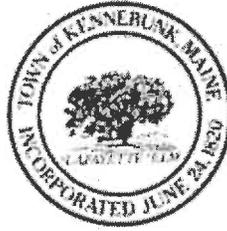


# Town of Kennebunk, Maine



Note:  
Meeting moved  
to Wed, 2/10  
at 7pm due  
to weather

## Historic Preservation Commission

### AGENDA

Monday, Feb 8, 2016

6:30 p.m. / Room 306

#### 1) Open Meeting

- Greeting, Note: Time, Day, Date, Attendance
- Review Guidelines and Standards
- Meeting conducted by agenda
- Appointment of Alternates as voting members

#### 2) Continued Applications

- **Property Owner:** Michael H & Amanda S Cleary  
**Applicant:** Same as Owner  
**Property Location:** 17 Dane Street, Kennebunk, Maine  
**Requested Change:** Extend existing porch and roof line 5 feet  
**Application 16-H-02**      *Submitted: January 13, 2016*  
*Continued: January 25, 2016*  
*Expires: February 27, 2016*  
**Status:** Continued on January 25, 2016 pending additional information.

#### 3) New Applications

- **Property Owner:** David & Melissa Gogel  
**Applicant:** Same as Owner  
**Property Location:** 55 Summer Street, Kennebunk, Maine  
**Requested Change:** Install new window and glass storm door; paint front door  
**Application 16-H-03**      *Submitted: January 15, 2016*  
*Expires: February 29, 2016*

- **Property Owner:** David Trottier  
**Applicant:** Same as Owner  
**Property Location:** 8 Summer Street, Kennebunk, Maine  
**Requested Change:** Change roof pitch; Construct an addition on the front of the building; Install underground utilities; and Pave the parking lot.  
**Application 16-H-04**      *Submitted: January 20, 2016*  
*Expires: March 5, 2016*

4) Amended Applications

None

5) Minutes from:

- November 23, 2015; review, accept, sign:
- November 21, 2015, Site Walk; review, accept, sign:
- November 14, 2015, Site Walk; review, accept, sign:

6) New/Old Business

- New Business:

**Property Owner:** Judith G Lewis

**Applicant:** Same as Owner

**Property Location:** 161 Summer Street, Kennebunk, Maine

**Application 16-H-01**      Submitted front door details as requested at application approval.

- Old Business:

1. Mtg 8/27/12 – New owner welcome letter.
  - Update: Approved at last meeting of December 14, 2015, Recording Secretary to add signature block and minor revisions.
2. Mtg 3/25/13 – Historic District Expansion.
3. Mtg 10/14/14 – 75 Summer Street, tree removal and landscape alteration without application.
4. Mtg 07/27/15 – 88 Main Street, Xtramart fuel dispensers logo change.
5. Mtg 07/27/15 – Scott **Stevens** Historic Architectural Survey.
6. Mtg 08/24/15 – 125 Summer Street, unusual screen door color.
  - Update: The second application request letter to 125 Summer Street has been drafted.

7. Mtg 09/28/15 – High School project help for the Historic Overlay Data Base effort.
8. Mtg 11/09/15 – Stephen **Larrabee** Certificate of Appreciation.
  - Update: In progress, waiting dates from Merton.

7) Adjournment



OLD BUSINESS PAST MEETING HIGHLIGHTS

- Old Business

- 1. ~~Mtg 8/27/12~~ New owner welcome letter.

- ~~Consider creating a “new owner welcome letter”, determine how to identify new owners in a timely manner, and decide how the letter should be delivered. \*a~~
  - ~~Use the Town’s Web Site to gather info for the letter. \*b~~
  - ~~Present letter with Seller Disclosing documents. \*c~~
  - ~~Various topics the letter should contain were presented. \*e~~
  - ~~Review “new owner welcome letter” sample to be provided by HPC Vice-Chairperson **Weaver**. \*d~~
  - ~~The letter is in progress. \*e~~
  - ~~A draft letter was read at the July 14, 2014 meeting and emailed to members for review and consideration at the next meeting. \*f~~
  - ~~HPC notification of owner pruning intentions should be included in the welcome letter. \*g~~
  - ~~Board discussions added a statement of neighbor notification. \*g~~
  - ~~HPC Vice-Chairperson **Weaver** to incorporate the changes and email the final document to the Recording Secretary. \*g~~
  - ~~HPC Vice-Chairperson **Weaver** verified that the changes from the last meeting of 1/12/15 have been incorporated and that she will email the final document to the Recording Secretary. \*h~~
  - ~~**Smith** directed the members to edit the letter and submit any recommended amendments for the next meeting. \*i~~
  - ~~A revised letter from Commissioner **Orr** was read into the minutes at the July 13, 2015 meeting suggested modifications were given. \*j~~
  - ~~The Board discussed and agreed to schedule a New Owner Welcome Letter workshop on Monday, November 9, 2015, from 5:00 to 6:30 P.M. \*k~~
  - ~~The New Owner Welcome Letter workshop was conducted on November 9, 2015. \*l~~
  - ~~Final draft to be forwarded to the Recording Secretary by Commissioner **Fleshman**. \*l~~
  - ~~Various additions, corrections, and edits were discussed. Revised draft to be forwarded to the Recording Secretary by Commissioner **Fleshman**. \*m~~
- ~~\*Ref: HPC meeting minutes of: {a 8/27/12}, {b 11/26/12}, {c 3/25/13}, {d 11/25/13}, {e 6/9/14}, {f 7/14/14, Encl. 2}, {g 01/12/15}, {h 02/23/15}, {i 03/23/15}, {j 07/13/15}, {k 09/28/15}, {l 11/09/15}, and {m 11/23/15}~~

- 2. ~~Mtg 3/25/13~~ Historic District Expansion.

- ~~Discuss possible ways to expand the Historic District to include all of Main Street and portions of Fletcher, Storer, Pleasant, Dane, and Park Streets. \*a~~

- ~~Town Manger to discuss possible methods of approach, including: \*b~~
    - ~~Use the town web site to conduct a city wide poll.~~
    - ~~Compose a brief HPC mission statement.~~
    - ~~Describe advantages and disadvantages of being in the district~~
  - ~~HPC Chairperson to discuss the issue with the Town Planner. \*e~~
  - ~~HPC Chairperson attended a meeting with Caroline **Segalla** regarding incorporating Pleasant Street into the Historic District. \*d~~
  - ~~HPC Chairperson to document her meeting with Caroline **Segalla** and Scott **Stevens** and email a copy to Commission members. \*e~~
  - ~~Board discussions produced various conclusions regarding a town wide poll, an HPC mission statement, and bringing Pleasant Street into the District. \*f~~
  - ~~Waiting for **Segalla** availability. \*g~~
- ~~\*Ref: HPC meeting minutes of: {a 3/25/13}, {b 6/24/13}, {c 11/12/13}, {d 6/9/14}, {e 6/23/14}, {f 01/12/15}, and {g 02/23/15}.~~

**3. Mtg 10/14/14 75 Summer Street, tree removal and landscape alteration without application:**

- ~~The owner to provide a copy of a letter from the tree removal service recommending removal and a list of landscape alterations. \*a~~
- ~~The Board instructed the recording secretary to draft a letter informing the owner that no correspondence has been received as of November 24, 2014. \*b~~
- ~~Letter sent December 16, 2014. \*e~~
- ~~**Weaver** informed the Board that the response letter is in progress. \*e~~
- ~~**Weaver** informed the board that she received a letter from Steve **Bryant** and that he was sending a copy to the Commission. **Trexler** (Recording Secretary) informed the Commission that no correspondence has been received from **Bryant** to date. **Weaver** suggested contacting **Bryant** at 207-205-4210 for an update. \*d~~
- ~~**Smith** directed the Recording Secretary to send a letter to the owner advising him that no documentation of the tree removal service confirmation been received as of July 15, 2015. \*e~~
- ~~Recording Secretary reported that the letter was mailed on July 15, 2015. \*f~~
- ~~**Weaver** reported that the owner mailed a letter from the tree service company to HPC. \*g~~
- ~~Recording Secretary reported receiving a letter from owner Claudia **Sayre** detailing her effort to get Steve Bryant Tree and Brush to document the tree removal activity in October 2014. No Steve Bryant Tree and Brush document has been received to date. \*h~~
- ~~The Recording Secretary was directed to draft a letter to the tree removal service requesting documentation confirming the removal facts for the record. \*i~~
- ~~The Recording Secretary reported that a letter to the tree removal service (Steve Bryant Tree and Brush) is in progress. \*j~~

- ~~Smith~~ signed the letter to the tree removal service (Steve Bryant Tree and Brush).  
\*k
  - ~~The Recording Secretary~~ reported that the Steve Bryant Tree and Brush documentation request letter, dated October 26, 2015 was mailed 10/26/15.\*l  
\*Ref: HPC meeting minutes of: {a 10/14/14}, {b 11/24/14}, {c 01/12/15}, {d 02/23/15}, {e 07/13/15}, {f 07/27/15}, {g 08/24/15}, {h 09/14/15}, {i 09/28/15}, {j 10/13/15}, {k 10/26/15}, and {l 11/09/15}.
4. ~~Mtg 07/27/15~~ 88 Main Street, Xtramart fuel dispensers logo change.
- ~~Recording Secretary~~ directed to notify the owner of HPC approval requirements for any alteration, addition, construction, or modification to a property within the Historic District Overlay.\*a
  - ~~Recording Secretary~~ reported that the last status was: \*b
    - ~~A letter, dated July 29, 2015, was sent notifying the Xtramart Agent of HPC's approval requirements; and~~
    - ~~An email response, dated July 29, 2015, was received from the Xtramart Agent detailing their intentions to submit an application.~~
- \*Ref: HPC meeting minutes of: {a 07/27/15}, and {b 09/28/15}.
5. ~~Mtg 07/27/15~~ Scott Stevens Historic Architectural Survey.
- ~~Inviting Stevens~~ to an HPC meeting to explain the scope of his project.\*a
  - ~~Stevens~~ research results regarding how many Maine Historic Districts homes have front yard motor courts \*a
  - ~~Smith~~ read a letter received from Scott Stevens regarding his research results of the appropriateness of Maine Historic District homes having front yard motor courts \*b
  - ~~The Recording Secretary~~ met with Scott Stevens and Steven Mallory of GPG (Groundroot Preservation Group, LLC). The survey updates historical survey records # 55 through #159. A letter notifying all affected residents was mailed. The physical survey data gathering is scheduled to begin August 24, 2015 and expected to take 2 to 3 weeks\*e
  - ~~The Chairperson~~ will contact Stevens for any new developments.\*d
- \*Ref: HPC meeting minutes of: {a 07/27/15}, {b 08/10/15}, {c 08/24/15}, and {d 09/14/15}.
6. ~~Mtg 08/24/15~~ 125 Summer Street, unusual screen door color.
- ~~Smith~~ reported luminescent purple screen door for Board consideration.\*a
  - ~~Smith~~ reported that street number 147 may be incorrect and that she would verify the address and notify the Recording Secretary.\*b
  - ~~Recording Secretary~~ reported that the correct address of 125 Summer Street has been updated for this agenda item.\*c

- ~~The applicant met with the CEO per her email RE: 125 Summer Street. The CEO advised her to submit an application to the HPC for any exterior change of color. \*d~~
- ~~The Recording Secretary directed to draft a letter to the owner advising her to submit an application to the HPC for the screen door color change \*d~~
- ~~Smith signed the letter to the owner advising her to submit an application for the screen door color change. \*e~~
- ~~The Recording Secretary reported that the application request letter to 125 Summer Street, dated October 26, 2015 was mailed 10/26/15. \*f~~
- ~~The Recording Secretary was directed to draft a letter with the following noted topics: \*f~~
  - ~~The issue cannot be discussed over the phone.~~
  - ~~The Board needs to hear the owner's presentation at a scheduled public meeting with a Board quorum in attendance and reach a conclusion as a group.~~
  - ~~Board members cannot act individually.~~
- ~~The Recording Secretary reported that the second application request letter to 125 Summer Street is in progress. \*g~~

\*Ref: HPC meeting minutes of: {a-08/24/15}, {b-09/14/15}, {c-09/28/15}, {d-10/13/15}, {e-10/26/15}, {f-11/09/15}, and {g-11/23/15}.

~~7. Mtg 09/28/15 High School project help for the Historic Overlay Data Base effort.~~

- ~~Weaver reported High School Principal Sue Cressey would contact a representative to help with HPC needs when identified. \*a~~
- ~~Smith suggested including this discussion in the New Owner Welcome Letter workshop scheduled for Monday, November 9, 2015. \*a~~
- ~~The High School project was discussed at the November 9, 2015 workshop. \*b~~

\*Ref: HPC meeting minutes of: {a-09/28/15}, and {b-11/09/15}.

~~8. Mtg 09/28/15 8 Summer Street, unapproved tree removal.~~

- ~~Smith reported that more than the approved 6 trees have been cut down and the cut trees wood did not appear to be rotting. \*a~~
- ~~Weaver volunteered to look at the lot. \*a~~
- ~~Recording Secretary directed to forward the Weaver pictures of the cut trees to the CEO. \*b~~
- ~~CEO's property inspection revealed tree cutting was consistent with HPC's prior approval. \*e~~
- ~~Weaver to send email to CEO with pictures that show 8 trees were cut down instead of the approved 6. \*d~~

- ~~○ Recording Secretary reported that he advised the owner to allow the application to expire on December 31, 2015 and submit an amended application when he is ready to present. \*e~~

~~\*Ref: HPC meeting minutes of: {a-09/28/15}, {b-10/13/15}, {c-10/26/15}, {d-11/09/15}, and {e-11/23/15}~~

**9. ~~Mtg 11/09/15~~ 159 & 161 Summer Street, new construction, Grant Lewis.**

- ~~○ Requested to be put on the agenda for December 14 meeting to discuss new construction plans. \*a~~

~~\*Ref: HPC meeting minutes of: {a-11/09/15}.~~

**10. ~~Mtg 11/09/15~~ Stephen Larrabee Certificate of Appreciation.**

- ~~○ Final draft to be forwarded to the Recording Secretary by Commissioner Fleshman. \*a~~
- ~~○ Commissioner Fleshman to consult with The Town Manager's Administrative Assistant regarding the design style. \*b~~

~~\*Ref: HPC meeting minutes of: {a-11/09/15} and {b-11/23/15}.~~