



Design Review Minutes

Monday, November 6, 2023 @ 6:00pm
Council Chambers - 1 Portland Avenue

www.oobmaine.com/design-review-board

Open meeting at 6:01pm

PLEDGE OF ALLEGIANCE

ROLL CALL

Present:
Gary Luca
Richard Pelletier
Frank Manduca
Chair Don Comoletti

Absent:
Kim Schwickrath

REGULAR BUSINESS

Item 1 – 17 Imperial Street; MBL 205-3-2; Zoning DD-1; Applicant: Chad Truman with Turn Key Homes of Maine; Owners: Bob and Cindy Gurry. Design Review proposal to remove two 27' x 28' lodging cottages, attached decks, adjacent utility shed, and construct a new foundation with a 36' x 56' two floor building containing two lodging units and a residential unit for property owners, with porches running the length of the building on both floors, and a rooftop deck.

Application review, determination of completeness, recommendation

Associate Planner Foster introduced the item. A memo has been provided highlighting the proposal. The memo shows the location, application requirements, recommended motion, applicant responses to design criteria at the back. Also, the application packet explains the rest of the project and proposal.

Essentially, they are looking to remove the two cottages and build a two-story building that contains two lodging units and owners' quarters. The applicant can

1 give an overview of the project if the board would like and then we can get into any
2 questions.

3
4 Chair Comoletti asked if during review anything stood out as exceptional one way
5 or the other.

6 Associate Planner Foster responded that overall it seems like a complete package.
7 They did a good job in replicating the look of what already exists. It will be a
8 modern building as far as construction but it keeps the current looks while updating
9 the property.

10
11 Chair Comoletti asked the applicants to introduce themselves.

12 Cindi Gurry, Bob Gurry, owners, and Todd Truman, Turnkey Homes.

13
14 Bob Gurry gave an overview. He has been working on this in his mind for almost a
15 decade now. They have two cottages on site. A two bedroom and a three bedroom.
16 They are about 750 square feet. The owner's unit is in the basement, so for the last
17 18 years of owning the Beach Villa that is where they have lived in the summer time.
18 What they have wanted to do is get out of the basement. These are the last two
19 units that really need some upgrading. For instance, they don't have heat pumps.
20 They have the old fashioned in the wall air conditioners. We looked at the size of
21 this and said if we took the exact footprint and made a two-story building, we
22 could replace the two units to almost the same size and add the owner's unit as
23 well.

24 There will be a small office as part of the owner's unit and basement right off the
25 pool. This will be our primary residence now and we will be living in Old Orchard
26 year-round.

27
28 Frank discussed the history of the property.

29
30 Richard asked about the two cottages and why the proposed building has so many
31 doors?

32 Bob Gurry responded the first floor has four doors. The one to the left goes to one
33 of the two lodging units, the one to the right goes into their unit into the office. The
34 two in the middle one goes to the basement, the other goes to the second floor.

35
36 Chair Comoletti asked about construction plans.

37 Todd Truman explained they will demo the buildings there now. They will dig for a
38 poured concrete foundation. The building itself is a modular building. They will be
39 setting the modular and stick building the roof onsite. The pool shed will become
40 part of the new building. They will add a doghouse so they can go in the basement
41 and the pool pump and stuff can go in the new building.

42 Bob Gurry explained the only difference in footprint is the that the decks will
43 extend out an extra two feet. There is no roof over existing cottage decks and the

1 new building will have a roof over the decks.
2
3 Richard asked about location of heat pumps.
4 Bob Gurry responded that the units would be in the back. They included pictures
5 that show the back-utility area where there is an access walkway.
6
7 Richard mentioned the front elevation doesn't show the deck from the side and
8 asked what is up there on the third floor.
9 Todd Truman responded it will have a rooftop deck that will only be accessed from
10 the owners building.
11 Bob Gurry added they need a place to go where people can't see them. They are
12 proposing to use vinyl siding, CertainTeed in colonial white to match the other
13 buildings.
14
15 Frank Manduca mentioned he remembers when they added the second floor and
16 talked about previous owners.
17
18 Chair Comoletti asked about cable rails.
19 Todd Truman responded that the cable rail will be on third floor roof deck only.
20
21 Lighting and shutter styles were discussed.
22
23 Richard asked if it needed to be sprinkled.
24 Bob Gurry responded that they will be sprinkling it and the water enters in the
25 basement.
26
27 Todd Truman said they changed roof pitch from 7/12 to 8/12 pitch.
28
29 Richard asked the applicant if they had been to the planning board yet.
30 Associate Planner Foster explained that the applicant has been working with
31 Jeffrey and it looks like it can be reviewed administratively.
32
33 Frank made a motion to determine the package as complete.
34 Seconded by Richard.
35 All in favor. 4-0
36
37 Gary made a motion to make a recommendation to the planning board.
38 Seconded by Richard.
39 All in favor. 4-0
40
41
42 **ACCEPTANCE OF MINUTES**
43 Accept the meeting minutes of the 4/3/2023 and ~~5/1/2023~~ meetings.

1 Frank made a motion to accept the minutes.

2 All in favor. 4-0

3
4

5 **Item 2** – Design Review ordinance updates

6 Chair Comoletti asked if we had received updates on 50-54 West Grand, Peter
7 Guidi.

8 Associate Planner Foster mentioned that something came up and they will start
9 next year.

10

11 Richard asked if there is a time limit on approvals.

12 Associate Planner Foster responded there isn't and that is one thing they have
13 talked about. Changing the date is one change they talked about moving forward
14 just to get it in there. There isn't an expiration on DRC approvals.

15 Adding an expiration timeline was discussed.

16 Chair Comoletti mentioned having it be good for a year and then they could do a
17 six-month extension. Some people push it off, and push it off, and then build it.

18 Richard added if nothing has changed they could be in and out for approval in
19 minutes.

20

21 Associate Planner Foster said item 2 on agenda is design review ordinance updates.

22 I don't have direct design review ordinance updates. The update is that there
23 haven't really been any updates. I do recognize that we last met in May which was 6
24 months, half a year ago. There have been ordinance changes, none that really
25 impact this committee. This is partly why DRC ordinances haven't gotten the
26 attention they should. We recently made updates to erosion and sedimentation
27 control ordinance. Requires ESC plans wit building permits. Code officer determines
28 extent of ESCs required. This is bringing us up to current standards of stormwater
29 permit requirements.

30 Another change is subdivisions with stormwater plans and the annual post-
31 construction inspection and reporting requirements.

32 Jeffrey has been busy with the condo conversion ordinance because there were
33 minimal regulations and this now gets some review under the lodging condominium
34 ordinance. The ongoing question is how do these impact the town.

35

36 Richard asked about the requirements.

37 Associate Planner Foster explained that units need to be made available to guests
38 for a fee, and stays can't be over 30 days. Requirements are different for seasonal,
39 short term occupancy, and consecutive. We can get more details.

40 Another one is changes to NC3 district, between Evergreen and Central Park Ave.

41 Multifamily dwelling units weren't allowed at sidewalk level, but they wanted to add
42 a unit to the first floor. They also amended district setback requirements.

43

1 Chair Comoletti asked about getting the expiration date added in. Do we need a
2 motion?

3
4 Associate Planner Foster had asked Planner Hinderliter about this and needs to
5 follow up for determination. Another change is under the LD2003 changes. This is a
6 bigger change that could impact some of the areas of where design is reviewed.
7 There are three parts to the state law and our ordinance:

8 Affordable housing density bonus – gives a bonus of 2.5 times greater density than
9 the underlying district for true affordable housing project. They also get reduced
10 parking. This is only allowed where multifamily is already allowed.

11 For the dwelling unit allowance, which allows up to four units in the growth area
12 identified by the comp plan. This is every district but rural. You have to meet
13 underlying density per unit.

14 The bigger change is accessory dwelling unit, no planning board, these will be
15 through code permitting.

16
17 Chair Comoletti referenced ownership changes and new owners doing work
18 approved on the certificate.

19
20 Associate Planner Foster responded having expirations could be helpful. There was
21 a question about changes at Venetia's and change to remove take-out food
22 window.

23
24 Chair Comoletti asked about getting length of time of approval added to an agenda
25 to add an expiration.

26
27 Associate Planner Foster explained comp plan is going again with chair Lou
28 Valentine. It would be good for this committee to get something in there about
29 town entry ways and corridor design standards. It would be good to have
30 something from this committee in writing to add to the plan. We have a couple new
31 people on the comp plan committee. A letter would be best way to get your voice
32 heard. There will be an implementation committee. They were talking potential for
33 completion by end of summer 2024.

34
35 Chair Comoletti referenced the number of tear downs and rebuilds in Ocean Park
36 and there are no design standards for appearance. They have discussed even just
37 the main street. They have good support from Ocean Park Association and hope
38 they still do.

39
40 Richard asked about planning board requirements.

41 Associate Planner Foster responded a lot of Ocean Park is in the shoreland zone
42 and within resource of HAT setback requirements. The Highest annual tide (HAT)
43 also has the setback requirement as it is treated like a resource. There are

1 challenges including 30% expansion limits. This requires conditional use.
2 We have heard some support for design standards from applicants. Council has
3 mentioned gateway treatments and improving the look.
4 There are ongoing conversations with halfway intersection and design. My
5 understanding is no one in town wants to take peoples property. This is looking at
6 Ocean Park Rd corridor. There have been ongoing discussions as to how to address
7 traffic and congestion in this area.

8
9 Chair Comoletti asked about the halfway intersection striping and getting them
10 painted to be clear for people driving through who don't know the area.
11 Associate Planner Foster mentioned public works usually are the ones, and if no
12 response the town managers office. Lisa Wilson in public works is responsive. The
13 conversation on the intersection has extended to Saco. Getting a letter to the comp
14 plan would be a start for design guidelines and getting them included in ordinance
15 changes.

16
17 The committee discussed campgrounds and zoning districts.

18
19 Gary asked about the new Saco Turnpike exit.
20 The committee discussed how it goes the other way connecting to rt. 112.

21
22 Richard made a motion to adjourn.
23 Seconded by Frank.
24 All in favor. 4-0

25
26 **ADJOURNMENT 7:06pm**

27
28 *I, Michael Foster, Town of Old Orchard Beach Associate Town Planner, do hereby certify that the foregoing*
29 *document consisting of Six (6) pages is a true copy of the original minutes of the Design Review Committee*
30 *Meeting of November 6, 2023.*

31
x 
Michael Foster