

**City of Hallowell
Planning Board Meeting
City Council Chamber
July 17, 2024
6:00 pm**

1. Call to Order

Ms. Feinstein called the meeting to order.

2. Roll Call / Quorum

Ms. Feinstein took the roll call and established a quorum.

Present: Judith Feinstein (Chair), Darryl Brown, Andrew Landry, Melvin Morrison, *Matthew Rolnick, Richard Seymour (1st alt.), Keith Taylor (2nd alt.)
Melanie Weston, City Planner; Gary Lamb, City Manager; Daniel Kelley, Dep. City Clerk

Excused: Richard Bostwick

Absent: Lisa Rigoulot

Mr. Seymour and Mr. Taylor will both be voting.

3. Public Comments (The Board has agreed to limit the time allotted to Public Comment to fifteen minutes.)

None.

* Mr. Rolnick arrived.

4. Approval of Minutes of the June 26, 2024 Planning Board Meeting

Motion to approve the minutes of the June 26, 2024 meeting as presented.

Moved: Landry

Seconded: Brown

Unanimously approved

5. Certificate of Appropriateness for Installation of a Swimming Pool for Jennifer and Dan Filitis, 39 Winthrop Street, Map 5 Lot 66A.

Jennifer Filitis, 39 Winthrop Street, presented an application for an in-ground swimming pool. She explained that the back yard is fully fenced. The pool will be 6' deep at its deepest and there will be no diving board.

Ms. Feinstein asked Ms. Filitis to confirm that she had read and understood the performance standards for swimming pools; she said she had. Mr. Landry asked if the pool would be fully behind the house and not visible from the street; Ms. Filitis said it would. Mr. Morrison noted that a new swimming pool at the Granite House [69 Winthrop Street] had not come before the Board; discussion was deferred as not relevant to this application. Ms. Filitis said that Merit Pools had notified them of the need to obtain a permit. There was a brief discussion. Mr. Brown asked if a plumbing permit were also required; Mr. Lamb said it was not.

Motion to find the application complete.

Moved: Brown

Seconded: Rolnick

Unanimously approved

Motion to find the application in harmony with Historic District standards and approve the application as presented.

Moved: Rolnick

Seconded: Brown

Unanimously approved

There was a brief discussion about whether the application required a separate approval of the swimming pool in addition to the Certificate of Appropriateness, and the Board decided by consensus that it did not.

6. Certificate of Appropriateness for New Construction in the Historic District for Jonathan and Caroline Karnes, 37 Winthrop Street, Map 5 Lot 66.

Jonathan Karnes, 37 Winthrop Street, presented an application for enlarging and enclosing an existing deck and adding a new deck and covered porch to his home.

Ms. Feinstein noted the completed checklist and application with photographs of the existing conditions and a drawing of the proposed construction as well as a memo from the Historic District Consultant.

Mr. Landry asked for confirmation that the addition would be at the rear of the building and not visible from the street. Dr. Karnes explained that it will be in the same location as the existing deck and may be partially visible to traffic coming down Winthrop Street. He also explained that the plans were drawn by a contractor and were scaled down from a larger proposal. They may use larger gliding screens rather than the custom-built screens in the plan, but the shape will remain the same with the gable and angle to the covered porch.

Mr. Taylor asked if it was all new construction; Dr. Karnes said it was. The screen porch will be close to the width of the existing deck but will be about 2' longer. He pointed out a similar addition to the brick house on Academy Street opposite Dr. Kammerer's house.

Ms. Feinstein asked if there had been any changes to the plan since the Historic District Consultant's review. Dr. Karnes said the only change was the substitution of the gliding screens. Ms. Weston said that should not be a problem.

Motion to find the application complete.

Moved: Landry Seconded: Rolnick Unanimously approved

Motion to find the application in harmony with Historic District standards and approve the application as presented.

Moved: Brown Seconded: Rolnick Unanimously approved

7. Other Business

157 Water Street

Mr. Lamb noted that he had looked at the building to see the crank-out windows that were mentioned at the last meeting and asked which windows had been changed. Mr. Seymour detailed which windows he had noticed. Mr. Lamb said he would take a closer look. Mention was made that there are rumors that the building will become an Air B'n'B or a laundromat. Mr. Rolnick noted that the ground floor cannot be residential space.

Application and Approval Process

Ms. Feinstein reported that she and Mr. Landry met with Mr. Lamb, Mr. Kelley, Ms. Weston, Ms. Andrews and Mr. McMullen to discuss Planning Board issues. They discussed means of helping the public submit well-documented and complete applications. Ms. Weston has provided four design guidelines from other towns. Newcastle seems to be closest in size and character to Hallowell. In the short term the group suggested including the checklist as part of the Historic District application. Ms. Feinstein noted that Mr. Kelley already combined the two forms.

Mr. Rolnick suggested creating a one to two minute video demonstrating a good application. Mr. Morrison observed that an incomplete application will not be approved.

Ms. Feinstein also reported that Ms. Weston and Ms. Andrews will work on the possible refinements to the wording of the Delegation of Authority for the Board's consideration. Mr. Rolnick requested a red-line version. Ms. Feinstein observed that they may add heat pumps, swimming pools and, possibly, chimneys.

Mr. Morrison suggested providing some sort of outreach to contractors who install heat pumps and swimming pools to make sure they have information about the requirements. Mr. Lamb stated that it was not the Board's responsibility; Ms. Weston said it was the contractors' responsibility. Mr. Taylor agreed.

City Website

Ms. Feinstein noted that she suggested efforts to make application forms on the website more accessible by providing more than one way to find them. The group agreed, and she drafted several changes that she described to the Board. Mr. Kelley will look into incorporating them.

National Alliance of Preservation Commissions

Ms. Feinstein noted that Ms. Andrews and Ms. Weston recommended the training programs from the NAPC. Ms. Weston said she will work through KVCOG to provide a multi-community presentation; KVCOG has indicated interest and apparently can assume any associated costs.

Marijuana Ordinance Changes

Ms. Feinstein noted that the Ordinance Rewrite Committee has been charged by the Council to review the Marijuana Ordinances. She will contact Councilor McKee regarding the Planning Board's concerns.

Members' Contact Information

Ms. Feinstein noted that contact information on the city website includes email addresses and telephone numbers. She pointed out the difference between elected and appointed officials, asking whether being elected was more of a justification for full contact details. Mr. Seymour asked if the Board members could have city email addresses, noting that FOAA requests could include private email addresses. Mr. Taylor and Mr. Rolnick agreed with his concerns. Mr. Lamb said it was a good idea. The Board agreed by consensus to request city email addresses; Mr. Lamb said he would follow up to get the addresses established. Mr. Seymour questioned having private telephone numbers on the website. The issue of residence addresses also came up. Mr. Lamb observed that since Board members are not selected from wards or districts there is no need for residence addresses.

Pre-review of Applications

Ms. Weston asked if the Board wanted her to pre-review applications. Ms. Feinstein suggested that if the CEO has questions, he could forward applications to Ms. Weston, and noted that Mr. McMullen is not performing all of the duties Mr. Ide did. Mr. Seymour expressed concern regarding time. Mr. Lamb pointed out that the deadline for inclusion on the agenda was two weeks before the meeting; that deadline has sometimes been shortened. Ms. Weston said that a pre-review could work in that time frame.

1 Franklin Street

Mr. Taylor asked for information about Mr. Schumacher's fire-damaged house and expressed the need to move officially to require action. Mr. Lamb told the Board that the house has been secured and that Mr. Schumacher is reportedly considering repairing the house. Mr. Taylor stressed the need for establishing a paper trail. Ms. Feinstein asked to have the CEO send a letter requesting a plan by August 30. Mr. Lamb said he will look into it.

8. Adjournment

Motion to adjourn.

Moved: Rolnick

Seconded: Landry

Unanimously approved

Accepted as Presented on August 21 2024, by a vote of 6 Yea to 0 Nay.

Attested: _____
S/
Judith Feinstein, Chair