

**City of Hallowell
Planning Board Meeting
City Council Chamber
January 21, 2026
6:00 pm**

1. Call to Order

Ms. Feinstein called the meeting to order at 6:02 PM.

2. Roll Call / Quorum

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

Present: Judith Feinstein (Chair), Richard Bostwick, *Darryl Brown, Lisa Rigoulot, Richard Seymour, Keith Taylor
Melanie Weston, Community Planner; Sarah Moore, Code Enforcement Officer; Daniel Kelley, Deputy City Clerk

Excused: Andrew Landry

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

None.

* Mr. Brown arrived.

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

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

Moved: Taylor

Seconded: Seymour

Unanimously approved,
Brown and Rigoulot abstaining

5. Election of Chair and Vice-Chair

Ms. Feinstein informed the Board that Mr. Landry has agreed to serve as vice-chair if elected.

Motion to elect Judith Feinstein as Chair and Andrew Landry as Vice-Chair.

Moved: Seymour

Seconded: Bostwick

Unanimously approved

6. Conditional Use Application for Paul Munyura/Legends Residential Care LLC, 9 Summer Street, Map 9 Lot 95

Gapapa Nsengumuremyi, owner of the property, was present.

Ms. Moore explained that Mr. Nsengumuremyi has purchased the property, and it is being used by Legends Residential Care as a group home. She said that by her interpretation of the ordinance this was a conditional use in the R1 District.

Walter McKee, an abutter at 70 Middle Street, asked to speak and was recognized. He explained that he had done some deep analysis and provided Board members with a written report.

Mr. McKee told the Board that Legends Residential Care is a Section 21 home which is licensed by the Maine Department of Health and Human Services to provide residential care and training for individuals with autism or mental impairment. This means that the facility falls under the City's definition of a Residential Care Facility in §9-151 (146) of the Ordinance. Residential Care Facility is not specified as a conditional use in the R1 District, only in the RF district. He also noted that the application is erroneously identified as a Home Occupation because the proposed use does not qualify as a Home Occupation.

Mr. Seymour asked if the facility began operating before or after the purchase of the property; Mr. McKee said it began operating after the purchase. Ms. Moore observed that it began operating without understanding that approval was necessary. Ms. Feinstein asked if it was currently occupied; Mr. Nsengumuremyi said there were two residents.

Ms. Moore called the Board's attention to the definition of Community Living Use [§9-151 (35)]. Ms. Rigoulot pointed out that Community Living Use is also not a conditional use in the R1 District but is one in the RF District.

Mr. Seymour asked how long the residents remain at the facility; Mr. Nsengumuremyi said they stay until they feel ready to move out. Mr. Brown asked if the facility has a state license; Mr. Nsengumuremyi said Legends Residential Care is licensed. Mr. Brown observed that the State should check with local authorities as part of licensing. Mr. McKee observed that while Legends Residential Care is licensed each residence must be inspected for Life Safety Code compliance.

Mr. Taylor asked if Ms. Moore felt it meets the safety code; Ms. Moore said she has not done a full inspection. Mr. Seymour said he was not confident enough to let the facility operate without an inspection.

Mr. Taylor suggested tabling the application. Ms. Feinstein pointed out that the Board cannot approve a use that is not one of the conditional uses. There was discussion of appropriate actions the Board could take.

Motion to find the application complete.

Moved: Brown

Seconded: Seymour

Ms. Rigoulot said that she did not consider the application complete and would need to see the State license if it were to be a conditional use. Discussion followed.

Mr. Seymour withdrew his second, and Mr. Brown withdrew his motion.

Motion to find the application incomplete.

Moved: Brown

Seconded: Seymour

Unanimously approved

Ms. Feinstein asked Mr. McKee, in his legal capacity, if the facility needs to cease operations; Mr. McKee said that in his opinion it did. Ms. Moore asked him if the State license would overrule her order to cease operations; Mr. McKee said that the CEO has authority. Mr. Brown suggested that Ms. Moore reach out to the licensing authority, stressing the life safety issue, and ask about checking with local authority.

Ms. Feinstein asked Councilor McKee to remain for the first item under Other Business.

7. Other Business

eCode360

Ms. Feinstein noted the approval of the Ordinance Rewrite Committee for using eCode360. There was a discussion at the December Council meeting. The Council's concerns included the price tag and what priority should be given to eCode360. Councilor McKee said that there was some discussion about using TIF funds; he added that using eCode360 was a priority for him.

Ms. Feinstein added that Councilor Frett had point out to the Council that out-of-date ordinances open the City to litigation.

Councilor McKee recommended that the Planning Board stay in touch with the City Council and the Finance Committee.

Mr. Seymour asked if eCode360 would have helped in the application from Legends Residential Care; Councilor McKee said it would.

FOAA Training

Ms. Feinstein told the Board that MMA is moving away from in-person training, but there will be a FOAA training on March 3. It is a 2-hour online course. The City Manager will enroll those who are interested. There was a discussion of the training. Ms. Weston told the Board that statute requires that FOAA training be taken with each new appointed term.

June Meeting Date

Ms. Feinstein informed the Board that on June 17 both she and Mr. Landry will be out of town. She asked if the Board wished to move the meeting date or have someone else preside pro tem. The Board decided by consensus to move the meeting to June 24.

Request from Age-Friendly Committee

Ms. Feinstein relayed information from Councilor Frett that the Age-Friendly Committee is trying to get young people interested in civic government by having students work with government committees to earn school credit. Councilor Frett has asked if the Planning Board would be interested in participating. Ms. Weston suggested that a student could help with creating public information materials or processing permit applications. Ms. Rigoulot expressed support for having a student work with Ms. Moore. Mr. Seymour suggested that having a student in the building trades courses work with the CEO would be particularly beneficial for the student.

Discussion of Incomplete Applications

Mr. Taylor expressed concern about receiving incomplete applications. He encouraged Ms. Moore to reject applications that are obviously incomplete because it wastes the applicant's time as well as the Board's. There was general discussion. Ms. Moore agreed to be more rigorous in handling applications.

Budget

Mr. Seymour pointed out a \$10,000 budget line for Special Projects in the December Roll of Accounts. Ms. Weston explained that it is a grant for updating the ordinances for Affordable Housing. She said she will look into it.

Delegation of Authority

Mr. Seymour brought up the issues of heating/cooling units and swimming pools that are not visible from the street; Ms. Weston said they are in the letter. There was wide discussion and Ms. Weston said she will also look through the delegations that are specified in the ordinances.

During discussion it was suggested that removing "improvements" from the sentence about "Ordinary Maintenance" might clarify its intent, as would promoting the items dealing with installations from bullet points to new items. Ms. Weston also suggested defining "substantially matches" to give the CEO more flexibility.

8. Adjournment

Motion to adjourn.

Moved: Seymour

Seconded: Brown

Unanimously approved

The meeting was adjourned at 7:38 PM.

Accepted as Presented on February 18, 2026, by a vote of 6 Yea to 0 Nay.

Attested: _____
Judith Feinstein, Chair