

**City of Hallowell  
Planning Board Meeting  
City Council Chamber  
September 17, 2025  
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, David Gilbert (2<sup>nd</sup> alt.), Melvin Morrison, Richard Seymour  
Melanie Weston, Community Planner; Sarah Moore, Code Enforcement Officer; Daniel Kelley, Deputy City Clerk

Excused: Andrew Landry, Lisa Rigoulot, Keith Taylor (1<sup>st</sup> alt.)

Mr. Gilbert will 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 20, 2025 Planning Board Meeting**

Motion to approve the minutes of the August 20, 2025 meeting as presented.

Moved: Bostwick

Seconded: Morrison

Unanimously approved.

**5. Subdivision Application (Retroactive Approval) for Sharon Emery and Karen Gorten, Town Farm Road, Map 18 Lot 24**

Ms. Feinstein noted that this was a retroactive approval because the lot was previously divided by deed.

Ms. Emery explained that they purchased the lot intending to divide it into three lots among family members. Mr. Ide told them at that time that they did not need to go through subdivision. Now they are applying for financing and the bank's title company is requiring subdivision approval.

Ms. Emery summarized the application. She explained that the lots will be served by public water, which has been approved by the Hallowell Water District. Sewage will be septic systems. Central Maine Power has sited poles for service.

Ms. Moore noted that there were concerns about the road layout, but they have been addressed.

Mr. Seymour inquired about a fire hydrant and whether it would be required for subdivision. Ms. Moore said she will verify whether there is one.

Mr. Bostwick asked if they were planning to have the City take over the road; Ms. Emery said the road would be a private gravel road.

Mr. Brown said he agreed with Mr. Ide that subdivision was not necessary. He added that he understood the bank's caution and saw no problem with subdivision. Ms. Weston explained the five-year ownership requirement. Mr. Gilbert said he agreed with Mr. Brown.

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Mr. Bostwick asked what size the lots were; Ms. Emery said that each lot is a little over two acres.

Mr. Seymour asked that the need for a fire hydrant be noted in the approval. Mr. Brown said there is a fire hydrant opposite Fish & Game Road that was installed when the church was built. Ms. Weston suggested conditioning approval on confirmation of the fire hydrant.

Ms. Feinstein invited the public to comment on the application.

Randy Main, an abutter, told the Board he had no problems with the subdivision, but he noted that Myra Macfie, another abutter, still has a well and might be interested in connecting to the new main.

Motion to find the application complete.

Moved: Morrison                      Seconded: Brown                      Unanimously approved.

Mr. Bostwick noted that no waivers were being requested.

Motion to approve the application as presented with the condition that the applicants check with the Fire Chief regarding the need for a fire hydrant.

Moved: Gilbert                      Seconded: Brown                      Unanimously approved.

#### **6. Certificate of Appropriateness Application for Rat Cheese LLC, 157 Water Street, Map 9 Lot 157.**

Eric James represented Rat Cheese LLC in presenting an application for installation of two awnings on the building. He explained that one awning would be on the Water Street side and would be retractable. The second would be on the Union Street side and would be stationary.

Mr. Seymour noted that the height must be at least 8'3" above the pavement. Ms. Feinstein asked what color they would be; Mr. James said they will be black. Mr. Seymour asked if there would be lighting in them; Mr. James said no. Mr. Gilbert asked if any part of the awning would reach the ground; Mr. James said it would not. Ms. Feinstein asked if the name of the business would be on them; Mr. James said they will not have any text.

Motion to find the application complete with the information added at the meeting.

Moved: Brown                      Seconded: Seymour                      Unanimously approved.

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

Moved: Gilbert                      Seconded: Bostwick                      Unanimously approved.

#### **7. Certificate of Appropriateness Application for Andrew and Sarah Moore, 18 Summer Street, Map 9 Lot 104.**

Sarah Moore, 18 Summer Street, presented an application for replacement of cellar windows. She explained that the old windows are broken and rotten in places and allow wildlife and rainwater into the cellar. They cannot be replaced like-for-like. There are windows on all sides of the house and none of them are visible from the street.

Mr. Seymour asked if the old windows have dividers; Ms. Moore said they did. Two of the windows are sliders. The proposed windows will be flip-ups.

Motion to find the application complete.

Moved: Bostwick                      Seconded: Seymour                      Unanimously approved.

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

Moved: Seymour                      Seconded: Bostwick                      Unanimously approved.

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### 8. Subdivision Amendment Application for SC-One LLC, Stevens Commons, Map 6 Lot 27

Matt Morrill and Mike Sabatini presented an application for a subdivision amendment to the Stevens Commons Subdivision. Mr. Sabatini explained that the intent is to make Lot 8 larger by transferring a portion of Lot 5 into it. He noted that this was anticipated in the original subdivision, but the area being transferred is larger. The increase is necessary to accommodate the proposed building.

Ms. Feinstein asked if this would affect the parking for the Farmers' Market; Mr. Sabatini pointed out that the Farmers' Market is off Beech Street closer to Winthrop Street. Mr. Seymour observed that it looks like the lot line cuts into Stevens Street; Mr. Sabatini said the lot line runs along the edge of the street. There was discussion of the existing large-vehicle turn-around.

Ms. Feinstein asked if the addition was the parcel of 6,209 square feet; Mr. Sabatini said it was. Mr. Bostwick asked if the transfer would violate the minimum lot size for Lot 5; Mr. Sabatini explained that under the Master Plan there is no minimum lot size. Ms. Feinstein asked for verification that this was a minor subdivision. Mr. Sabatini pointed out that all of the amendments have been minor.

Motion to find the application complete.

Moved: Brown                      Seconded: Morrison                      Unanimously approved.

Motion to approve the application as submitted.

Moved: Brown                      Seconded: Morrison                      Unanimously approved.

### 9. Site Plan Review Application for SC-Cone LLC, Stevens Commons, Map 6 Lot 27-8

Matt Morrill presented an application for a Site Plan Review. He explained that the project is a dormitory and cafeteria for UMA students. It will house 62 students in four-student suites.

Ms. Feinstein asked if the cafeteria will be available to all students living in the complex; Mr. Morrill said it would. Ms. Feinstein noted the fruit trees that will be removed.

Mr. Seymour asked if the building would be sprinkled; Mr. Morrill said it would. Mr. Bostwick asked about noise from the sport court; Mr. Morrill said it would be lighted with lights that will be programmed to go out at a certain time to discourage use later in the evening. He added that the cafeteria will not replace Nellie's Kitchen. Mr. Bostwick asked if the cafeteria would be open to the public; Mr. Morrill said it probably would not be.

Ms. Feinstein observed that the building will look cohesive with the other buildings in the complex.

Ms. Weston asked if there will be problems with the runoff from the increased impervious surface; Mr. Morrill explained that the drip-edge filters will attenuate the runoff and feed it into the storm sewer. The parking area will drain that way as well.

Mr. Morrill said heating and cooling will be handled by heat pumps. Mr. Seymour asked if there will be emergency generators; Mr. Morrill said there will not, but there will be generator hook-ups. Mr. Morrison asked if this would complete the build-out. Mr. Morrill said it would complete the build-out for the front part of the complex, but there is backland that can be developed which is marked "Reserved" on the plan.

Mr. Bostwick asked about estimated traffic. Mr. Sabatini explained that the dorm will add about 25 peak hour trips, increasing peak hour trips for the entire campus to 135, which is slightly higher than the Master Plan's estimate of 110 and well within Winthrop Street's capacity. He explained that dorms have different timings than other uses, which lessens the impact. UMA also provides shuttles to the UMA campus.

The Board discussed whether or not to have a public hearing.

Motion to hold a Public Hearing on the Site Plan Review at the October 15 meeting.

Moved: Gilbert                      Seconded: Bostwick                      Unanimously approved.

Mr. Sabatini called the Board's attention to the request for a waiver of the perimeter standard from 50' to 8'. Mr. Morrill pointed out that the standard is for commercial uses abutting residential uses.

Motion to table the application pending the Public Hearing.

Moved: Seymour

Seconded: Gilbert

Unanimously approved.

## 10. Other Business

### Review Potential Remedies for After-the-Fact Applications

Ms. Weston and Ms. Moore presented draft materials and a chart of example communities. Ms. Weston told the Board that all communities are experiencing increasing violations. She summarized various fines, explaining that if an applicant refuses to pay a fine it must be taken to civil court. An increased fee paid for an application is not a fine. Mr. Morrison asked if unapprovable work done can be forced to be removed; Ms. Weston said it could.

There was discussion of cost estimates, fees vs. fines, self-reported vs. reported by others, repeat offenders, etc.

Ms. Weston asked the Board members to review the draft brochures and provide feedback. Ms. Moore told the Board that the City Council will be considering revising permit fees.

### Update Regarding City email Addresses for Board Members

Ms. Weston told the Board she has spoken to the City Manager and he is working with the IT provider.

### Continuing Issue of Fraud Against Permit Applicants

Ms. Weston asked the Board members to stress to people they talk to that the City will never ask for more money by email. There was discussion about ways to disseminated the information.

### Paint Color

Ms. Weston provided a draft memo explaining the historic use of paint colors, noting that the Planning Board has no authority regarding paint color. The Board discussed the possibility of changing that. Ms. Moore recommended proceeding with caution. Ms. Weston explained that painting masonry and stone should be discouraged because it is detrimental to the brick and stone. Ms. Moore noted that long, dense guideline documents are counterproductive.

Ms. Weston asked for feedback on the draft paint guide.

### iWorQ

Ms. Moore described the online application used for permitting and violation tracking. She recommended using documentation through the system to streamline document updates for the Board members. There was discussion, and Ms. Moore agreed to set up a test case for the Board members to try it out.

### 163 Second Street

Mr. Bostwick asked about the Tyburski application. Ms. Moore said she is working on it.

## 11. Adjournment

Motion to adjourn.

Moved: Gilbert

Seconded: Seymour

Unanimously approved.

The meeting was adjourned at 8:10 PM.

*Accepted as Presented on October 15, 2025 by a vote of 7 Yea to 0 Nay.*

Attested:

S/

Judith Feinstein, Chair