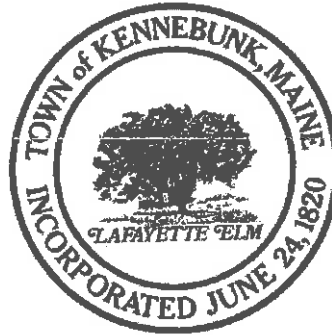


Town of Kennebunk, Maine



Historic Preservation Commission

MEETING MINUTES

March 8, 2023

In Person Meeting, 3rd Floor, Town Hall, 1 Summer Street, Kennebunk

- 1. Call to Order:** Vice Chair Barbara Fleshman called the meeting to order on March 8, 2023 at 5:00pm at Town Hall, 3rd Floor, 1 Summer Street, Kennebunk. The meeting was held in-person. Those in attendance were:

Present: Frances Smith [Chair], Barbara Fleshman [Vice Chair], Paul Bevacqua [Member], and James Cartwright [Alternate];

Absent: Judee Jandreau [Member], Maria Kyriakides [Member], and Stephen Dalzell [Alternate].

- 2. Workshop:** B. Fleshman first opened a workshop prior to the HPC's regular meeting and said the session would be guided by the Town of Kennebunk's "*Historic Preservation Overlay District Design Guidelines*" as well as by the U.S. Secretary of Interior's "*Standards for the Treatment of Historic Properties and Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings*". B. Fleshman identified the HPC members in attendance: F. Smith, B. Fleshman, P. Bevacqua, and J. Cartwright. (J. Jandreau arrived later.)

B. Fleshman stated that the objective of the workshop was to review a document which she had drafted entitled "The Kennebunk Historic Preservation Certificate of Appropriateness Process". It was meant to help residents in Kennebunk's Historic Overlay District to better understand their role as stewards of the Town's historical character and to better understand the role and approval process of the Historic Preservation Commission.

Before the review ensued, members briefly discussed "LD 2003", Maine's new housing law. Members agreed to contact the HPCs of Cape Elisabeth and Falmouth to discuss their understanding of the new law and its potential impact on historic districts.

Turning to Ms. Fleshman's "Process" document, J. Cartwright suggested that the text might expand on the reasons why historic preservation in Kennebunk is important. "People need to understand why our community cares about preserving its history and historic buildings," Cartwright said. All members concurred. They also agreed that a "demolition policy" and general information for the public about demolitions of historic buildings would also be important.

"The main purpose of this Commission is to save, to the extent possible, the exteriors of historic buildings here," J. Cartwright said. That priority, members agreed, should underscore the information provided to the public about historic preservation in Kennebunk. Members were of like view that Kennebunk's guidelines about the preservation and restoration of historic buildings were oriented toward protecting building exteriors.

However, members also noted that different houses in the community had codicils, deed restrictions, easements, and/or federal grant restrictions which could limit the kinds of changes which owners can make to the *interiors* of historic buildings, as well.

J. Cartwright suggested that Town's website descriptions of "historic preservation" and any publications for historic home owners [such as the HPC's "spiral books"] clarify four main aspects of historic building maintenance and ownership — namely: (1) preservation, (2) rehabilitation, (3) restoration, and (4) reconstruction. Explaining the HPC's criteria for approval in each category, he said, would very much help residents and owners. Other members concurred.

J. Jandreau joined the meeting at 6:13pm. There were, consequently, four voting members present: Smith, Fleshman, Bevacqua, and Jandreau. Members continued their discussion of the HPC approval process, agreeing that HPC members could, if appropriate, organize site walks to visit properties needing authorization for repairs, additions, or other changes.

Members also questioned whether the validity of HPC Certificates of Appropriateness should be set (a) for six [6] months for the project work to actually begin and (b) for a full one [1] year for completion. The meeting clerk will discuss the idea with Karen Winton and provide feedback to Commission members by email. Members also agreed that amendments to a COA could be submitted any time prior to the COA's expiration.

P. Bevacqua then suggested that the group delete mention of "communications with rental agents" in B. Fleshman's document, and other members concurred. As the session approached the time of the HPC's regular meeting, members also agreed to continue this workshop and discussion at a future meeting.

- 3. Regular Meeting:** At 6:30pm, Chair Francis Smith formally open the Regular Meeting of the Commission. She stated, for the record, that this was a public hearing at

which all present had the right to hear all that was said and view all exhibits submitted unless the Board specifically voted to go into Executive Session.

The Chair further stated for the record that the meeting would be conducted in accordance with the published agenda. The Commission, she re-iterated, is guided by the Town of Kennebunk's "*Historic Preservation Overlay District Design Guidelines*" as well as the U.S. Secretary of Interior's "*Standards for the Treatment of Historic Properties and Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings*".

F. Smith then introduced each of the Commission members in attendance. There were four voting members present. F. Smith raised alternate member J. Cartwright to voting status for the purpose of this meeting, making the number of voting members five: Smith, Fleshman, Bevacqua, Jandreau, and Cartwright.

a. Continued Applications

There were none.

b. New Applications

Application 23-H-02

Property owner(s): Ashley and Ryan Masteller
Applicant(s): Michael Pickering, Pickering Building Company LLC
Property: 3 Titcomb Lane
Application Date: February 14, 2023
Summary: Add 10' x 15' extension

Michael Pickering, a contractor representing the owners, addressed the Commission next, seeking authorization to add a 10 ft by 15 ft addition to the rear of a house at 3 Titcomb Lane. "It will basically be an extension of the dining room," Pickering said.

The applicant affirmed that the roof line would be the same and the same materials, such as cedar clapboards, would also be used. Two existing windows, he said, would be re-used. The colors will likewise be the same.

In response to questions by F. Smith and J. Jandreau, M. Pickering stated that the work would begin as soon as possible, and no trees, bushes or landscaping would be removed, added, or disturbed.

P. Bevacqua inquired about the insulation to be used, and M Pickering explained that fiberglass would most likely be used for the ceiling, but the floor system would be insulated with spray foam. The contractor also confirmed that "Landmark" shingles would be used (and had submitted a spec sheet for that product with the application).

In response to questions by J. Cartwright, Pickering affirmed that there would not be a crawl space and he provided information about the definition between the gable of the porch and proposed extension.

There being no other Commission questions, members proceeded to entertain the following motion:

Motion: Move to approve Application 23-H-02 as submitted.

Moved: P. Bevacqua

Second: J. Jandreau

Vote: Roll call vote. 5 votes in favor, none opposed; the motion carried.

4. Old Business

There was none

5. New Business

B. Fleshman advised the Commission that she had to have a number of trees removed on her property due to extensive damage caused by the recent snow storms. She observed that the Commission will actually hear her application for authorization to cut down the trees at the HPC's March 22, 2023 meeting. However, the trees have already been cut down after Code Enforcement Officer Frank Kunkel visited the property and verified the extent of the damage.

B. Fleshman also asked the meeting clerk to begin including "Findings of Fact" forms [copy attached] with each application. Such forms, she said, are technically needed if an application is declined and contested.

6. Minutes of Prior Meetings

Members then reviewed the minutes of the HPC's meetings of December 14, 2022 and February 22, 2023. As B. Fleshman had not attended the December 14th meeting and could not vote, she abstained from that particular review. J. Jandreau and J. Cartwright had not attended the February 22nd meeting and they abstained from that particular review.

Motion: Move to approve the minutes of December 14, 2022 as presented.

Moved: J. Jandreau

Second: P. Bevacqua

Vote: Roll call vote. 4 votes in favor, none opposed, 1 abstention [Fleshman]; the motion carried.

Motion: Move to approve the minutes of February 22, 2023 as presented.

Moved: B. Fleshman

Second: P. Bevacqua

Vote: Roll call vote. 3 votes in favor [Smith, Fleshman, Bevacqua], none opposed, 2 abstentions [Jandreau and Cartwright had not attended the meeting]; the motion carried.

6. Adjournment

There being no further business, F. Smith declared the meeting adjourned at 6:58pm.

Motion: To adjourn the meeting.
Moved: B. Fleshman
Second: J. Jandreau
Vote: Roll call vote, 5 votes in favor, none opposed; the motion carried.

Respectfully submitted by,
J. Schlagheck

Adopted by the Commission in its meeting
of March 22, 2022

Signed by



HISTORIC PRESERVATION COMMISSION