

**City of Hallowell  
Planning Board Meeting  
City Council Chamber  
October 15, 2025  
6:00 pm**

**1. Call to Order**

Ms. Feinstein called the meeting to order at 6:00 PM.

**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.), Andrew Landry, Melvin Morrison, Lisa Rigoulot, Richard Seymour, Keith Taylor (1<sup>st</sup> alt.)  
Melanie Weston, Community Planner; Sarah Moore, Code Enforcement Officer

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

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

- a. Matt Morrill of SC-One LLC told the Board that he wanted to clarify that under the Stevens Commons Master Plan the Board has the authority to grant the requested waiver of the 50' perimeter setback for his site review. He explained that the setback is required where there is an abutting residential lot. In this case the requested waiver for a setback for the parking lot will be 10' from the property line but 250' from the nearest house and that the owners sold the land to him for the parking lot. He noted that the Board granted a similar waiver for the new fire station. There was discussion, and the Board decided by consensus to postpone action until the Board meets to deal with the Public Hearing and final approval.

Ms. Feinstein explained that the Public Hearing intended for this meeting was not properly noticed and proposed that the Board hold a special meeting on either the 27<sup>th</sup> or 29<sup>th</sup> of October. The Board agreed by consensus to hold a special meeting for a Public Hearing and final approval on October 29<sup>th</sup> at 6:00 PM.

- b. Alex Tyburski, 163 Second Street, explained that he has evening patients and is usually unable to come to the Board meetings. He rescheduled patients so he could answer the Board's questions regarding his application. He explained that he had not understood that he needed the Board's approval for a free-standing walk-way. The work was halted as soon as he found out, but it is finished except for minor finishing work. Mr. Seymour asked why the walkway was so wide; Mr. Tyburski said the walkway was extended to meet the existing stairs. Ms. Moore added that while decks have a slightly different code the walkway does meet code requirements. Mr. Taylor noted that its use is more of a deck and the application should have been more clear. Mr. Tyburski told the Board that he was not expecting approval at this meeting, but he would not be able to attend the next meeting. Mr. Seymour asked if Mr. Tyburski's business was on the property; he said it was not. Mr. Seymour asked why the application came to the Board; Ms. Moore explained that she had not known the walkway was freestanding at the time, but it is nevertheless a structure in the Historic District. Mr. Tyburski added that the only part of the project that is attached to the house is the existing staircase which is being repaired. Ms. Weston noted the definition of a deck in the Ordinance says "attached or adjacent to a building." Mr. Tyburski said his girlfriend can represent him at the November meeting. Mr. Brown suggested revising the application; Mr. Tyburski agreed to refile the application. Ms. Rigoulot asked that the new application also specify that it is an after-the-fact application.

**4. Approval of Minutes of the September 17, 2025 Planning Board Meeting**

Mr. Brown noted that following the September meeting he located the hydrant he mentioned and found that it is at the corner of Fish and Game Road on the same side of Town Farm Road as the subdivision that was before the Board.

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Motion to approve the minutes of the September 17, 2025 meeting as presented.

Moved: Brown

Seconded: Bostwick

Unanimously approved

#### **5. Certificate of Appropriateness for 127 Second Street LLC, 127 Second Street, Map 9 Lot 190.**

Eric Perry represented 127 Second Street LLC in presenting an application for foundation drainage. Mr. Seymour questioned why the Planning Board was approving a below-ground project. Ms. Moore explained that it is part of the project that was before the Board in September. Mr. Landry asked if there will be any visual difference; Mr. Perry said no, but it will enable him to grade and pave the area. There was discussion of the necessity of approval.

Motion to find the application complete.

Moved: Landry

Seconded: Brown

Unanimously approved

Motion to find the application consistent with Historic District standards and grant a Certificate of Appropriateness.

Moved: Landry

Seconded: Seymour

Unanimously approved

Mr. Seymour asked what the drainage would tie into; Mr. Perry said it would tie into the storm drain in the street. Discussion followed.

#### **6. Certificate of Appropriateness for Karen and Thomas Knox, 1 Middle Street, Map 5 Lot 76**

Karen Knox, 1 Middle Street, presented an application for a 1½ story addition to her home. She explained that it is a revised plan for a smaller project because the excavator's estimate put the previous plan over their budget. She said the new dimensions were planned so that a garage could be added later on. The mudroom has been reduced to 12'×20', but everything else is the same as the original application.

Ms. Feinstein suggested considering this as a new application for construction of a mudroom attached to the existing ell. Ms. Feinstein guided the Board through the drawings. Ms. Knox noted that the deck extends along the ell, and the dormer provides headroom for the stairs.

Ms. Rigoulot asked about the existing door; Ms. Knox said the existing door and two windows in the ell will not be changed.

Motion to find the application complete.

Moved: Landry

Seconded: Brown

Mr. Bostwick asked about the doors and windows. Ms. Knox said the door will be solid, as discussed originally, and the windows will be six-over-six. Mr. Bostwick asked if the roofline of the addition would be lower than the ell; Ms. Knox said it would be higher than the roof of the ell but lower than the roof of the original cape.

Mr. Brown withdrew his second since he felt the need for more information if this is a new application.

Mr. Seymour pointed out the opening schedule on the plan which had the specifications. Mr. Bostwick asked if the windows in the dormer would be normal casements. Ms. Feinstein asked about the doors. Mr. Seymour referred to the schedule which showed that the dormer windows would be awning windows and the doors would have windows.

Motion to find the application complete with the specification of a solid door.

Seconded: Seymour

Mr. Brown asked for clarification that only one door would be solid; Ms. Knox said that was so. Mr. Seymour noted that the other doors are not visible from the street.

Amended motion:

Unanimously approved

Motion to find the application in harmony with Historic District standards and grant a Certificate of Appropriateness.

Moved: Landry

Seconded: Morrison

Unanimously approved

### 7. Certificate of Appropriateness for Roderick Cumming, 27 Pleasant Street, Map 6 Lot 31

Roderick Cumming, 27 Pleasant Street, presented an application for placement of a prefabricated shed on his property. He explained that they need more storage space and want to purchase an 8'×12' prefabricated shed. The shingles will be the same color as the house. It will be visible from the street but will be behind a picket fence.

Ms. Rigoulot noted the existing shed and asked if it will remain in place; Mr. Cumming said it would. Mr. Landry asked how long the driveway was; Mr. Cumming said it is about two car-lengths, 25' or so.

Motion to find the application complete.

Moved: Brown

Seconded: Morrison

Unanimously approved

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

Moved: Brown

Seconded: Landry

Unanimously approved

Mr. Seymour asked if this application could have been approved by the CEO; Ms. Moore said it could not because it is new construction.

### 8. Other Business

- a. Ms. Weston noted that the Board members have been provided with city email addresses. There was discussion of how to link to the email server. There was additional discussion of FOAA restrictions. Ms. Weston suggested using the blind carbon copy function to prevent multi-party communications resulting from "Reply All" use.
- b. Ms. Feinstein referred to several items from the September meeting and asked members to contact Ms. Weston with any questions or comments.
- c. Ms. Feinstein brought up the spate of email scams being sent to applicants. There was general discussion.
- d. Ms. Feinstein called attention to the draft memo on paint colors. Mr. Landry said he felt people should be asking the CEO about paint colors. It was pointed out that people need to know that there is a question to ask. Mr. Taylor suggested having clear recommendations to include with Historic District applications. Ms. Feinstein asked members to contact Ms. Weston with any suggested changes to the draft literature for discussion in November.
- e. Ms. Moore informed the Board that Ms. Weston now has access to IWorQ. She said that she will now run applications through IWorQ to explore a system of dissemination. Ms. Feinstein asked if IWorQ provides a complete process trail; Ms. Moore said it does. Mr. Morrison asked if IWorQ could handle an application with multiple changes like Ms. Knox's; Ms. Weston said it would make it much easier. Mr. Seymour asked if the information is backed-up and secure; Ms. Moore said it is a third-party system which is secure and archived.

Ms. Weston noted that new requirements will require reporting to the state, and IWorQ will make that easier.

Mr. Morrison asked if it would be possible to provide Ordinance references. Ms. Weston told the Board that using ECode, which she recommends, would facilitate that. The initial cost for acquiring ECode is \$20,000 with an annual fee of \$1,000. She is looking for grants to cover those costs.

- f. Ms. Weston told the Board that KVCOG is performing a vulnerability assessment through the Community Resilience Partnership and suggested that a member of the Board participate in it. Several members expressed interest.

Ms. Feinstein reminded the Board members that the Special Meeting will be on October 29 at 6:00 PM.

**9. Adjournment**

Motion to adjourn.

Moved: Rigoulot

Seconded: Bostwick

Unanimously approved

The meeting was adjourned at 7:30 PM.

*Accepted as Presented on October 29, 2025, by a vote of \_\_ Yea to \_\_ Nay.*

*Attested: \_\_\_\_\_ S/ \_\_\_\_\_  
Judith Feinstein, Chair*