

Planning and Development

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Minutes

Historic Preservation Commission
Tuesday, December 11, 2019
City Hall Conference Room
Regular Meeting
4:00 PM

Present: Chair Kelley Archer; Steve Ryan; Andrew Bracy; Diana Huot; Ernest Lowell; Kate Gaudet

Excused: Rob Biggs; Jack Cianchette

Unexcused: Julia May

Also Present: Emily Cole-Prescott, City Planner; Isabelle Oechsle, Program Coordinator

Note: Regular meetings are audio recorded. Recordings will be posted to the City's website, available for review.

1. Call to Order: Chair Kelley Archer called the meeting to order at 4:05 PM. *Diana Huot recused herself for item 3B because the COA application is for a property she owns. Chair Kelley Archer indicated that Ernest Lowell and Andrew Bracy would be voting members for the purposes of this meeting.*

2. Minutes of Previous Meeting: November 13, 2019: **Andrew Bracy moved to waive the reading of the minutes. Kate Gaudet seconded, and the motion passed unanimously.**

Steve Ryan moved to approve today's agenda. Kate Gaudet seconded, and the motion passed unanimously.

3. New Business, Tabled Items & Public Hearings:

a. Megan Rideout, CLG: will be sitting in on the January 8, 2020 meeting.

b. Application Review & Public Hearing: 123 Elm Street (Map 39 Lot 5): COA Review to remove wood garage door and replace with an insulated steel door

Overview: Emily Cole-Prescott provided an overview of this application. The existing garage door is made of wood, and the applicant proposes to replace it with an insulated steel door.

Application Completeness: **Kate Gaudet moved to find the application complete. Steve Ryan seconded, and the motion passed unanimously.**

Applicant's Presentation: Applicant is planning to replace the existing garage door because snow comes in on the sides and underneath. Further, the opening mechanism on the garage has had to be replaced twice in the past few years. After contacting a garage door company, the recommendation is for the insulated steel door (though there are wood doors available). The proposed garage door

has the same number of panels as the existing door. The Commission also reviewed the potential age of the glass of the existing garage door relative to another glass window on the structure in attempt to ascertain age of existing garage door.

Public Hearing: Andrew Bracy moved to open the public hearing. Kate Gaudet seconded, and the motion carried unanimously. *No members of the public chose to speak.* Kate Gaudet moved to close the public hearing. Ernest Lowell seconded, and the motion carried unanimously.

Discussion: The Board asked the applicant why a steel door was chosen instead of a wood door. The applicant responded that the steel door is insulated and will be better for long-term maintenance. The applicant also indicated that she had spoken with a garage door company, that recommended the steel insulated door.

During Commission discussion, Chair Archer indicated that the steel door could be removed in the future and a wood door added without compromising the overall integrity of the historic structure.

Action: Steve Ryan moved to accept this proposal per the findings of fact and conditions of approval and issue a Certificate of Appropriateness. Kate Gaudet seconded, and the motion carried unanimously.

c. Nomination & Election of Vice Chair: Diana Huot moved to nominate Steve Ryan as Vice Chair. Kate Gaudet seconded, and the motion carried unanimously.

4. Old Business & Other Discussion:

a. Staff COA Approvals: The Commission discussed having anything ADA compliance-related reviewed as a minor staff level item rather than a Commission review if the ramp or the like can be removed from the structure in the future without compromising historic integrity of the structure. This would be to expedite review time for such applications. Steve Ryan moved to allow the Planning & Development Department to make decisions regarding ADA requirements per Commission discussion tonight, in the Historic District. Andrew Bracy seconded, and the motion passed unanimously.

b. 90 Temple Street RFP Update: The Commission is in receipt of one bid for the RFP, which is for \$23,319. Emily Cole-Prescott provided background of the RFP process. Currently, City staff is waiting to hear back from references and will continue the process. A budget amendment to City Council will need to be proposed to support the RFP cost.

c. Historic Building Plaques Update: Going forward, property owners whose homes are in the historic district would be able to get a plaque for 50% of the cost of the plaque (with the Commission paying the other 50%). The Commission will have to write this program into its 2021 FY budget proposal.

d. Website: HPC Updates & Review/Resources: Planning & Development Department staff will be working on updating the website in the coming weeks.

e. Member Handbook

Discussion of creation of a member handbook.

f. Upcoming Training

The Commission would like to invite the City Attorney back in January to do a training on ethics and best practices.

g. HPC Inventory & Storage

The HPC inventory is now located in the attic of City Hall.

h. Inquiries & Additional Discussion: Subsequent Amendments

There was discussion about the list of subsequent amendments to the Historic Preservation ordinance that was talked about at the HPC's public hearing.

E. Cole-Prescott reported on two other items:

- HPC Ordinance Revision – For codification purposes, the Staff will be sending an Item Commentary to City Council to clarify where the recently adopted ordinance revision should be codified.
- 120 Main Street – A site plan amendment is under review for two front patios at this address. The property is not in the City's Historic District but is on the National Register. Anyone interested in reviewing the file can stop into the Planning & Development Department.

5. Adjournment: 5:51PM