

**City of Hallowell
Planning Board Meeting
City Council Chamber
September 18, 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), Richard Bostwick, Darryl Brown, Andrew Landry, Melvin Morrison, Lisa Rigoulot, Matthew Rolnick, Richard Seymour (1st alt.), Keith Taylor (2nd alt.)

Melanie Weston, Community Planner; Gary Lamb, City Manager; Daniel Kelley, Dep. City Clerk

Mr. Seymour and Mr. Taylor will not be voting.

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

None.

4. Approval of Minutes of the August 21, 2024 Planning Board Meeting

Mr. Brown noted that the word "said" was omitted in the last sentence under Item 6.

Motion to approve the minutes of the August 21, 2024 meeting as corrected.

Moved: Landry

Seconded: Brown

Unanimously approved

5. Certificate of Appropriateness for New Construction in the Historic District for Karen and Thomas Knox, 1 Middle Street, Map 5 Lot 76

Ms. Feinstein explained that this application was previously approved in 2022 but had lapsed since construction had not been started.

Karen and Thomas Knox, 1 Middle Street, presented an application for a one-and-one-half story addition to their home.

Ms. Feinstein asked if anything has changed; Ms. Knox provided a revised plan and explained that they are adding a shed dormer on the back [west] side for the loft area. There will be three windows in the dormer but no windows below it. Ms. Weston asked if the size of the addition was changed; Ms. Knox said it will be 16'x20' instead of the 16'x16' that was approved previously. It will extend deeper from Lincoln Street. Mr. Bostwick asked where the parking would be; Ms. Knox said it will be at the end of the building and will require fill and a retaining wall.

Ms. Rigoulot noted the propane tanks in the photograph and asked if they were only temporarily in the front; Ms. Knox said they were and that the final position will be behind the new construction. Ms. Rigoulot also asked if the windows under the porch at the back were new; Ms. Knox said they are new but are not part of the new construction. They were approved as part of the original application. They are not visible from the street. The only change visible from the street will be the addition of the dormer. Ms. Feinstein observed that this seems consistent with the original approval.

Mr. Brown asked if the door in the addition will be compatible with the existing door in the house. There was general discussion of the door. Ms. Knox said they will make the door compatible with the existing door, which has an arched window. Ms. Rigoulot asked if the new size fit the setback requirements; Ms. Knox said it did.

Motion to find the application complete with the additional information provided at the meeting regarding the added dormer windows, the daylight basement windows, and the style for the new door.

Moved: Rolnick

Seconded: Bostwick

Unanimously approved

Motion to find the application in harmony with Historic District standards and approve the application as amended with the additional information provided.

Moved: Rolnick

Seconded: Brown

Unanimously approved

6. Certificate of Appropriateness for New Construction in the Historic District for Theresa and Luke Davulis, 34 Union Street, Map 9 Lot 40

Neither the owner nor the contractor was present. The Board continued the application to the October meeting.

7. Conditional Use Permit Application for Kennebec Aerie 3137 Fraternal Order of Eagles, 49 Water Street, Map 5 Lot 158

Gary DesRosiers, past president of the Aerie, presented an application for a Conditional Use permit for a private club. He told the Board that the only changes to the building will be the addition of a service bar in the middle room. The floor plan will not be changed. Mr. Rolnick noted that the interior is irrelevant to the conditional use approval.

Mr. Seymour asked if there will be outside lighting; Mr. Desrosier said there will be no changes to the existing lighting and that they will use the existing sign structure.

Mr. Bostwick asked how many parking spaces would be needed for the club; Mr. Desrosier said they need room for 15 to 20 vehicles at most times, more on meeting nights. He said the existing parking area is sufficient without using neighboring property. The parking lot will be striped.

Mr. DesRosiers said they will attach a flat panel sign to the building and will use the existing sign structure with new faces. There was discussion of signs.

Ms. Rigoulot asked if the abutters had been notified; Mr. Kelley said notices were mailed on Sept. 3.

Mr. DesRosiers explained that the club was open only to members and their guests. They are open from noon to 8 pm Monday through Thursday and from noon to 2 AM (the state-mandated closing time) on Friday, Saturday and Sunday. He added that the closing time is at the discretion of the Steward, meaning that if attendance is light, he may close early.

There was a general discussion of Conditional Use standards. Board members expressed a desire to see basic measurements of the parking area. Mr. Seymour noted that there are floods and that MDOT would be doing work on Water Street in the near future that would include flood control measures. Mr. DesRosiers said they were aware of the flooding issue.

Ms. Feinstein asked if the primary function was as a social club with a bar; Mr. Desrosier said it was.

The Board decided by consensus to hold a Public Hearing at the October meeting. Mr. DesRosiers said they were under some pressure to sign a lease and asked if they could have a preliminary sense of approval. Ms. Feinstein explained that the Board can make no guarantee but she saw no major problem. Mr. Brown concurred. Mr. Morrison noted that conditional uses are seldom approved in a single meeting.

Ms. Rigoulot asked about restroom facilities; Mr. Desrosier said there is one existing restroom and that is legal as long as there are no more than 40 people at any one time. He added that they would like to add a second restroom, but that will require jackhammering into the concrete slab.

Board members requested a plan marking out the parking area and information on a dumpster/trash handling facility for the next meeting.

Motion to continue the application to the October meeting.

Moved: Rolnick

Seconded: Bostwick

Unanimously approved

8. Other Business

Housing meeting with Ordinance Rewrite Committee, City Council, and Housing Committee

Ms. Feinstein reported on the meeting which took place last night. The Ordinance Rewrite Committee (ORC) will examine the ordinances with regard to lot sizes, accessory dwelling units (ADU), and other aspects that might facilitate housing construction. She noted that the Board does not write ordinances but does review proposed ordinances. She asked if any Board members could work with the ORC. Discussion followed. Ms. Weston pointed out that the changes need to be made to the Land Use Ordinance; she also said she will investigate obtaining assistance from KVCOG. Ms. Rigoulot said she has already talked to Councilor McKee about working with the Committee. Mr. Rolnick noted that he is a member of the Housing Committee. Mr. Taylor agreed to work with the ORC also. Mr. Lamb pointed out that the grant for LD 2003 work is still available.

MMA Workshop for Planning Board Members (October 10, 4:40-8:30 p.m.)

Ms. Feinstein observed that the workshop can be informative even for experienced members. Mr. Taylor said he will attend. Mr. Lamb asked any interested members to contact him.

Draft Design Guidelines

Ms. Weston distributed copies of the draft guidelines she had prepared. She stressed that this is a “quick and dirty” draft and asked for input from the Board on what will make it more useful to both the Board members and the applicants. Ms. Feinstein noted that she is trying to contact Mr. McIntire regarding the status of the historical survey. Ms. Weston suggested sharing the draft with Row House for comments. Ms. Feinstein reiterated that the Design Guidelines document will be a complement to the ordinance and useful for applicants and contractors as well as for the Board.

Joint Training Presentations

Ms. Weston told the Board she has tried reaching out to the Maine Historic Preservation Commission to do some joint training presentations, but there has been no response. She is organizing several “Lunch & Learn” training sessions at the KVCOG offices in October. Participation can be in person or by ZOOM. She will send out invitations.

City email Addresses

Mr. Seymour asked about the status of city email addresses for the Board members. Mr. Lamb said that he has not contacted the IT provider about it yet. He has been tied up with the budget issues which must be resolved first.

Enforcement Issues

Ms. Feinstein asked about the enforcement issues that were brought up at the last meeting. Mr. Lamb said the CEO has been out straight this month.

9. Adjournment

Motion to adjourn.

Moved: Bostwick

Seconded: Rolnick

Unanimously approved

The meeting was adjourned at 7:32 PM

Accepted as Presented on October 16, 2024, by a vote of 7 Yea to 0 Nay.

Attested:

S/

Judith Feinstein, Chair