

Planning and Development

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Approved/Amended Minutes
Historic Preservation Commission
Wednesday, June 12, 2019
City Hall Conference Room
4:00 PM

1. Call to Order: Chair Kelley Archer called the meeting to order at 4:04 PM, with the following in attendance:
Present: Chair Kelley Archer; Ernest Lowell; Steve Ryan; Kate Gaudet; Diana Huot
Absent: Julia May (excused); Rob Biggs
Also Present: Roger Gay, City Council Liaison; Emily Cole-Prescott, City Planner (arrived at 4:15 PM)
Chair Archer appointed Diana Huot as a voting member for this evening's meeting.
2. Minutes of Previous Meetings:
 - a. May 8, 2019: **Kate Gaudet moved to approve the minutes of the May 8, 2019 meeting. Steve Ryan seconded the motion, and it carried unanimously.**
 - b. May 22, 2019: **Diana Huot moved to approve the minutes of the May 22, 2019 meeting. Steve Ryan seconded the motion, and it carried unanimously.**
3. New Business
 - a. COA Application Form: Updates – Emily Cole-Prescott shared an updated application form with the HPC. The HPC provided general feedback. Kate Gaudet suggested adding a note to “see the City Planner for plans for smaller projects.” Kate Gaudet also recommended adding references to the ordinance section and the Historic District Guidelines to let applicants know what the Commission will use to complete the application review. Diana Huot asked that the checklist include an application number section for tracking purposes, in case the checklist is separated from the application form.
 - b. Election of Officers – Chair Archer asked that this item be added to the July 10th agenda.
4. Old Business
 - a. Historic Buildings Plaques – Update – Emily Cole-Prescott indicated that there is enough funds and a purchase order has been requested. The plaques now need to be ordered. The first contact for the plaques should be for the City-owner properties: City Hall, Dyer Library, 90 Temple Street. E. Cole-Prescott will work with Steve Ryan to finalize details of the order.
 - b. City Council Workshop on June 10, 2019 – Update – Emily Cole-Prescott and Chair Archer presented an update and shared the presentation that was given at the City Council meeting on June 10th. Here is a link to the Council's meeting packet, for reference: <https://www.sacomaine.org/6-10-19%20Packet.pdf>.
 - c. Zoning Ordinance Revision – Update – Chair Archer shared her revisions with Emily Cole-Prescott of the current zoning ordinance. Emily Cole-Prescott will compare the drafts and bring the edits to an upcoming meeting.

- d. 90 Temple Street – Update – The draft RFP will be distributed at the next HPC meeting.
 - e. Budget & Financials – The YTD budget report and financials to date were discussed. The HPC asked for additional detail on these accounts in the future.
 - i. Chair Archer asked the Commission to think about potential grants to pursue in the future, such as the CLG grant.
 - f. Training – Emily Cole-Prescott will research some training opportunities for the Commission, perhaps to host with a neighboring community. Other items Chair Archer asked that the Department consider: a public hearing script; a resource book for every new Commission member, as well as a handbook for the HPC.
5. Tabled Items: None.
6. Adjournment: Without objection, the meeting ended at 5:40 PM.