

**City of Hallowell
Planning Board Meeting
City Council Chamber
December 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, Andrew Landry, Melvin Morrison, Richard Seymour, Keith Taylor (1st alt.)

Melanie Weston, Community Planner; Daniel Kelley, Deputy City Clerk

Excused: Darryl Brown, Lisa Rigoulot

Absent: David Gilbert (2nd alt.)

Mr. Taylor 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 November 19, 2025 Planning Board Meeting

Motion to approve the minutes of the November 19, 2025 meeting as presented.

Moved: Taylor

Seconded: Bostwick

Unanimously approved,
Seymour abstaining.

Ms. Feinstein noted that Ms. Knox had an engagement later in the evening and asked the Board to take up Item 6 ahead of Item 5. The Board and the applicants for Item 5 consented.

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

Karen Knox, 1 Middle Street, presented an application for an amendment to a previously approved Certificate of Appropriateness. She explained that they want to add a dormer on the east side of the addition. It will not be easily visible from either Middle Street or Lincoln Street. It will be the same design as the dormer on the west side but will have only one window.

Mr. Bostwick asked if everything else remains the same; Ms. Knox said it does.

Motion to find the application complete.

Moved: Landry

Seconded: Bostwick

Unanimously approved

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

Moved: Bostwick

Seconded: Seymour

Unanimously approved

5. Certificate of Appropriateness for Andrew Hankermeyer, 74 Middle Street, Map 11 Lot 8

Owners Tim and Gisele McGraw and architect Andrew Hankermeyer presented an application for exterior changes, additions to the porch, and construction of an attached greenhouse. Mr. Hankermeyer described the project. He noted that the Queen Anne style of the house is very modest and they hope to increase the Queen Anne details. Mr. Landry asked if they were restoring the house to a previous condition; Ms. McGraw said that

she had researched the house at the Hubbard Free Library and found some information but no photographs. Ms. Feinstein noted that the Board does not ask for replication but aims for compatibility. She observed that the applicants are clearly aiming for consistency without overdoing. Mr. Hankermeyer added that the greenhouse/conservatory is not out of context.

Mr. Seymour asked about the removal of the chimney. Ms. McGraw told the Board that a representative from Rocky's Stove Shoppe examined the chimney. They found that the lintel had been removed and without that support the chimney is falling apart and is actually dangerous. Mr. Taylor noted that the chimney is at the back and is not a prominent feature from Middle Street. Mr. Bostwick asked if the chimney was a straight stack; Mr. Hankermeyer said it was and there was no ornamental brickwork. Mr. Bostwick asked if the chimney was the only demolition planned. Mr. Hankermeyer said they are also planning to remove the shutters and two windows. He also explained that they plan to replace the third floor window on the west with a window providing egress as shown on the plan. There was discussion of other locations for an egress window; Mr. Seymour observed that from a fire-fighting standpoint the west elevation is the best.

Mr. Hankermeyer told the Board that the plan is to wrap the existing porch around the house and construct a first-floor addition which will include a mud-room and an extension of the dining room. They also want to add Victoria details including a small dormer, a gazebo extension to the porch, and a hip dormer. They plan to make the stair tower more prominent by adding windows, corbels, and iron cresting.

Mr. Seymour noted that the north side is changing quite a bit with added windows; Mr. Hankermeyer explained that that is the addition which bumps out about eight feet. Mr. Seymour asked if the metal roof will be changed. Mr. Hankermeyer said they will keep the metal roof on the first floor level because of the shallow pitch with the rest depending on cost. Mr. Bostwick questioned the windows on the north side. Mr. Hankermeyer pointed out that the porch may well have wrapped around originally. Mr. McGraw told the Board that the foundation indicates that there was an addition at some time. He also pointed out that the windows will be visible only to the neighbors on that side.

Mr. Taylor asked if the proposed greenhouse will be metal. Mr. Hankermeyer said there are two possible kits available, both using metal frames, and they will choose one to complement the colors of the house.

Mr. Taylor said the plan is presented well and seems to be appropriate. Ms. Weston expressed concern that the house is characterized in CARMA as Italianate rather than Queen Anne and that there is no documentation. The tower and the large roof overhangs are Italianate. Mr. McGraw noted that the house was built around 1895.

Mr. Taylor said he was uncomfortable with the style designation without documentation. Mr. Seymour said he had no problem with the design. The plan is not adding the tower, just changing the roofline, not adding the porch, just extending it. The only real changes are removing the chimney and adding the greenhouse. There are no huge changes regardless of which stylistic designation is chosen. Mr. Hankermeyer agreed that the tower is Italianate but said that all other features are Queen Anne. Mr. Bostwick said he agreed with Mr. Seymour's assessment. Mr. Morrison noted that the Queen Anne style is more asymmetrical, which this house is.

Ms. Feinstein noted that the chimney is an important part of the application and expressed concern with the potential for on-going deterioration of the structure. She observed that the chimney has no distinguishing features. Mr. McGraw said the house likely had four or five chimneys originally. Ms. Feinstein asked if there was evidence of fireplaces or chimneys that have been removed; Mr. McGraw said there was not.

Mr. Seymour shared photographs of the chimney that had been uploaded to a FaceBook page devoted to old houses and clearly show water damage to the chimney and building.

Mr. Bostwick observed that the east side elevation shows different doors. Mr. Hankermeyer explained that the east side door is wood and of semi-Victorian style, and they want to replace it with a similar door. They plan to change the rear door to a modern $\frac{3}{4}$ -light door. The front door would be wood or wood-composite while the rear door would be paintable composite. Ms. McGraw noted that the existing doors are not period to the house and they hope to find a front door that is more compatible.

Motion to find the application complete.

Moved: Taylor

Seconded: Landry

Unanimously approved

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

Moved: Seymour

Seconded: Bostwick

Mr. Landry suggested requiring a new application for the roof alone. Mr. Seymour pointed out the specs in the plan state shingles and suggested that any other roofing would require revision of the approval. Mr. Hankermeyer reiterated that the first floor roof must remain metal.

Mr. Landry suggested amending the motion to specify a metal roof for the first floor. Mr. Seymour and Mr. Bostwick accepted the amendment.

Vote on amended motion:

Unanimously approved

7. Other Business

Update on Board emails

Ms. Weston told the Board that she has emailed Mr. Stewart but has received no response.

Update on email fraud

Ms. Weston informed the Board that other municipalities are experiencing similar problems and that she has submitted a report to the FBI Cybercrimes office.

Delegation of Authority letter update

The Board had a wide-ranging discussion. Ms. Feinstein noted that the Board can revise the Delegation at any time, not just once a year.

Update on discussion of eCode360 with City Council

Ms. Weston told the Board that a representative from eCode360 made a presentation to the City Council at its meeting on December 8. The Council seemed willing if funding can be found and referred it to the Ordinance Review Committee.

The Board discussed the process of revising the Historic Preservation Ordinance.

Update on Housing Legislation

Ms. Weston presented summary sheets prepared by the Southern Maine Planning & Development Commission for LD 427 regarding Parking Space Minimums, LD 997 regarding Residential Use Development in Commercial Districts, and LD 1829 regarding Work-force Housing Density. She pointed out that council-based municipalities must comply with LD1829 by July 1, 2026, and that \$15,000 is available upon application.

Ms. Feinstein pointed out that LD1829 requires training for Planning Board members. There was general discussion. Mr. Taylor told the Board he had also learned that Planning Board members must also have FOA training. Discussion followed.

Mr. Morrison informed the Board that his term on the Board is expiring, and he has asked the Mayor not to reappoint him, so this will be his last meeting.

8. Adjournment

Motion to adjourn.

Moved: Bostwick

Seconded: Seymour

Unanimously approved

The meeting was adjourned at 7:35 PM.

Accepted as Presented on January 21, 2025, by a vote of 4 Yea to 0 Nay with 2 abstentions.

Attested:

 s/

Judith Feinstein, Chair