

Draft Minutes

Design Review Committee

November 14, 2018

Members in attendance:

Planning Board	Citizen Members	Staff Support	Other
Lenny Horr, Chair Dianne Connolly	Steve Cabana Thom Gagne Kelly Tarbox	Beth Dalla Valle, Planning Dir. Michael Casserly, Asst. City Engineer	Brandon Barry Jessica Violette Brian Bailey Crystal Stimpson David McDonald

The meeting was called to order at 5:05 p.m.

Minutes from the August 8, 2018 meeting were approved on a motion by Steve, seconded by Dianne by a vote of 3-0 (Lenny, Dianne, Steve) with two abstentions.

Minutes from the October 20, 2018 meeting were approved on a motion by Thom, seconded by Steve by a vote of 3-0 (Lenny, Thom, Steve) with two abstentions.

McDonald’s Restaurant, 1008 Main Street – The applicant’s representative, Brandon Barry, outlined the changes being requested, which included improved accessibility to meet ADA standards, updated digital menu board, and a new color scheme for the outside of the building. (The interior is being updated as well, but is not part of this review.) The project is slated to begin in April, 2019 and should take about 60 days. No changes are proposed for the freestanding sign. After discussion, five points were recommended for approval:

- 1) Provide bumpers or bollards near the drive-thru to protect the building from damage by vehicles driving too close to the building when accessing the drive-up windows
- 2) Look into providing handicap access buttons triggering door opening as part of improved accessibility to meet ADA requirements
- 3) Provide a sign, an ‘M’ or ‘McDonald’s’ sign, on the Main Street side of the building if it would fit within the area allowed by codes for signage. This will help to establish more of a Main Street presence
- 4) Provide a bicycle rack, probably near the rear entrance
- 5) Provide information about how you will identify the maximum height restriction at the drive-thru

On a motion by Steve, seconded by Kelly, recommendation for approval was voted 5-0.

Jessica Violette, on behalf of Sleeper Properties, 21 Riverbank Court – The applicant was not the property manager at the time the deck and stairs were replaced, but is taking care of the ‘after the fact’ permit application. New decks and steps were constructed to replace old ones, which are in deteriorating condition. The new construction is pressure treated wood, stained, and built to current standards. The code enforcement office requested additional hand rails, and this was done. On a motion by Steve, seconded by Dianne, a vote was made 5-0 to recommend approval.

Brian Bailey, 21 Bodwell Street – The applicant detailed improvements to be made to this 1880’s house located at the corner of Bodwell Street and Pioneer Avenue. The attic apartment and the stairs accessing it are to be eliminated, with the space being used for utilities for the two remaining apartments. The current overhang/roof

(over the basement access) will be replaced with a level deck to function as a base for the new stairs serving as secondary access to the second floor apartment. The current construction does not meet set back standards, and the new construction will take place on the same footprint so as to be 'no more nonconforming' than what exists on the property. No changes will be made to the roofline. A new deck with French 15-light' doors will provide access to the first floor apartment. The French door will open onto the deck with four steps down to the ground then a turn and stone stairway to the driveway, adding lighting fixtures outside the door. The steep slope will be replanted as a flower garden to eliminate the need to mow. In addition, the dilapidated stairway on the side of the building facing Bodwell will be removed. Depiction of the new exterior light fixtures was provided; these will use warm tone LED lights.

The following items were not part of the original application, but will be included in any approval.

The current door facing Bodwell Street will be replaced with windows matching those in place on the rest of the house, and that access (to be a single door similar to the French doors on the deck) will be moved to the driveway with a similar entry light. When the door is moved, the steps accessing it from the sidewalk will be removed and the gap in the cement wall filled in (Mike Casserly noted that a permit will be required for this). An effort will be made to preserve the decorative overhang over the current door. A flagpole will be placed at the corner of Bodwell and Pioneer. The flagpole will be lit, with care taken to avoid light 'spillage'.

Recommendation for approval, with the following conditions, was made 5-0, on a motion by Steve, seconded by Thom:

1. Ensure that the light from all exterior lighting is contained on the property.
2. Try to move the overhang and sconces on the door that will be replaced to the new door on side of the building facing Bodwell or use elsewhere on the building.
3. Patch in the concrete where the stairs are removed and work with Public Works to secure a permit for this work.
4. Use warm tone LED lights on all exterior lighting.

Crystal Stimpson, 18 Cottage Street – The applicant wishes to operate a dog breeding and boarding facility. The maximum number of dogs kept would be nine, though their application indicated eight, including the applicant's three. Four kennels would be located near the fence next to lots J27-27 and J27-28. The area is behind the building and is screened by a fence. The applicant indicated there is ample room for snow storage as there will be more area plowed than is currently done. There is no additional exterior lighting proposed. No signage is proposed. Steve asked if any state licensing is required, but none is unless there are more than five female breeding dogs on the site. A state license for selling dogs is required. Dianne questioned if there was really enough room, and though not a Design Review Committee consideration, feels the activity is not the best for an area being targeted as a 'Gateway' to the City. Steve concurred.

A motion to recommend approval was made by Kelly, seconded by Thom, and passed 3-2, with Dianne and Steve opposed.

David McDonald, on behalf of Bonnie Heptig, 41 River Street – The applicant is seeking approval to rebuild a porch and stairs on a building that had been damaged by fire. The deck was removed without approval. The new stairs will be built to the 7' rise/12 run' required for commercial buildings. Basement access will be changed, otherwise the stairs and deck will be basically the same as the previous construction. The Committee discussed the proposed six exterior lights on each deck on a daylight sensor tied to the main house panel (for a total of 5 lights); an abutter was concerned about light spilling over onto her property. The lighting to the rear of the building will be motion activated, with care taken to prevent light 'spillage'. In addition, the existing

dumpster is proposed to be relocated from the entrance of the property to the back of the driveway to screen it from view from the street and a new 2" water line will be installed. A motion to recommend approval was made by Kelly, seconded by Dianne with the following conditions:

- 1) The new deck and stairs will be painted or stained to match the building.
- 2) Dumpster will be enclosed in a stockade fence enclosure, also stained or painted to match the building
- 3) Exterior lighting will not spill over property lines, with special attention to potential impacts on residential neighbors.
- 4) Consideration will be given to adding some accents/color trim to the building, similar to the adjacent building owned by the applicant, to improve the aesthetics from Cottage Street.

The motion passed 5-0.

There was some discussion on dealing with uncooperative applicants, to brainstorm ways to encourage their participation and cooperation.

The next meeting is scheduled for December 12, 2018

Motion to adjourn was made at 7 by Dianne, seconded by Kelly, passed 5-0.

Respectfully submitted

Kelly Tarbox, Acting Secretary