

**Town of Bridgton
Design Review Ordinance**

ARTICLE X. DESIGN REVIEW COMMITTEE

A. Purpose of the Design Review Committee

The Design Review Committee (DRC) shall review architectural and landscape designs for new construction and/or renovation of existing Structures in the Downtown Village Business I and II Districts and the Inner and Outer Corridor Districts. The DRC shall meet with the applicant(s) for new construction or renovation of 25% or more of the street-side façade of existing Principal Buildings prior to the process of any application for a building permit or site plan review permit. The minutes of this meeting, along with discussion points and any recommendations by the DRC relevant to architectural or landscape design, shall be sent to the applicant(s) and copied to the Planning Board and the Code Enforcement Officer.

B. Goals of the Design Review Committee

1. The overall goal of the DRC is to encourage creative architectural and landscape designs that enhance the existing character of Bridgton and harmonize with adjacent Structures in Downtown Village I and II Districts, as well as in the Inner and Outer Corridor Districts.
2. The specific goals of the DRC are to meet with the applicant(s) for new Structures or significant renovation of the street-side façade of existing Principal Buildings in the above-mentioned districts and have a conversation with the applicant(s) which serves to:
 - i. Preserve for the citizens of Bridgton the architectural qualities and historic features that constitute the Town's unique character and identity.
 - ii. Protect residential property values by enhancing the Town's physical appeal to current and future businesses, residents, and visitors.
 - iii. Harmonize the visual and physical appearance of commercial development with surrounding land use.
 - iv. Adhere to the recommendations expressed in the Comprehensive Plan for the revitalization of Downtown Village I and II Districts, and the Inner and Outer Corridor Districts.
 - v. Inform the applicant(s) about any pertinent Land Use or Site Plan regulations in order to facilitate the smooth and timely flow of the project from application to completion of construction/renovation.

C. Structure of the Design Review Committee

1. The Design Review Committee shall have five (5) members, appointed by the Board of Selectmen. Members shall be appointed to staggered 3 year terms. Members shall be appointed to initial terms as follows:

- 1 member to a 1 year term
- 2 members to a 2 year term
- 2 members to a 3 year term

Thereafter members shall be appointed to 3 year staggered terms.

2. Three members shall constitute a quorum.

D. The Application Process

1. Applicant(s) for new construction and/or renovation subject to this Article X shall request a meeting with the DRC prior to the application process for a building permit or site plan review permit, attending a pre-application meeting with the Planning Board, or beginning construction.
2. The DRC shall hold a meeting of the committee and the applicant(s) within five (5) business days of the request. Notice of the DRC meeting shall be posted in the Town Office at least 48 hours prior to the meeting, and the meeting should be scheduled no more than fifteen (15) days after the initial request.
3. At the meeting, the applicant(s) shall provide the DRC with detailed plans or drawings of the proposed project, clearly showing the architectural design of new construction or the changes in exterior characteristics, including windows, doors, and porches, of renovation projects. Attention in the new-construction plans should be given to how the Structure will relate to the architectural styles in the vicinity of its proposed location. In the case of renovation projects, attention should be given to the preservation of the historic features of the existing Structure. Landscape design should also be detailed and considered during the meeting. All plans shall be prepared by a licensed architect, landscape architect, or structural engineer.
4. Within five (5) business days after the meeting with the applicants(s), the DRC shall provide copies of the minutes of the meeting, which will contain the results of the discussion of architectural and design features of the proposed project, to the applicant(s), with a copy to the Planning Board and the Code Enforcement Officer.

5. If site plan review is required pursuant to the Town of Bridgton Site Plan Review Ordinance, the Planning Board may request that a representative of the DRC be present at its public meeting to discuss specifics in the minutes of the meeting between the applicant(s) and the DRC.
 6. If the applicant(s) do not attend the scheduled meeting with the DRC, the application process must be reinitiated.
 7. No more than one meeting between the applicant(s) and the DRC is required, unless both the applicant(s) and the DRC agree to participate in more meetings.
 8. If the DRC fails to issue a recommendation according to this Article X, the application shall be deemed to have satisfied the requirements of this article X.
 9. The recommendations of the DRC are advisory only and not subject to review by the Board of Appeals.
- E. Nothing in this Article limits the authority of any Town officer, board, or agency, including the Code Enforcement Officer and the Planning Board, to review applications submitted to the DRC and to make all necessary findings of fact and conclusions of law concerning the provisions of this Ordinance, the Town Bridgton Site Plan Review Ordinance, or any other applicable laws, regulations, or Ordinances, whether or not such findings and conclusions are consistent with or contrary to the consensus of the DRC and the applicant(s) concerning the architectural/landscape style and design of the proposed project.