

**Town of Old Orchard Beach  
Design Review Committee  
November 2, 2015 6pm  
Town Council Chambers**

|   |   |
|---|---|
| <b>Call to Order: 6:08pm</b>  | <b>Call to Order</b>                      |
| <b>Roll Call:</b> Don Comoletti Chair, Kim Schwickrath, Ray DeLeo, Mark Lindquist<br><b>Staff:</b> Jeffery Hinderliter Town Planner, Valdine Camire; Administrative Assistant, Megan McLaughlan; Assistant Town Planner.  | <b>Roll Call</b>                          |
| <b>Pledge of Allegiance</b>   | <b>Pledge of Allegiance</b>               |
| <p><b>ITEM 1</b></p> <p><b>Proposal: Parking lot buffer plan</b></p> <p><b>Action: Review application; Discussion; Certificate of Appropriateness recommendation</b></p> <p><b>Owner: Good Shepard Parish</b></p> <p><b>Location: 6 Saco Ave., MBL: 206-30-1, DD-2</b></p> <p>Good Shepard Parish has presented a landscaping plan. Jeffrey Hinderliter stated that the applicant was not here at this meeting because he asked at the last meeting if he needed to be at this meeting. Megan also said that he also sent in an email saying that this satisfies the Design Review criteria. Ray DeLeo was concerned as to what the curb cut material is going to be. This was not submitted in the plan. Applicant David Gadbois, Megan McLaughlan, and Jeffrey Hinderliter met with Mr. Moody at Moody's Landscaping and the number one recommendation that they had is with the island in the middle of the parking lot it only had one tree, so they recommended plantings to break the island up. They also added the storm drain (location to be determined) and they will work with Public Works on that location. One of the concerns is the type of vegetation they will use. The season is mostly spring thru fall and are concerned about the height of the vegetation. What the applicant is proposing is bark mulch berming with an elevation of 1 ½' - 2' in regards to the concerns that the DRC had with the undercarriage of vehicles. They also mentioned to them about arborvitaes and Mr. Moody told them that because of the way that the parking lot is laid out, it would be hard to snow plow along the edges. Kim Schwickrath recommended tall grasses and the lighting is crucial. Mark Lindquist was wondering if there were curbing or lighting requirements for the parking lot in the performance standards. Jeffrey stated that there are only curbing requirements in subdivisions and typically it gives the applicant a choice of concrete or bituminous. Mr. Lindquist stated that in regards to ADA compliance, if there is not standards in regards to that within our ordinances there should be in the future. Jeffrey Hinderliter also mentioned that it still needs code enforcement review.</p> | <p><b>ITEM 1</b></p> <p><b>Motion</b></p> |

**Town of Old Orchard Beach  
Design Review Committee  
November 2, 2015 6pm  
Town Council Chambers**

Kim Schwickrath added that even in the landscape plan it says lighting fixtures, they need to come back with some lighting concept.

What they need to come back to the DRC:

Curbing material

Lighting (type of lighting)

Chair Comoletti stated that lighting is not the responsibility of the DRC Committee to determine. It needs other expertise. This is getting beyond our scope. They would have to have a lighting architect to determine if the lighting plan is adequate especially since we are talking ADA as well. Ray DeLeo stated that it is part of the design and this is the DRC Committee.

Ray DeLeo asked what purpose is this parking lot going to serve? Is this parking for the church or not? Will the church still be parking in the street? If this is not going to be parking for the church he will vote no.

Jeffrey Hinderliter said that he understands what the DRC is saying, however he also understands that it is really tough to fit some of this within how they vote on the proposal. Trying to put in within the standards because the review standards tell you to. So this is real tough. Mr. Hinderliter added that they really do need to work on the ordinance standards. When it comes to review standards they have very little when it comes to things that aren't buildings, such as a bus shelter.

One thought that he has is that Zoning will be reviewing this in regards to ADA. In terms of lighting and curb materials, DRC will have the chance to put conditions on any approval to have them conform with applicable codes to be approved by Code Enforcement. We should have sat down with the applicant in regards to the curb material.

If the DRC wants to move forward and say that you are not going to make a decision until they get additional information also being mindful of what the review standards allow the DRC to do.

Ray DeLeo would like to have Dan Feeney come to the next meeting. Jeffrey Hinderliter added that what is and what is not permissible under ADA requirements falls under Code Enforcement.

Ray DeLeo also mentioned that we need to have Dan Feeney ask if this is going to be commercial or not.

Mark Lindquist expressed concern about the snow storage that will be placed at the front of the parking lot and where this snow is going to melt.

**Town of Old Orchard Beach  
Design Review Committee  
November 2, 2015 6pm  
Town Council Chambers**

|  |  |
|--|--|
| <p><b><u>Chair Comoletti suggested to have them come back with the following:</u></b></p> <ul style="list-style-type: none"> <li>Potential ADA requirements</li> <li>Lighting</li> <li>Curbing Material (preferably concrete)</li> <li>Location of snow storage</li> </ul> <p>Chair Comoletti mentioned that if they can get some preliminary feedback before the next meeting, it would be beneficial to the DRC to know what their thoughts are.</p>   |  |
| <p><b><u>ITEM 2</u></b></p> <p><b>Update: Museum in the Streets</b></p> <p>Megan McLaughlan updated the Board Members on the meeting that they had on Museum in the Streets. The first meeting was a brainstorming session and meet and greet. She basically explained to them what Museum in the Streets was. Walking tour of the town, the panels (24).</p> <p>They discussed that they would like to walk the area and scope it out. How far apart the panels should be, what the locations are and a huge portion of it was funding.</p> <p>For 30 panels (including 2 large introductory panels) \$21,913.00<br/> For 20 panels (including 1 introductory panel) \$15,245.00</p> <p>Mark Lindquist was concerned that these need to be in a location where they will not be vandalized.</p> <p>These signs have resin over the front that is anti-graffiti coating. Thinking of ways to raise money for the project such as selling souvenir's such as mini plaques, keychains.</p> <p>There are agencies that fund these type of projects if you go through museum in the streets. There is a deadline in October.</p> <p>Chair Comoletti mentioned that at the previous meetings, they were looking to see if businesses owners buying the panels.</p> <p>Patrick Cardon, founder and director of "Museum in the Streets" will be coming here again at around 11:00 am on November 16<sup>th</sup>. He has a lot of fund raising ideas.</p> <p>Megan told the Board Members that she is scheduling another meeting for the ones who could not attend the first meeting.</p> <p>Mark Lindquist mentioned the local trolley tour. Last year they had a trolley tour called "Remembering Old Orchard" with a video screen at the front of the trolley. Megan will look into this.</p> <p>Kim mentioned that they have ghost tours similar to that.</p> <p>One of the stipulations is that you can walk to each panel and can see each other.</p> <p>Megan would like to have monthly meetings to keep people involved and give them tasks to do.</p> |  |

**Town of Old Orchard Beach  
Design Review Committee  
November 2, 2015 6pm  
Town Council Chambers**

|  |                           |
|--|---------------------------|
| <p>Ray DeLeo suggested that Megan should present this to the Chamber of Commerce.</p> <p>Mark Lindquist mentioned the fund raising thermometer and could do it "In Honor Of".</p> <p>Chair Comoletti mentioned that the banks support a lot of things. This could be one place to look for funding.</p> <p>Megan said that this will primarily cover Old Orchard Street and if all goes well they can raise money for the cost of the brochures and then have extra and hopefully this will be expanded to cover other neighborhoods.</p> <p>Chair Comoletti asked if there is any money available from Community Development Block Grants (CDBG).</p> <p>Jeffrey Hinderliter didn't think they had grants for this type of project however they are working on a CDBG infrastructure grant that will target the Washington Avenue area.</p> <p>Mark Lindquist stated that the some of the sidewalks are deteriorating and the trees need some assistance.</p>                                   |                           |
| <p><b><u>ITEM 3</u></b><br/><b>Discussion: DRC related ordinances</b></p> <p>Jeffrey Hinderliter has requested that the DRC schedule a separate meeting just to discuss ordinances. And this special meeting would have to be notified to the public.</p> <p>Don stated that if we are going to do this, we need to make a commitment as a Committee to get that document, review it and make the changes before they meet.</p> <p>Jeffrey mentioned that if the DRC looked at the information and identify the areas that you think need change or have problems that will then help us to review other municipality's ordinances and fit it in.</p> <p>Jeffrey stated that cutting and pasting doesn't always work, he suggested just highlighting a section with basic comments.</p> <p>Mark Lindquist was concerned with enforcement of the ordinances.</p> <p>Mark also asked if there is an ordinance for boarding up. Jeffrey Hinderliter stated that we do have boarding up permits.</p> |                           |
|  | <b>Other Business</b>     |
| <p><b>Good &amp; Welfare</b></p> <p>Mark Lindquist asked who will be doing the final inspection of the work that is being done at the Town Hall. Some of the vinyl siding is not locked in.</p> <p>Jeffrey Hinderliter thinks that the Code Office will be doing the final.</p>  | <b>Good &amp; Welfare</b> |

**Town of Old Orchard Beach  
Design Review Committee  
November 2, 2015 6pm  
Town Council Chambers**

|                           |                    |
|---------------------------|--------------------|
|                           |                    |
| <b>Adjournment 8:25pm</b> | <b>Adjournment</b> |

*I, Valdine Camire, Administrative Assistant to the Design Review Committee of the Town of Old Orchard Beach, do hereby certify that the foregoing document consisting of five pages (5) is a true copy of the original minutes of the Design Review Committee Meeting of November 2, 2015*

*Valdine Camire*