



CITY OF SACO, MAINE

Planning
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Minutes
Historic Preservation
February 13, 2018
City Hall Conference Room

Attendance Record

✓ = Present / A = Absent / E = Excused

✓ Kelley Archer, Chairperson	
✓ Jay St. John, Vice-Chair	✓ Ernest Lowell
✓ Diana Huot	✓ Julia May
✓ Stephen Ryan	
✓ Katherine Gaudet	E Alyssa Bouthot
✓ Rob Biggs	

NOTE: Meeting is audio recorded. These audio records will be posted on the City's website and available for public review within one week of the meeting.

4:00 p.m.

Chairperson, Kelley Archer, called the meeting to order. There have been 3 new commissioners appointed just recently. Diana Huot, Ernest Lowell, and Julia May. Councilor of Ward 2, Roger Gay was present. Members were asked whether anyone has a conflict of interest with any of the items on the agenda. No. Have any commission members had any communications regarding any of the items on the agenda? No. There were no minutes to approve. The last meeting was a workshop only. Has staff notified abutters prior to the meeting? No. due to extenuating circumstances, both the Planner and Administrative Assistant were out sick. Were application materials distributed to Commissioners at least five days prior to the meeting? No, again because of the extenuating circumstances. Has a list of COA issued by staff since November 30, 2017 been provided? Yes. There was one COA for Rite Aid issued for a door. Based on previous answers, we do have a Quorum and will proceed per 230-413C(7) (4 are needed to continue hearing, 3 Aye's needed to affirm).

Bob gave a brief description of the Rite Aid staff approval that was given for door replacement. There is nothing historic about the entrance, and the fact that it was not ADA compliant.

Kelley: We should follow-up about adding ADA language to the zoning ordinance.

Did any member have any prior discussions on any of the items on the agenda? Kelley: full disclosure, I did meet with Mr. Brissenden to discuss the Billboard and to get preliminary advice on what was being proposed at 15 Pepperell Square.

Kelley opened the public hearing

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1. **Certificate of Appropriateness review of sign content proposed for the existing billboard on the roof of the building at 15 Pepperell Square. Applicant is James Brissenden. Tax Map 31, Lot 186. Zoned B-3, Historic District.**

James Brissenden, Clark Insurance, applicant: the billboard structure on the roof of the building at 15 Pepperell Square is grandfathered and has been devoid of content for many years. Clark Insurance approached the City to see if they would allow them to install content on the billboard that would draw attention to Saco's historic downtown. An example of what he is proposing was submitted. This is a great project. The goal is to add onto the culture of the history.

Kelley noted that the size of the billboard is 23-1/4 x 10-1/4 ft, and it is over 50 years old.

Craig Pendleton, Biddeford, Saco Chamber of Commerce: this is exciting and he is glad to work with Clark Insurance. The sign would be a great addition. It would be very welcoming.

Kelley: closed the public hearing.

Steve R: Is there any information on the statutes of Billboards in the state? Are there any others in the city? **Kelley:** State wide there are only 2. **Katherine G:** The design readability is not appealing. I don't care for the font. You might want to consider changing to another font, like Garamond, or something different.

James: He will take another look at changing the font.

Bob: Maybe you could provide a final draft before moving forward? James, we can do that. **Katherine:** maybe a mid-century font might look good. **Kelley:** Could we verify whether the lot is 186 or 187? Will the lighting stay? James: yes

Bob: The commission is charged with determining if this application meets section 230-413 (a) thru (h), specifically subsection B: the historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.; as well as D: Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved; and E: Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.

Jay: I move that the HPC grant a Certificate of Appropriateness to applicant James Brissenden on behalf of Clark Insurance for installing an aluminum billboard on the existing billboard on the building at 15 Pepperell Square with the condition that lighting stays the same, and that the HPC review and approve the final design, and that the applicant complies with Standards of Evaluation of 230-413 (a thru k), Seconded by Steve.

2. **Review of a proposal to demolish an existing building at 655 Main Street. Applicant is Carrot Seed LLC. Tax Map 35, Lot 1. Zoned B-2b.**

This was a workshop item. No minutes were taken.

Respectfully Submitted by,

Maggie Edwards, Board Secretary

