siding, roofing material and other design elements), provide photographic documentation or a written assessment from a preservation professional or contractor explaining the condition of the material and reason for removal/replacement.
- ☒ Photographs of the building(s) involved, its context, and detailed photos of immediate area.
- ☒ List all proposed materials and products, and clearly identify their location on the drawings. Indicate texture of material, if applicable.
- ☒ Provide manufacturer's product information and, if possible, bring material samples to the meeting.
- N/A ☐ Provide information such as dimensions, photographs or source for salvaged or reused materials. **No salvaged materials proposed**

For demolition applications, all applications must also address review standards contained in Subsection 5.2.8.C (4) of the Brunswick Zoning Ordinance.

All applicants for Major Review are required to attend the Village Review Board meeting to present their application.

Notification

The Department of Planning and Development will identify all property located within a 200 foot radius of the parcel subject to review. The owners of identified property will be notified by the Planning and Development Department by first class mail at least 10 days prior to the Village Review Board meeting.

Application Fees

The following application fees shall be paid upon submittal for any project requiring a Certificate of Appropriateness:

Minor Review (Staff-level): \$75.00

Major Review (Village Review Board-level): \$150.00

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

This checklist will be completed by the Department of Planning and Development. The Department requires that all application materials be submitted in BOTH hard copy and digital format. In addition, for Major Review applications, EIGHT (8) HARD COPIES are required after your application is considered complete by Department staff. Your project will not be placed on the Village Review Board's agenda until this determination is made. For assistance, please contact the Department of Planning and Development at (207)725-6660.

- ☒ Completed application form
- ☒ A copy of the building survey prepared by the Pejepscot Historical Society pertaining to the structure under review (*provided by Department Staff*).
- ☒ 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. Drawings need not be prepared by an architect or engineer, but shall be clear, complete, and specific.
- ☒ A site plan or photographs showing the relationship of the changes to the surroundings.
- ☒ If architectural features are to be removed or replaced (including but not limited to original windows, siding, roofing material and other design elements), provide photographic documentation or a written assessment from a preservation professional or contractor explaining the condition of the material and reason for removal/replacement.
- ☒ Photographs of the building(s) involved, its context, and detailed photos of immediate area.
- ☒ List all proposed materials and products, and clearly identify their location on the drawings. Indicate texture of material, if applicable.
- ☒ Provide manufacturer's product information and, if possible, bring material samples to the meeting.
- ☒ Provide information such as dimensions, photographs or source for salvaged or reused materials.
- ☒ For demolition applications, provide detailed information addressing standards contained in Subsections 5.2.8.C (4) of the Brunswick Zoning Ordinance.

This application was certified as being complete on 11/4/2025 (date) by [Signature] 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

TRAVIS NADDAU, relating to property designated on Assessors Tax Map # U13 and

Lot # 134 has been reviewed by the Codes Enforcement Officer and has been found to be in

compliance with all applicable zoning standards:

Comments: _____

Signed: Michael Pindell

Date: 11/17/2025

Print: Michael Pindell

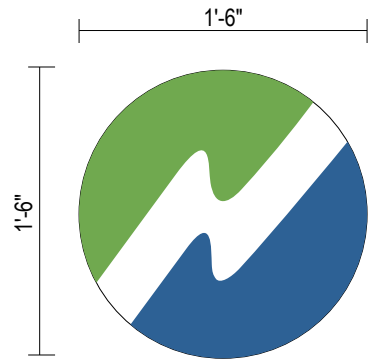
Code Enforcement Officer



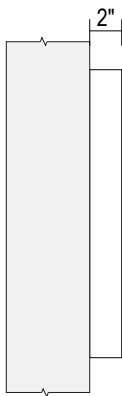


Norway Savings Bank

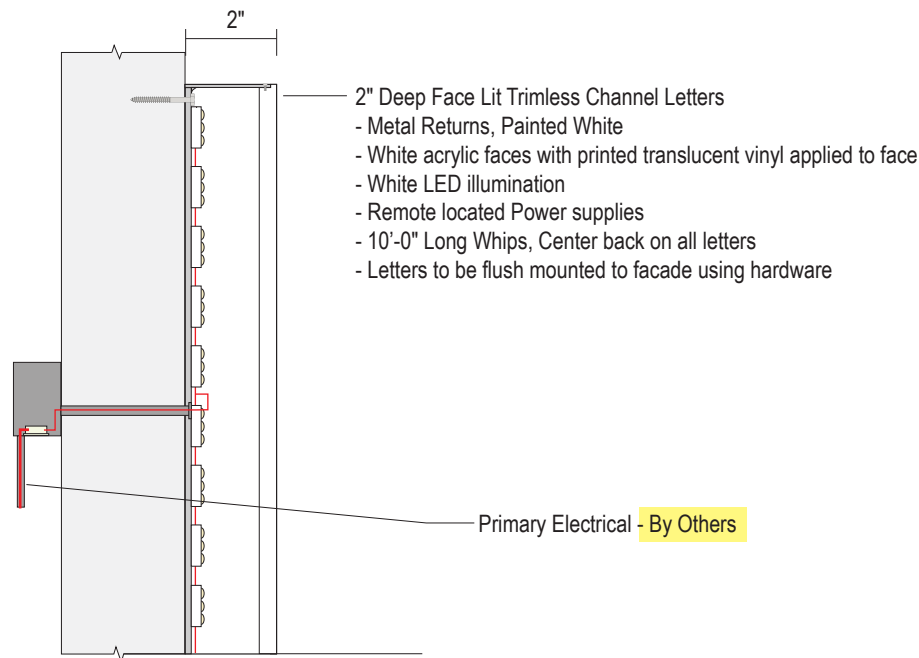
Drawing Package
October 06, 2025



1 Elevation: Front
Scale: 1"=1'-0"



2 Elevation: Return
Scale: 1"=1'-0"



3 Elevation: Return Section View
Scale: 1 1/2"=1'-0"



4 Install - Proposed
Scale: NTS

Notes

- Trimless Face Lit Channel Letters

- Qty:1

- 120V Primary Electrical to be brought to sign - By Others

- Blocking to be installed directly behind signage - By Others

- Confirm there is access behind wall

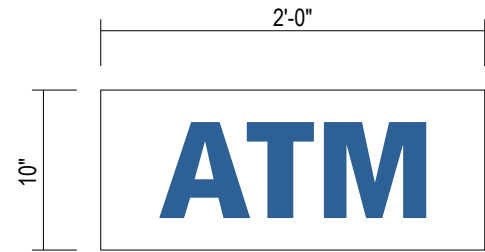
- Confirm Power Supplies can be housed Remotely

- Confirm Power Supplies will be located less than 10'-0" away from letters

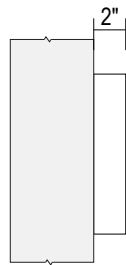
Colors

Paint
White, Satin Finish

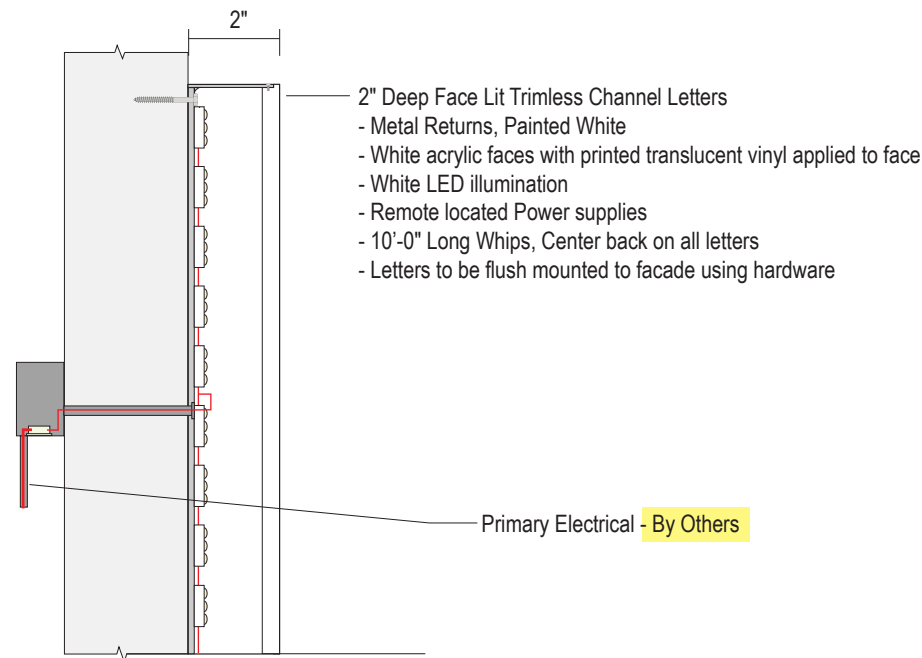
Printed Translucent Vinyl
Clear Laminate - Die cut around graphics
1st Surface
Match Blue PMS 653C
Match Green PMS 7489C



1 Elevation: Front
Scale: 1"=1'-0"



2 Elevation: Return
Scale: 1"=1'-0"



3 Elevation: Return Section View
Scale: 1 1/2"=1'-0"



4 Install - Proposed
Scale: NTS

Notes

- Trimless Face Lit Channel Letters

- Qty:1

- 120V Primary Electrical to be brought to sign - By Others

- Blocking to be installed directly behind signage - By Others

- Confirm there is access behind wall

- Confirm Power Supplies can be housed Remotely

- Confirm Power Supplies will be located less than 10'-0" away from letters

Colors

Paint
White, Satin Finish

ATM

Printed Translucent Vinyl
Clear Laminate - Die cut around graphics
1st Surface
Match Blue PMS 653C

**TOWN OF BRUNSWICK
VILLAGE REVIEW BOARD
ACTION MINUTES
JULY 15, 2025 @ 6:30 P.M.**

MEMBERS PRESENT: Vice Chair Robert Wiener (via Zoom), Claudia Knox, Josh Lincoln (via Zoom), William Steinbock, Annie Tarra

MEMBERS ABSENT: Chair Phil Carey and Aimee Keithan

STAFF PRESENT: Julie Erdman, Director of Planning and Development

A meeting of the Brunswick Village Review Board was held on Tuesday, July 15, 2025 in Town Council Chambers, 85 Union Street. Chair Phil Carey called the meeting to order at 6:30 P.M.

1. **Case No. VRB 25-016 0 Mill Street:** At the request of the applicant and owner, Lumbo Ledge LLC, the Village Review Board will review and take action on a request for a Certificate of Appropriateness to construct a new duplex at 0 Mill St. (Map U14, Lot 122). The subject property is located within the Growth Mixed Use (GM6) Zoning District and the Village Review Overlay (VRO).

Director Erdman introduced the application for a Certificate of Appropriateness.

Mark Dorsey of Lumbo Ledge provided a brief overview of the application and proposed construction.

Members asked questions and the applicant answered. Mr. Dorsey clarified elevation questions per Annie Tarra's request.

Claudia Knox opened the meeting to public comment. No comments were made.

Board members discussed the application.

MOTION BY ANNIE TARRA THAT THE CERTIFICATE OF APPROPRIATENESS APPLICATION IS DEEMED COMPLETE. MOTION SECONDED BY WILLIAM STEINBOCK, APPROVED UNANIMOUSLY AMONG THOSE PRESENT.

MOTION BY ANNIE TARRA THAT THE BOARD APPROVES THE CERTIFICATE OF APPROPRIATENESS FOR NEW CONSTRUCTION TO A CONSTRUCT A NEW THREE-STORY, DUPLEX BUILDING LOCATED ON A VACANT LOT AT MAP U14, LOT 122 (SOUTHEAST CORNER OF MILL AND UNION STREETS), AS OUTLINED IN THE APPLICATION AND AS SATISFIED BY SUBSECTION 5.2.8.C 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.

**MOTION SECONDED BY WILLIAM STEINBOCK, APPROVED UNANIMOUSLY
AMONG THOSE PRESENT.**

2. **Staff Approvals:** None

3. **Other Business:** Director Erdman provided a brief overview of an upcoming application and the application process that she has been following. Members provided feedback.

Adjourn

This meeting was adjourned at 6:59 P.M.

Respectfully Submitted,
Tonya Jenusaitis
Recording Secretary

*Agenda revised 9/10/25 to reflect correct parcel ownership

**TOWN OF BRUNSWICK
VILLAGE REVIEW BOARD
ACTION MINUTES
AUGUST 19, 2025 @ 6:30 P.M.**

MEMBERS PRESENT: Chair Phil Carey, Vice Chair Rob Wiener, Aimee Keithan (via Zoom), Claudia Knox, Josh Lincoln (via Zoom), and William Steinbock

MEMBERS ABSENT: Annie Tarra

STAFF PRESENT: Julie Erdman, Director of Planning and Development

A meeting of the Brunswick Village Review Board was held on Tuesday, August 19, 2025 in Town Council Chambers, 85 Union Street. Chair Phil Carey called the meeting to order at 6:30 P.M.

1. Case No. VRB 25-019 42 Maine Street: At the request of the applicant Ned Horton, on behalf of property owner, Centre Left LLC, the Village Review Board will review and take action on a request for a Certificate of Appropriateness to make alterations to the north and east (street front) facades of the building at 42 Maine St. (Map U14, Lot 117). These changes include the addition of wood cladding over the existing exterior, window treatments and new signage. The subject property is located within the Growth Mixed Use (GM6) Zoning District and the Village Review Overlay (VRO).

Director Erdman introduced the application for a Certificate of Appropriateness.

Owner Ned Horton reviewed his application.

Board members asked questions and Mr. Horton answered.

MOTION BY ROB WIENER THAT THE CERTIFICATE OF APPROPRIATENESS APPLICATION IS DEEMED COMPLETE. MOTION SECONDED BY CLAUDIA KNOX, APPROVED UNANIMOUSLY AMONG THOSE PRESENT.

Board member discussed the application.

MOTION BY AIMEE KEITHAN THAT THE BOARD APPROVES THE CERTIFICATE OF APPROPRIATENESS FOR ALTERATIONS FOR UPDATES TO THE EXISTING BUILDING FAÇADES LOCATED AT 42 MAINE STREET, AS OUTLINED IN THE APPLICATION AND AS SATISFIED BY SUBSECTION 5.2.8.C 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.

**MOTION SECONDED BY WILLIAM STEINBOCK, APPROVED UNANIMOUSLY
AMONG THOSE PRESENT.**

2. Staff Approvals: 75 Federal Street – Window Replacement

Adjourn

This meeting was adjourned at 6:48 P.M.

Respectfully Submitted,
Tonya Jenusaitis
Recording Secretary

**TOWN OF BRUNSWICK
VILLAGE REVIEW BOARD
ACTION MINUTES
SEPTEMBER 16 @ 6:30 P.M.**

MEMBERS PRESENT: Vice Chair Rob Wiener, Claudia Knox, Josh Lincoln (via Zoom), and William Steinbock

MEMBERS ABSENT: Chair Philip Carey, Aimee Keithan, and Annee Tara

STAFF PRESENT: Julie Erdman, Director of Planning and Development

A meeting of the Brunswick Village Review Board was held on Tuesday, September 16, 2025 in Town Council Chambers, 85 Union Street. Vice Chair Rob Weiner called the meeting to order at 6:30 P.M.

1. **Case No. VRB 25-021 159 Park Row WORKSHOP:** At the request of owner and applicant, the Pejepscot History Center, the Village Review Board will hold a **workshop** to review a proposal to construct a new entrance addition and ADA ramp attached to the Pejepscot History Museum building located at 159 Park Row (Map U13, Lot 177). The subject property is located within the Growth Mixed Use (GM6) Zoning District and the Village Review Overlay (VRO).
(This item began at 0:01:00)

Director Erdman introduced the workshop application.

Larissa Picard, Executive Director for Pejepscot History Center provided an overview and history of the proposed project. Gary Massanek, Vice President, Board of Trustees PHS, Chair of Buildings and Grounds reviewed the architectural aspects of the proposed project.

Members asked questions and Gary Massanek and Larissa Pickard answered.

Vice Chair Weiner opened the workshop to public comment.
Comments made by: Henry Donaldson, owner of 16 Dunlap St.

Board members opened to discussion and provided direction to the applicant.

2. **Case No. VRB 25-023 16 Dunlap Street:** At the request of the applicant and owner, Henry Donaldson, the Village Review Board will review and take action on a request for a Certificate of Appropriateness to enclose an existing porch on the east side of the structure located at 16 Dunlap St. (Map U13, Lot 141). The subject property is located within the Growth Mixed Use (GM6) Zoning District and the Village Review Overlay (VRO).
(This item began at 0:01:00)

Director Erdman introduced the application for 16 Dunlap Street.

Owner, Henry Donaldson provided a brief overview of the proposed project.

Members reviewed the project and asked questions; Mr. Donaldson answered.

No public comment was made.

MOTION BY CLAUDIA KNOX TO DEEM THE CERTIFICATE OF APPROPRIATENESS APPLICATION COMPLETE. MOTION SECONDED BY WILLIAM STEINBOCK, APPROVED UNANIMOUSLY AMONG THOSE PRESENT.

Mr. Donaldson introduced some new ideas to the Board. Claudia Knox suggested that they approve the current application and provide direction to Director Erdman so that additional changes can be through staff approval.

MOTION BY CLAUDIA KNOX THAT THE BOARD APPROVES THE CERTIFICATE OF APPROPRIATENESS FOR NEW CONSTRUCTION TO ENCLOSE A REAR PORCH ON THE STRUCTURE LOCATED AT 16 DUNLAP STREET, MAP U13, LOT 141; AS OUTLINED IN THE APPLICATION AND AS SATISFIED BY SUBSECTION 5.2.8.C WITH THE FOLLOWING CONDITION(S):

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, their 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.

MOTION SECONDED BY WILLIAM STEINBOCK, APPROVED UNANIMOUSLY AMONG THOSE PRESENT.

3. **Staff Approvals:** 16 Center Street – Door Replacement
4. **Other Business:** No other business was discussed.

Adjourn

This meeting was adjourned at 7:53 P.M.

Respectfully Submitted,
Tonya Jenusaitis
Recording Secretary

*Agenda revised 9/10/25 to reflect correct parcel ownership

**TOWN OF BRUNSWICK
VILLAGE REVIEW BOARD
ACTION MINUTES
OCTOBER 21, 2025 @ 6:30 P.M.**

MEMBERS PRESENT: Chair Philip Carey, Vice Chair Robert Wiener, Aimee Keithan (via Zoom), Claudia Knox, William Steinbock (arrived at 6:58 PM via Zoom), and Anee Tara

MEMBERS ABSENT: Josh Lincoln

STAFF PRESENT: Julie Erdman, Director of Planning and Development

A meeting of the Brunswick Village Review Board was held on Tuesday, October 21, 2025 in Town Council Chambers, 85 Union Street. Chair Philip Carey called the meeting to order at 6:30 P.M.

1. Case No. VRB 25-021 159 Park Row Entrance Addition: At the request of owner and applicant, the Pejepscot History Center, the Village Review Board will take action on a request for a Certificate of Appropriateness to construct a new entrance addition and ADA ramp attached to the Pejepscot History Museum building located at 159 Park Row (Map U13, Lot 177). The subject property is located within the Growth Mixed Use (GM6) Zoning District and the Village Review Overlay (VRO).

Director Erdman introduced the application.

Dr. Aimee Keithan recused herself from voting on this application as she was involved in the design.

Executive Director Larissa Pickard provided a brief history of the project and Vice President, Board of Trustees, PHC, Chair, Buildings and Grounds, Gary Massanek reviewed an updated PowerPoint Presentation.

Chair Carey opened the meeting to public comment. No comments were made.

Members discussed the application.

MOTION BY ANEE TARA THAT THE CERTIFICATE OF APPROPRIATENESS APPLICATION IS DEEMED COMPLETE. MOTION SECONDED BY PHIL CAREY, MOVED BY PHIL CAREY, CALAUDIA KNOX, ANNEE TARA, ROB WIENER, AND WILLIAM STEINBOCK. MOTION PASSES 5-1 WITH AIMEE KEITHAN ABSTAINING.

MOTION BY CLAUDIA KNOX THAT THE BOARD APPROVES THE CERTIFICATE OF APPROPRIATENESS FOR ADDITIONS TO AN EXISTING STRUCTURE TO CONSTRUCT AN ADA-COMPLIANT RAMP AND A 192 SQ FT ENTRANCE

ADDITION AT 159 PARK ROW, AS OUTLINED IN THE APPLICATION AND AS SATISFIED BY SUBSECTION 5.2.8.C WITH THE FOLLOWING CONDITION(S):

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.
2. Provided that a zoning amendment is passed that would permit the use of the proposed concrete veneer "Manchester Block" siding, the board approves the use of this alternate material in place of modular brick.
3. Glass panels on the street facing side shall be widened so as to create symmetry on that façade.
4. Windows on the north façade shall be enlarged to match the height of the street side windows as is practical.

MOTION SECONDED BY ANNIE TERRA. MOTION APPROVED BY PHIL CAREY, CALAUDIA KNOX, ANNEE TARA, ROB WIENER, AND WILLIAM STEINBOCK. MOTION PASSES 5-1 WITH AIMEE KEITHAN ABSTAINING.

Dr. Aimee Keithan returned to the meeting as a voting member.

2. **Zoning Ordinance Amendment Discussion:** The Board will discuss a possible recommendation to the Planning Board of an amendment to language in section 5.2.8.C.(2)b.vi. to allow for the use of concrete products on a building's exterior.

Members discussed the proposed amendment language and made alterations.

MOTION BY ANNEE TARA THAT THE BOARD RECOMMENDS THE REPLACEMENT LANGUAGE IN SECTION 5.2.8.C.(2)B.VI. BE ADOPTED IN THE TOWN ORDINANCE AS DRAFTED. MOTION SECONDED BY ROBERT WIENER. MOTION APPROVED BY PHIL CAREY, AIMEE KEITHAN, CALAUDIA KNOX, ANNEE TARA, AND ROB WIENER. MOTION OPPOSED BY WILLIAM STEINBOCK. MOTION PASSES 5-1.

3. **Case No. VRB 25-029 7 High Street Dormer:** At the request of property owner and applicant, Kevin Oakes, the Village Review Board will review and take action on a request for a Certificate of Appropriateness to add a dormer to the south side of the structure located at 7 High

St. (Map U14, Lot 47). The subject property is located within the Growth Residential (GR6) Zoning District and the Village Review Overlay (VRO).

Director Erdman introduced the application.

Applicant and Owner Kevin Oakes stated that they would like to propose a dormer to the south side of the structure.

Members asked questions and the applicant answered.

MOTION BY ANNEE TARA THAT THE CERTIFICATE OF APPROPRIATENESS APPLICATION IS DEEMED COMPLETE. MOTION SECONDED BY WILLIAM STEINBOCK, MOVED UNANIMOUSLY.

Members continued deliberations.

MOTION BY CLAUDIA KNOX THAT THE BOARD APPROVES THE CERTIFICATE OF APPROPRIATENESS FOR ALTERATIONS TO AN EXISTING STRUCTURE TO CONSTRUCT A DORMER ON THE SOUTHEAST SIDE OF THE CONTRIBUTING BUILDING LOCATED AT 7 HIGH STREET, AS OUTLINED IN THE APPLICATION AND AS SATISFIED BY SUBSECTION 5.2.8.C 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.

MOTION SECONDED BY AIMEE KEITHAN, APPROVED UNANIMOUSLY.

4. Staff Approvals:

- 6 High Street – Garage door replacement
- 16 Dunlap – Window replacements

5. Other Business:

- Next meeting to be moved to Thursday November 20th.

Adjourn

This meeting was adjourned at 8:20 PM.

Respectfully Submitted,

Tonya Jenusaitis
Recording Secretary

*Agenda revised 9/10/25 to reflect correct parcel ownership