

CAMDEN PLANNING BOARD

Thursday December 19, 2019 5pm: French Meeting Room

Meetings are broadcast live on Spectrum Cable TV channel 1303 and web streamed at www.youtube.com/TownofCamdenMaine.

Written or emailed comments on agenda items must be submitted prior to the meeting. See below for contact information or go to: www.CamdenMaine.gov

AGENDA

1. PUBLIC COMMENTS ON NON-AGENDA ITEMS:

2. SITE PLAN: AMENDMENT to APPROVED PLAN

- (1) Applicant: Camden Health Care Center & Quarry Hill Association
Location: Quarry Hill Retirement Community
30 Community Drive
Applicant's Agent: Gartley and Dorsky

The Applicant is asking to construct additional parking for the Anderson Inn at Quarry Hill and to construct a 572SF replacement equipment storage building.

- (2) Site Plan Pre-application Meeting: Multiple revisions to approved plan
Applicant: SAD #28 Camden Rockport Middle School
Location: 34 Knowlton Street: Tax Map 120 Lot 59: Traditional Village District (V)
Applicant's Agent: Oak Point Associates

3. WORKSHOP ON PROPOSED ZONING ORDINANCE AMENDMENTS:

Jeremy Martin

Discussion of draft proposed amendments for June 2020 vote:

1) Update on status: (1) Accessory Apartment Definition and Applicability; and; (2) Site Plan Review: Classify categories of modifications to an Approved Site Plan

2) Initial Discussion: Demolition Delay: Discussion only

4. OTHER:

NOTE: Both January meetings have been shifted forward a week:

January 9, 2020 Meeting:

Site Plan:

(1) Camden-Rockport Middle School: Proposed Amendments to Approved Plan (T)*

(2) Public Hearing: Zoning Amendments

January 23, 2020 Meeting:

Public Hearing Zoning Amendments (T)

MARCH MEETING SCHEDULE: Member preference for change in meeting times to accommodate the Budget Committee's Thursday 6:30 meetings in March: Begin at 4 and end at 6 on Thursdays; or, meet at 5 on Wednesdays.

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10
11 **MINUTES of MEETING**

12
13 **PRESENT and VOTING:** Rosie Curtis, Chair; Jeff Senders, Vice-Chair; Members Ethan
14 Shaw and Mark Siegenthaler; Alternate Member Richard Bernhard; and Director of Planning
15 and Development, Jeremy Martin

16 **ABSENT:** Matt Siegal (Excused)

17
18 **1. PUBLIC COMMENTS ON NON-AGENDA ITEMS:** No one came forward

19
20 **2. SITE PLAN: AMENDMENT to APPROVED PLAN**

21
22 (1) Applicant: Camden Health Care Center & Quarry Hill Association

23 Location: Quarry Hill Retirement Community

24 30 Community Drive

25 Applicant’s Agent: Bill Lane, Gartley and Dorsky

26 Rick Mitchell, Facilities Manager

27 The Applicant is asking to construct additional parking for the Anderson Inn at Quarry
28 Hill and to construct a 572SF replacement equipment storage building.

29 Jeremy Martin: At the Pre-Application Meeting of December 5, Mr. Martin requested the
30 following changes be made to the proposal: 12/05/2019:

- 31
- 32 • Add a statement on stormwater to the Plan indicating that: i) The Site can handle what the
 - 33 Application is proposing; and ii) The changes will not cause any unreasonable impacts;
 - 34 • Lighting: i) Locations shown on the Plan; ii) Fixtures be full cut-off design; and iii) Cut
 - 35 sheet be provided;
 - 36 • Buffering parking areas where possible, but especially in the area out behind the building;
 - 37 • A second crosswalk be added to the Plan at the top of the new parking area closest to the
 - 38 building;
 - 39 • That “as built” conditions showing current parking layout and other changes made to
 - 40 originally approved Plan be added; and
 - 41 • A Plan Note stating that the changes comply with the Maine Site Development Law

42 In addition to the above changes, the Applicants have made the following changes to the Plan:

- 43
- 44 • In the rear parking area plantings on both sides of the new lot, and a short cedar fence to
 - 45 screen first floor apartments from headlights;
 - 46 • Added “Staff Only Parking” signs for outlying parking areas including new back lot;
 - 47 • Added new crosswalks along Community Drive to include “Yield to Pedestrian” signs in
- the crosswalks to be left in place year-round at the request of Mr. Martin;

- 48 • Recalculated number of new parking spaces and decreased from 35 to 29 – 4 existing
49 spaces along Community Drive had been counted as new -- the revised total of new
50 spaces was reduced by 2.

51
52 *PUBLIC HEARING*

53
54 Member statement of Conflict of Interest or Bias: None

55 Member statement regarding outside information provided: No one had been contacted by the
56 public; Mark Siegenthaler had visited the site on his own to meet with Bill Lane and discuss
57 changes to proposed parking. He shared that discussion with the Board.

58
59 The Board found that the deed to the property submitted by the Applicant shows standing to
60 apply.

61
62 The submissions under review include a Plan titled Quarry Hill Site Plan Amendment prepared
63 by Bill Lane, PE and dated 12/16/2019 and other supporting documents outlined with the
64 Application.

65
66 *Comments from the Public:*

67 Deb Dodge: 6 Arbor Way, a resident of the cottages at Quarry Hill: Remains concerned that the
68 parking at the corner of Community Drive and Quarry Hill Drive is not a safe configuration.
69 She asked about the grade at that corner that reduces visibility. The Applicant explained grade
70 changes that are not included on the Plan and the landscaping that will be done to replant and
71 stabilize that corner; those changes addressed Ms. Dodge's concerns. Because the changes are
72 not shown on the Plan, Ms. Dodge asked the Board to consider making the landscaping
73 discussed a condition of approval. She also remains concerned about the overall aesthetic impact
74 on the development as a whole.

75
76 Jeremy Martin: He had asked Bill Lane to consider putting a mirror on the back of the building
77 so drivers leaving and approaching the new parking area could see the traffic situation at what is
78 a blind corner. The Applicants agreed to add the mirror if that area becomes a problem for
79 drivers. Mr. Martin asked the Board to consider making a requirement for full cut-off lighting
80 fixtures in the parking areas a condition of approval.

81
82 *DELIBERATION and FINDINGS*

83
84 The Board reviewed the Site Plan Approval Criteria of Article XII, made the following Motions
85 and approved them unanimously:

86
87 MOTION to Hear the Application as an Amendment because there will be little, or no, impact
88 on the Approval Criteria.

89
90 MOTION to Approve the Application for a Site Plan Amendment by Camden Health Care
91 Center and Quarry Hill Association for their property at 30 Community Drive with the
92 conditions placed on Criteria #1, #2, #4 and #8. (See Attachment 1)

93
94 (2) Site Plan Pre-application Meeting: Multiple revisions to approved plan

95 Applicant: SAD #28 Camden Rockport Middle School

96 Location: 34 Knowlton Street: Tax Map 120 Lot 59: Traditional Village District (V)

97 Applicant's Agent: Oak Point Associates: Tyler Bartlett, Architect; Steve Sargent,
98 Project Engineer
99

100 *Submissions:* Preliminary Site Plan, Preliminary Utilities Plan, and Preliminary Grading,
101 Drainage and Erosion Control Plan all dated 12/10/2019; Site Plan Overlay; Grading,
102 Drainage and Erosion Control Plan Overlay; and Preliminary Mary E. Taylor Building
103 Exterior Renderings
104

105 *Summary:* Jeremy Martin: Some of the revisions shown are Minor Field Adjustments
106 required to address unforeseen changes to the Approved Plan that have been approved by
107 himself and CEO Steve Wilson; others are the result of the Mary submissions Applicants
108 sufficient for Board members to understand the scope of the proposed changes.
109

110 *Applicant's Presentation:* Steve Sargent:

111 Changes to Mary Taylor Building: 1) Proposed uses: 1st Floor --alternative education (Zenith
112 Program); 2nd Floor – School District Administrative Office; Basement – storage; 2) Exterior
113 changes include relocated entrance; improved access; and 42 additional parking spaces.
114

115 Changes to the Site: Relocated crosswalk closer to school building; connected large parking
116 lot to the MET parking lot to improve traffic circulation; added a new shed near end of
117 Lion's Lane to house part of the thermal sewer heating system.
118

119 DISCUSSION:

120 Traffic patterns and parking:

121 Richard Bernhard: Concerned that pedestrian egress is surrounded on three sides by vehicles
122 – either parking lots or traffic on the street. There are no stop blocks for safety between the
123 MET parking lot and the sidewalk and the playing fields behind the school. Steve Sargent
124 explained that there are more spaces than required by the Ordinance because that
125 requirement is not sufficient for the actual need for parking at the school. The reason the
126 parking lots are designed without stop blocks is for ease of maintenance, especially snow
127 plowing. e. Drainage patterns will change from the original proposal. Because MET is
128 remaining on site there is much more impervious surface to address.

129 Demolition of the remainder of the Middle School is scheduled to begin on June 12.

130 Pat Skaling, a member of the Historic Resources Committee, asked Mr. Bartlett to be
131 sensitive to the design of the new entrance. The building is being considered for inclusion
132 on the National Register of Historic Buildings and it would be good if the design honored
133 the buildings history.
134

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139 and; (2) Site Plan Review: Classify categories of modifications to an Approved Site Plan
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143 4. OTHER:

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156 accommodate the Budget Committee's Thursday 6:30 meetings in March: Begin at 4
157 and end at 6 on Thursdays; or, meet at 5 on Wednesdays.
158
159
160 Respectfully Submitted,
161
162
163 Jeanne Hollingsworth, Recording Secretary

ATTACHMENT 1: SITE PLAN APPROVAL CRITERIA

(1) *Preserve and Enhance the Landscape*

The landscape shall be preserved in its natural state insofar as practical by minimizing tree removal, disturbance of soil, and by retaining existing vegetation during construction. After construction is completed, landscaping shall be designed and planted to define, soften, or screen the appearance of off-street parking areas from the public right-of-way and abutting properties and/or structures and to minimize the encroachment of the proposed use on neighboring land uses.

Discussion:

Mr. Bernhard believes they did a great job technically, but believes the end result will be catastrophic, especially in consideration of what will happen when the facility needs to expand again. He is especially concerned that the Applicant was not sensitive to the residents of the facility or the development: Especially with regard to the back parking area and the Quarry Hill intersection - they are not preserving or improving the landscape.

Mr. Shaw: He also believes the back parking area results in the loss of a green area that is important to residents; that area is not being enhanced. Otherwise, he would place conditions on approval that rely on the representation of the Applicants to install landscaping that is not included on the Plan. He offered a Motion addressing the southwest lot and the lot at the corner of Quarry Hill Drive. That Motion was replaced with another recommended by Mark Siegenthaler who questions whether the Item applies because there are no public ways or abutters that are impacted.

The MOTION that Item #1 does not pertain to the Application was amended to add the **CONDITION** that the Applicant would maintain the berm and proper screening for the large existing parking lot as required by Article X passed 4-1 with Mr. Bernhard opposed.

(2) *Erosion Control*

- (a) preservation and protection of natural vegetation where possible.
- (b) keeping duration of exposure of disturbed soils to as short a period as possible and stabilizing the disturbed soils as quickly as practicable.
- (c) Use of temporary vegetation or mulching to protect exposed critical areas during development.
- (d) Use of debris basins, sediment basins, silt traps or other acceptable methods to trap the sediment from storm water runoff.
- (e) No storage of fill materials within 50 feet of the banks of any stream, intermittent or perennial, or water body.
- (f) No removal of topsoil from any lot, except for that removed from areas to be occupied by buildings, paving, or other surfaces that will not be revegetated.

The MOTION that #2 is satisfied with the **CONDITION** that sediment control berms and stabilization plans discussed are added to the Plan and by the erosion controls shown on the Plan passed 5-0

ATTACHMENT 1: SITE PLAN APPROVAL CRITERIA

(3) Relationship of the Proposed Building to Environment and Neighboring Buildings

The MOTION that Item #3 has been met because the new building will be in a location where one of a similar height and size already exists passed 5-0.

(4) Vehicular Access, Parking, and Circulation

The proposed site layout shall provide for safe access to and egress from public and private roads:

- (a) any exit driveway shall be so designed as to provide the following minimum sight distance measured in each direction, as measured from the point at which the driveway meets the public or private right-of-way.
- (b) the street serving the site shall be adequate to carry the anticipated traffic, and the site plan shall locate points of access to avoid hazardous conflicts with existing turning movements and traffic flows.
- (c) pedestrian ways shall be safely separated from vehicular traffic.

The MOTION that Item #4 is address adequately passed 5-0 because: The Speed Limit in the area is already 10mph; the sight lines backing onto Community Drive have been improved with the lowering of the entrance berm and the removal of some landscaping; and with the **CONDITION** that the pedestrian signage within the crosswalks is in place year-round.

(5) Surface Water Drainage

Adequate provision shall be made for surface drainage so that removal of storm waters will not have an unreasonably adverse effect on neighboring properties, downstream water quality, soil erosion or the public storm drain system. Whenever possible, on-site absorption of runoff waters shall be used to minimize discharges from the site. Drainage facilities shall be designed for a twenty-five year storm frequency.

The MOTION that there will be negligible impact on Item #5, Surface Water Drainage passed 5-0 because the Applicant provided a Storm Water Narrative supporting their argument of minimal impact on the existing Storm Water Drainage Plan; because there is a Note added to the Plan that states that the increased level of impact remain compliant with Maine's Site Location Development Act; and because the Director of Public Works, Dave St. Laurent, had walked the Site and confirmed with the Applicants that there will be no down-stream impact – all drainage remains directed to the on-site quarry.

(6) Public Utilities

The Board found that Item #8 does not apply because the use of public utilities is not impacted.

(7) Special Features of Development

Exposed storage areas, exposed machinery installation, service areas, truck loading areas, utility buildings and similar structures shall have setbacks and screening to provide a buffer to sight and sound sufficient to minimize their adverse impact on other land uses within the development area and on surrounding properties.

The MOTION that Item #7 is satisfied because the only relevant item, utility buildings, has been

ATTACHMENT 1: SITE PLAN APPROVAL CRITERIA

shown to meet setbacks and equipment is stored inside, passed 5-0.

(8) *Exterior Lighting*

All exterior lighting shall be designed and shielded to avoid undue adverse impact on neighboring properties and rights-of-way.

The MOTION that Item #8 is satisfied because the Applicant has agreed to the **CONDITION** that the new and relocated light fixtures will be dark sky compliant to match the existing compliant lighting passed 5-0.

The Board found that Item 9 does not apply because there are no changes and that items 10 and 11 do not apply.

Option 1 ready for hearing

AMEND ARTICLE III: DEFINITIONS as follows:

ACCESSORY APARTMENT: A ~~second~~ dwelling unit of six hundred (600) square feet or less, gross, of living area, ~~contained within~~ on a lot with a single-family dwelling ~~or an accessory building on the same lot as a single-family detached or dwelling for use as a complete, independent living quarters, with provisions for living, sleeping, bathing, and cooking~~ otherwise too small for an additional dwelling unit. The accessory apartment shall comply with all applicable building codes and is subject to the State of Maine’s Subsurface Wastewater Rules, as may be amended, as well as the minimum lot size requirements for lots in the shoreland zone. For the purpose of this provision, primary residence shall mean a dwelling unit occupied by the same resident for a minimum of six consecutive months plus one day.

~~The single-family dwelling, including any accessory building, shall:~~

- ~~(1) A lot having a single-family dwelling shall contain no more than one accessory apartment;~~
- ~~(2) be owner-occupied for the entire time during which the accessory apartment is occupied;~~
- (2) One of the units shall serve as the property owner’s primary residence and the other shall serve as the primary residence of the occupant;

~~The accessory apartment shall:~~

- ~~(1) contain a total of less than 600 square feet, gross, of living area; and~~
- ~~(2) be occupied by a person or household for whom the apartment is the primary residence;~~

AMEND ARTICLE VIII

- (1) Section 2. Rural 1 District (RU-1):
 - B. Permitted Uses by adding a new (7) Accessory Apartment and renumbering as required
 - E. Standards
 - (2) The following space and bulk standards shall apply:

MINIMUM LOT AREA PER DWELLING UNIT	60,000 sq. ft.
<u>Single Family</u>	60,000 sq. ft.
<u>Accessory Apartment</u>	No increase in lot area required

- (2) Section 3. Rural 2 District (RU-2):
 - B. Permitted Uses by adding a new (8) Accessory Apartment and renumbering as required
 - E. Standards
 - (2) The following space and bulk standards shall apply:

Option 1 ready for hearing

MINIMUM LOT AREA PER DWELLING UNIT	60,000 sq. ft.
<u>Single Family</u>	60,000 sq. ft.
<u>Accessory Apartment</u>	<u>No increase in lot area required</u>
<u>Two-Family Dwellings</u>	60,000 sq. ft.

- (3) Section 5. Coastal Residential District (CR):
- B. Permitted Uses by adding a new (8) Accessory Apartment and renumbering as required
- E. Standards
- (2) The following space and bulk standards shall apply:

MINIMUM LOT AREA PER DWELLING UNIT	60,000 sq. ft.
<u>Single Family</u>	60,000 sq. ft.
<u>Accessory Apartment</u>	<u>No increase in lot area required</u>
<u>Two-Family Dwellings</u>	60,000 sq. ft.

AMEND ARTICLE XII SECTION 8

Section 8. Site Plan ~~Review~~ Compliance, Adjustments, Amendments and Revisions to Approved Site Plans

- (a) ~~The Code Enforcement Officer may approve and allow minor field adjustments to an approved Site Plan if the Code Enforcement Officer is satisfied that such changes have no adverse effect upon approval criteria or conditions of approval.~~ All projects that receive Site Plan approval under Article XII Section 1. and those that receive approvals under Article XII, Section 8. (b-d) (below) must be constructed and shall be maintained in accordance with the latest dated, approved plans and supporting documentation and approved submittal materials.

(b) Minor Field Adjustments.

~~Upon request of an applicant, the Planning Board may allow amendments to an approved Site Plan without requiring a new Site Plan Application if the Board is satisfied by majority vote that such amendment has only a minor or no new effect upon approval criteria or conditions of approval. If the Planning Board is satisfied by the above criteria that the matter may be heard as an amendment, the Planning Board may allow an amendment if it is satisfied the amendment meets the site plan approval criteria.~~

The Code Enforcement Officer may approve and allow minor field adjustments to an approved Site Plan if the Code Enforcement Officer is satisfied that such changes have no adverse effect upon approval criteria or conditions of approval.

(c) Minor Revisions.

~~Notice of the consideration of a request for an amendment to a Site Plan by the Planning Board shall be accomplished by posting the agenda and publication at least seven (7) days prior to the Planning Board meeting.~~

Minor revisions to approved site development plans may be permitted by the Code Enforcement Officer subject to the following conditions:

- 1.) Three (3) copies of the proposed revised plan and supporting documentation along with an electronic copy showing the revision(s) must be submitted to the Code Enforcement Officer with applicable fees, as determined by the Select Board
- 2.) The Code Enforcement Officer and the Planning and Development Director after consultation with the Director of Public Works and the Fire Chief shall agree that the proposed change is a minor revision and that the proposed change does not violate provisions of the Zoning Ordinance or materially change a plan approved by the Planning Board.

- 3.) If any of the persons listed in Subsection 2 above requests it, the proposed plan revision will be placed on the agenda of the next Planning Board meeting for the Board's review.
- 4.) Minor revisions to approved site plans may be approved by the Code Enforcement Officer, provided that such minor revision will not materially alter the layout or scale of the development nor its impact on its surroundings, nor will it specifically:
 - (i.) Expand the size of a project by increasing the gross floor area of a primary use structure or by adding a primary use structure or an accessory use structure containing more than 200 square feet of gross floor area to the site.
 - (ii.) Violate the provisions of any Town ordinance.
 - (iii.) Delete any required landscaping or screening elements.
 - (iv.) Change the number of vehicular access points to the public street system or significantly alter the location of such access drives.
 - (v.) Significantly alter on-site vehicular circulation.

(d) Site Plan Amendments.

For proposals that are not Minor Field Adjustments or Minor Revisions, and which do not trigger Site Plan Review detailed in Article XII, the Planning Board may allow amendments to an approved Site Plan without requiring a new Site Plan Application if the Board is satisfied by majority vote that such amendment has only a minor or no new effect upon approval criteria or conditions of approval.

- 1.) For the purposes of this section an amendment to an approved Site Plan is one that is not a minor field adjustment as allowed in subsection (b.) above, or a minor revision as detailed in subsection (c.) (1-4.) above, and one that does not require Site Plan Review under in Article XII Section 1. (1) through (9.)
- 2.) For amendments to an approved Site Plan, the applicant must submit six (6) copies of the proposed plan and supporting documentation along with an electronic copy showing the proposed changes. The applicant shall also submit applicable fees as may be determined by the Select Board.

(e) Notice of the consideration of a request for an amendment to a Site Plan by the Planning Board shall be accomplished by posting the agenda and publication at least seven (7) days prior to the Planning Board meeting.

Ordinance Regarding the Demolition of Buildings in the Town of Camden

Intent and Purpose: The purpose this ordinance is to attempt to preserve the traditional character and appearance of the Town by protecting recognized significant buildings, streetscapes and neighborhoods which constitute or reflect distinctive features of the architectural, cultural, economic, political, demographic, or social history of the Town and for the purpose of limiting the detrimental effect of demolition on the character of the Town, while at the same time respecting private property rights.

Through this ordinance, the public and interested parties are notified of the intent to demolish a building which lies within a town historic overlay zone and offers the opportunity to propose viable alternatives to the demolition of the building. Delaying the demolition of a building allows time for considering alternative uses for the building or for identifying a new owner for the property. Through this ordinance, owners of properties within the historic overlay zone are encouraged to seek alternative options that will preserve, rehabilitate, or restore such buildings.

By preserving and protecting the town's historic resources this ordinance promotes the public welfare by maintaining the Town as an attractive and desirable place in which to live, work, and visit. These irreplaceable resources are important to the community's economic vitality, quality of life, and sense of place. To achieve these purposes the Historic Resources Committee is authorized to advise the Code Enforcement Officer with respect to demolition permit applications. The issuance of demolition permits is regulated as provided by this ordinance.

Article V Administration and Enforcement

Section 2. Permits Required

None of the following actions shall be taken until the Code Enforcement Officer has issued a building and/or use permit certifying that the plans of an intended use of the land or building are in conformity with this Ordinance. No permit shall be issued for a project that includes a new driveway, until a driveway/access permit has been issued by the Road Commissioner and/or the Maine Department of Transportation. Said permit shall be posted on site in a manner that is visible from a public way within seven working days of issuance. In addition to the actions identified below, this Ordinance applies to any other actions, which do not require a building or use permit.
(Second sentence added - 6/20/06)

- (1) Construction, enlargement, alteration, demolition, or moving of any building or structure, including temporary structures, when the fair and reasonable value of such labor and materials used exceeds \$2,000.00 cumulatively within a 12-month period or work requiring a permit per section 105 and R105 of MUBEC. Although no permit is required, if the fair and reasonable value of said labor and materials used is equal to or less than \$2,000.00 cumulatively within a 12-month period or is exempt per section 105 and R105 of MUBEC., said construction, enlargement, alteration, demolition, or moving of any building or structure must still comply with all the provisions of this Ordinance.

(Amended 06/12/12)

- (a) No permit for the demolition, in whole or in part, of a building located within an historic district as described on the Camden “Historic Areas Overlay” map, shall be issued until sixty (60) days after an Application for Demolition has been received by the Code Enforcement Officer; notice has sent by certified return receipt mail to the abutting properties owners, and the Chair of the Camden Historic Resources Committee (HRC) ; and notice has been published in a newspaper of general circulation. Costs for the notices shall be borne by the applicant.
- (i) For the purpose of this Section, buildings are defined as structures intended to shelter some sort of human activity. The term building can also be used to refer to historically and functionally related units such as a barn or other outbuilding. This section also applies to all of the basic structural elements identified as integral to the historic value of the buildings, such as ells, wings, facades and other features identified as architecturally significant [in the listing of the Historic District on the National Register of Historic Places].
- (ii.) For the purpose of this section an “Application for Demolition” shall include the following information:
- 1.) The address of the property to be demolished.
 - 2.) The owner's name, address and telephone number.
 - 3.) If different than the owner: the applicant’s name, address, phone, and interest in the property.
 - 4.) A description of the property, including present use and zoning classification.
 - 5.) The reason for requesting a demolition permit.
 - 6.) A brief description of the proposed reuse, reconstruction, or replacement.
 - 7.) A photograph or photograph(s) of the building/property.
 - 8.) Photographs of abutting properties.
 - 9.) A drawing or drawings showing location of subject property for demolition including abutting properties and properties to the front and back of the subject property with sufficient detail to place the property in perspective to surrounding properties. Drawing(s) are not required to be professionally prepared, but shall be clear, complete, and specific.
- (ii) During the 60-day waiting period the owner(s) is encouraged to work with the Historic Resources Committee (HRC), and other interested parties to explore possible alternatives to demolition. Owners/applicants are encouraged to seek alternative options that will preserve, rehabilitate, restore or move such buildings.
- (iii) If demolition will be the final result, the applicant shall work with interested parties to salvage, recycle, and reuse as many of the building materials as possible.
- (iv) The waiting period shall not apply to demolitions that are ordered by the Code Enforcement Officer or are deemed life safety hazards by the Code Enforcement Officer or the Fire Chief.

(v.) Once the sixty (60) waiting period has been met, the Code Enforcement Officer shall issue the demolition permit,

DRAFT