

Minutes
Design Review Committee
June 20, 2018

Members in Attendance:

Planning Board	Citizen Members	Staff Support	Other
Lenny Horr, Chair	Steve Cabana (arrived 4:27)	Beth Della Valle, Planning Director	Sarah Meggs, Andrew Mitchell
Jack McAdam, Vice-chair	Thom Gagne	Mike Casserly, Asst. City Engineer	Jennifer Rowell, Andrew Michaud, Sarah Meggs
Dianne Connolly	Kelly Tarbox		Tim Dumont, TPD Construction

The meeting was called to order at 4:12 pm.

1. 890 Main Street – Kids Kove Daycare – The Site Plan Review Committee was held yesterday and the applicant agreed to make some changes to likely eliminate the drop off/pick up area at the rear of the building next to the proposed play area. In addition, the applicants indicated that they will provide drop off and parking guidelines for parents. Matt Hill (City Public Works Director) requested additional fencing (chain link, with privacy slats) along Riverside Street. The applicants will use the existing dumpster at the front of the building near St. Ignatius Street rather than adding one to their site below the play area. Thom asked about flowers or planting; the applicants said there was not enough time to get anything done now, but will probably go with container plantings. Kelly suggested including the requirement that the applicant have to come back with planting designs. Thom asked about the bollards – the applicants said they are intended to prevent any cars from driving beyond the fence into the play area. Dianne raised concerns about traffic safety. Mike said that all parking will be in the lower or upper part of the MidTown Mall, with no parking allowed alongside the building. Signage for parking and to direct traffic still to be determined. The applicants will have staff on site at all times during drop off and pick up. The entrance from Riverside Street nearest the site will be closed and the further entrance will be widened. Thom asked about the effect of snow on the playground rubber mulch surface, if it would puddle; however, the applicants indicated that the area will include a curb that retains the mulch but has cut-outs for drainage. Dianne asked if any exterior lighting is proposed; no changes will be made and current lighting will be used. Applicant will come back with proposed plantings within 12 months, though may come sooner if prepared. Additional summer programs may also be proposed. Beth encouraged consideration of some vining type plants to help soften the look of the walls and fence. Kelly also suggested that some type of edible garden type plantings could engage the children. Thom moved to recommend approval with the requirement to return to the Committee with a landscape plan by June 2019. Jack seconded, the motion and it passed 5-0 with Steve abstaining since he was not present for the entire review.
2. 7 Butler Street – TPD Construction – Tim Dumont presented proposed renovation of a multifamily residence at 7 Butler Street in Springvale; renovations to include removing and rebuilding porches to code, new driveway and parking area, ADA ramp accessing one unit and replacing some windows with white trim double hung 'one over one' windows. Two units will use the existing parking area on one side of the building and a new parking area for two units will be paved on the other side of the building. The total paved parking area will be somewhat smaller than the existing area. The reconstructed porches will all be approximately the same size as what is there now. Each of the four existing units have two bedrooms; when renovated, all of the units will become one bedroom units. Bare wall faces will be resided to match the existing vinyl siding, cream in color, and a section of galvanized tin roof will be replaced with asphalt shingles to match the existing roof. All units will be sprinkled and provided with fire alarms. Kelly asked if there was any proposed landscaping. The

applicant said all disturbed areas will be loamed and seeded and every effort made to preserve the existing tree in front of the building. The Committee asked that if the tree must be removed, it will be replaced with either another tree or a planting bed. Jack moved to recommend approval with the following five conditions:

1. Windows will have white trim and be of double hung 'one over one' configuration.
2. Lattice work will be installed around side deck.
3. Any siding to be installed or replaced will match the existing siding on the rest of the building, cream in color.
4. Tin roofing will be replaced with asphalt shingles to match the rest of the building.
5. Disturbed areas will be loamed & seeded; the existing tree will be preserved, if possible, or replaced with another tree or planting bed.

Dianne seconded the motion, which passed 6-0.

3. Sanford Christian Academy did not attend the meeting. Several issues were raised on the site plan review meeting for this application. Beth will make clear to the applicant that it is important to attend the Design Review meeting and will notify them of the next meeting date.
4. The minutes of the June 13 meeting were approved 5-0 on a motion by Jack seconded by Lenny (Dianne abstained as she did not attend that meeting).

Jack McAdam will be resigning from this committee, citing his increasing commitment to other boards. Kelly motioned to accept his resignation with regret, seconded by Steve and voted 5-0.

Beth discussed amending the ordinance to allow for 2 Planning Board members required for the Design Review Committee (3 are currently required) and urged current members to start thinking of possible candidates to replace Jack and fill the existing vacancy. The Committee also proposed an amendment to allow citizens from any part of the City to be members. Beth noted she is also looking for people to join the Brownfields Advisory Committee; the CGA site will likely be the first project.

The Committee decided to increase the scheduled time for the Committee to 2 hours. The July 11th meeting is scheduled from 5 – 7 p.m. and will require 4 members for a quorum.

Kelly moved to adjourn at 5:44 p.m., seconded by Thom, voted 6-0

Respectfully submitted

Kelly Tarbox

Secretary for June 20, 2018 meeting