

## Planning and Development

Saco City Hall  
300 Main Street  
Saco, Maine 04072-1538



Isabelle Oechsle

Program Coordinator

[IOechsle@sacomaine.org](mailto:IOechsle@sacomaine.org)

Phone: (207) 282-3487 ext.353

### Minutes

Historic Preservation Commission

Wednesday, February 12, 2020

City Hall Conference Room

Regular Meeting

4:00 PM

Present for the Commission: Chair Kelley Archer; Vice Chair Steve Ryan; Regular Member Diana Huot; Associate Member Ernest Lowell; Associate Member Andrew Bracy; Associate Member Jack Cianchette; Associate Member Julia May

Absent: Regular Member Kate Gaudet; Regular Member Rob Biggs (unexcused)

Also Present: Ryan Sommer, Parks & Recreation Director; Bob Hamblen, Consulting Planner; Joe Gunn, Council Liaison; Isabelle Oechsle, Program Coordinator; Emily Cole-Prescott, City Planner

- I. Call to Order: Chair Kelley Archer called the meeting to order at 4:02 PM. Kelley Archer proposed to shift the agenda to move item 3d to the top of the agenda as the applicant is here to speak.
- II. Review Minutes of Previous Meeting – January 8, 2020: Suggestion of adding unexcused absences to the minutes. **Andrew Bracy moved to accept the minutes as amended. Steve Ryan seconded, and the motion carried unanimously.**
- III. New Business, Tabled Items, & Public Hearings:
  - a. 12 School Street – Recreation Building: Emily Cole-Prescott provided background of this agenda item. This will be a reuse of the property, which was most recently used as a residence but was built and designed to be used as a church. Ryan Sommer, Parks & Recreation Director, spoke more about the proposal. He is assembling applicable requirements for the conditional use review with the Planning Board. Parks & Recreation plans to use the first floor as a teen center and utilize the second story for recreational activities. Ryan Sommer is asking the HPC for a letter of support for the proposal. The Commission asked if the Parks & Recreation Department plans to replace the steeple, and Ryan Sommer responded that they don't plan to do much to the outside of the building currently (which is why they didn't submit a COA application at this time), but they will submit appropriate applications according to standards if exterior work visible from a public way is planned. Chair Archer noted the first-floor windows, and a 2015 review of potential window replacement, for reference. Ryan Sommer verified that he plans to preserve the stained-glass windows.

**Steve Ryan moved to direct staff to write a letter in support of the Parks & Recreation Department's reuse of the church at 12 School Street. Diana Huot seconded. The motion carried unanimously.**

- b. 2020 Prioritization Discussion: The Commission discussed their goals for the remainder of 2020. The goals are summarized below:
  1. 90 Temple Street
  2. Building Plaque Program
  3. Downtown Billboard

4. Rendezvous Point Cemetery
  5. Museum in the Streets – replacement panels
- c. 2020 Grants Discussion & Deadlines: Staff will review potential grant opportunities for the above projects.
  - d. COA Staff Level Reviews Update: The City Planner recently issued a Certificate of Appropriateness to Thornton Academy for 450 Main Street. The Commission accepted the report.

IV. Old Business & Updates from City Planner:

- a. 90 Temple Street: Emily Cole-Prescott provided background on the varying directions that the Commission could take regarding 90 Temple Street. Staff's recommendation is to enlist a structural engineer to provide a report on structural integrity of the building. **Steve Ryan authorized City staff to spend up to \$1,500 on an engineering assessment to find out if 90 Temple Street is structurally sound. Diana Huot seconded, and the motion carried unanimously.**
- b. Proposed Heights / Dimensional Standards: Emily Cole-Prescott provided an overview of how zones were consolidated and dimensional heights assigned, as part of the ongoing Zoning Ordinance Revision process.
- c. ME SHPO: Emily Cole-Prescott is on the Advisory Committee to rewrite the Maine State Historic Preservation plan, so if the Commission has feedback or ideas please provide it to Emily via email. Direct link to the plan: <https://www.maine.gov/mhpc/sites/maine.gov/mhpc/files/inline-files/Heritage%20for%20the%20Future%202016-2021.pdf>.
- d. Building Plaques Program: The style of the plaques has been solidified and letters will soon be sent to property owners. The Commission plans to pay for 50% of the cost of the plaques.
- e. HPC Member Handbook: Isabelle Oechsle provided updates on the Member Handbook and will provide a copy of the full draft handbook at the next meeting.
- f. HPC Webpage Progress: Staff has an end of March deadline to complete the Planning & Development portion of the City's website.
- g. "Preserving Historic Saco" Facebook Page: Andrew Bracy is working on the Facebook page. Emily Cole-Prescott requested that Andrew Bracy meet with the City's Communications Department to ensure all applicable policies are followed.
- h. Financial Update
  - i. Budget Preparation: Staff is proposing a small application fee for reviews, a \$50 fee for staff-reviews and a \$100 for Commission reviews. The Commission discussed appropriate fees for applications and asked staff to come to present some options for review at the next meeting.