

**DRAFT  
TOWN OF BRUNSWICK  
VILLAGE REVIEW BOARD  
JUNE 18, 2024 @ 7:15 P.M.  
BRUNSWICK TOWN HALL, COUNCIL CHAMBERS**

**MEMBERS PRESENT:** Chair Annee Tara, Vice Chair William Steinbeck, Aimee Keithan (Online), Claudia Knox, Josh Lincoln (Online), and Robert Wiener

**MEMBERS ABSENT:** Phil Carey

**STAFF PRESENT:** Deputy Planning Director, Julie Erdman

**Election of Officers**

**MOTION BY CLAUDIA KNOX TO NOMINATE ANNEE TARA TO CHAIR OF THE VILLAGE REVIEW BOARD. MOTION SECONDED BY WILLIAM STEINBOCK, APPROVED UNANIMOUSLY.**

**MOTION BY CLAUDIA KNOX TO NOMINATE ROB WIENER TO VICE CHAIR OF THE VILLAGE REVIEW BOARD. MOTION SECONDED BY ANNEE TARA, APPROVED UNANIMOUSLY.**

**Approval of Minutes:** February 22, 2024

**MOTION BY ROB WIENER TO APPROVE THE MINUTES OF FEBRUARY 22, 2024. MOTION SECONDED BY WILLIAM STEINBOCK, APPROVED BY ANNEE TARA, CLAUDIA KNOX, JOSH LINCOLN, ROB WIENER, AND WILLIAM STEINBOCK. AIMEE KEITHAN ABSTAINED. MOTION PASSES 5-1**

**Case No. VRB 24-007 – 0 Mill St:** (This item started at 0:06:43)

At the request of the applicant Mark Dorsey, on behalf of the 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 with an accessory dwelling unit 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).

Julie Erdman introduced the project. Applicant Mark Dorsey provide an overview of the proposed project.

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

The Board asked questions and the applicant answered.

The Board discussed this item.

**MOTION BY AIMEE KEITHAN THAT THE BOARD APPROVES THE CERTIFICATE OF APPROPRIATENESS FOR NEW CONSTRUCTION TO A CONSTRUCT A NEW THREE-STORY, DUPLEX BUILDING WITH AN ACCESSORY DWELLING UNIT 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(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. That prior to the issuance of any building permit the applicant shall receive notification of the Code Enforcement Officer's determination that the proposal:
  - a. Meets all applicable Zoning Ordinance standards
  - b. Receives Staff Review Committee approval for Minor Development Review.
3. Second floor windows shall be aligned with the first and third floor windows.
4. All second-floor windows on the Union Street side shall be the same size.
5. A frieze board shall be installed between the third-floor windows and the soffit.
6. A hip roof and columns shall be utilized for the Mill Street entrance as opposed to a shed roof.
7. The Union Street entrance shall be enhanced with a portico emulating the front entrance on Mill Street.
8. The roof structure shall be reworked to bring all ridgelines to the same elevation.
9. Heat pumps and solar panels shall be installed to the rear of the building, not visible from the street.

**MOTION SECONDED BY WILLIAM STEINBOCK, APPROVED UNANIMOUSLY.**

**Staff Approvals:** (This item began at 1:31:20)

- VRB 24-006 – 2 Station Ave Signage – Blake Orchard
- VRB 24-008 – 149 Maine St Signage – Elizabeth Nails
- VRB 24-009 – 66 Maine St Signage – Magpie

VRB 24-010 – 147 Maine St Signage – The Frappe Shoppe  
VRB 24-011 – 167 Park Row Signage – Back Cove Financial  
VRB 24-012 – 82 Pleasant St Signage – Next Home Premier Realty  
VRB 24-013 – 146 Maine St Signage – Lemont Block Collective

**Adjourn**

**MOTION BY CLAUDIA KNOX TO ADJOURN THE MEETING. MOTION  
SECONDED BY JOSH LINCOLN, APPROVED UNANIMOUSLY.**

Respectfully Submitted,  
Tonya Jenusaitis  
Recording Secretary

**DRAFT  
TOWN OF BRUNSWICK  
VILLAGE REVIEW BOARD  
JULY 16, 2024 @ 7:15 P.M.  
BRUNSWICK TOWN HALL, COUNCIL CHAMBERS**

**MEMBERS PRESENT:** Chair Annee Tara, Vice Chair William Steinbock, Phil Carey, Claudia Knox, and Robert Wiener

**MEMBERS ABSENT:** Aimee Keithan and Josh Lincoln

**STAFF PRESENT:** Deputy Planning Director, Julie Erdman

**Approval of Minutes:** No minutes were approved at this meeting.

**Case No. VRB 24-014** – 54 Federal St: At the request of the applicant Gregory Harper, on behalf of the owners Jarrod and Beth Tembreull, the Village Review Board will review and act on a request for a Certificate of Appropriateness to replace siding and install corner boards at 54 Federal St. (Map U13, Lot 197). The subject property is located within the Growth Residential (GR7) Zoning District and the Village Review Overlay (VRO).

Julie Erdman introduced the application and the applicant, Greg Harper, reviewed the application.

Board members asked questions and Mr. Harper answered.

Chair Annee Tara opened the meeting to public comment. No comments were made and the public comment period was closed.

Members discussed the application.

**MOTION BY PHIL CAREY TO DEEM THE CERTIFICATE OF APPROPRIATENESS APPLICATION COMPLETE. MOTION SECONDED BY WILLIAM STEINBECK, APPROVED UNANIMOUSLY.**

**MOTION BY PHIL CAREY TO APPROVE THE CERTIFICATE OF APPROPRIATENESS FOR ALTERATIONS TO REPLACE THE SHINGLE SIDING AND ADD CORNER BOARDS AT MAP U13, LOT 197A: 54 FEDERAL STREET AS OUTLINED IN THE APPLICATION AND IS SATISFIED BY SUBSECTION 5.2.A.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 STEINBECK, APPROVED UNANIMOUSLY.**

**Case No. VRB 24-015** – 99 Maine St: At the request of the applicant Raj Sharma, on behalf of the owner Tondreau LLC, the Village Review Board will review and act on a request for a Certificate of Appropriateness to replace windows, doors and an awning at 99 Maine St. (Map U13, Lot 143). The subject property is located within the Growth Mixed-Use 6 (GM6) Zoning District and the Village Review Overlay (VRO).

Julie Erdman introduced the application and the applicant representative, Van Sharma, presented a PowerPoint.

Board members asked questions and Mr. Sharma answered.

Chair Annee Tara opened the meeting to public comment. No comments were made and the public comment period was closed.

Board members discussed the application.

**MOTION BY ANNEE TARA TO DEEM THE CERTIFICATE OF APPROPRIATENESS APPLICATION COMPLETE. MOTION SECONDED BY PHIL CAREY APPROVED UNANIMOUSLY.**

**MOTION BY ANNEE TARA THAT THE BOARD APPROVES THE CERTIFICATE OF APPROPRIATENESS FOR ALTERATIONS TO THE FRONT FAÇADE INCLUDING REPLACEMENT OF THE FRONT DOOR, WINDOWS AND AWNING AT MAP U13, LOT 143; 99 MAINE STREET, 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. Prior to construction, building and sign permits must be issued by the Code Enforcement Office.

3. Revised drawings consistent with the Board's discussion with the applicant and the sketch provided by the Board during the meeting, be submitted to the satisfaction of the Deputy Director of Planning and Development.

**MOTION SECONDED BY WILLIAM STEINBOCK, APPROVED UNANIMOUSLY.**

**Staff Approvals:** None

**Adjourn:**

**MOTION BY PHIL CAREY TO ADJOURN THE MEETING. MOTION SECONDED BY ROB WIENER, APPROVED UNANIMOUSLY.**

Respectfully Submitted,  
Tonya Jenusaitis  
Recording Secretary

**DRAFT  
TOWN OF BRUNSWICK  
VILLAGE REVIEW BOARD  
NOVEMBER 19, 2024 @ 6:30 P.M.  
BRUNSWICK TOWN HALL, COUNCIL CHAMBERS**

**MEMBERS PRESENT:** Chair Annee Tara, Vice Chair William Steinbock, Phil Carey, Claudia Knox, Josh Lincoln, and Robert Wiener

**MEMBERS ABSENT:** Aimee Keithan

**STAFF PRESENT:** Jay Astle, Assistant Town Manager

**Case No. VRB 24-022 – 10 High Street:** At the request of the applicant and owner, Will Rowan, the Village Review Board will review and act on a request for a Certificate of Appropriateness to add a prefabricated storage shed to the property at 10 High Street (Map U14, Lot 79). The subject parcel is located within the Growth Residential 6 (GR6) Zoning District and the Village Review Overlay (VRO).

Chair Annee Tara introduced the application.

Applicant Will Rowan reviewed his application.

Board members asked questions and the applicant answered.

Chair Annee Tara opened the meeting to public comment.  
Comments made by: Thomas Carhart

Board members discussed the application and made adjustments to the draft Conditions of Approval.

**MOTION BY PHIL CAREY TO DEEM THE CERTIFICATE OF APPROPRIATENESS APPLICATION COMPLETE. MOTION SECONDED BY WILLIAM STEINBECK, APPROVED UNANIMOUSLY.**

**MOTION BY PHIL CAREY THAT THE BOARD APPROVES THE CERTIFICATE OF APPROPRIATENESS FOR NEW CONSTRUCTION OF AN ACCESSORY STRUCTURE IN ORDER TO CONSTRUCT A NEW STORAGE SHED ON THE PROPERTY LOCATED AT 10 HIGH STREET, AS OUTLINED IN THE APPLICATION AND AS SATISFIED BY SUBSECTION 5.2.8.C.(4).II WITH THE FOLLOWING CONDITIONS:**

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. That the orientation of the storage shed is adjusted 90 degrees so that the narrow side of the shed faces the street.
3. That the storage shed is moved back 10 additional feet so that it is a minimum of 40 feet from the curb line.

**MOTION SECONDED BY CLAUDIA KNOX. MOTION APPROVED UNANIMOUSLY.**

**Case No. VRB 24-024 – 22 Elm St:** At the request of the applicant, David Matero Architecture, and on behalf of the owner, Maine State Music Theatre, the Village Review Board will review and act on a request for a Certificate of Appropriateness to add and replace windows on the second floor of 22 Elm Street (Map U13, Lot 94). The subject property is located within the Growth Mixed Use 6 (GM6) Zoning District and the Village Review Overlay (VRO).

Chair Annee Tara introduced the application.

Applicant representative David Matero reviewed this application.

Board members discussed the application.

**MOTION BY PHIL CAREY THAT THE BOARD APPROVES THE CERTIFICATE OF APPROPRIATENESS FOR ALTERATIONS TO RENOVATE AND ALTER THE MAINE STATE MUSIC THEATRE BUILDING AT MAP U13, LOT 94; 22 ELM STREET, 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.

**MOTION SECONDED BY ROB MOORE, APPROVED UNANIMOUSLY.**

**Staff Approvals:**

- 147 Maine Street – Signage
- 22 Pleasant Street – Signage
- 50 Maine Street – Signage
- 2 Pleasant Street – Signage

**Other Business:**

- Climate Action Plan Support \*Item added 11.19.2024:  
Phil Carey briefly reviewed the Climate Action Plan.



Members discussed the plan and possible impacts.

**MOTION BY WILLIAM STEINBOCK TO SUPPORT A LETTER OF SUPPORT REGARDING THE CLIMATE ACTION PLAN TO BE DRAFTED BY PHIL CAREY AND CLAUDIA KNOX FOR THE TOWN COUNCIL. MOTION SECONDED BY JOSH LINCOLN. MOTION APPROVED UNANIMOUSLY.**

**Adjourn**

**MOTION BY ANNEE TARA TO ADJOURN THE MEETING. MOTION SECONDED BY PHIL CAREY, APPROVED UNANIMOUSLY.**

Respectfully Submitted,  
Tonya Jenusaitis  
Recording Secretary