



CITY OF BIDDEFORD

Planning and Development Department

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HPC MEETING
March 12, 2025
Meeting Minutes
4:00

Staff Members in attendance: Brad Favreau & Nan Whitten

Meeting brought to order 4:00 PM

- 1. Quorum/Voting Members in attendance: Julie Larry, Erin Ware (Vice Chair), Shannon Chisholm, Allison Tobey & Scott Joslyn; Joslyn will be voting in place of Ware**
- 2. Adjustments to the Agenda-No adjustments-Reminders-Site walk tomorrow at 5:00 Workshop 12 Pearl Street, Reporting for Certified Local Government, copies will be sent, resumes needed from Chisholm & Joslyn**
- 3. Approval of Meeting Minutes-Approval of Meeting Minutes from 12-11-24 & 1-8-25**

MOTIONS: 4:03PM

Motion- Larry- Approval of Meeting Minutes as stated

Second-Chisholm

Vote-Unanimous

- 4. New Business**

4.a 2025.02 HPC Review for Biddeford Food Pantry to install a permanent awning structure at 162 Elm Street, Tax Map 38, Lot 56/1, in the MSRD-1 Zone

- Don Bisson from the Biddeford Food Pantry represented the application
- The current awning is not user friendly in the wind and rain.
- Permanent roof with walls out front to protect the customers and volunteers
- This is a free service for the public
- Ware-Do people do not go into the building. No there are too many people, so they are serviced outside.
- Chisholm-Is the new roof taking up the same space as the current awning? It is about the same
- Volunteers are unhappy because they and the food gets wet
- David Bourke is the contractor
- Joselyn are you going to frame it and sheath it
- Tobey-how is this going to be attached to the building
- Larry-what about the top with the windows-there is going to be a little gap where water will drip, and it will cut across part of the glass above the lights
- The ledger will be 12' high
- Larry-are you keeping the sign-the sign is inside the building?
- The sides of the walls will be vinyl siding the front will be PVC, the fascia will be metal wrapped

- Ware told the commission this is not a contributing building, but it is a good representation of industrial period structure as the materials in that same character. Larry said the siding is residential she was hoping it would be vertical. Joslyn suggested a flat panel. Ware said the corrugated metal would fit better Chisholm agreed. She has a problem with the permanent awning going up higher than the existing awning. She feels it is too high bisecting the window. It is that height to have the correct pitch and they are using asphalt shingles, metal roof would change the bid substantially. Joslyn asked about a 2-pitch rubber roof.
- Both levels of roofs will have downspouts.
- The roof must be high enough so that vehicles do not hit it.
- The pantry is set far back from the road so little visibility
- Bourke mentioned a vertical batten board vinyl siding that may work better.
- Chisholm would support a rubber roof at a lower pitch or go higher above the window changing the pitch to 5, 5.5'. That may look worse
- 2'x10' ledger and rafters 2'x8'
- Lights can be moved easily which would save the windows and the sign. This would lower the pitch and still use asphalt roof
- Lower proposed awning to where awning is now, drop lights, batten siding
- Tobey mentioned all vinyl siding surrounding this building.
- Larry mentioned this would be easily reversible.

MOTIONS: 4:42 PM

Motion- Larry-Motion to approve Certificate of Appropriateness for Biddeford Food Pantry to install new awning structures at 162 Elm Street, based on materials and assertions submitted, and conditioned on the following: All permits must be obtained from Code Enforcement prior to beginning any work. The ledger for the new awning will be in the same location as the existing awning with lowered lights and vertical batten board.

Second- Chisholm

Vote: Motion passed unanimously

5. Past Projects

5.a Review of Review of Past Project for 53 Main Street

- Favreau showed the before and after pictures of the structure.
- Commission thinks it has made a positive visual impact

6. Other Business

6 a. Design Guidelines-Review of second Draft

- Samantha Smith (joined via Zoom) has reviewed the comments sent and will ask questions.
- Smith-Blank pages? This is a spread so that a new section would be on the right.
- Commission-keep as is for the printable version
- Smith-Call out boxes?
- Tobey thinks the call out boxes are helpful and appreciated by the homeowners
- Smith-Color-two sections on existing & new, where the commission does not cover colors perhaps it should remain for information but not as a guideline.

- Commission agrees
- Smith-Examples of buildings living in the district not included should be sent to her so that she can add them.
- We will proceed with what she has, and she can reach out to Favreau, keep an eye on the budget and make the final presentation on April 9th.

6.b. Action-Renew Memberships

- a. Maine Downtown Center
- b. Maine Preservation
- c. Maine Historical Society
- d. Portland Landmarks

MOTIONS: 5:07 PM

Motion-Chisholm-Motion-To renew all memberships listed in the agenda

Second-Larry

Vote-Unanimous

6 c. Action-Joie Grandbois of Historic New England to speak April 9-\$200 Speaking Fee

MOTIONS: 5:08 PM

Motion-Larry-Motion to expend \$200 on speakers' fee for a date to be determined

Second-Chisholm

Vote-Unanimous

7. Adjourn

MOTIONS 5:10 PM

Motion-Larry-Motion to adjourn

Second-Chisholm

Vote-Unanimous

Chair: Historic Preservation Commission

Date

These minutes are summary and are not to be verbatim. Archived meetings are viewable on the City's website: www.biddefordmaine.org.