

**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 20<sup>th</sup>.

**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