



## Design Review Minutes

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Monday, April 3<sup>rd</sup>, 2023 @ 6:00pm  
Council Chambers - 1 Portland Avenue

[www.oobmaine.com/design-review-board](http://www.oobmaine.com/design-review-board)

### **Call to order 6:06 PM**

### **PLEDGE OF ALLEGIANCE**

### **ROLL CALL**

Present:                      Absent:  
Richard Pelletier      Kim Schwickrath  
Gary Luca  
Frank Manduca  
Don Comoletti

### **REGULAR BUSINESS**

**Item 1** - 50-54 West Grand Ave; MBL 310-7-6; Zoning DD-2; Applicant:  
J. Peter Guidi Jr.

Design review proposal to add a new foundation to existing cottage with a new first floor, raise the structure to create second floor, connect cottage to motel with common stairway, a covered deck, new first floor windows, and new siding to match existing motel.

*Application review, determination of completeness, recommendation*

Associate Planner Foster introduced Item 1. There is a brief staff memo in the packets provided that goes over the application requirements and responses to standards.

Renderings were included with the application but I didn't see material cut sheets. The

33 applicant brought the material cut sheets and info tonight. This looks fairly complete and  
34 planning staff is recommending the committee make a recommendation for the planning  
35 board to issue the design review certificate.

36

37 Frank Manduca asked if there are any changes being made to parking.

38

39 Associate Planner Foster responded it doesn't appear any changes are proposed.

40

41 Applicant Peter Guidi mentioned that some properties didn't buy railroad property when  
42 it was available so some properties along the tracks have more property than others.

43

44 Don Comoletti asked about the front deck and if it extends into ROW?

45

46 Applicant Peter Guidi responded it is existing and they are moving the building back 5  
47 feet west, and south 3.5 feet. They are staying inside the building envelop.

48

49 Associate Planner Foster pointed out that the building location can be seen on the plan,  
50 but the proposed setbacks aren't shown on the plan.

51

52 Gary Luca asked what the current function of the cottage is?

53

54 Applicant Peter Guidi responded that they use it for J-1 housing and they don't rent it in  
55 the winter. This will remain J-1 housing and they want to do a coffee shop on the first  
56 floor. They would add a third floor if they needed it, but they cant add lodging rooms and  
57 don't currently need more J-1 housing.

58

59 Don Comoletti mentioned this committee isn't really concerned with the uses but that is  
60 more for the planning board.

61

62 Associate Planner Foster added that it appears this will need site plan review, which  
63 looks like can be done administratively, where the threshold is 1,000 square feet.

64

65 Don Comoletti asked the applicant why they are using the existing structure and not  
66 building new.

67

68 Applicant Peter Guidi responded that is less costly to lift it up and reuse. Since they are

69 close to downtown they need to monitor the parking. They also get foot traffic coming  
70 from downtown. They have the closest bathroom that the summer police on bicycles  
71 use, and that presence helps reduce potential issues.

72

73 Richard Pelletier asked about the new electrical service placement.

74

75 Applicant Peter Guidi responded that after review with CMP the service will remain in its  
76 existing location and be upgraded. To bring the private pole over they will lose parking  
77 spaces which they need to have.

78

79 Richard Pelletier asked about the crank out windows on one side.

80

81 Applicant Peter Guidi responded on the north side they have the stairs and guest traffic.  
82 The windows are on the other side with the southwest exposure for plenty of light and  
83 air. Everything on the second floor is existing. The scale on the rendering seems to be a  
84 little off on the windows. Some windows are one over one and front have grids. They will  
85 review and match.

86

87 Don Comoletti asked if final window design can be decided administratively?

88

89 Associate Planner Foster responded that would be ok.

90

91 Applicant Peter Guidi explained he does most the design work himself and they have  
92 someone do the renderings. Samples of the awning were provided to the committee. Cut  
93 sheets for

94

95 Richard Pelletier asked what the roof pitch is?

96

97 Applicant Peter Guidi responded that it might be 4:1, it is existing.

98

99 Richard Pelletier asked about the basement windows.

100

101 Applicant Peter Guidi explained it wasn't clear what the driveway elevation will be.  
102 Depending on what is available for area, right now it is the small windows.

103

104 Don Comoletti suggested that they add a frieze board (4"-6" trim board), from about the

105 top of the awning across the side and back to break up the façades especially where it is  
106 visible.

107

108 Applicant Peter Guidi mentioned they did the white corners on the new building on the  
109 other end and can match that as well.

110

111 Richard Pelletier asked what the deck material will be?

112 Applicant Peter Guidi responded that he doesn't like pressure treated. The stone front  
113 on the other end will eventually be extended across the front, so it runs from one side to  
114 the other. This will need to be done with window replacement which they are not going  
115 to do at this time.

116

117 Gary Luca made a motion to accept the application package as being complete.

118 Seconded by Frank Manduca.

119 All in favor. 4-0

120

121 Don Comoletti asked for a motion to send this to the planning board with a  
122 recommendation to accept it and issue the design review certificate with conditions  
123 including that air conditioners and heat pumps are located below the fence in the rear,  
124 windows final design to be reviewed administratively, and frieze board and corner  
125 boards will be added.

126

127 Frank Manduca made a motion to make a recommendation to Planning Board to  
128 conditionally approve and issue the design review certificate to add a new foundation to  
129 existing cottage with a new first floor, raise the structure to create second floor, connect  
130 cottage to motel with common stairway, a covered deck, new first floor windows, and  
131 new siding to match existing motel at 50-54 West Grand Ave, MBL 310-7-6, in the DD-2  
132 zone, with the following conditions:

133 1. All improvements will be implemented in accordance with application, plans and  
134 proposal received. Any additional changes must be approved by staff prior to  
135 completion.

136 2. Prior to the commencement of any construction activities all applicable federal,  
137 state, and local permits shall be secured.

138 3. Air conditioners and heat pumps are located below the fence in the rear.

139 4. Windows final design to be reviewed administratively.

140 5. Frieze board and corner boards will be added.

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Seconded by Gary Luca.  
All in favor. 4-0

Richard Pelletier asked what the time frame is.

Applicant Peter Guidi responded they want to start in October to be open next year.

**ACCEPTANCE OF MINUTES**

Accept the meeting minutes of the 2/6/2023 and 3/6/2023 meetings  
Gary Luca made a motion to accept the February 6 minutes.  
Seconded by Frank Manduca. All in favor. 3-0

Gary Luca made a motion to accept the March 6 minutes as written.  
Seconded by Don Comoletti.  
3-0-1, with Frank abstained because he was not at the meeting.

**GOOD & WELFARE**

Don Comoletti wants to revisit the entry way corridor. They are hearing complaints.

**ADJOURNMENT**

Frank made motion to adjourn.  
Seconded by Gary Luca.  
All in favor. 4-0  
Adjourned 6:45 PM

*I, Michael Foster, Town of Old Orchard Beach Associate Town Planner, do hereby certify that the foregoing document consisting of Five (5) pages is a true copy of the original minutes of the Design Review Committee Meeting of April 3, 2023.*

x   
\_\_\_\_\_  
Michael Foster

