

Planning and Development

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**Approved Minutes
Historic Preservation Commission
Wednesday, April 10, 2019
City Hall Conference Room
Regular Meeting
4:00 PM**

1. Call to Order: Chair Kelley Archer called the meeting to order at 4:00 PM, with the following members in attendance:
Present: Chair Kelley Archer; Stephen Ryan; Rob Biggs; Ernest Lowell; Diane Huot
Also Present: Roger Gay, City Council Liaison; Tom Morgan, TZM Planning (ZOR Consultant); Emily Cole-Prescott, City Planner
Excused Absences: Kate Gaudet; Julia May
2. Review of Minutes of Previous Meeting: March 20, 2019 Minutes: **Rob Biggs moved to waive the reading of and adopt the minutes as presented. Ernest Lowell seconded the motion, and it carried unanimously.**
3. Staff Level Approvals: E. Cole-Prescott reported that there has been one staff level approval for a 1.24-sq. ft. sign. **Ernest Lowell moved to accept the report of the staff level approvals. Rob Biggs seconded the motion, and it carried unanimously.**

Diane Huot entered the meeting room at 4:07 PM.

4. New Business
 - a. Application Review & Public Hearing (pending finding of complete application): 75 Beach Street (Map 32 Lot 65) – Application for Certificate of Appropriateness for 30' by 30' expansion to current dog park for a small dog park area
 - Applicant: Saco Parks & Recreation Department*The Planning & Development Department had noticed the public hearing in The Journal Tribune on April 3rd and sent abutter notices. No member noted conflict of interest with application review.*

Ryan Sommer, Parks & Recreation Director, was present for this discussion.

E. Cole-Prescott introduced the application, for a 900 sq. ft. expansion to the existing dog park in Pepperrell Park, which existing dog park received the HPC's approval in 2013. E. Cole-Prescott noted that in Staff's opinion, the application is complete. **Chair Archer moved to find the application for a Certificate of Appropriateness for 75 Beach Street complete and open the public hearing to receive public comment about the application. Without objection, the motion passed unanimously.**

Ryan Sommer explained that the plan is to extend the fence with matching material and a 6' by 6' double-hung gate. He plans to plant shrubs along the entire fence line, which was a condition of the 2013 approval. He also plans to add a walkway from the parking lot to the entrance of the dog park, and install benches at the park that match the benches in front of City Hall.

Jon Boutet, of 1 & 3 Willow Avenue asked if the small dog park could be installed within the existing dog park fence. He noted that the park should have more benches and amenities for the public to enjoy.

Ryan Sommer explained that he is planning several improvements to the park. The purpose for extending the dog park rather than including it inside the fence line of the existing park was to ensure there is a separate space for smaller dogs.

There were no additional comments at this time, so without objection, Chair Archer closed the public hearing.

Chair Archer asked about the width of the sidewalk, and Ryan Sommer responded that he will confirm width with the Public Works Department, but it will be no wider than 5'. Rob Biggs asked if the sidewalk can have a brick finish, and Ryan Sommer noted that it was not his plan at this time.

The Commission reviewed the drafted findings of fact, and discussed adding “Sidewalk will be no wider than 5’, concrete benches to be installed, and landscaping in the front along the fence line (of up to 168’)” to letter i.

Chair Archer moved to adopt the following findings of fact [dated April 10, 2019] for the application for a COA for 75 Beach Street [as amended]. Steve Ryan seconded the motion, and it carried unanimously.

Chair Archer moved that the HPC grant a Certificate of Appropriateness to applicant Ryan Sommer, Director of Parks & Recreation and the City of Saco, at 75 Beach Street for the work specified in the application materials, with the following conditions of approval dated April 10, 2019 [as amended]:

1. All work shall be in compliance with Saco’s ordinance standards.
 2. No deviations from the proposed application relative to textures, building materials, etc. as discussed in this application are permitted. The applicant will be required to resubmit per ordinance standards if any revision is proposed to the work outlined in this approval.
 3. The applicant is required to provide the Planning & Development Department with photos of the completed work on the site, showing completion of the work for the City’s records.
 4. The applicant will plant 168’ of arborvitaes in front of the existing and expanded dog park fence line for screening.
- b. Application Review & Public Hearing (pending finding of complete application): 103 Beach Street (Map 32 Lot 64) – Application for a Certificate of Appropriateness to construct 7 condominium units within three buildings with associated site improvements
- Applicant: Collin Homes Inc.
The Planning & Development Department had noticed the public hearing in The Journal Tribune on April 3rd and sent abutter notices. No member noted conflict of interest with application review.

Andy Morrell, BH2M Engineering, Gary Collin and Dan Collin, of Collin Homes LLC, were present for this discussion.

E. Cole-Prescott introduced the application, explaining that the proposal is for a COA to construct seven condominium units behind the existing structure at 103 Beach Street. This will be the first step of a several-step application process, that will require the Planning Board’s review of both subdivision regulations and site plan ordinances.

Chair Archer moved to open the public hearing. Without objection, the motion carried unanimously.

Chair Archer moved to find the application for a Certificate of Appropriateness for 103 Beach Street complete. Steve Ryan seconded the motion, and it carried unanimously.

Gary Collin, applicant, explained that he is interested in maintaining Saco’s character. He explained that he would like to have people feel as though they are coming “home” to a small, condo community. Mr. Collin

explained that the location is near the park, which would be an attractive place for people to live, and the property is not far from the train station. Gary Collin noted that plans have not yet been completed for exterior finishes, so he has not brought samples of materials for consideration at tonight's meeting. He has recently completed a duplex on Storer Street, of which he provided photos of with the application.

Jon Boutet, of 1 & 3 Willow Avenue asked if the existing structure on parcel A of the plan will remain. He noted that there is much asphalt for a low-lying area and asked how drainage will be addressed, asking for consideration of a retention pond.

Gary Collin indicated that the structure on parcel A will remain. There is more parking than currently required per ordinance, for guest parking.

No other members of the public chose to speak at this time. **Chair Archer moved to close the public hearing. Without objection, the motion carried unanimously.**

Steve Ryan asked if the impervious area could be reduced, and asked if the buildings could be reconfigured on the site. Steve Ryan noted that infill should be done correctly and materials used should be in keeping with the Historic District.

E. Cole-Prescott noted the stormwater management will be considered as part of the Planning Board's review, because the site is planned to have more than 10,000 square ft. of impervious surface.

Diane Huot asked for the applicant's consideration of removing some of the extra parking and re-working the site accordingly.

Chair Archer referred to the application, and the applicant replied to her question that one curb cut will be shared between the proposed new structures and the existing structure to remain on parcel A.

Chair Archer noted that visual compatibility should be considered, noting there is a lot of vinyl siding on James Street with Pepperrell Park near it. Chair Archer noted that the HPC is charged with review of the site, parking lot, and exterior of the structures. Chair Archer noted the Preservation Briefs available through the National Park Service for resources for the Commission's review.

Chair Archer moved to re-open the public hearing. Steve Ryan seconded the motion, and it carried unanimously.

Jon Boutet of 1 & 3 Willow Avenue noted that he saw photos of surrounding properties in the application materials, but his property is not shown. It was clarified that the materials in the application packet are examples provided by the applicant.

Diane Huot moved to table the application pending further submission by the applicant. Steve Ryan seconded the motion, and it carried unanimously.

Chair Archer noted the next meeting will be on May 8th at 4 PM.

- c. Discussion – HPC Regular & Associate Members, Vice Chair & 2 potential new applicants: E. Cole-Prescott will coordinate this and report back to Chair Archer.

5. Other Business

- a. ZOR – Historic District Ordinance: Consultants Tom Morgan and Liz Durfee to discuss project with the Commission: Tom Morgan spoke with the Commission about the work to date on the Zoning Ordinance Revision, the purpose of the revision, and the revisions proposed thus far.

- The Commission discussed with Tom Morgan sections of the current ordinance in need of revision, such as incorporating policies directly and clearly into the ordinance language, ensuring that standards in the Historic District Guidelines are clear in the ordinance, clarifying definitions, and reviewing the historic sites/landmarks listed in the Guidelines for possible incorporation into the ordinance. Roger Gay requested that a workshop be scheduled with the Historic Preservation Commission and the City Council to discuss incorporating the historic sites into the ordinance. One of the concerns raised is that zoning does not reflect what is in existence, especially in the Downtown. Other items that should be addressed include: solar panels on structures; skylights; in-fill development.
- b. 90 Temple Street – RFP of Preservation Consultant/Fundraiser (1/7/19 City Council Workshop – Council consensus to move forward): This item is ongoing, as the Planning & Development Department was planning to draft an RFP for the Commission’s consideration in mid-April to mid-May.
 - c. 2019 CLG Grant Update: The Commission did not make an application for this grant.
 - d. Historic Preservation Financial Reports: There is no change since last month’s report. Steve Ryan will research the cost of building plaques for the Historic District.
 - e. Inquiries & Additional Discussion: No discussion.
6. Old Business: No discussion.
 7. Tabled Items: No discussion.
 8. Adjournment: **Chair Archer moved to adjourn the meeting at 6:32 PM. Rob Biggs seconded the motion, and it carried unanimously.**