

City of Biddeford
Historic Preservation Commission
December 08, 2021 4:00 PM Zoom:
Dec 8, 2021 04:00 PM Eastern Time (US and Canada)
Topic: Historic Preservation Commission

Please click the link below to join the webinar:
<https://biddeford.zoom.us/j/96665032732?pwd=UXRJY0RVUGgyMGJUS2V0L0VVMENEUT09>

Passcode: 228178

Or One tap mobile :

US: +16465588656,,96665032732# or +13017158592,,96665032732#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

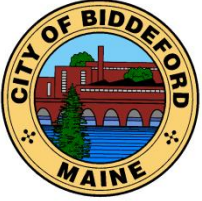
**US: +1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 9128 or +1
253 215 8782 or +1 346 248 7799**

Webinar ID: 966 6503 2732

International numbers available: <https://biddeford.zoom.us/j/abwRlfI3VE>

- 1. Roll Call/Declaration of Quorum & Voting Members**
- 2. Adjustments to the Agenda**
- 3. Consent Agenda**
 - 3.1. Approval of Meeting Minutes from November 10, 2021
[HPC Minutes 111021-Draft.pdf](#)
- 4. Unfinished Business**
- 5. New Business**
 - 5.1. 2021.32 HPC Review of application by Jason Jirele with Caleb Johnson Studio to make exterior alterations at 25 Alfred Street (International Order of Odd Fellows) Tax Map 38, Lot 402 in the MSRD-1 Zone.
 - 1 [2021.32 HPC 25 Alfred St SR.pdf](#)
 - 3 [Historic Structure Survey Form.pdf](#)
 - 4 [Locus Deed Book 18537, Page 141 YCRD.pdf](#)
 - 5 [Museum in the Streets.pdf](#)
 - 6 [2021.32 HPC 25 Alfred Street Cover Letter.pdf](#)
 - 7 [2021.32 HPC 25 Alfred Street Application.pdf](#)
 - 8 [2021.32 HPC 25 Alfred Street Site Photos.pdf](#)
 - 9 [Evaluation of Significance.pdf](#)
 - 10 [Email from Jason Jirele dated 12-1-21.pdf](#)
 - 11 [Laconia_1874.JPG](#)
 - 12 [Laconia_1880s.JPG](#)
 - 13 [Laconia_1908.JPG](#)
 - 14 [Laconia_1917.JPG](#)

- 15 Laconia_1957.JPG
- 16 Laconia_1900 Postcard.JPG
- 17 Clad Westchester Double_Single Hung Product Data Sheet.pdf
- 18 James Hardie_HardiePlank Lap Siding_Smooth_Prined.png
- 19 2021.32 HPC 25 Alfred Street Preliminary Architectural Plan Set.pdf
- 5.2. 2021.47 HPC Review of application to make Exterior Modifications by the Biddeford Housing Authority at 66 South Street (Tax Map 38, Lot 179) in the MSRD-2 Zone.
 - 1 2021.47 HPC 66 South St SR.pdf
 - 2 Historic Structure Survey Form.pdf
 - 3 Locus Deed Book 18118, Page 307 YCRD.pdf
 - 4 2021.47 HPC Application Package.pdf
 - 5 2021.47 HPC Plan Set.pdf
 - 6 sidingtrininfo.pdf
 - 7 Paradigm Windows.pdf
 - 8 2021.47 HPC Comps & Street Views.pdf
 - 9 Site Photos.pdf
- 6. **Other Business**
 - 6.1. Discussion and Vote on Rules of Procedure.
[Biddeford Historic Preservation Commission Rules of Procedure v2.pdf](#)
- 7. **Adjourn**



CITY OF BIDDEFORD

Planning and Development Department

Brad Favreau
Economic Development Coordinator
205 Main Street
P.O. Box 58six
Biddeford, ME 04005
(207)-282-7119 or (207)-28four-
9115

HPC MEETING
November 10, 2021

4:00
Zoom
(DRAFT)

In attendance: Jeff Cabral (Chair), Leah Schaffer, Erin Ware, Julie Larry and Catherine Glynn
Absent: Priscilla McGuire & Jess Muise
Staff Members: Greg Tansley & Nan Whitten

1. Roll Call/Declaration of Quorum/Voting Members (Chair opened meeting at 4:04 PM)

2. Adjustment to the Agenda

3. Consent Agenda

Approval of Meeting Minutes for October 13, 2021

MOTIONS: 4:05 PM

Glynn: Motion to approve the meeting minutes from October 13, 2021

Ware: Second

Motion passed unanimously 3-0 (Schaffer, Ware, Glynn in favor)

4. Unfinished Business

5. New Business

5.1. 2021.45 HPC Review a project by James Nunan Legal Representative of the Estate of Kimberly Eaton to make exterior modifications at 9 St. Mary's Street (Tax Map 38, Lot 33) in the MSRD-2 Zone

- **Jim Nunan (Homeowner) & Andrew Watson represented the applicant**
- **Andrew Watson gave the Commission a brief outline of what is planned for the renovations.**
- **The Commission discussed the project with Mr. Watson. The discussion revolved around the windows, brackets, whether the house is contributing or non-contributing. The Commission also talked about the applicant keeping the original woodwork and trim and just scraping & painting.**
- **The Commission complimented the applicant and his team on submitting a clear scope of work with a complete story.**

MOTIONS: 4:15 PM

Motion-Glynn- to approve the Certificate of Appropriateness for James Nunan to make exterior alterations for the purposes of lead abatement at 9 St Mary's Street in the MSRD-2 zone based on materials presented provided all permits be obtained from Code Enforcement prior to beginning any work.

Second-Schaffer

Motion passed unanimously 3-0 (Ware, Schaffer & Glynn in favor)

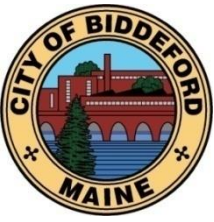
6. Other Business

7. Adjourn Meeting 4:17 PM

Chair: Historic Preservation Commission

Date

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



CITY OF BIDDEFORD PLANNING DEPARTMENT

2021.32

Greg D. Tansley, A.I.C.P.
205 Main Street
PO Box 586
Biddeford, ME 04005
(207) 284-9115

Greg.Tansley@Biddefordmaine.org

HISTORIC PRESERVATION COMMISSION REPORT

TO: Jeff Cabral, Chair & Members of the Biddeford Historic Preservation Commission

FROM: Brad Favreau, Biddeford Planning and Development

DATE: December 1, 2021

RE: ITEM #5.1 – Public Hearing – Biddeford Development Group, LLC to make interior and exterior alterations at 25 Alfred Street (Tax Map 38, Lot 420) in the MSRD-1 zone.

MEETING DATE/TIME: December 8, 2021 @ 4:00 PM

1. INTRODUCTION

The applicant proposes to renovate the building at 25 Alfred Street, converting former lodge space into 11 residential units. Proposed exterior work will restore the building's historic character appearance.

The owner is pursuing historic tax credits, and has enlisted the services of Margaret Gaertner, Historic Building Consultant of Portland.

2. PROJECT DATA/INFORMATION

	<i>SUBJECT</i>	<i>DATA/INFORMATION</i>
1.	Applicant:	Jason Jirele Caleb Johnson Studio 110 Exchange Street Portland ME 04101
2.	Owner of Property:	Biddeford Development Group LLC 10 Free Street Portland ME 04101 ydpropertiesllc@gmail.com
3.	Contractor/Developer:	N/A
6.	Project Agent/Architect:	Same as applicant
5.	Project Location:	25 Alfred St.
6.	Project Tax Map #/Lot #:	Tax Map 38, Lots 402
7.	Existing Zoning:	MSRD-1
8.	Overlay Zoning:	Biddeford Historic District.
9.	Contributing/Non-contributing:	Contributing
10.	Existing Use:	Commercial
11.	Proposed Use:	Commercial and Residential
12.	Parcel Size	0.13 Acre
13.	Front Setback Required	None
14.	Side Setback Required	None
15.	Rear Setback Required	None
16.	Height Requirements	Min. 2 stories; max. 60 ft.
17.	Approvals Required:	Certificate of Appropriateness
18.	Uses in the Vicinity:	Mixed Use
19.	LDR Attachment A: Fess Paid:	Paid
20.	Other Permits Obtained:	None
21.	Historic Preservation Commission Review History:	December 8, 2021 Meeting: The notice was posted in City Hall and on the city website on December 1, 2021. Mailing notices were also sent out to all abutters within 100' on December 1, 2021 – 9 notices were sent out.

3. EXISTING CONDITIONS:

The project building is located on the corner of Alfred and Bacon streets. According to the applicant, the building was constructed in two phases in 1873 and 1908 as Laconia Lodge Number 44 of the Independent Order of Odd Fellows (IOOF). The half of the building facing Bacon Street is the older (see image below).

The Russell Wright Historic Building Survey form lists the primary stylistic category for this building as Romanesque, however, the narrative for this building in the National Register of Historic Places Registration Form for the Biddeford Main Street Historic District describes the building as Italianate.

Characteristics of Italianate style are overhanging eaves, tall, narrow windows, and cast iron decoration. The Romanesque style features round arches over windows or entries with a heavy brick or masonry façade. Characteristics of both styles are found in this building.

Historical Significance

According to the Preservation Consultant, the style is more accurately described as Classical Revival, a reaction in the late 1800s to the excessive ornamentation of the Victorian period. This style employed features found in classical architecture, such as classical symmetry and classical columns or pilasters. The style carried on the Greek Revival style from earlier in the 19th Century.

Also, the building's significance is due to its social history. The Biddeford chapter of the IOOF was the largest in Maine. The IOOF was a social fraternity devoted to caring for the sick, educating the poor, and it was the first fraternal orders to have a parallel organization for women.

The building appears to be 3 story, however, it is four stories. The tall upper windows span the third and fourth floors.

The building has been approved for the National Park Service's Historic Preservation Certification Application Part 1 – Evaluation for Significance. This approval makes the property eligible for historic tax credits. Further NPS approvals based on project proposals are pending.

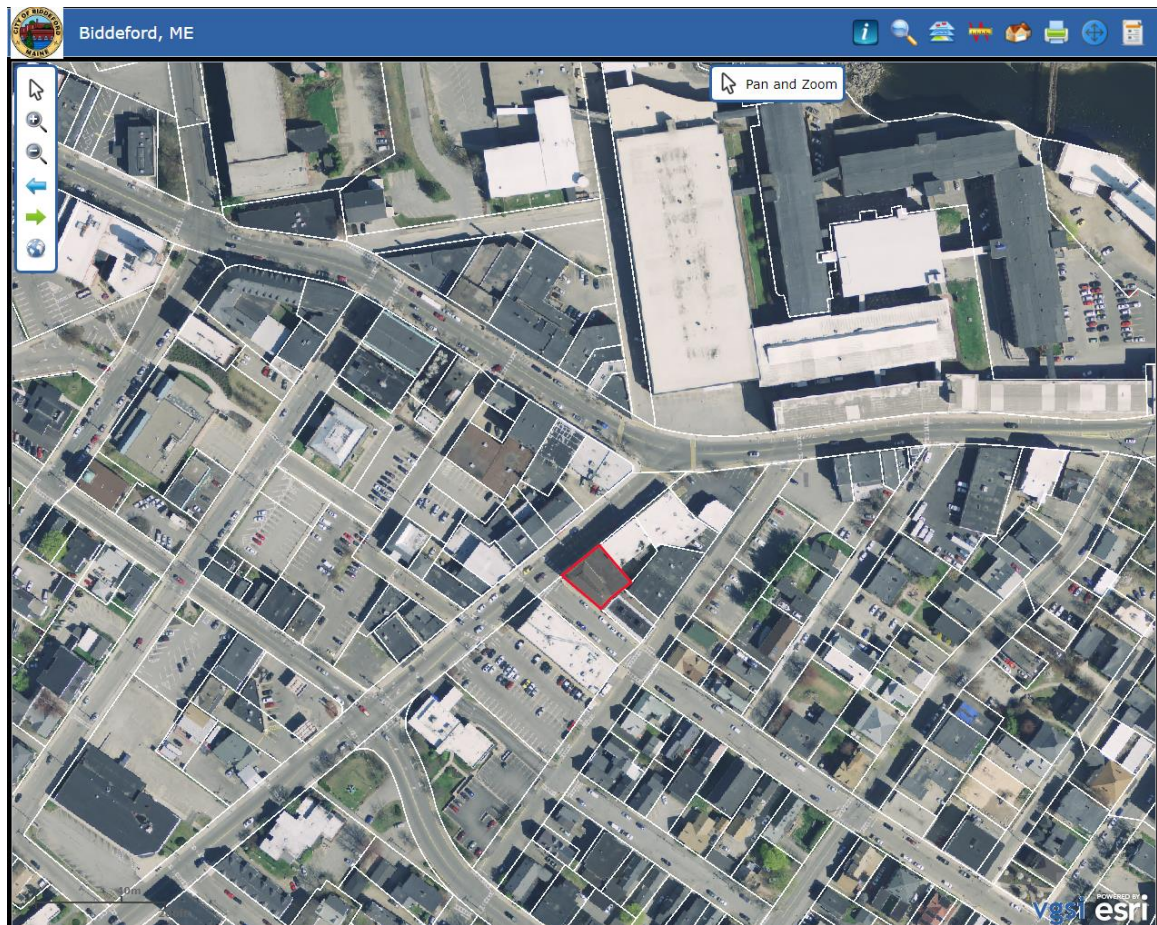
According to the Assessor's records, the building has had three owners since 1997. The present owner took possession on January 21, 2021.



The Odd Fellows Building ca. 1874. Note that only phase 1 was built at this time. Also, storefront windows are divided by muntins.

This is a contributing structure as identified by the Russell Wright Survey.

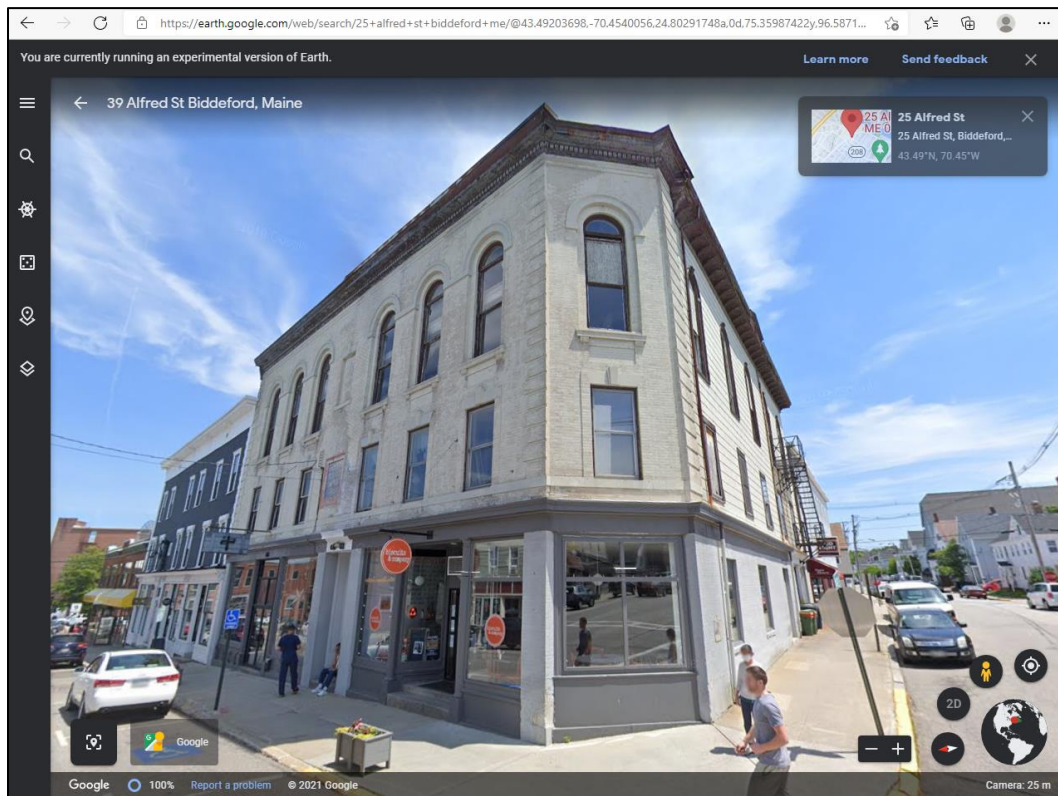
Project Location:



Source: "25 Alfred St". <http://gis.vgsi.com/BiddefordMEMap/index.html?pid=4406>.

Accessed Date: 11/29/2021.

Existing Conditions:



Source: "25 Alfred Street, Biddeford, Maine." 43.49° N 70.45° W. **Google Earth Street View.** Imagery Date: June, 2019. Accessed Date: 11/29/2021.



Source: "25 Alfred Street, Biddeford, Maine." 43.49° N 70.45° W. **Google Earth Street View.** Imagery Date: June, 2019. Accessed Date: 11/29/2021.

4. PROJECT PROPOSAL

The scope of proposed work includes:

- New aluminum clad windows
- New historic storefronts
- New doors at commercial space on the right of the Alfred Street façade.
- New doors on Bacon Street façade
- New metal downspouts
- New fiber cement siding on Bacon Street façade (if needed)
- Restore and/or replace existing wood trim to match
- Repair, prep and repaint brick
- Interior changes will convert former meeting rooms, banquet hall and lodge room on upper floors to 11 residential units.
- New elevator and stair tower at the rear of the building will rise above existing roofline.

5. PUBLIC COMMENT

As of the time of this report, no public comments had been received, although abutter notices went out the same day as this report was completed.

6. STAFF REVIEW:

- a. ZONING: The use is an allowed use in the MSRD-1 Zone.
- b. REVIEW STANDARDS: Article XV (Historic Preservation Ordinance), Section 11 (Evaluation standards for certificate of appropriateness).

The Ordinance states the following in the submission requirements section of the Ordinance (Article XV (Historic Preservation Ordinance), Section 11 (Evaluation standards for certificate of appropriateness):

Section 11

Evaluation standards for certificate of appropriateness.

A. Reconstruction and alterations.

- 1. A building or structure classified as an historic landmark or located within an historic district, or any part thereof, or any appurtenance related to such structures, including but not limited to walls, fences, light fixtures, steps, paving and signs, shall not be reconstructed or altered unless a certificate of appropriateness has been issued for such activity. No certificate of appropriateness for a structure or building identified as contributing to the district shall be issued unless the proposed activity is found to preserve or enhance a building's or structure's historical or architectural character. No certificate of appropriateness shall be issued for a noncontributing structure or building unless the proposed activity is complementary to the historic character of surrounding structures and buildings and meets the intent of this ordinance.*
- 2. The standards and requirements in the United States Secretary of the Interior's Standards of Rehabilitation as well as the following factors shall be considered when reviewing applications for reconstruction or alteration of buildings or structures subject to review under this ordinance:*
 - a. Every reasonable effort shall be made to use a property for its historic purpose and in a way which will require minimum alteration to the structure and its environment;*
 - b. Rehabilitation work shall not destroy the distinguishing qualities nor character of the structure and its environment. The removal or alteration of any historic material or architectural features should be avoided;*
 - c. Deteriorated architectural features should be repaired rather than replaced, wherever possible. In the event that replacement is necessary, the new material should match the material being replaced in composition, design, texture and other visual qualities. Repair or replacement of missing architectural features should be based on physical or pictorial evidence rather than on conjectural designs or the availability of different architectural features from other buildings;*
 - d. Distinctive stylistic features or examples of skilled craftsmanship which characterize historic structures and often predate the mass production of building materials shall be treated with sensitivity;*
 - e. Changes which may have taken place in the course of time are evidence of the history and development of the structure and its environment, and these changes shall be recognized and respected;*
 - f. All structures shall be recognized as products of their own time. Alterations to create an earlier appearance shall be discouraged;*

- g. Contemporary design for additions to existing structures shall be encouraged if such design is compatible with the size, scale, material and character of the neighborhood, the structure or its environment; and*
- h. Wherever possible, new additions or alterations to structures shall be done in such a manner that if they were to be removed in the future the essential form and integrity of the original structure would be unimpaired.*

c. OUTSTANDING ITEMS TO BE ADDRESSED PRIOR TO APPROVAL:

- 1. None.

7. STAFF RECOMMENDATION:

The applicant is working closely with a preservation expert to ensure the project meets the Department of Interior's Standards for Rehabilitation.

8. STAFF RECOMMENDATION

Recommend that the Historic Preservation Commission review the revised submitted application materials and considered the application for approval, approval with conditions, or denial.

If the Commission approves the project, Staff recommends doing so with the following minimum Conditions of Approval attached:

- a. All permits must be obtained from Code Enforcement prior to beginning any work.**

9. SAMPLE MOTIONS

A. Motion to approve the Certificate of Appropriateness for Biddeford Development Group LLC to make proposed alterations at 25 Alfred Street,, based on the materials submitted and conditioned on the following:

- a. All permits must be obtained from Code Enforcement prior to beginning any work.**

b. _____

B. Motion to table this item until the following minimum additional information has been submitted for review:

a. _____

b. _____

MHPC USE ONLY

041- 0398

INVENTORY NO.

MAINE HISTORIC PRESERVATION COMMISSION

Historic Building/Structure Survey Form

1. PROPERTY NAME (HISTORIC): UDONIA LODGE No 44 YCOF
2. PROPERTY NAME (OTHER): _____
3. STREET ADDRESS: 25 ALFRED
4. TOWN: Biddeford 5. COUNTY: York
6. DATE RECORDED: 4/98 7. SURVEYOR: Russell Wright
8. OWNER NAME: _____ ADDRESS: _____
9. PRIMARY USE (PRESENT):
- | | | | |
|--|---------------------------------------|--|--------------------------------------|
| ☒ SINGLE FAMILY | ☐ AGRICULTURE | ☒ COMMERCIAL/TRADE | ☐ FUNERARY |
| ☒ MULTI-FAMILY <u>VACANT</u> | ☐ GOVERNMENTAL | ☐ EDUCATION | ☐ HEALTH CARE |
| ☐ INDUSTRY | ☐ RELIGIOUS | ☐ HOTEL | ☐ LANDSCAPE |
| ☐ TRANSPORTATION | ☐ DEFENSE | ☐ SUMMER COTTAGE/CAMP | ☐ SOCIAL |
| ☐ RECREATION/CULTURE | ☐ UNKNOWN | | |
| ☐ OTHER | | | |
10. CONDITION: ☐ GOOD ☒ FAIR ☐ POOR ☐ DESTROYED, DATE 1/1

ARCHITECTURAL DATA

11. PRIMARY STYLISTIC CATEGORY:
- | | | | |
|---|--|---|--|
| ☐ COLONIAL | ☐ STICK STYLE | ☐ NEO-CLASSICAL REV. | ☐ FOUR SQUARE |
| ☐ FEDERAL | ☐ QUEEN ANNE | ☐ RENAISSANCE REV. | ☐ ART DECO |
| ☐ GREEK REVIVAL | ☐ SHINGLE STYLE | ☐ 19TH/20TH C. REVIVAL | ☐ INTERNATIONAL |
| ☐ GOTHIC REVIVAL | ☐ R. ROMANESQUE | ☐ ARTS & CRAFTS | ☐ RANCH |
| ☐ ITALIANATE | ☒ ROMANESQUE | ☐ BUNGALOW | ☐ VERNACULAR |
| ☐ SECOND EMPIRE | ☐ HIGH VIC. GOTHIC | ☐ OTHER | |
12. OTHER STYLISTIC CATEGORY:
- | | | | |
|---|---|---|--|
| ☐ COLONIAL | ☐ STICK STYLE | ☐ NEO-CLASSICAL REV. | ☐ FOUR SQUARE |
| ☐ FEDERAL | ☐ QUEEN ANNE | ☐ RENAISSANCE REV. | ☐ ART DECO |
| ☐ GREEK REVIVAL | ☐ SHINGLE STYLE | ☐ 19TH/20TH C. REVIVAL | ☐ INTERNATIONAL |
| ☐ GOTHIC REVIVAL | ☐ R. ROMANESQUE | ☐ ARTS & CRAFTS | ☐ RANCH |
| ☐ ITALIANATE | ☐ ROMANESQUE | ☐ BUNGALOW | ☐ VERNACULAR |
| ☐ SECOND EMPIRE | ☐ HIGH VIC. GOTHIC | ☐ OTHER | |
13. HEIGHT: ☐ 1 STORY ☐ 1 1/2 STORY ☐ 2 STORY ☐ 2 1/2 STORY ☒ 3 STORY ☐ 4 STORY ☐ 5 STORY ☐ OVER 5 ()
14. PRIMARY FACADE WIDTH (MAIN BLOCK; USE GROUND FLOOR): ☐ 1 BAY ☐ 2 BAY ☐ 3 BAY ☐ 4 BAY ☐ 5 BAY ☐ MORE THAN 5 (7)
15. APPENDAGES: ☐ SIDE ELL ☐ REAR ELL ☐ FRONT ☐ ADDED STORIES ☐ SHED
- ☐ DORMERS ☐ PORCH ☐ TOWER ☐ CUPOLA ☐ BAY WINDOW



13-21

16. PORCH: ☐ ATTACHED ☐ FULL WIDTH ☐ ENGAGED ☐ WRAPAROUND ☐ ONE STORY ☐ SLEEPING PORCH ☐ MORE THAN ONE STORY ☐ SECONDARY PORCH
17. PLAN: ☐ HALL AND PARLOR ☐ BACK HALL ☒ 1/2 CAPE ☒ IRREGULAR ☐ CENTRAL HALL ☐ OTHER ☐ SIDE HALL
18. PRIMARY STRUCTURAL SYSTEM: ☐ TIMBER FRAME ☐ BRACED FRAME ☒ BRICK ☐ STONE ☐ BALLOON FRAME ☐ CONCRETE ☐ STEEL ☐ LOG ☐ PLANK WALL ☐ PLATFORM FRAME ☐ FRAME CONSTRUCTION - TYPE UNKNOWN ☐ OTHER *CBS 11/03*
19. CHIMNEY PLACEMENT: ☒ INTERIOR ☐ INTERIOR FRONT/REAR ☐ CENTER ☐ INTERIOR END ☐ EXTERIOR ☐ OTHER
20. ROOF CONFIGURATION: ☐ GABLE SIDE ☐ GABLE FRONT ☐ HIP ☐ MANSARD ☒ FLAT ☐ GAMBREL ☐ PARAPET GABLE ☐ SHED ☐ CROSS ☐ GABLE ☐ COMPOUND ☐ OTHER
21. ROOF MATERIAL: WOOD ☐ METAL ☐ TILE ☐ SLATE ☐ ASPHALT ☒ ASBESTOS ☐
22. EXTERIOR WALL MATERIALS: ☐ CLAPBOARD ☒ BRICK ☐ FLUSH SHEATHING ☐ WOOD SHINGLE ☐ STONE ☐ LOG ☐ PRESSED METAL ☐ CONCRETE ☐ STUCCO ☐ ASPHALT ☐ GRANITE ☐ ASBESTOS *CBS 11/03* ☐ TERRA COTTA ☐ BOARD AND BATTEN ☐ ALUMINUM/VINYL ☐ OTHER
23. FOUNDATION MATERIAL: ☐ FIELDSTONE ☒ BRICK ☐ WOOD ☐ CONCRETE ☐ GRANITE ☐ ORNAMENTAL CONC. BLOCK ☐ OTHER
24. OUTBUILDINGS/FEATURES: ☐ CARRIAGE HOUSE ☐ FENCE OR WALL ☐ CEMETERY ☐ BARN (CONNECTED) ☐ BARN (DETACHED) ☐ FORMAL GARDEN ☐ LANDSCAPE/PLANT MAT. ☐ ARCHAEOLOGICAL SITE ☐ GARAGE ☐ OTHER

HISTORICAL DATA

25. DOCUMENTED DATE OF CONSTRUCTION: _____ 26. ESTIMATED DATE OF CONSTRUCTION: _____
27. DATE MAJOR ADDITIONS/ALTERATIONS: _____
28. ARCHITECT: _____ 29. CONTRACTOR: _____
30. ORIGINAL OWNER: _____
31. SUBSEQUENT SIGNIFICANT OWNER: _____ DATES: _____
32. CULTURAL/ETHNIC AFFILIATION: ☐ ENGLISH ☐ FRENCH ACADIAN ☐ NATIVE AMERICAN ☐ SCOTTISH ☐ FRENCH CANADIAN ☐ EAST EUROPEAN ☐ IRISH ☐ OTHER
33. HISTORIC CONTEXT(S): ☐ COMMERCE ☐ INDUSTRY ☐ TRANSPORTATION ☐ AGRICULTURE ☐ MILITARY ☐ RELIGION ☐ CIVIC AFFAIRS ☐ RECREATION ☐ HABITATION ☐ EDUCATION ☐ ART, LIT, SCIENCE ☐ SOCIAL
34. COMMENTS/SOURCES: _____

35. HISTORICAL DRAWINGS EXIST: ☐ YES ☒ NO LOCATION: _____

ENVIRONMENTAL DATA

36. SITE INTEGRITY: ☒ ORIGINAL ☐ MOVED DATE MOVED _____
37. SETTING: ☐ RURAL/UNDISTURBED ☐ RURAL/BUILT UP ☐ SMALL TOWN ☒ URBAN ☐ SUBURBAN
38. QUADRANGLE MAP USED: Biddeford QUADRANGLE #: _____
39. UTM NORTHING: _____ 40. UTM EASTING: _____
41. FACADE DIRECTION (CIRCLE ONE): N S E W NE NW SE SW

MHPC USE ONLY

- DATE ENTERED IN INVENTORY: _____ PHOTO FILE #: _____
- NR STATUS: L ☐ HD ☐ E ☐ NE ☐ ND ☐ REVIEWER _____
- DATA SOURCE: ☐ HPF ☐ CLG ☐ R&C ☐ STAFF ☐ STATE SURVEY ☐ OTHER _____ LEVEL OF SURVEY: ☐ R ☐ I

DLN: 1002140130028

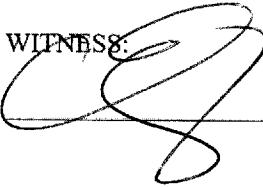
WARRANTY DEED
 (Maine Statutory Short Form)

LACONIA PROPERTIES, LLC, a Maine limited liability company with a mailing address of 215 Main Street, Biddeford, Maine 04005 ("**Grantor**"), FOR CONSIDERATION PAID, grants to **BIDDEFORD DEVELOPMENT GROUP LLC**, a Maine limited liability company with a mailing address of P.O. Box 532, Biddeford, ME 04005 ("**Grantee**"), WITH WARRANTY COVENANTS, a certain lot or parcel of land, together with the buildings and improvements thereon, situated in the City of Biddeford, County of York, State of Maine, at the corner of Alfred and Bacon Streets, and more particularly described on Exhibit A attached hereto and made a part hereof by reference.

Meaning and intending to convey all of the same premises described in Warranty Deed from Valeria Konstantinovskaia to Grantor herein dated December 12, 2005 and recorded in the York County Registry of Deeds in Book 14778, Page 641.

IN WITNESS WHEREOF, Grantor has caused this instrument to be executed by its duly authorized representative as of this 21 day of January, 2021.

WITNESS:

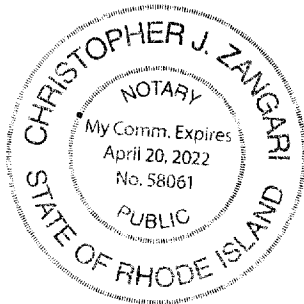


LACONIA PROPERTIES, LLC

By: Gregory Bennett
 Gregory Bennett
 Its: Member

STATE OF Rhode Island
 COUNTY OF Kent, ss.

On this 21 day of January, 2021, before me, the undersigned Notary Public, personally appeared Gregory Bennett, in his capacity as Member of Laconia Properties, LLC, as aforesaid, and proved to me through satisfactory evidence of identification, which was ☒ photographic identification with signature issued by a federal or state governmental agency or ☐ personal knowledge of the undersigned, to be the person whose name is subscribed above, and acknowledged the foregoing to be his free act and deed in said capacity and the free act and deed of Laconia Properties, LLC.



Notary Public
 Print Name:
 My Commission Expires:

EXHIBIT A

A certain lot or parcel of land, together with the buildings thereon located in the City of Biddeford, County of York and State of Maine, at the corner of Alfred and Bacon Streets, and being comprised and made up of the following pieces or parcels, viz:

PARCEL ONE:

A certain lot or parcel of land situated in said Biddeford with the buildings thereon built by Justin Lord for a carriage shop and bounded thus; southwesterly by the continuation of Bacon Street seventy-eight and one-half (78.5) feet; southeasterly by land formerly owned by N.O. Kendall twenty-eight and one-half (28.5) feet; northeasterly by land formerly occupied by John Ham seventy-five (75) feet; and northwesterly by Alfred Street forty-two and one-half (42.5) feet.

PARCEL TWO:

A certain lot or parcel of land with the buildings thereon situated in said Biddeford and bounded and described as follows: Beginning on the southeasterly side of Alfred Street at the westerly corner of land formerly of J. N. Anthoine; thence by said Anthoine's land and land formerly owned by the Saco Water Power Company southeasterly seventy-five (75) feet; thence at right angles southwesterly parallel with said Alfred Street thirty (30) feet; thence northwesterly parallel with the first line to Alfred Street; thence by Alfred Street northeasterly thirty (30) feet to the point of beginning.

Also a strip of land two (2) feet wide and seventy-five (75) feet long situated between the above-described lot and land of said Corporation being a part of the premises conveyed by John Ham by the Saco Water Power Company by its deed dated April 27, 1860 and recorded in the York Registry of Deeds, Book 267, Pages 98 and 99.

PARCEL THREE:

All right, title and interest in and to a certain lot of land situated in said Biddeford bounded and described as follows, viz: Beginning at the northeasterly corner of land of said Corporation at a point seventy-five (75) feet southeasterly from Alfred Street; thence running northwesterly ten (10) feet by land of Corporation to land formerly of J. N. Anthoine; thence northeasterly ten (10) feet by land formerly of said Anthoine; thence southeasterly twelve (12) feet by land formerly owned or occupied by the Biddeford Grocery Company; thence southwesterly ten (10) feet by land formerly of heirs of James G. Brackett to the point of beginning.

TREETS®

THE INTERNATIONAL ORDER ODD FELLOWS block was built in 1870. Its members alternated with the Masons in laying cornerstones and dedicating new buildings throughout the city. Fraternal societies similar to that of the Masons were popular in the 19th century. They replaced a sense of fellowship lost by the community as multiple churches and languages became the rule. Some other popular groups were the Knights of Pythias and the Red Men.

Immigrant groups formed fraternal and charitable societies of their own like the Knights of Columbus and the Hibernians. The photograph is from 1870 and shows the Odd Fellows hall before the size was doubled. Numerous small groups such as the Knights of Labor and Painchaud's Band used the hall for their meetings and music practice.



LE BLOC DES "International Order Odd Fellows" à l'angle des rues Alfred et Bacon fut



BIDDEFORD, MAINE

THE MUSEUM IN THE STREETS®



**8 THE I. O. O. F. BLOCK
LE BLOC I. O. O. F.**

"In Biddeford Maine Museum in June, December"
A view of the building in June, December
Pour voir le Musée dans le mois de juin, décembre
Le plus de la ville est disponible chez les muséographes



This building was donated and funded by
the Biddeford Museum Society
Bâtiment construit par la Biddeford Museum Society

THE INTERNATIONAL ORDER ODD FELLOWS block was built in 1870. Its members alternated with the Masons in laying cornerstones and dedicating new buildings throughout the city. Fraternal societies similar to that of the Masons were popular in the 19th century. They replaced a sense of fellowship lost by the community as multiple churches and languages became the rule. Some other popular groups were the Knights of Pythias and the Red Men.

Immigrant groups formed fraternal and charitable societies of their own like the Knights of Columbus and the Hibernians. The photograph is from 1870 and shows the Odd Fellows hall before the size was doubled. Numerous small groups such as the Knights of Labor and Painchaud's Band used the hall for their meetings and music practice.



LE BLOC DES "International Order Odd Fellows" à l'angle des rues Alfred et Bacon fut bâti en 1870. Les Odd Fellows et les franc-maçons alternèrent à poser les pierres d'angle et à consacrer de nouveaux bâtiments. Les ordres fraternels étaient populaires au 19th siècle. Ils remplaçaient le sentiment de camaraderie perdu dans la communauté alors que les églises et les langues se multipliaient. Des groupes d'immigrants formèrent des sociétés fraternelles et charitables tels les Chevaliers de Colomb et les Hiberniens. Quelques autres groupes populaires furent les Chevaliers de Pythie et les Hommes Rouges. La photo est de 1870 et démontre la taille des Odd Fellows. Les troupes de la Bandey Painchaud utilisaient la salle pour des répétitions.

Certificate of Appropriateness Application - Cover Letter

Project Address: 25 Alfred Street, Biddeford, ME 04104

Submission Date: 11-24-2021

Owner:

Biddeford Development Group, LLC
10 Free Street, 4th Floor, Portland, ME 04101
(t) 603-660-0495 (e) ypropertiesllc@gmail.com

Architect:

Caleb Johnson Studio
110 Exchange Street, Portland ME 04101
(t) 207-283-8777 (e) jjirele@calebjohnsonstudio.com

Existing Building Information:

The subject project is located at 25 Alfred Street and resides within the MSRD-1 Zone in the Downtown Historic District. The existing structure is a (4) story unsprinklered brick building that was constructed in two phases. The south half of the building was constructed in 1873 and the north half was an addition constructed in 1908. There is a common stair running along the brick party wall separating the two phases.

The building is currently unoccupied and contains a former restaurant and retail store on the 1st floor. The 2nd, 3rd, and 4th floors contained meeting rooms, a banquet hall, and Lodge Room of the Laconia Lodge, the former Independent Order of Odd Fellows group in Biddeford.

Proposed Project Information:

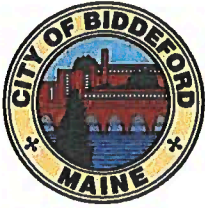
The building Owner, Biddeford Development Group, is proposing to convert the 2nd, 3rd, and 4th floor into (11) residential apartment units. The former Lodge Room located on the 3rd floor will be split into (3) lofted units with the 4th floor expanded to create the new lofts within each unit. The existing common stair will be retained and an additional rated stair tower and elevator will be added for accessibility. Both stair towers and elevator will connect to a new roof deck located on the east end of the flat roof that will not be visible from Alfred Street or Bacon Street.

Beyond the addition of the stair and elevator pop-ups for the new roof deck, the majority of exterior work is to restore the existing facades with minimal improvements to bring the building back to its former character. This includes: brick masonry cleaned and repainted, new lap siding along Bacon Street to match existing, repaint and restore any existing decorative trim, new aluminum-clad windows to match existing historic windows, and new historic wood storefronts at the ground floor along Alfred Street and Bacon Street.

The Building Owner is also pursuing Historic Tax Credits and has enlisted the services of Historic Consultant Margaret Gaertner for NPS Rehabilitation standards.

Application Documents:

1. Project Description
2. Completed "Historic Preservation Commission Application Form"
3. Photographs of Existing Building
4. Project Drawings (Architectural Plans & Elevations)



CITY OF BIDDEFORD PLANNING DEPARTMENT

Brad Favreau
205 Main Street
PO Box 586
Biddeford, ME 04005
207-284-9115

Brad.Favreau@biddefordmaine.org

HISTORIC PRESERVATION COMMISSION APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Type of Application (see pages 2 and 3 below):

- ☒ Certificate of Appropriateness – Commission Review (\$275.00 fee)
- ☐ Certificate of Appropriateness – Subcommittee Review (\$50.00 fee)

Note: If unsure, check with the Planning Department which applies.

Applicant's/Owner's Information:

Applicant's Name: Jason Jirele with Caleb Johnson Studio

Applicant's Address: 110 Exchange Street, Portland, ME 04101

Applicant's Phone(s): 207-956-5169

Applicant's E-mail: jjirele@calebjohnsonstudio.com

Applicant's Legal Interest in the Property: **NA**

☐ Owner ☐ Purchase and Sale ☐ Lease/Rental Agreement

Owner's Name: Biddeford Development Group, LLC

Owner's Address: 10 Free Street, 4th Floor, Portland, ME 04101

Owner's Phone(s): 603-660-0495

Owner's E-mail: ydpropertiesllc@gmail.com

Representative's (Agent, Engineer, Architect, and/or Contractor) Information:

Agent's Name: Chris Underwood

Agent's Address: PO Box 532 Biddeford, ME 04005

Agent's Phone(s): 603-285-5902

Agent's E-mail: ydpropertiesllc@gmail.com

Attach separate pages where multiple representatives are involved.

Project Information:

Project Address: 25 Alfred Street, Biddeford, ME 04005

Project Zone: MSRD-1 Existing Use of Property: _____

Project Tax Map(s): 38 Project Lot Number(s): 402

COMMISSION Review Project Activities (Check all that apply):

Alterations and Repair

- ☒ Removal and/or replacement of architectural detailing (for example porch spindles and columns, railings, windows and window moldings, and cornices)
- ☒ Installation or replacement of siding
- ☐ Porch replacement or construction of new porches
- ☒ Installation or replacement of either roofing or gutters when they are a significant and integral feature of the structure
- ☐ Alteration of accessory structures such as garages
- ☐ Other: _____

Additions and New Construction

- ☐ New Construction
- ☒ Building additions, including rooftop additions, dormers or decks
- ☐ Construction of accessory structures
- ☐ Installation of exterior access stairs or fire escapes
- ☐ Installation of antennas and satellite receiving dishes
- ☐ Installation of solar collectors
- ☒ Rooftop mechanicals (e.g., HVAC)
- Other: _____

Moving and Demolition

- ☐ Moving of structures or objects on the same site or to another site
- ☐ Any demolition or relocation of a landmark contributing and/or contributing structure within a district

☐ Other: _____

SUBCOMMITTEE Review Project Activities (Check all that apply):

Alterations and Repair

- ☐ Masonry work, including repointing, sandblasting, chemical cleaning, painting where the masonry has never been painted, or conversely, removal of paint where the masonry historically has been painted
- ☐ Other: _____

Signage and Exterior Utilities

- ☐ Installation or alteration of any exterior sign, awning, or related lighting
- ☐ Exterior lighting where proposed in conjunction with commercial and institutional signage or awnings
- ☐ Exterior utilities, including mechanical, plumbing, and electrical, where placed on or near clearly visible facades
- ☐ Other: _____

Note: In cases where the project is minor in nature, the Planning Department may determine that even if the activity qualifies for full Commission review it would be more appropriate to have it delegated to Subcommittee review.

Note: Your project may also require a building permit. Please call the Code Enforcement Office (284-9236) to make this determination.

Submittal Information Checklist:

-  **Required Application Fee:** If full Commission review is required - \$275.00
If Subcommittee review is required – \$50.00

If FULL COMMITTEE Review is required - 8 Copies of the following are *required*:

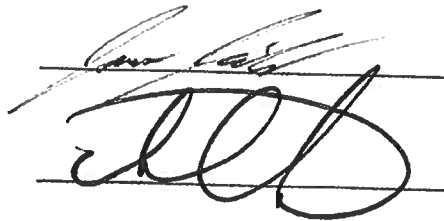
- ☒ Completed Application Form
 - ☒ Description of Proposed Activity

If FULL COMMITTEE Review is required - 8 Copies of the following are recommended or may be requested:

- ☒ Photographs of the building involved as well as adjacent buildings
- ☒ Samples of materials proposed for use in the activity
- ☒ Drawings (i.e., exterior elevations) and/or plans to illustrate the proposed activity for which the certificate is being applied for, including lettering styles (if applicable)

Note: Where Subcommittee Review is applicable, only 3 Copies of the above should be submitted.

Signature of applicant:



Date: 10-21-2021

Signature of property owner:



Date: 10/21/21



Photograph 1. Context shot, looking northeast up Alfred Street. International Order of Odd Fellows (IOOF) Building, 25 Alfred Street, Biddeford, ME. July 1, 2021.



Photograph 2. Context shot, looking southwest down Alfred Street. International Order of Odd Fellows (IOOF) Building, 25 Alfred Street, Biddeford, ME. July 1, 2021.



Photograph 3. The primary or west facade, facing Alfred Street. International Order of Odd Fellows (IOOF), 25 Alfred Street, Biddeford, ME. July 1, 2021.



Photograph 4. The south or Bacon Street facade. International Order of Odd Fellows (IOOF) Building, 25 Alfred Street, Biddeford, ME. July 1, 2021.



Photograph 5. A detail of the storefront on Alfred Street. International Order of Odd Fellows (IOOF) Building, 25 Alfred Street, Biddeford, ME. July 1, 2021.



Photograph 6. The angled portion of the storefront. International Order of Odd Fellows (IOOF) Building, 25 Alfred Street, Biddeford, ME. July 1, 2021.



Photograph 7. International Order of Odd Fellows (IOOF) Building, 25 Alfred Street, Biddeford, ME. July 1, 2021.



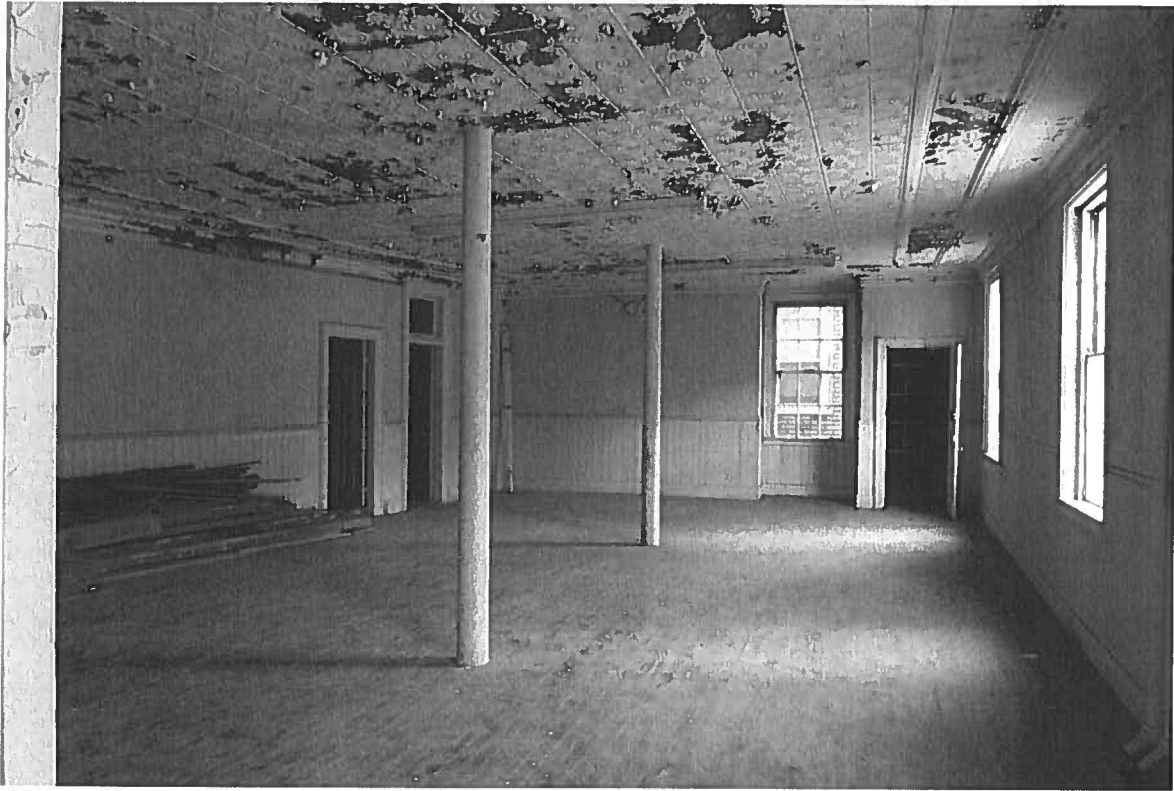
Photograph 8. International Order of Odd Fellows (IOOF) Building, 25 Alfred Street, Biddeford, ME. July 1, 2021.



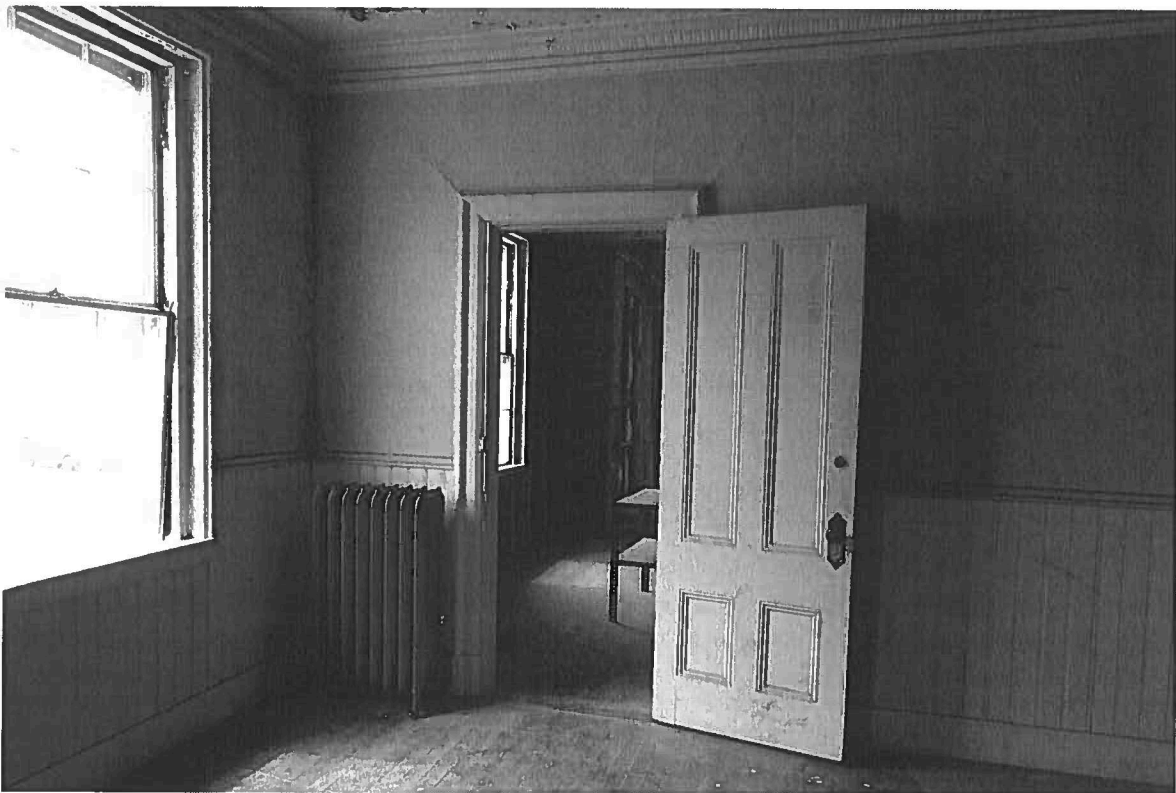
Photograph 9. International Order of Odd Fellows (IOOF) Building, 25 Alfred Street, Biddeford, ME. July 1, 2021.



Photograph 10. International Order of Odd Fellows (IOOF) Building, 25 Alfred Street, Biddeford, ME. July 1, 2021.



Photograph 11. International Order of Odd Fellows (IOOF) Building, 25 Alfred Street, Biddeford, ME. July 1, 2021.



Photograph 12. Second floor, north side, east room. International Order of Odd Fellows (IOOF) Building, 25 Alfred Street, Biddeford, ME. July 1, 2021.



Photograph 13. International Order of Odd Fellows (IOOF) Building, 25 Alfred Street, Biddeford, ME. July 1, 2021.

Photograph 14. International Order of Odd Fellows (IOOF) Building, 25 Alfred Street, Biddeford, ME. July 1, 2021.



Photograph 15. International Order of Odd Fellows (IOOF) Building, 25 Alfred Street, Biddeford, ME. July 1, 2021.



Photograph 16. International Order of Odd Fellows (IOOF) Building, 25 Alfred Street, Biddeford, ME. July 1, 2021.



Photograph 17. International Order of Odd Fellows (IOOF) Building, 25 Alfred Street, Biddeford, ME. July 1, 2021.



Photograph 18. International Order of Odd Fellows (IOOF) Building, 25 Alfred Street, Biddeford, ME. July 1, 2021.



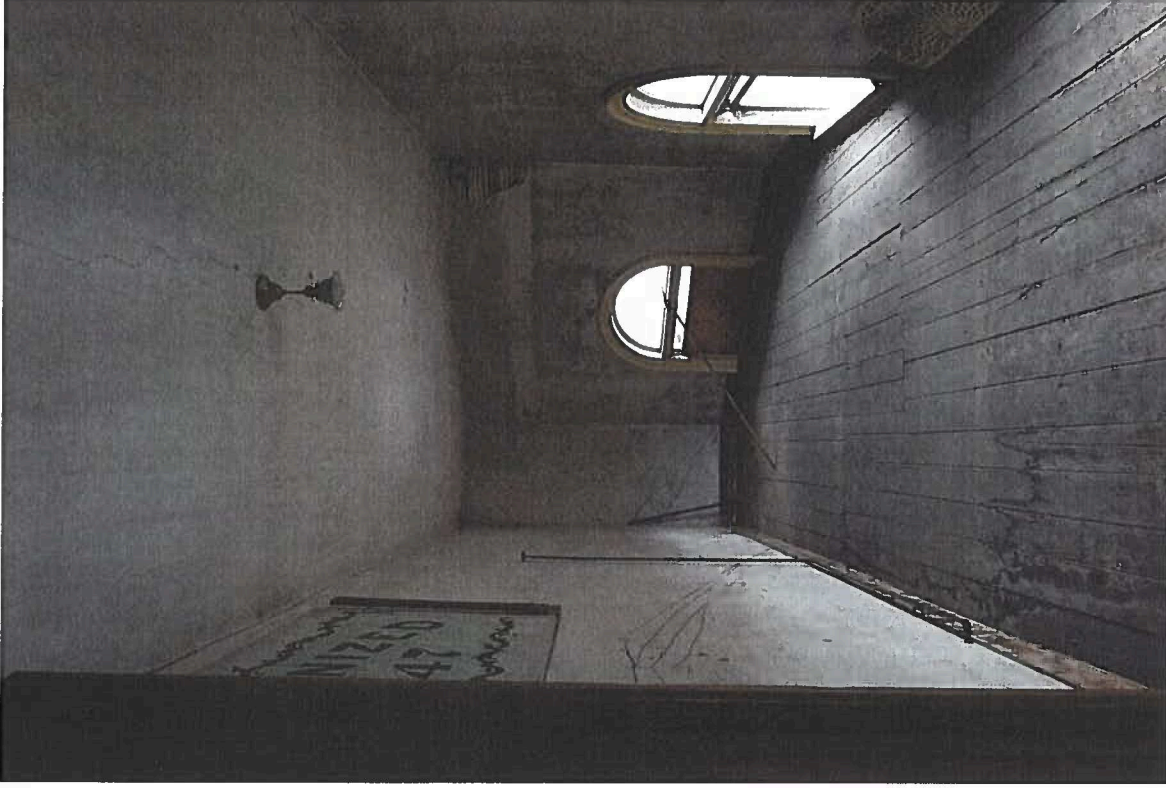
Photograph 19. International Order of Odd Fellows (IOOF) Building, 25 Alfred Street, Biddeford, ME. July 1, 2021.



Photograph 20. International Order of Odd Fellows (IOOF) Building, 25 Alfred Street, Biddeford, ME. July 1, 2021.



Photograph 21. Stairs to loft. International Order of Odd Fellows (IOOF) Building, 25 Alfred Street, Biddeford, ME. July 1, 2021.



Photograph 22. The loft. International Order of Odd Fellows (IOOF) Building, 25 Alfred Street, Biddeford, ME. July 1, 2021.



**HISTORIC PRESERVATION CERTIFICATION APPLICATION
PART 1 – EVALUATION OF SIGNIFICANCE**

Instructions: This page must bear the applicant's original signature and must be dated. The National Park Service certification decision is based on the descriptions in this application form. In the event of any discrepancy between the application form and other, supplementary material submitted with it (such as architectural plans, drawings and specifications), the application form takes precedence. A copy of this form will be provided to the Internal Revenue Service.	NPS Project Number <u>44094</u>
--	---

1. **Historic Property Name** Independent Order of Odd Fellows (IOOF) Building, Laconia Lodge
Street 25 Alfred Street
City Biddeford County York State ME Zip 04005-2512
Name of Historic District or National Register property Biddeford Main Street Historic District
☒ National Register district ☐ certified state or local district ☐ potential district ☐ National Register property
2. **Nature of Request** (check only one box)
☒ certification that the building contributes to the significance of the above-named historic district or National Register property for rehabilitation purposes.
☐ certification that the building contributes to the significance of the above-named historic district for a charitable contribution for conservation purposes.
☐ certification that the building does not contribute to the significance of the above-named district or National Register property.
☐ preliminary determination for individual listing in the National Register.
☐ preliminary determination that a building located within a potential historic district contributes to the significance of the district.
☐ preliminary determination that a building outside the period or area of significance contributes to the significance of the district.

3. **Project Contact** (if different from applicant)
Name Margaret Gaertner Company M. Gaertner, Historic Bldg. Consultant
Street 11 Stevens Avenue City Portland State ME
Zip 04102 Telephone (917) 476-8156 Email Address margaret.gaertner@gmail.com

4. **Applicant**
I hereby attest that the information I have provided is, to the best of my knowledge, correct. I further attest that [check one or both boxes, as applicable]:
☒ I am the owner of the above-described property within the meaning of "owner" set forth in 36 CFR § 67.2 (2011), and/or
☐ if I am not the fee simple owner of the above described property, the fee simple owner is aware of the action I am taking relative to this application and has no objection, as noted in a written statement from the owner, a copy of which (i) either is attached to this application form and incorporated herein, or has been previously submitted, and (ii) meets the requirements of 36 CFR § 67.3(a)(1) (2011).
For purposes of this attestation, the singular shall include the plural wherever appropriate. I understand that knowing and willful falsification of factual representations in this application may subject me to fines and imprisonment under 18 U.S.C. § 1001, which, under certain circumstances, provides for imprisonment of up to 8 years.
- Name Steven Cheung Signature (Sign in ink) [Signature] Date 9/27/21
Applicant Entity Laconia Properties, LLC SSN _____ or TIN 86-1625322
Street 215b Main Street City Biddeford State ME
Zip 04005 Telephone _____ Email Address ydpropertiesllc@gmail.com

NPS Official Use Only

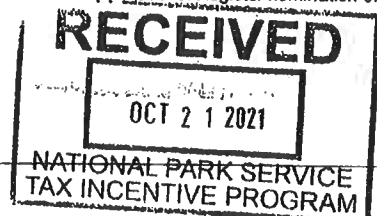
- The National Park Service has reviewed the Historic Preservation Certification Application – Part 1 for the above-named property and has determined that the property:
- ☒ contributes to the significance of the above-named district or National Register property and is a "certified historic structure" for rehabilitation purposes.
☐ contributes to the significance of the above-named district and is a "certified historic structure" for a charitable contribution for conservation purposes.
☐ does not contribute to the significance of the above-named district or National Register property.

Preliminary Determinations:

- ☐ appears to meet the National Register Criteria for Evaluation and will likely be listed in the National Register of Historic Places if nominated by the State Historic Preservation Officer according to the procedures set forth in 36 CFR Part 60.
☐ does not appear to meet the National Register Criteria for Evaluation and will likely not be listed in the National Register.
☐ appears to contribute to the significance of a potential historic district, which will likely be listed in the National Register of Historic Places if nominated by the State Historic Preservation Officer.
☐ appears to contribute to the significance of a registered historic district if the period or area of significance as documented in the National Register nomination or district documentation on file with the NPS is expanded by the State Historic Preservation Officer.
☐ does not appear to qualify as a certified historic structure.

Date 11/3/2021
National Park Service Authorized Signature (Sign in Ink) [Signature]

☐ NPS Comments Attached



Favreau, Brad

From: Jason Jirele <jjirele@calebjohnsonstudio.com>
Sent: Wednesday, December 1, 2021 9:09 AM
To: Favreau, Brad
Subject: Re: 25 Alfred St Biddeford
Attachments: 2021-12-01_25 Alfred Street - Additional Materials.zip

Hi Brad,

Sorry for the delay. We met with our historic consultant last night to review her comments for the part 2 submission and she's proposed a few updates before submitting the part 2. For your requested documents, I've attached a zipped folder which contains the following:

- The approved NPS Part 1 application
- Cut sheet of the new windows (Along Bacon Street - see window comment below)
- An image of the proposed fiber siding if we end up needing to use it along Bacon Street. I couldn't find a data sheet on their website but have included their product guide that covers some of the products facts.
- Historic images of the building. Two images show the original construction of the building from 1871, and the rest show the building after its 1907 renovation.

After discussion with Margaret (Historic Consultant), we've learned the storefront we proposed is from the original 1871 construction of the building, but wouldn't be acceptable to NPS as the latest design of the building is from the 1907 renovation. After that renovation, the storefront was composed of single lights across the ground floor which you can see in the later historic images. We are still proposing the storefront and doors to be site built, but the design will now change to single lights instead of the 3 over 3 & 2 over 2 storefronts we had previously shown.

She also informed us that the windows along Alfred Street are likely salvageable and are the original 1 over 1 designed windows from the 1907 renovation. Those we will instead try to retain & refurbish. The Bacon Street side of the building will still be getting new 6 over 6 & 9 over 9 windows, respectively. We learned a lot about the building last night from her and its history is fascinating, albeit a little complicated. I'll be happy to cover all this during the meeting and if you have any additional questions, please let me know!

Thanks!

Jason

Jason Jirele
Architectural Designer
Caleb Johnson Studio
t. 207-956-5169 e. jjirele@calebjohnsonstudio.com
w. calebjohnsonstudio.com
a. 110 Exchange Street Portland, ME 04101





38





40

168







Westchester Double Hung



Old world design meets modern day performance. The design of the Westchester Double Hung is historically driven with its narrow checkrail, stiles, and wide bottom rail, while maintaining the modern conveniences of hidden tilt latches, effortless operation, and superior performance in low maintenance finishes. With a complete product offering including operating double and single hung, picture, and transom configurations, the Westchester Double Hung is sure to fill any niche.

Standard Construction:

- Frame is 5/8" thick with 0.063" thick exterior cladding with integral nail fin, mitered corners that are mechanically fastened.
- Sloped sill fabricated with 0.078" thick extruded vinyl with aluminum clad exterior and wood interior. PVC endcap water management system with integral angled installation leg.
- Full 1-3/4" thick sash with stiles and rails slot and tenon joined; Checkrail joined using dovetail and thermally broken with fiberglass interlock. Narrow 2" stiles and upper sash top rail, 1-1/2" checkrail, and 3-3/8" bottom sash rail. Stiles run through the bottom and top rails. 3/4" and 1" glass thickness.
- Removable tilt in sash operated with concealed constant force balances and hidden tilt latches in the sash stiles.
- Lock and latches operated with single combination lock and tilt mechanism.
- Standard, innovative, narrow profile, removable Flexscreen.



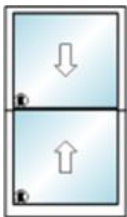
Pictured: Westchester Double Hung,
(Right) Ultra coat black interior

MINIMUM / MAXIMUM FRAME SIZES

Additional sizes may be available upon request and approval.

WESTCHESTER DOUBLE/SINGLE HUNG		WESTCHESTER PICTURE		WESTCHESTER TRANSOM	
Minimum Frame Width	17-1/2"	Minimum Frame Width	17-1/2"	Minimum Frame Width	15-1/2"
Minimum Frame Height	35-1/2"	Minimum Frame Height	35-1/2"	Minimum Frame Height	35-1/2"
Maximum Frame Width	59-1/2"	Maximum Frame Width	83-1/2"	Maximum Frame Width	95-1/2"
Maximum Frame Height	107-1/2"	Maximum Frame Height	107-1/2"	Maximum Frame Height	35-1/2"
		Maximum Sq/Ft	56	Maximum Sq/Ft	24

Performance Data:



Operating Double Hung: 47.5" x 83.5" Frame Size

AIR INFILTRATION.....0.13/0.11
WATER.....NO LEAKAGE @ 7.52 PSF
STRUCTURAL.....LC-PG50 (+55/-55)

Operating Double Hung: 59.5" x 107.5" Frame Size

AIR INFILTRATION.....0.13/0.13
WATER.....NO LEAKAGE @ 4.50 PSF
STRUCTURAL.....LC-PG30 (+30/-45)



Picture Unit: 71.5" x 107.5" Frame Size

AIR INFILTRATION.....0.02/0.01
WATER.....NO LEAKAGE @ 7.52 PSF
STRUCTURAL.....LC-PG50 (+55/-55)

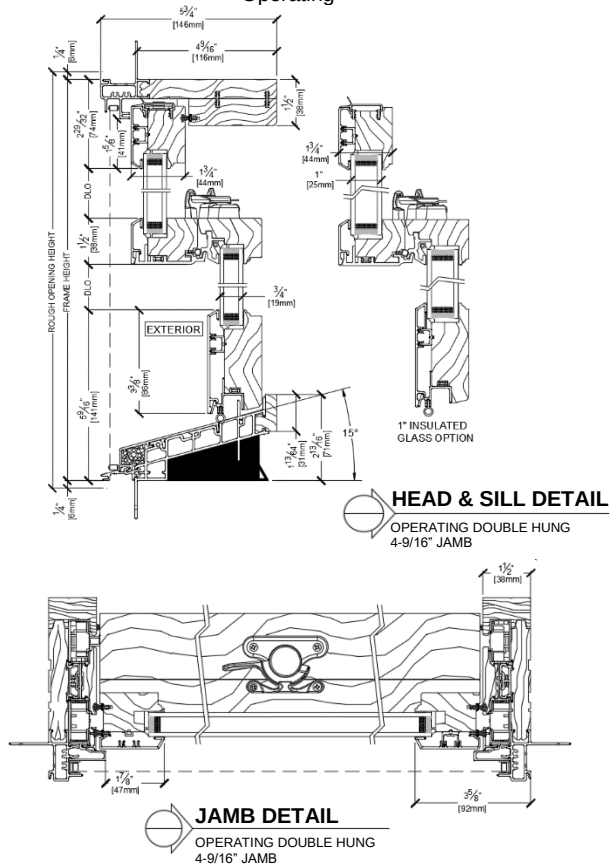
Thermal Performance (NFRC):

Air Filled			Argon Filled		
Low-E 272 Clear	Low-E 366	Triple IG (LE272/LE180/LEi89)	Low-E 272 Clear	Low-E 366	Triple IG (LE272/LE180/LEi89)
U-FACTOR.....0.31	U-FACTOR.....0.31	U-FACTOR.....0.24	U-FACTOR.....0.28	U-FACTOR.....0.28	U-FACTOR.....0.21
SHGC.....0.28	SHGC.....0.20	SHGC.....0.26	SHGC.....0.27	SHGC.....0.20	SHGC.....0.26
VT.....0.49	VT.....0.46	VT.....0.44	VT.....0.49	VT.....0.46	VT.....0.44
CR.....53	CR.....54	CR.....51	CR.....57	CR.....57	CR.....55

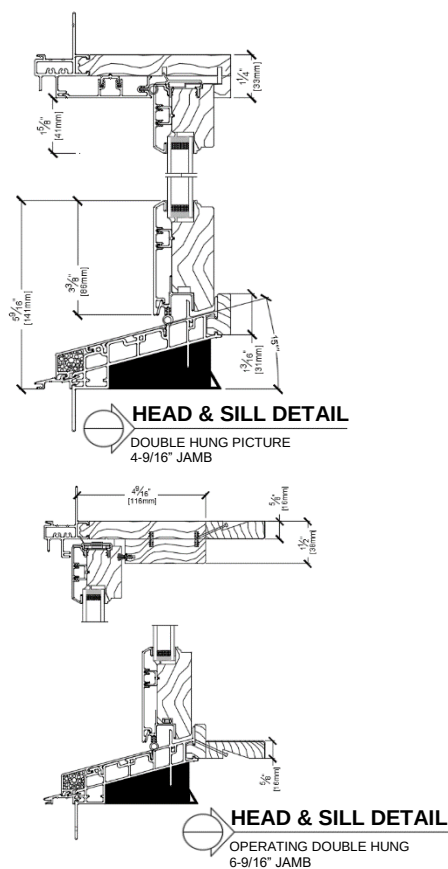
Values represent insulated glass units using standard black warm edge spacer. Additional glazing options available.

For a comprehensive list of glazing configurations, please refer to the Clad Westchester Double/Single Hung Product Performance Guide (NFRC) located in the Technical Resources Library on our website.

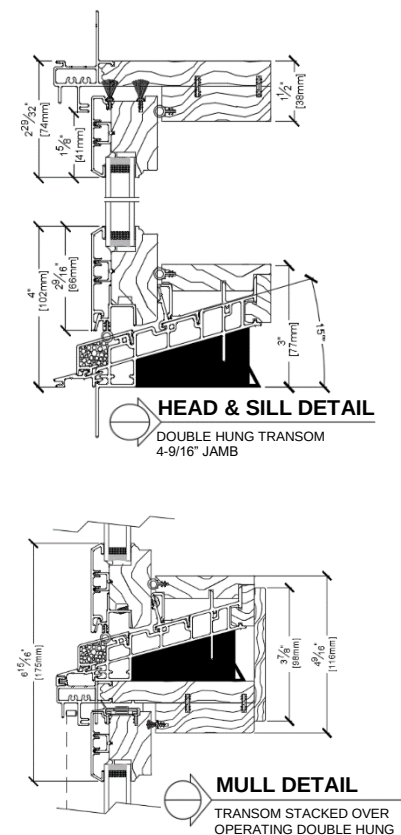
Clad Westchester Double Hung Operating



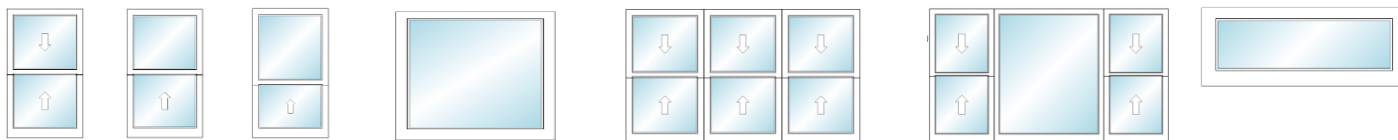
Clad Westchester Double Hung Picture



Clad Westchester Double Hung Transom



Additional product details may be found on our website www.sierrapacificwindows.com/ProfessionalResources/TechnicalLibrary



Typical configurations shown. Contact us for additional options.

LOCKING/OPERATING HARDWARE

OPTIONAL LIFT HANDLES



Bright Brass



Matte Black



Finger Lift



Cabinet Handle

Twelve Available Finishes:

White, Champagne, Bronze, Bright Brass, Brushed Chrome, Polished Chrome, Antique Brass, Oil Rubbed Forever Bronze, Chestnut Bronze, Matte Black, Satin Nickel, Satin Brass

Westchester Double Hung / Single Hung Additional Features

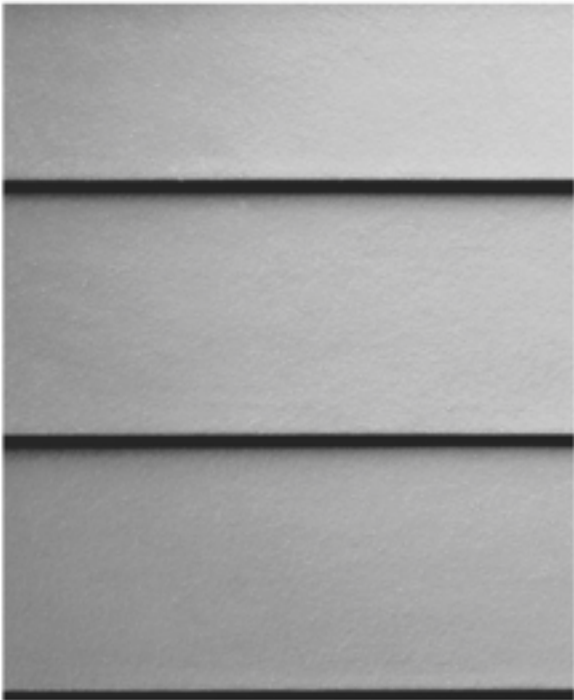
- Color Palette of 75 colors in powder coated AAMA 2605 finish. Some design collections only available in AAMA 2604.
- Extensive offering of performance glass available using black warm edge or Cardinal XL Edge spacer for optimum efficiency.
- Simulated Divided Lites available in 5/8", 7/8" and 1" Putty; 5/8", 7/8", 1", 1-1/4" and 2" Traditional and Contemporary.
- Grilles-Between-Glass available in 5/8" flat and 11/16" contour.
- 60/40, 40/60 or custom venting splits.
- Optional roll formed or extruded full or half framed screens.

Please visit our website www.sierrapacificwindows.com for additional details or to contact your nearest Sierra Pacific Branch or Dealer location.

Place Business Card or
Company Information Here

PRIMED FOR PAINT

James Hardie's primed for paint collection gives you the power to choose paint for your home's exterior. It's primed. It's ready for field painting. It's a durable, high-performance canvas.



AVAILABLE SIZES

THICKNESS:	0.312"	
LENGTH:	144" boards	
WIDTHS:	8.25"	5.25"
EXPOSURES:	7"	4"
	12"	7.25"
	10.75"	6"
	6.25"	9.25"
	5"	8"

Warranty Information >

Request a Quote >

Request a Sample >

WALL TYPE LEGEND

See Wall Types on Sheet A-801 For More Information
All Interior Walls are Type C/UWO

	Existing Solid Brick Masonry
	New Insulation and Cyp (E/C)
	Existing Wood Framed Exterior Wall with New Ins, Insulation, Sheathing and Clad (Sh, Exts, E/C)
	Existing Wood Framed Interior Wall to Remove, Patch and Repaint
	New Int 1 HR Rated Wall (A1) w/ Sound Attenuation (A1a)
	New Int 2 HR Rated Wall (A2) w/ Sound Attenuation (A2a)
	New Int 2 HR Rated Unit Dampening Wall w/ Sound Attenuation (BUBC)
	New Interior Wall (C/L, C/S)
	Plaster Repair for Existing Wall

EXAMINER'S OFFICE

DATE OF ISSUE:

PROJECT

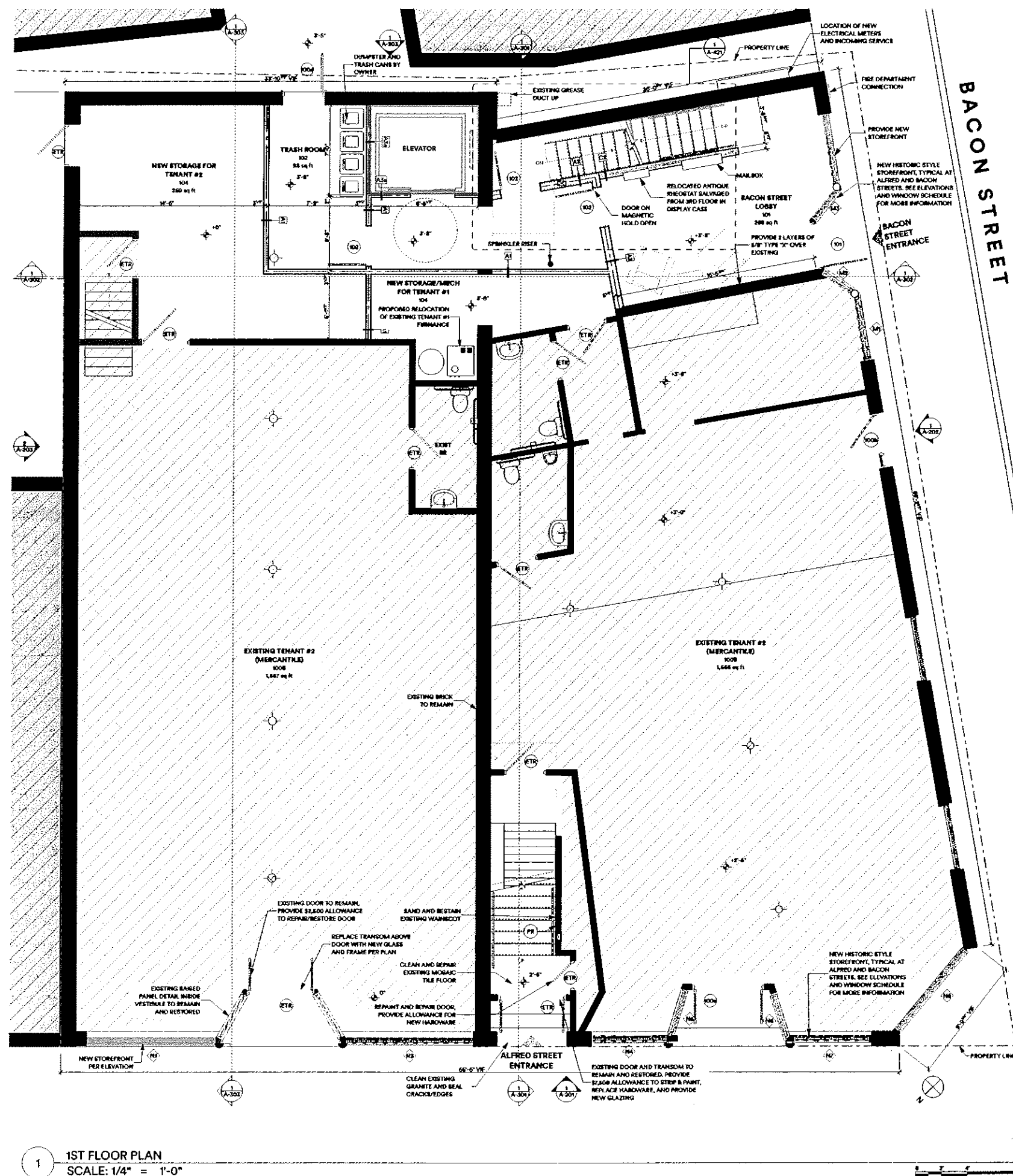
HISTORIC PRESERVATION COMMISSION REVIEW

CAR PROJECT LEAD:
JAMON JENSEN

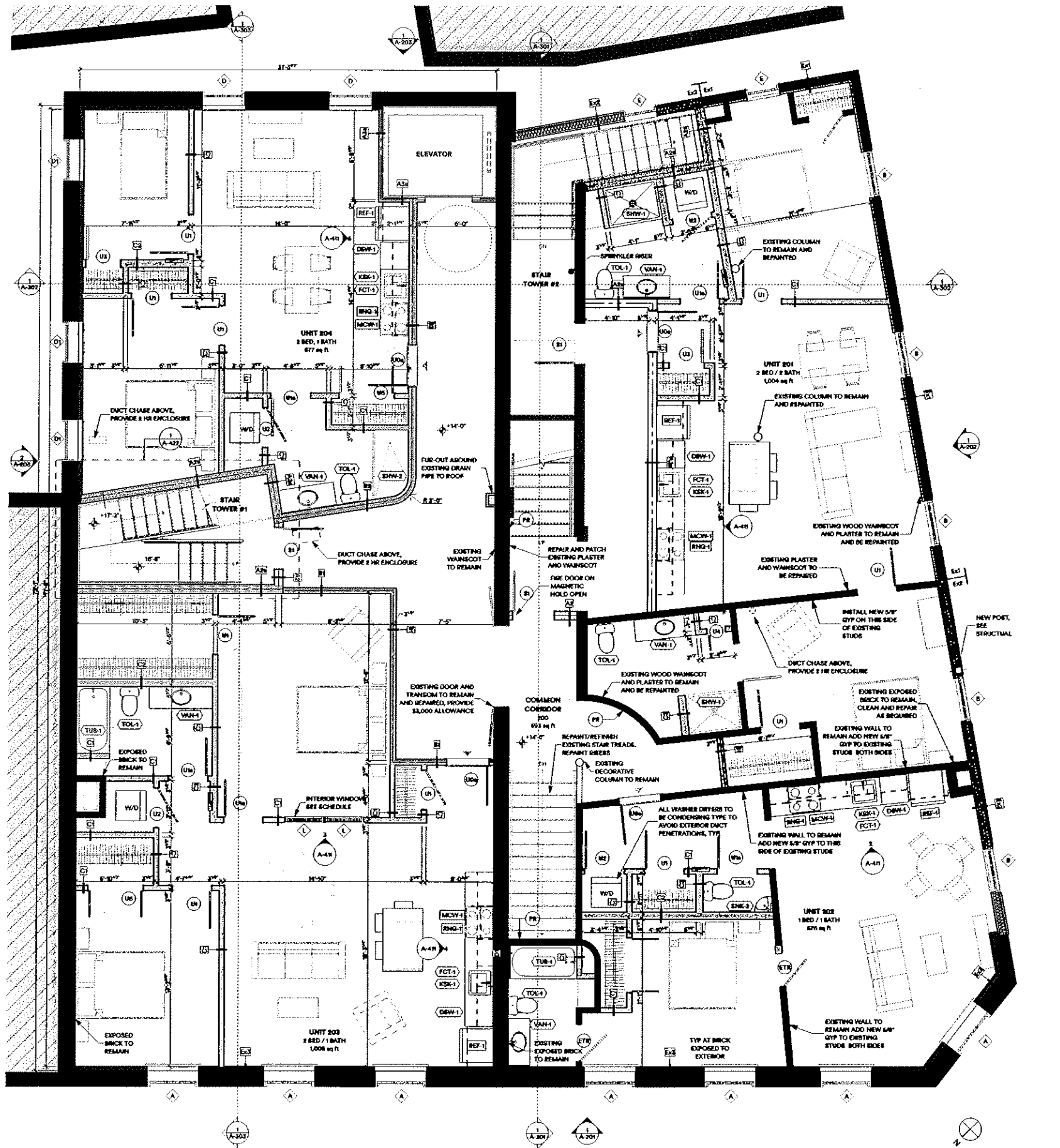
DATE OF ISSUE:
1/20/21

PROJECT

HISTORIC PRESERVATION COMMISSION REVIEW



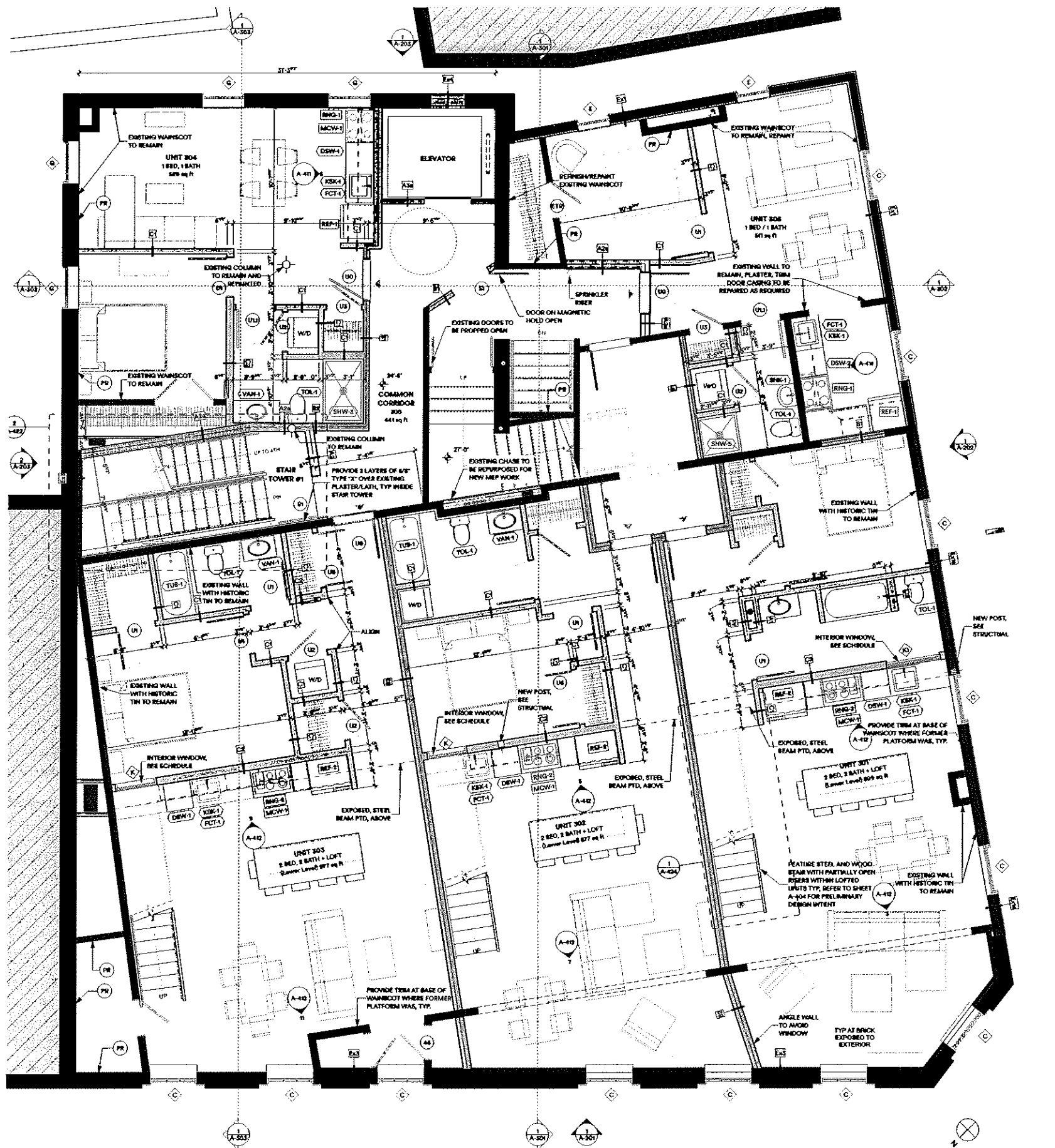
1 1ST FLOOR PLAN
SCALE: 1/4" = 1'-0"



2 2ND FLOOR PLAN
SCALE: 1/4" = 1'-0"

- PRELIMINARY**
NOT FOR CONSTRUCTION
- ESTIMATING SET ONLY. THESE DRAWINGS ARE NOT TO BE USED FOR BIDDING OR FOR ANY OTHER PURPOSE WITHOUT THE WRITTEN PERMISSION OF THE ARCHITECT.
- These drawings constitute a set of preliminary drawings for the purpose of obtaining a Certificate of Appropriateness from the Historic Preservation Commission of Biddeford, Maine. Information, dimensions and specifications will be provided by the Architect under Owner's request for clarification. Field verify all dimensions taken from existing building drawings. All dimensions to new walls are from stud-to-stud.
 - MSP: Mechanical, Electrical and Plumbing work is to be done by the Contractor. The Architect has made basic assumptions for size and space requirements and locations for existing services. Contractor is to review and bring to the Architect's attention if additional information is required. Basis of Design for Mechanical systems are:
Units: Decentralized water source heat pumps located above ceilings or wall mounted with air conditioning, condensers are located on the roof.
Common Areas: Hydraulic heating heated by one natural gas boiler in basement. No air conditioning.
Contractor to provide ventilation as required by code.
 - Elevator: Elevator is to be designed by elevator subcontractor. Basis of Design is a 5-ton MRL Traction Elevator with a capacity of 2000 lbs. with car of room located in the basement. Fit to be designed.
 - Automatic Sprinkler System: New sprinkler system is to be designed by the sprinkler subcontractor. Fire department connection to be near Brook Street entrance. The sprinkler riser is proposed to be located in Stair Tower #2. See RCP for additional notes regarding design layout of sprinkler piping.
 - Fire alarm systems, emergency lighting, smoke detectors, etc are to be provided by the Contractor under fire alarm subcontractor, refer to LHA Safety sheets, locations TBE, quantities by FA subcontractor.
 - Contractor to provide allowance to the Owner for elements not defined in these drawings. Examples of Work and for review by the Owner/Architect.
 - When existing plaster walls are to remain, surfaces are to be repaired as necessary to have smooth surface. Refer to Finish schedule. Considering the difficult nature to quantify the plaster repair, we recommend a \$75,000 allowance.
 - Security System by Owner.
 - Contractor to provide allowance for remediation of hazardous materials such as lead and asbestos.
 - Finishes: See Finish Schedule on sheet A-101.
 - Stairs: All new stairs (except for feature stair in Loft Units) are wood framed, 3'-4" wide nosing with 7" nosing and 4" nosing treads. Elsewhere have been provided for reference. Wood handrails at 34" provided on both sides and a wood guard rail at 42" high around openings. Finish on treads, risers and nosings assumed to be hardwood. Details and dimensions to be provided at a later date.
 - The Architect recommends that the Contractor carry a minimum 10% contingency for unforeseen circumstances with the history remediation of this existing building and a minimum 10% design contingency for elements information not yet defined in this scope of work.

- WALL TYPE LEGEND**
See Wall Types on Sheet A-101 for More Information
All Interior Walls are Type C1 UNO
- Existing Solid Brick Masonry
 - New Insulation and Gyp (E43)
 - Existing Wood Framed Exterior Wall with New Insulation, Sheathing and Finish (E41, E42, E43)
 - Existing Wood Framed Interior Wall to Remain, Patch and Repair
 - New Int 1 HR Rated Wall (A1) w/ Sound Attenuation (A1a)
 - New Int 2 HR Rated Wall (A2) w/ Sound Attenuation (A2a)
 - New V2 HR Rated Unit Ducting Wall w/ Sound Attenuation (B1, B2)
 - New Interior Wall (E1, E2)
 - Plaster Repair for Existing Wall



1 3RD FLOOR PLAN
SCALE: 1/4" = 1'-0"

PRELIMINARY
NOT FOR CONSTRUCTION

ESTIMATING SHEET: GENERAL NOTES

1. These Drawings constitute a set for the construction of the application for a Certificate of Appropriateness (COA) for the Historic Preservation Commission of Shillington. Additional information, dimensions and specifications will be provided by the Architect and/or Owner as requested for clarification. Each of the dimensions taken from existing building elevations. All dimensions to new walls are from stud-to-stud.

2. **MEP:** Mechanical, Electrical and Plumbing work is to be designed by a Licensed Professional Engineer. The Architect has made basic assumptions for size and space requirements and locations for incoming service. Contractor to review and bring to the Architect's attention if additional information is required. Basis of design for mechanical systems:

Notes: Discontinuous buried water source heat pumps located above ceilings or well mounted with air conditioning, condensers are located on the roof of the existing Annex. Hydroptic heating fuelled by new natural gas boiler to be inserted. No air conditioning. Contractor to provide ventilation as required by code.

3. **Elevator:** Elevator is to be design build by elevator contractors. Basis of design is a 5-trip/Min. Traction Elevator with a capacity of 2000 lbs. with control room located in the basement, P1 to the atrium.

4. **Automatic Sprinkler System:** New sprinkler system is to be design build by the sprinkler subcontractor. Fire department connection to be new Beacon Street entrance. The sprinkler riser is prepared to be located in Suite, Tower B2. See RCP for additional notes regarding design intent of fire alarm system.

5. Fire alarm system, emergency lighting, smoke detector, etc. are to be provided by the Contractor and/or fire alarm subcontractor, under the Safety Systems, locations TBD, quantities by FA subcontractor.

6. Contractor to provide allowances to the Owner to eliminate or minimize the complexities of Work and for minor by the Owner/Architect.

7. Where existing plaster walls are to remain, surface, areas are to be retained in necessary to leave suitable surface. Refer to finish schedule. Considering the different returns to equality the plaster repair, we recommend a 60% allowance.

8. **Security System by Owner**

9. Contractor to provide allowance for remediation of hazardous materials such as lead and asbestos.

10. **Painting:** See Finish Schedule on sheet A-001

11. **Glazing:** All new stained glass for features set in Loft Units are wood framed, 3" x 4" wide mesh with 7" mesh between and 11" mesh between. Glazing to be installed in the existing window. Wood handrails at 34" provided on both sides and a wood guard rail at 42" height around openings. Finish on breast, risers and landings remained to be hardwood. Details and dimensions to be provided at a later date.

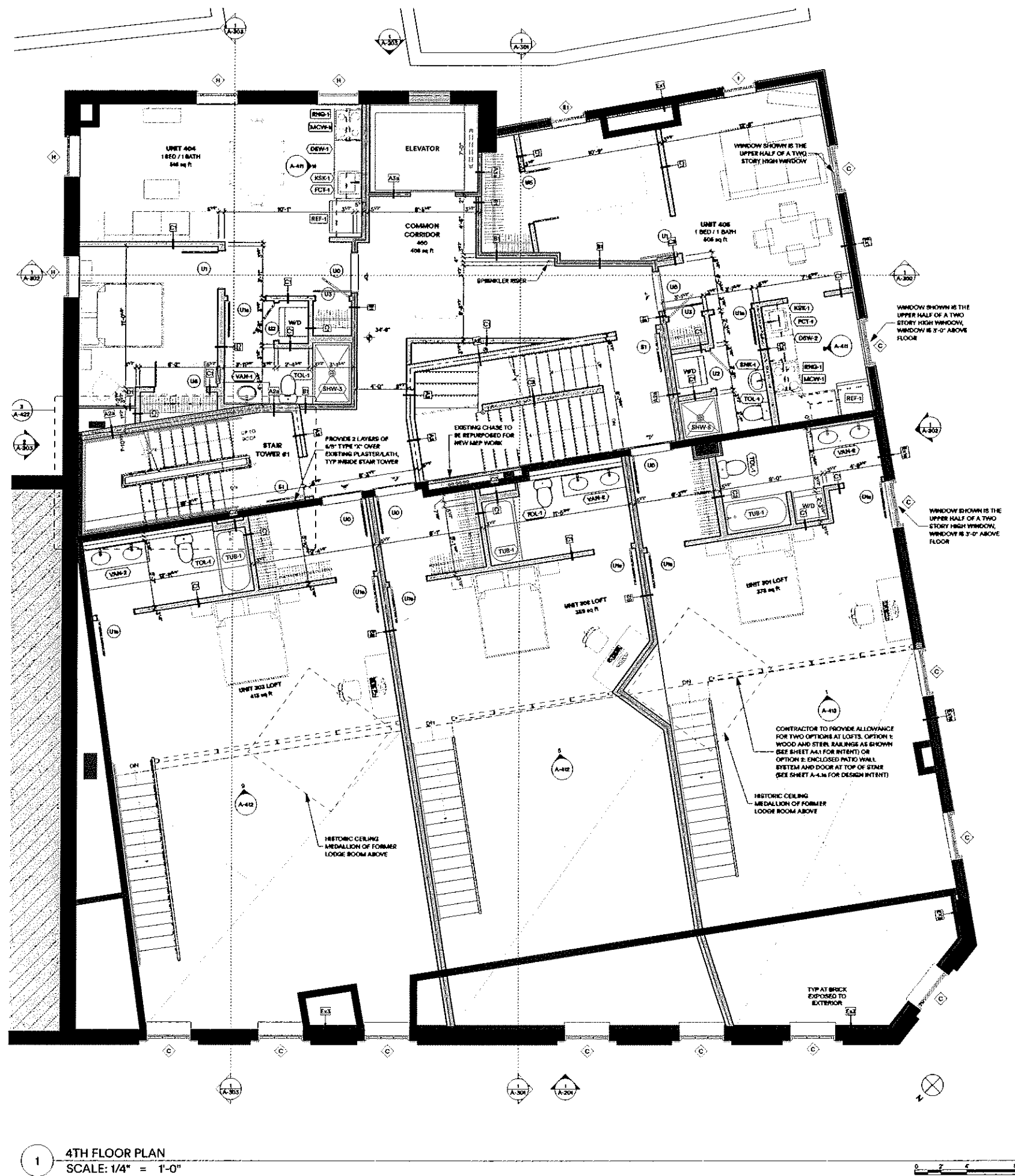
12. The Architect recommends that the Contractor carry a minimum 10% contingency for unforeseen circumstances with the heavy renovation of the existing building and a minimum 10% design contingency for alternate information not yet defined in this scope of work.

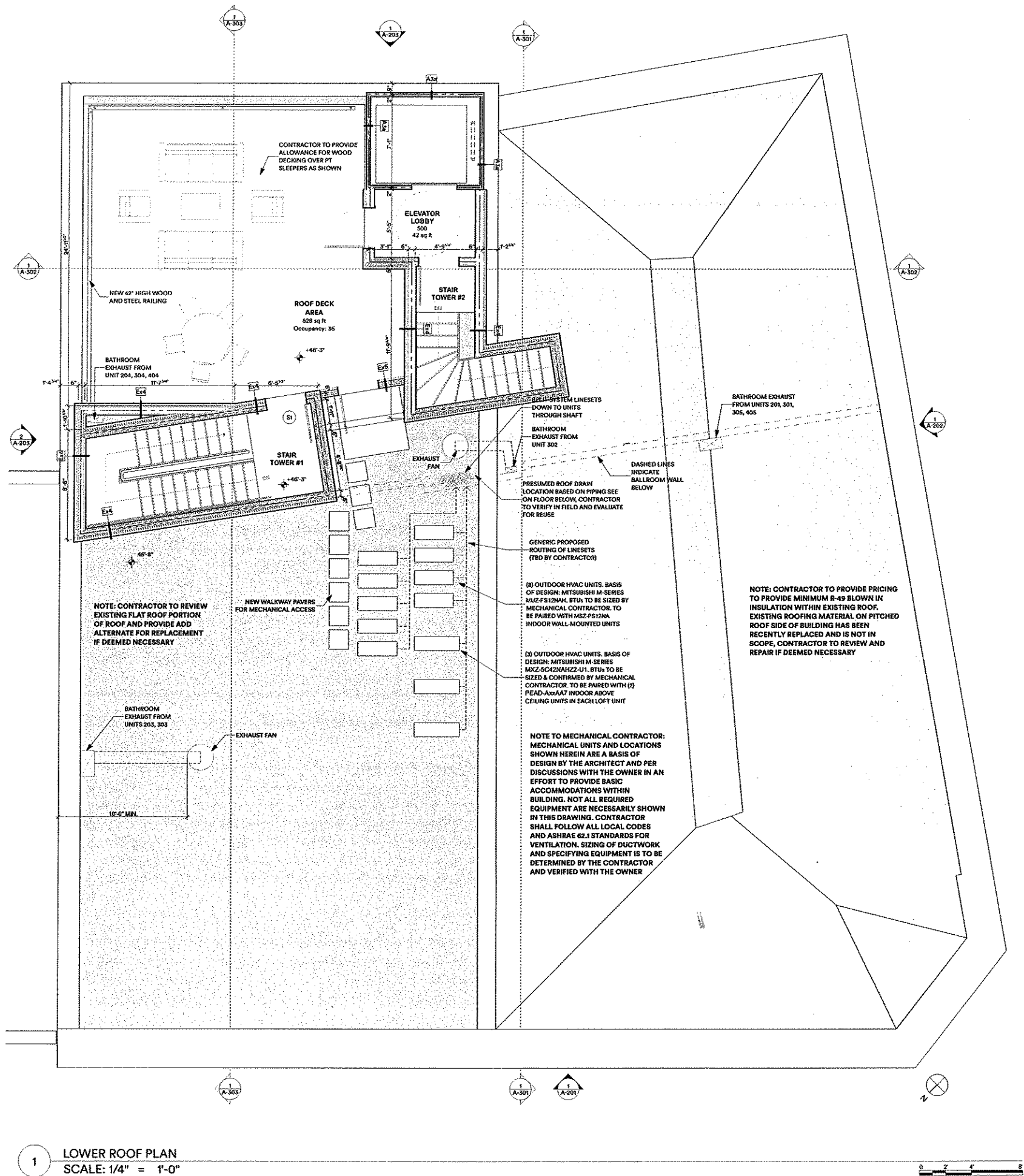
WALL TYPE LEGEND

See Wall Types on Sheet A-601 For More Information
All Interior Walls are Type C1 UNO

	Existing Built Brick Masonry
	New Insulation and Gyp (A1A)
	Existing Wood Framed Exterior Wall With New Ins, Gyp, Insulation, Sheathing and Finish (B1, C1a, C1c)
	Existing Wood Framed Interior Wall to Thermal, Patch and Repaint
	New Int 1 HR Rated Wall (A3 w/ Sound Attenuation (A3a))
	New Int 1 HR Rated Wall (A2 w/ Sound Attenuation (A2a))
	New VT 1/2 Rated Unit Canseling Wall w/ Sound Attenuation (B1, C2)
	New Interior Wall (B1, C2)

Plaster Repair for Existing Wall





1 LOWER ROOF PLAN
SCALE: 1/4" = 1'-0"



PRELIMINARY
NOT FOR CONSTRUCTION
ESTIMATING SET GENERAL NOTES

1. These Drawings constitute a set for the purpose of review for application for a Certificate of Appropriateness (COA) by the Historic Preservation Commission of Biddeford. Additional information, dimensions and specifications will be provided by the Architect and/or Owner as requested for clarification. Field verify all dimensions taken from existing building elements. All dimensions to new walls are from stud-to-stud.

2. MEP: Mechanical, Electrical and Plumbing work is to be design build by the Contractor. The Architect has made basic assumptions for size and space requirements and locations for incoming service. Contractor is to review and bring to the Architect's attention if additional information is required. Basis of Design for Mechanical systems are:
Units: Decentralized water sourced heat pumps located above ceilings or wall mounted with air conditioning; condensers are located on the roof.
Common Areas: Hydronic heating fueled by new natural gas boiler in basement. No air-conditioning.
*Contractor to provide ventilation as required by code.

3. Elevator: Elevator is to be design build by elevator subcontractor. Basis of Design is a 6-stop MRL Traction Elevator with a capacity of 3500 lbs. with control room located in the basement. Fit to be drained.

4. Automatic Sprinkler System: New sprinkler system is to be design build by the sprinkler subcontractor. Fire department connection to be near Bacon Street entrance. The sprinkler riser is proposed to be located in Stair Tower #2. See RCP for additional notes regarding design intent of sprinkler piping.

5. Fire alarm systems, emergency lighting, smoke detection, etc are to be provided by the Contractor and/or fire alarm subcontractor; refer to Life Safety sheets, locations T80, quantities by FA subcontractor.

6. Contractor to provide allowances to the Owner to elements not defined to ensure completeness of Work and for review by the Owner/Architect.

7. Where existing plaster walls are to remain, surfaces are to be repaired as necessary to leave paintable surface. Refer to finish schedule. Considering the difficult nature to quantify the plaster repair, we recommend a \$75,000 allowance.

8. Security System by Owner.

9. Contractor to provide allowance for remediation of hazardous materials such as lead and asbestos.

10. Finishes: See Finish Schedule on sheet A-601.

11. Stairs: All new stairs (except for feature stair in Loft Units) are wood framed, 3'-4" wide runs with 7" max rises and 11" min treads. Riser counts have been provided for reference. Wood handrails at 34" provided on both sides and a wood guard rail at 42" high around openings. Finish on treads, risers and landings assumed to be hardwood. Details and dimensions to be provided at a later date.

12. The Architect recommends that the Contractor carry a minimum 15% contingency for unforeseen circumstances with the heavy renovations of this existing building and a minimum 10% design contingency for elements information not yet defined in this scope of work.

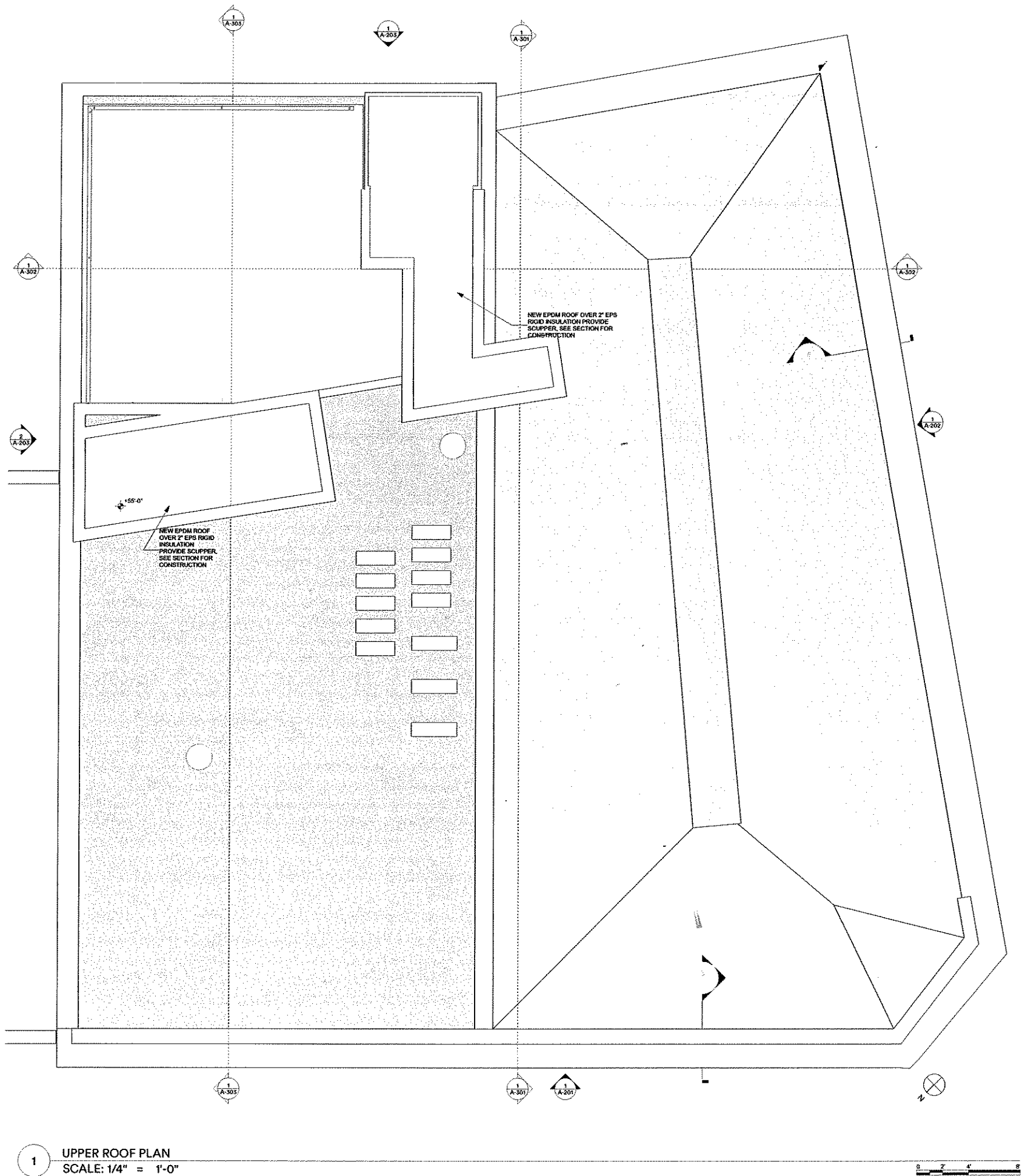
WALL TYPE LEGEND
See Wall Types on Sheet A-601 For More Information
All Interior Walls are Type C1 UNO

	Existing Solid Brick Masonry
	New Insulation and Gyp (Ex3)
	Existing Wood Framed Exterior Wall with New Int Gyp, Insulation, Sheathing and Finish (Ex1, Ex2, Ex3)
	Existing Wood Framed Interior Wall to Remain, Patch and Repaint
	New Int 1 HR Rated Wall (A1) w/ Sound Attenuation (A1a)
	New Int 2 HR Rated Wall (A2) w/ Sound Attenuation (A2a)
	New 1/2 HR Rated Unit Demising Wall w/ Sound Attenuation (B1B2)
	New Interior Wall (C1, C2)
	Plaster Repair for Existing Wall

CALEB JOHNSON
STUDIO
110 EXCHANGE ST. 2ND FLOOR, PORTLAND, ME 04101
207.883.8177
calebjohnsonstudio.com

LACONIA LODGE
25 Alfred Street Biddeford ME 04005

LOWER ROOF PLAN
A-105

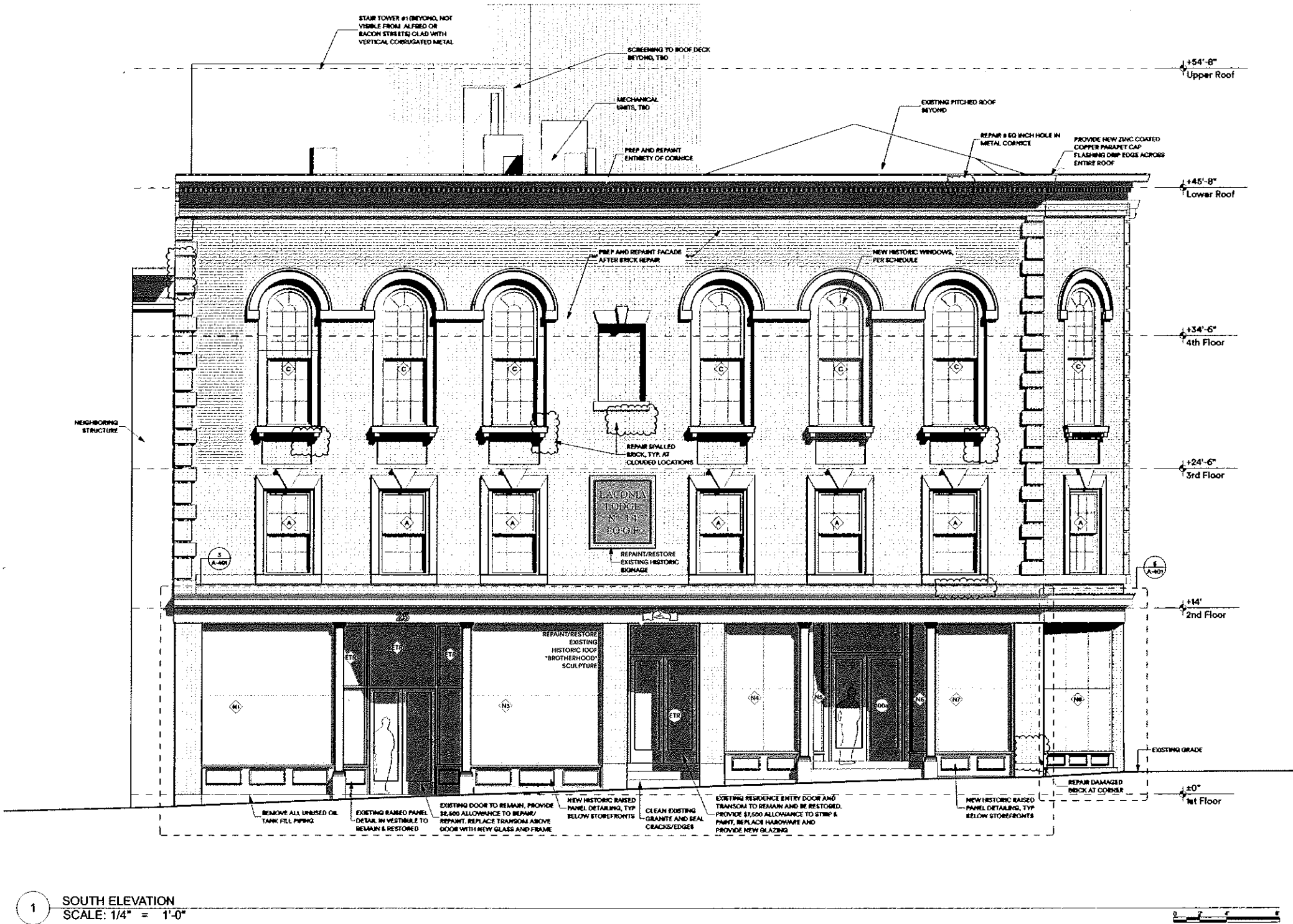


1 UPPER ROOF PLAN
SCALE: 1/4" = 1'-0"



- PRELIMINARY**
NOT FOR CONSTRUCTION
- ESTIMATING SET GENERAL NOTES
- These Drawings constitute a set for the purpose of review for application for a Certificate of Appropriateness with the Historic Preservation Commission of Biddeford. Additional information, dimensions and specifications will be provided by the Architect and/or Owner as requested for clarification. Field verify all dimensions taken from existing building elements. All dimensions to new walls are from stud-to-stud.
 - MEP: Mechanical, Electrical and Plumbing work is to be design build by the Contractor. The Architect has made basic assumptions for size and space requirements and locations for incoming service. Contractor is to review and bring to the Architect's attention if additional information is required. Basis of Design for Mechanical systems are:
Units: Decentralized water sourced heat pumps located above ceilings or wall mounted with air conditioning, condensers are located on the roof
Common Areas: Hydronic heating fueled by new natural gas boiler in basement. No air-conditioning
*Contractor to provide ventilation as required by code
 - Elevator: Elevator is to be design build by elevator subcontractor. Basis of Design is a 5-stop MRL Traction Elevator with a capacity of 3500 lbs. with control room located in the basement. Fit to be drained.
 - Automatic Sprinkler System: New sprinkler system is to be design build by the sprinkler subcontractor. Fire department connection to be near Bacon Street entrance. The sprinkler riser is proposed to be located in Star Tower #2. See RCP for additional notes regarding design intent of sprinkler piping.
 - Fire alarms systems, emergency lighting, smoke detection, etc are to be provided by the Contractor and/or fire alarm subcontractor, refer to Life Safety sheets, locations TBD, quantities by FA subcontractor.
 - Contractor to provide allowances to the Owner to elements not defined to ensure completeness of Work and for review by the Owner/Architect.
 - Where existing plaster walls are to remain, surfaces are to be repaired as necessary to leave paintable surface. Refer to finish schedule. Considering the difficult nature to quantify the plaster repair, we recommend a \$75,000 allowance.
 - Security System by Owner
 - Contractor to provide allowance for remediation of hazardous materials such as lead and asbestos
 - Finishes: See Finish Schedule on sheet A-601
 - Stairs: All new stairs (except for feature stair in Loft Units) are wood framed, 3'-4" wide runs with 7" max risers and 11" min treads. Riser counts have been provided for reference. Wood handrails at 34" provided on both sides and a wood guard rail at 42" high around openings. Finish on treads, risers and landings assumed to be hardwood. Details and dimensions to be provided at a later date.
 - The Architect recommends that the Contractor carry a minimum 15% contingency for unforeseen circumstances with the heavy renovations of this existing building and a minimum 10% design contingency for elements information not yet defined in this scope of work.

- WALL TYPE LEGEND**
See Wall Types on Sheet A-601 For More Information
All Interior Walls are Type CI UNO
- Existing Solid Brick Masonry
 - New Insulation and Gyp (Ex3)
 - Existing Wood Framed Exterior Wall with New Int Gyp, Insulation, Sheathing and Finish (Ext, Ex1, Ex2)
 - Existing Wood Framed Interior Wall to Remain, Patch and Repaint
 - New Int 1 HR Rated Wall (A1) w/ Sound Attenuation (A1a)
 - New Int 2 HR Rated Wall (A2) w/ Sound Attenuation (A2a)
 - New 1/2 HR Rated Unit Dividing Wall w/ Sound Attenuation (B1,B2)
 - New Interior Wall (C1, C2)
 - Plaster Repair for Existing Wall (PR)



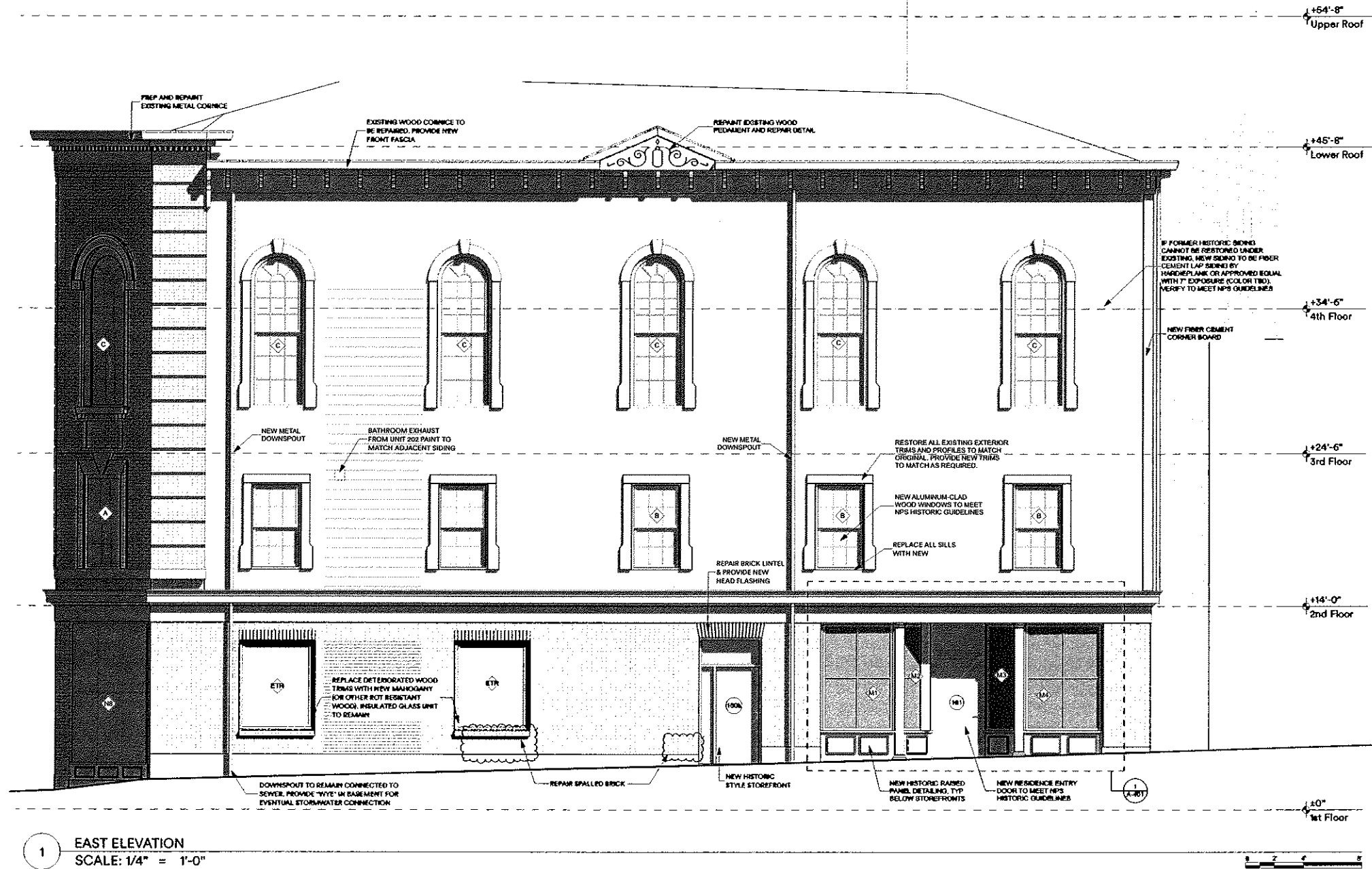
- PRELIMINARY**
NOT FOR CONSTRUCTION
- EXTERIOR CLADDING**
1. Project is to follow National Park Service Historic Preservation Guidelines for Historic Rehabilitation.
 2. Contractor and subcontractors bidding shall be required to visit the site before providing bid.
 3. All exterior windows to be replaced with new aluminum-clad wood windows to meet National Park Service Historic Guidelines.
 4. All masonry to be replaced with new historic wood structural. Cladding to be divided as shown based on photo ca. 1873 near date of original construction.
 5. Existing exterior wood trim along Alfred Street and Bacon Street to be repaired. Any damaged or rotting wood to be patched or replaced as necessary.
 6. Existing metal trim and details along roof line to be repaired and restored as necessary.
 7. Brick masonry is to be cleaned and repaired. Where damaged or spalled, existing brick is to be repaired. Some walls are to remain and be patched and repaired as necessary.

CALEB JOHNSON
STUDIO
10 EXCHANGE ST., 2ND FLOOR, PORTLAND, ME 04101
207.883.1877
calebjohnsonstudio.com

SUBMISSIONS		DATE	BY
REVISION	DESCRIPTION	DATE	BY
1	CHANGES TO THE ISSUE		
2	REVISION		

CAD PROJECT LEAD:
JASON JUREL
DATE OF ISSUE:
PROJECT NUMBER:
HISTORIC PRESERVATION COMMISSION REVIEW

LACONIA LODGE
25 Alfred Street Biddeford ME 04005



- PRELIMINARY**
NOT FOR CONSTRUCTION
- EXTERIOR MATERIALS**
1. Project is to follow National Park Service historic preservation guidelines for Historic Rehabilitation.
 2. Contractor and subcontractors handling exterior materials are to visit the site before providing bid.
 3. All exterior windows to be replaced with new aluminum-clad wood windows to meet National Park Service Historic Guidelines.
 4. All siding to be replaced with new historic wood siding. Glazing to be divided as shown based on photo ca. 1873 near date of original construction.
 5. Existing exterior wood trim along Alfred Street and Decor Street to be repaired. Any damaged or rotted wood to be patched or replaced as necessary.
 6. Existing metal trim and details along roof line to be repaired and restored as necessary.
 7. Brick masonry is to be cleaned and repaired. Where damaged or spalled, existing brick is to be repaired. Stone sills are to remain and be patched and repaired as necessary.

CALEB JOHNSON
STUDIO

10 EXCHANGE ST, 2ND FLOOR, PORTLAND, ME 04101
207.283.8777
calebjohnsonstudio.com

REVISIONS		DATE	BY	DESCRIPTION
1	CHANGE THIS ISSUE			
2	CHANGE THIS ISSUE			
3	CHANGE THIS ISSUE			
4	CHANGE THIS ISSUE			
5	CHANGE THIS ISSUE			
6	CHANGE THIS ISSUE			
7	CHANGE THIS ISSUE			
8	CHANGE THIS ISSUE			
9	CHANGE THIS ISSUE			
10	CHANGE THIS ISSUE			

CAD PROJECT LEAD:
JACOB WELLS
DATE OF ISSUE:
PROJECT STATUS:
HISTORIC PRESERVATION COMMISSION REVIEW

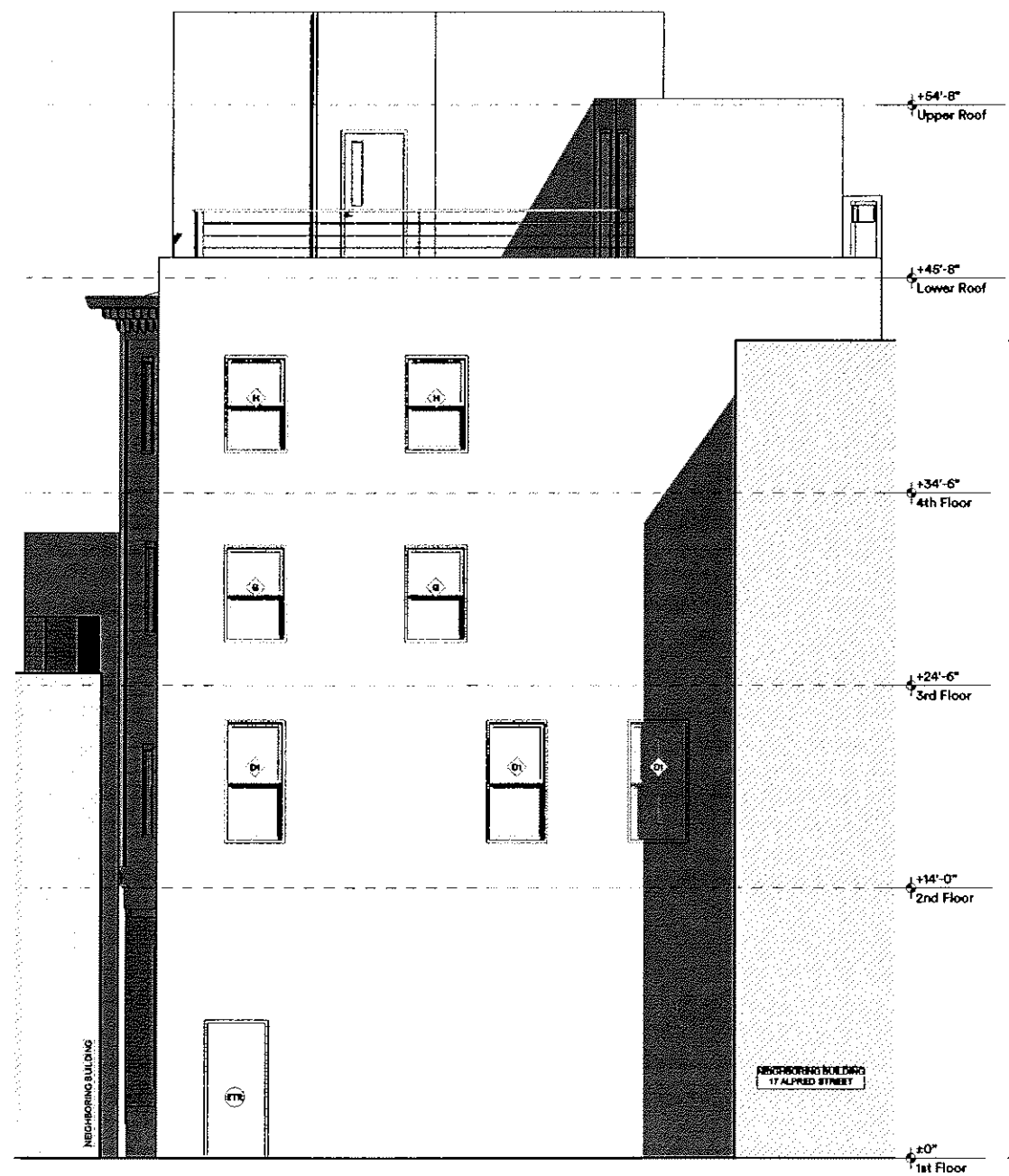
LAONIA LODGE
25 Alfred Street Biddeford ME 04005

ELEVATIONS
A-202

BIMcloud: birnserv25 - BIMcloud Basic for ARCHICAD 25/Commercial Studio/Laonia Lodge_20211028



1 NORTH ELEVATION
SCALE: 1/4" = 1'-0"



2 WEST ELEVATION
SCALE: 1/4" = 1'-0"

- PRELIMINARY CONSTRUCTION**
1. Project is to follow National Park Service Historic Guidelines for Historic Rehabilitation.
 2. Contractor and subcontractors bidding shall be required to visit the site before providing bid.
 3. All exterior windows to be replaced with new aluminum-clad wood windows to meet National Park Service Historic Guidelines.
 4. All storefronts to be replaced with new historic wood storefront. Glazing to be divided as shown based on photo on 1873 new date of original construction.
 5. Existing exterior wood trim along Alfred Street and Bacon Street to be repaired. Any damaged or rotted wood to be patched or replaced as necessary.
 6. Existing metal sills and casings along roof line to be repaired and repainted as necessary.
 7. Brick masonry to be cleaned and repainted. Where damaged or spalled, existing brick is to be repaired. Some sills are to remain and be patched and repainted as necessary.

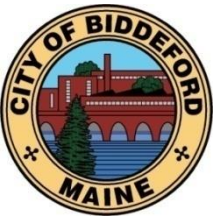
CALEB JOHNSON
STUDIO
10 EXCHANGE ST., 2ND FLOOR, PORTLAND, ME 04101
207.283.8777
calebjohnsonstudio.com

REVISIONS		DATE	BY	DESCRIPTION
1	20211028	CAJ	CAJ	ISSUED FOR PERMIT
2	20211028	CAJ	CAJ	ISSUED FOR PERMIT
3	20211028	CAJ	CAJ	ISSUED FOR PERMIT
4	20211028	CAJ	CAJ	ISSUED FOR PERMIT
5	20211028	CAJ	CAJ	ISSUED FOR PERMIT
6	20211028	CAJ	CAJ	ISSUED FOR PERMIT
7	20211028	CAJ	CAJ	ISSUED FOR PERMIT
8	20211028	CAJ	CAJ	ISSUED FOR PERMIT
9	20211028	CAJ	CAJ	ISSUED FOR PERMIT
10	20211028	CAJ	CAJ	ISSUED FOR PERMIT

OUR PROJECT LEAD:
JASON JENSEN
DATE OF BRIEF:
10/28/2021
PROJECT STATUS:
HISTORIC PRESERVATION COMMISSION REVIEW

LACONIA LODGE
25 Alfred Street Biddeford ME 04005

ELEVATIONS
A-203



CITY OF BIDDEFORD PLANNING DEPARTMENT

2021.47

Greg D. Tansley, A.I.C.P.
205 Main Street
PO Box 586
Biddeford, ME 04005
(207) 284-9115

Greg.Tansley@Biddefordmaine.org

HISTORIC PRESERVATION COMMISSION REPORT

TO: Jeff Cabral, Chair & Members of the Biddeford Historic Preservation Commission

FROM: Brad Favreau, Biddeford Planning and Development

DATE: December 1, 2021

RE: ITEM #5.2 – Public Hearing – Biddeford Housing Authority to make interior and exterior alterations at 66 South Street (Tax Map 38, Lot 179) in the MSRD-2 zone.

MEETING DATE/TIME: December 8, 2021 @ 4:00 PM

1. INTRODUCTION

The applicant proposes to renovate the building at 66 South Street, adding a third residential unit to a former 2-unit residential building.

2. PROJECT DATA/INFORMATION

	<i>SUBJECT</i>	<i>DATA/INFORMATION</i>
1.	Applicant:	Biddeford Housing Authority 22 South St Biddeford ME 04005 ggagnonbha@maine.rr.com
2.	Owner of Property:	Same as above
3.	Contractor/Developer:	Same as above
6.	Project Agent/Architect:	Mobile Design Studio 128 Main Street Biddeford ME 04005 207 494 8102
5.	Project Location:	66 South Street St.
6.	Project Tax Map #/Lot #:	Tax Map 38, Lots 179
7.	Existing Zoning:	MSRD-2
8.	Overlay Zoning:	Biddeford Historic District.
9.	Contributing/Non-contributing:	Contributing
10.	Existing Use:	Commercial
11.	Proposed Use:	Commercial and Residential
12.	Parcel Size	0.06 Acre
13.	Front Setback Required	15'
14.	Side Setback Required	10'
15.	Rear Setback Required	10'
16.	Height Requirements	3 stories max.; max. 35 ft. max.
17.	Approvals Required:	Certificate of Appropriateness
18.	Uses in the Vicinity:	Mixed Use
19.	LDR Attachment A: Fess Paid:	Paid
20.	Other Permits Obtained:	None
21.	Historic Preservation Commission Review History:	December 8, 2021 Meeting: The notice was posted in City Hall and on the city website on December 1, 2021. Mailing notices were also sent out to all abutters within 100' on December 1, 2021 – 14 notices were sent out.

3. EXISTING CONDITIONS:

According to Assessor Department Records, this building was constructed in 1880. The Historic Building/Structure Survey Form lists the style of this building as Greek Revival, a style that reached the height of popularity before about 1860. This structure's recessed entry and small front porch indicate this style, however, any other overt distinguishing features that indicate Greek Revival style (wide frieze, sidelights and/or transom at front door, simple window trim) may have been lost to past alterations.

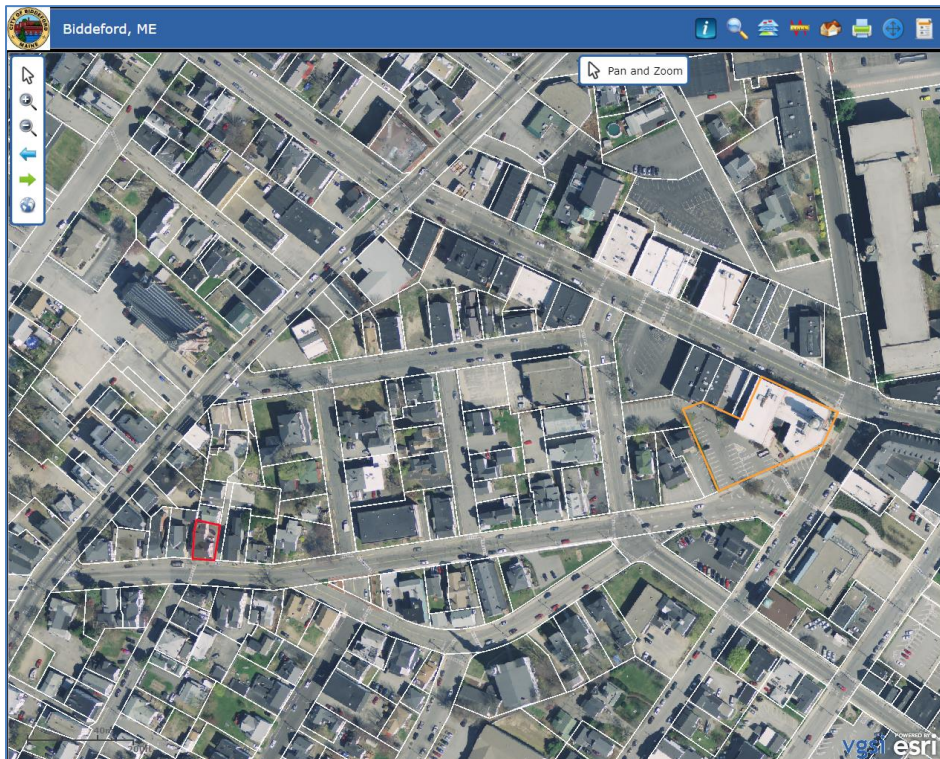
Historical Significance

Former Mayor James G.C. Smith (1913 – 1915) may have lived at 68 South Street while in office. *La Justice de Biddeford* listed his address as both 58 and 68 South Street in municipal elections dated March 5, 1914.

This property remained in one family from 1967 until Biddeford Housing Authority purchased it in 2019.

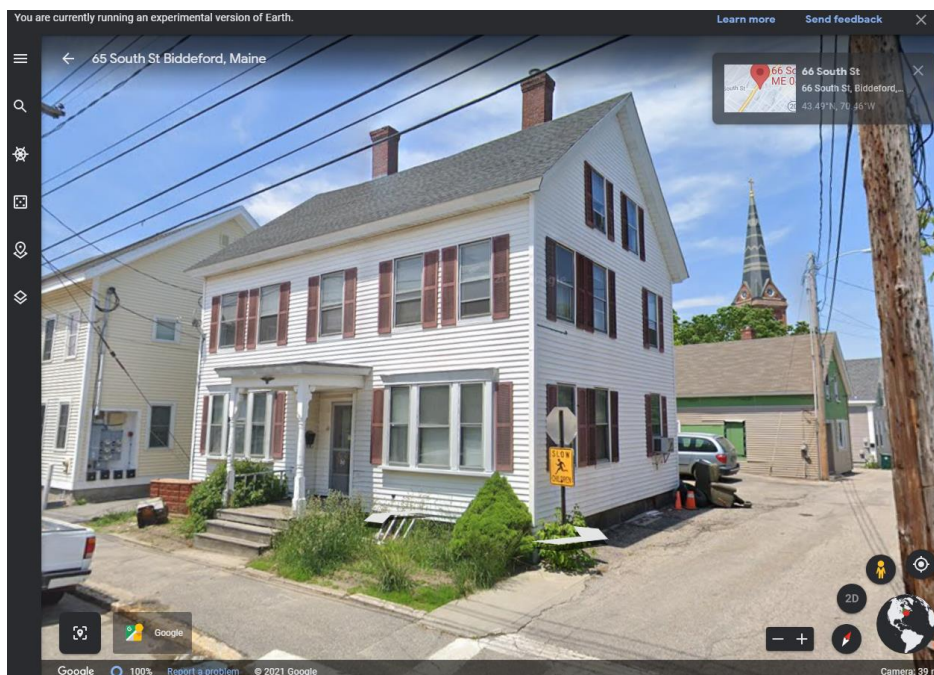
This is a Non-contributing structure as identified by the Russell Wright Survey.

Location:



Source: "66 South St". <http://gis.vgsi.com/BiddefordMEMap/index.html?pid=4187>.
Accessed Date: 11/30/2021.

Existing Conditions:



Source: "66 South Street, Biddeford, Maine." 43.49° N 70.46° W. **Google Earth Street View.** Imagery
Date: June, 2019. Accessed Date: 11/30/2021.



Source: "66 South Street, Biddeford, Maine." 43.49° N 70.46° W. **Google Earth Street View**. Imagery Date: June, 2019. Accessed Date: 11/30/2021.

4. PROJECT PROPOSAL

The scope of proposed work includes:

- New vinyl windows
- New exterior doors
- Removing several windows and enclosing existing opening
- New canopy at front and side entries
- New vinyl siding to as needed to match existing
- New granite steps at front and side entries

5. PUBLIC COMMENT

As of the time of this report, no public comments had been received, although abutter notices went out the same day as this report was completed.

6. STAFF REVIEW:

- a. ZONING: The use is an allowed use in the MSRD-2 Zone.
- b. REVIEW STANDARDS: Article XV (Historic Preservation Ordinance), Section 11 (Evaluation standards for certificate of appropriateness).

The Ordinance states the following in the submission requirements section of the Ordinance (Article XV (Historic Preservation Ordinance), Section 11 (Evaluation standards for certificate of appropriateness):

Section 11

Evaluation standards for certificate of appropriateness.

A. Reconstruction and alterations.

- 1. A building or structure classified as an historic landmark or located within an historic district, or any part thereof, or any appurtenance related to such structures, including but not limited to walls, fences, light fixtures, steps, paving and signs, shall not be reconstructed or altered unless a certificate of appropriateness has been issued for such activity. No certificate of appropriateness for a structure or building identified as contributing to the district shall be issued unless the proposed activity is found to preserve or enhance a building's or structure's historical or architectural character. No certificate of appropriateness shall be issued for a noncontributing structure or building unless the proposed activity is complementary to the historic character of surrounding structures and buildings and meets the intent of this ordinance.*
- 2. The standards and requirements in the United States Secretary of the Interior's Standards of Rehabilitation as well as the following factors shall be considered when reviewing applications for reconstruction or alteration of buildings or structures subject to review under this ordinance:*
 - a. Every reasonable effort shall be made to use a property for its historic purpose and in a way which will require minimum alteration to the structure and its environment;*

- b. *Rehabilitation work shall not destroy the distinguishing qualities nor character of the structure and its environment. The removal or alteration of any historic material or architectural features should be avoided;*
- c. *Deteriorated architectural features should be repaired rather than replaced, wherever possible. In the event that replacement is necessary, the new material should match the material being replaced in composition, design, texture and other visual qualities. Repair or replacement of missing architectural features should be based on physical or pictorial evidence rather than on conjectural designs or the availability of different architectural features from other buildings;*
- d. *Distinctive stylistic features or examples of skilled craftsmanship which characterize historic structures and often predate the mass production of building materials shall be treated with sensitivity;*
- e. *Changes which may have taken place in the course of time are evidence of the history and development of the structure and its environment, and these changes shall be recognized and respected;*
- f. *All structures shall be recognized as products of their own time. Alterations to create an earlier appearance shall be discouraged;*
- g. *Contemporary design for additions to existing structures shall be encouraged if such design is compatible with the size, scale, material and character of the neighborhood, the structure or its environment; and*
- h. *Wherever possible, new additions or alterations to structures shall be done in such a manner that if they were to be removed in the future the essential form and integrity of the original structure would be unimpaired.*

c. OUTSTANDING ITEMS TO BE ADDRESSED PRIOR TO APPROVAL:

1. None.

7. STAFF RECOMMENDATION:

The applicant is working closely with a preservation expert to ensure the project meets the Department of Interior's Standards for Rehabilitation.

8. STAFF RECOMMENDATION

Recommend that the Historic Preservation Commission review the revised submitted application materials and considered the application for approval, approval with conditions, or denial.

If the Commission approves the project, Staff recommends doing so with the following minimum Conditions of Approval attached:

- a. All permits must be obtained from Code Enforcement prior to beginning any work.**

9. SAMPLE MOTIONS

A. Motion to approve the Certificate of Appropriateness for 5 Alfred Street for exterior alterations, based on the materials submitted and conditioned on the following:

- a. All permits must be obtained from Code Enforcement prior to beginning any work.**
- b. _____**

B. Motion to table this item until the following minimum additional information has been submitted for review:

- a. _____*
- b. _____*

MHPC USE ONLY

041-0237

INVENTORY NO.

MAINE HISTORIC PRESERVATION COMMISSION

Historic Building/Structure Survey Form

1. PROPERTY NAME (HISTORIC): _____
2. PROPERTY NAME (OTHER): _____
3. STREET ADDRESS: 66-68 South Street
4. TOWN: Biddeford 5. COUNTY: York
6. DATE RECORDED: 4/98 7. SURVEYOR: Russell Wright
8. OWNER NAME: _____ ADDRESS: _____

9. PRIMARY USE (PRESENT):
- | | | | |
|--|---------------------------------------|--|--------------------------------------|
| ☐ SINGLE FAMILY | ☐ AGRICULTURE | ☐ COMMERCIAL/TRADE | ☐ FUNERARY |
| ☒ MULTI-FAMILY | ☐ GOVERNMENTAL | ☐ EDUCATION | ☐ HEALTH CARE |
| ☐ INDUSTRY | ☐ RELIGIOUS | ☐ HOTEL | ☐ LANDSCAPE |
| ☐ TRANSPORTATION | ☐ DEFENSE | ☐ SUMMER COTTAGE/CAMP | ☐ SOCIAL |
| ☐ RECREATION/CULTURE | ☐ UNKNOWN | | |
| ☐ OTHER _____ | | | |

10. CONDITION: ☒ GOOD ☐ FAIR ☐ POOR ☐ DESTROYED, DATE / /

ARCHITECTURAL DATA

11. PRIMARY STYLISTIC CATEGORY:
- | | | | |
|---|---|---|--|
| ☐ COLONIAL | ☐ STICK STYLE | ☐ NEO-CLASSICAL REV. | ☐ FOUR SQUARE |
| ☐ FEDERAL | ☐ QUEEN ANNE | ☐ RENAISSANCE REV. | ☐ ART DECO |
| ☒ GREEK REVIVAL | ☐ SHINGLE STYLE | ☐ 19TH/20TH C. REVIVAL | ☐ INTERNATIONAL |
| ☐ GOTHIC REVIVAL | ☐ R. ROMANESQUE | ☐ ARTS & CRAFTS | ☐ RANCH |
| ☐ ITALIANATE | ☐ ROMANESQUE | ☐ BUNGALOW | ☐ VERNACULAR |
| ☐ SECOND EMPIRE | ☐ HIGH VIC. GOTHIC | ☐ OTHER _____ | |

12. OTHER STYLISTIC CATEGORY:
- | | | | |
|---|---|---|--|
| ☐ COLONIAL | ☐ STICK STYLE | ☐ NEO-CLASSICAL REV. | ☐ FOUR SQUARE |
| ☐ FEDERAL | ☐ QUEEN ANNE | ☐ RENAISSANCE REV. | ☐ ART DECO |
| ☐ GREEK REVIVAL | ☐ SHINGLE STYLE | ☐ 19TH/20TH C. REVIVAL | ☐ INTERNATIONAL |
| ☐ GOTHIC REVIVAL | ☐ R. ROMANESQUE | ☐ ARTS & CRAFTS | ☐ RANCH |
| ☐ ITALIANATE | ☐ ROMANESQUE | ☐ BUNGALOW | ☐ VERNACULAR |
| ☐ SECOND EMPIRE | ☐ HIGH VIC. GOTHIC | ☐ OTHER _____ | |

13. HEIGHT: ☐ 1 STORY ☐ 1 1/2 STORY ☐ 2 STORY ☒ 2 1/2 STORY ☐ 3 STORY ☐ 4 STORY
- ☐ 5 STORY ☐ OVER 5 ()

14. PRIMARY FACADE WIDTH (MAIN BLOCK; USE GROUND FLOOR): ☐ 1 BAY ☐ 2 BAY ☐ 3 BAY ☐ 4 BAY ☐ 5 BAY ☐ MORE THAN 5 (2)

15. APPENDAGES: ☐ SIDE ELL ☒ REAR ELL ☐ FRONT ☐ ADDED STORIES ☐ SHED
- ☐ DORMERS ☒ PORCH ☐ TOWER ☐ CUPOLA ☐ BAY WINDOW



14-35

13-78

16. PORCH: ☒ ATTACHED FULL WIDTH ☐ ENGAGED WRAPAROUND ☒ ONE STORY SLEEPING PORCH ☐ MORE THAN ONE STORY SECONDARY PORCH
17. PLAN: ☒ HALL AND PARLOR BACK HALL ☐ 1/2 CAPE IRREGULAR ☐ CENTRAL HALL OTHER ☐ SIDE HALL
18. PRIMARY STRUCTURAL SYSTEM: ☐ TIMBER FRAME ☒ BRACED FRAME ☐ BRICK LOG OTHER ☐ CONCRETE ☐ STEEL ☐ STONE PLANK WALL ☐ BALLOON FRAME ☐ FRAME CONSTRUCTION - TYPE UNKNOWN ☐ PLATFORM FRAME
19. CHIMNEY PLACEMENT: ☐ INTERIOR OTHER ☐ INTERIOR FRONT/REAR *re rear* ☐ CENTER ☐ INTERIOR END ☐ EXTERIOR
20. ROOF CONFIGURATION: ☒ GABLE SIDE ☐ GAMBREL ☐ COMPOUND ☐ GABLE FRONT PARAPET GABLE OTHER ☐ HIP SHED ☐ MANSARD CROSS ☐ FLAT GABLE
21. ROOF MATERIAL: WOOD ☐ METAL ☐ TILE ☐ SLATE ☐ ASPHALT ☒ ASBESTOS ☐
22. EXTERIOR WALL MATERIALS: ☐ CLAPBOARD ☐ LOG ☐ GRANITE ☐ OTHER ☐ BRICK ☐ PRESSED METAL ☐ ASBESTOS ☐ FLUSH SHEATHING ☐ CONCRETE ☐ TERRA COTTA ☐ WOOD SHINGLE ☐ STUCCO ☐ BOARD AND BATTEN ☐ STONE ASPHALT ☒ ALUMINUM/VINYL
23. FOUNDATION MATERIAL: ☐ FIELDSTONE ☐ OTHER ☐ BRICK ☐ WOOD ☐ CONCRETE ☒ GRANITE ☐ ORNAMENTAL CONC. BLOCK
24. OUTBUILDINGS/FEATURES: ☐ CARRIAGE HOUSE ☐ BARN (DETACHED) ☒ GARAGE ☐ FENCE OR WALL ☐ FORMAL GARDEN ☐ OTHER ☐ CEMETERY ☐ LANDSCAPE/PLANT MAT. ☐ BARN (CONNECTED) ☐ ARCHAEOLOGICAL SITE

HISTORICAL DATA

25. DOCUMENTED DATE OF CONSTRUCTION: _____ 26. ESTIMATED DATE OF CONSTRUCTION: _____
27. DATE MAJOR ADDITIONS/ALTERATIONS: _____
28. ARCHITECT: _____ 29. CONTRACTOR: _____
30. ORIGINAL OWNER: _____
31. SUBSEQUENT SIGNIFICANT OWNER: _____ DATES: _____
32. CULTURAL/ETHNIC AFFILIATION: ☐ ENGLISH ☐ EAST EUROPEAN ☐ FRENCH ACADIAN ☐ IRISH ☐ NATIVE AMERICAN ☐ OTHER ☐ SCOTTISH ☐ FRENCH CANADIAN
33. HISTORIC CONTEXT(S): ☐ COMMERCE ☐ RELIGION ☐ ART, LIT, SCIENCE ☐ INDUSTRY ☐ CIVIC AFFAIRS ☐ SOCIAL ☐ TRANSPORTATION ☐ RECREATION ☐ AGRICULTURE ☐ HABITATION ☐ MILITARY ☐ EDUCATION
34. COMMENTS/SOURCES: _____

35. HISTORICAL DRAWINGS EXIST: ☐ YES ☒ NO LOCATION: _____

ENVIRONMENTAL DATA

36. SITE INTEGRITY: ☒ ORIGINAL ☐ MOVED DATE MOVED _____
37. SETTING: ☐ RURAL/UNDISTURBED ☐ RURAL/BUILT UP ☐ SMALL TOWN ☒ URBAN ☐ SUBURBAN
38. QUADRANGLE MAP USED: Biddeford QUADRANGLE #: _____
39. UTM NORTHING: _____ 40. UTM EASTING: _____
41. FACADE DIRECTION (CIRCLE ONE): ☐ N ☒ S ☐ E ☐ W ☐ NE ☐ NW ☐ SE ☐ SW

MHPC USE ONLY

- DATE ENTERED IN INVENTORY: _____ PHOTO FILE #: _____
- NR STATUS: ☐ L ☐ HD ☐ E ☐ NE ☐ ND ☐ REVIEWER _____
- DATA SOURCE: ☐ HPF ☐ CLG ☐ R&C ☐ STAFF ☐ STATE SURVEY ☐ OTHER _____ LEVEL OF SURVEY: ☐ R ☐ I

Maine R.E. Transfer Tax Paid



WARRANTY DEED

KNOW ALL PERSONS BY THESE PRESENTS that **JEREMY MOREAU**, of Saco, York County, Maine whose mailing address is 333 North Street, Unit 1, Saco, Maine, and **SHERRI CHARLAND** of Biddeford, York County, Maine whose mailing address is 2 Alexander Drive, Biddeford, Maine for consideration paid, grants to **BIDDEFORD HOUSING AUTHORITY**, a Maine non-profit corporation of Biddeford, York County, Maine whose mailing address is 22 South Street, Biddeford, Maine 04005 with **WARRANTY COVENANTS**, the following described real estate situated in the City of Biddeford, County of York and State of Maine:

A certain lot or parcel of land, with the buildings thereon, situated in the City of Biddeford, County of York and State of Maine, bounded and described as follows:

SEE ATTACHED EXHIBIT A

This deed meaning and intending to convey all of Grantors' interest in the premises described herein. Grantors' father, Richard A. Moreau, having died on October 6, 2005 and his interest in the premises having passed to Grantors by operation of law to his sole heirs at law, Jeremy Moreau and Sherri Charland.

IN WITNESS WHEREOF, the said JEREMY MOREAU and SHERRI CHARLAND have hereunto set their hands and seals this 5th day of December, 2019.

Witness
Witness

Jeremy Moreau
JEREMY MOREAU
Sherri Charland
SHERRI CHARLAND

STATE OF MAINE
YORK, ss.

December 5, 2019

Personally appeared before me the above-named JEREMY MOREAU and SHERRI CHARLAND and acknowledged the foregoing instrument to be their free act and deed.

Keith R. Jacques
Notary Public/Attorney-at-Law
KEITH R. JACQUES, ESQ.
WOODMAN EDMANDS DANYLIK AUSTIN
SMITH & JACQUES, P.A.
234 MAIN ST., P.O. BOX 468
BIDDEFORD, ME 04005
(207) 284-4581

WOODMAN EDMANDS DANYLIK AUSTIN
SMITH & JACQUES, P.A.
P.O. BOX 468
BIDDEFORD, ME 04005-0468
(207) 284-4581

← 2p

EXHIBIT A

A certain lot or parcel of land, with the buildings thereon, situated in said Biddeford on the northerly side of South Street; bounded southerly by said street; westerly by land formerly of Emmons and Haines; northerly by land formerly of R.M. Haines; and easterly by William's Court; said lot is forty (40) feet front, more or less, and runs back about seventy-five (75) feet, keeping the same width.

Being the same premises conveyed to Lorraine M. Houle, Richard A. Moreau, Joanne R. Perreault and Raymond L. Moreau, as tenants in common, by deed of Raymond L. Moreau, Personal Representative of the Estate of Ovide Moreau, dated November 9, 1995 and recorded in the York County Registry of Deeds in Book 7628, Page 313, the life estate reserved in said deed having been terminated by the death of Raymond L. Moreau on January 28, 2019.

BIDDEFORD HOUSING AUTHORITY

P.O. Box 2287, 22 South St., Biddeford, Maine 04005 Tel. (207) 282-6537 Fax. (207) 286-0580

Brad Favreau,
Planning Dept.
City of Biddeford
P.O. Box 586
Biddeford, ME 04005

Nov 16, 2021

Re: 66 South Street – Historic Review

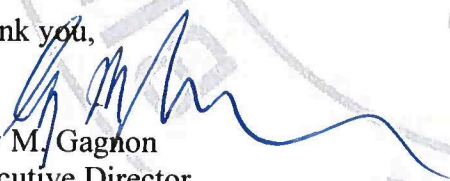
Dear Brad:

This letter is a formal request for Historic Commission Review of the exterior renovations proposed for 66 Bacon Street.

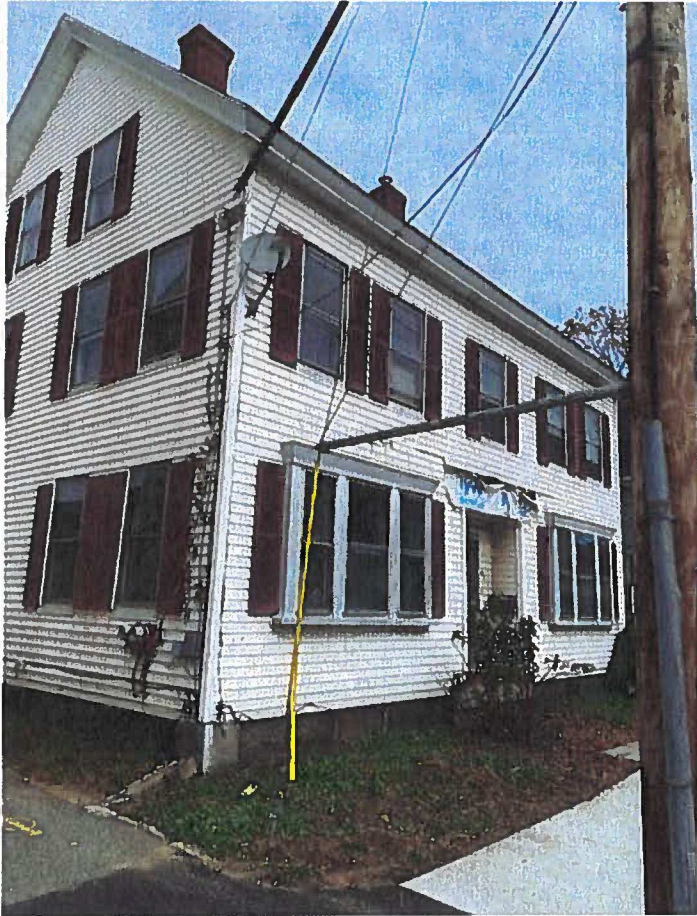
In summary, we will be replacing the exterior vinyl siding, installing new windows and repairing the front entry. Our goal is to use the same type of construction methods used on our adjacent property at 70 South. We have included photos of that building as an example.

The application and attachments provide the info required for the commissions review. Please schedule us for the next available meeting.

Thank you,


Guy M. Gagnon
Executive Director

Front/left side of 66 South



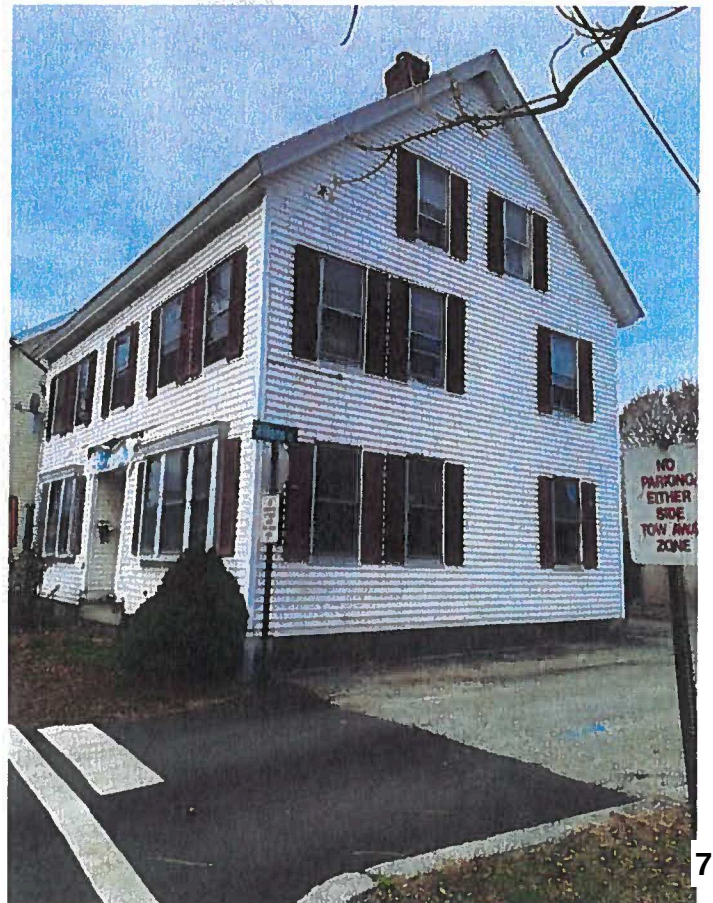
Existing front entry at 66 South

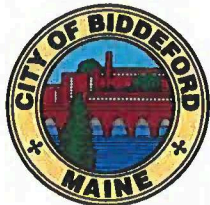


Back of 66 South



Front/right of 66 South





**CITY OF BIDDEFORD
PLANNING DEPARTMENT**

RECEIVED
11-17-21

Brad Favreau
205 Main Street
PO Box 586
Biddeford, ME 04005
207-284-9115
Brad.Favreau@biddefordmaine.org

**HISTORIC PRESERVATION COMMISSION
APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS**

Type of Application (see pages 2 and 3 below):

- ☒ Certificate of Appropriateness – Commission Review (\$275.00 fee)
☐ Certificate of Appropriateness – Subcommittee Review (\$50.00 fee)

Note: If unsure, check with the Planning Department which applies.

Applicant's/Owner's Information:

Applicant's Name: Biddeford Housing
Applicant's Address: 22 South St., Biddeford, Me. 04005
Applicant's Phone(s): 207-415-2939
Applicant's E-mail: ggagnonbha@maine.rr.co

Applicant's Legal Interest in the Property:

☒ Owner ☐ Purchase and Sale ☐ Lease/Rental Agreement

Owner's Name: same as applicant
Owner's Address: _____
Owner's Phone(s): _____
Owner's E-mail: _____

Representative's (Agent, Engineer, Architect, and/or Contractor) Information:

Agent's Name: Guy M. Gagnon BHA Executive Director
Agent's Address: 22 South St. Biddeford, Me. 04005
Agent's Phone(s): 207-415-2939
Agent's E-mail: ggagnonbha@maine.rr.co

Attach separate pages where multiple representatives are involved.

Project Information:

Project Address: 66 South Street
Project Zone: MSRD-2 Existing Use of Property: 2 family dwelling
Project Tax Map(s): 38 Project Lot Number(s): 179

COMMISSION Review Project Activities (Check all that apply):

Alterations and Repair

- ☒ Removal and/or replacement of architectural detailing (for example porch spindles and columns, railings, windows and window moldings, and cornices)
- ☒ Installation or replacement of siding
- ☒ Porch replacement or construction of new porches
- ☐ Installation or replacement of either roofing or gutters when they are a significant and integral feature of the structure
- ☐ Alteration of accessory structures such as garages
- ☐ Other: _____

Additions and New Construction

- ☐ New Construction
- ☐ Building additions, including rooftop additions, dormers or decks
- ☐ Construction of accessory structures
- ☐ Installation of exterior access stairs or fire escapes
- ☐ Installation of antennas and satellite receiving dishes
- ☐ Installation of solar collectors
- ☐ Rooftop mechanicals (e.g., HVAC)
- Other: _____

Moving and Demolition

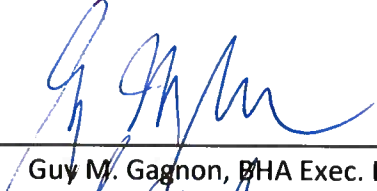
- ☐ Moving of structures or objects on the same site or to another site
- ☐ Any demolition or relocation of a landmark contributing and/or contributing structure within a district

If FULL COMMITTEE Review is required - 8 Copies of the following are recommended or may be requested:

- ☒ Photographs of the building involved as well as adjacent buildings
- ☐ Samples of materials proposed for use in the activity
- ☒ Drawings (i.e., exterior elevations) and/or plans to illustrate the proposed activity for which the certificate is being applied for, including lettering styles (if applicable)

Note: Where Subcommittee Review is applicable, only 3 Copies of the above should be submitted.

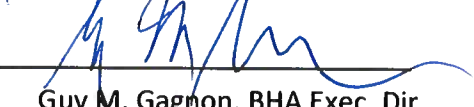
Signature of applicant:



Guy M. Gagnon, BHA Exec. Dir.

Date: 11-16-21

Signature of property owner:



Guy M. Gagnon, BHA Exec. Dir.

Date: 11-16-21

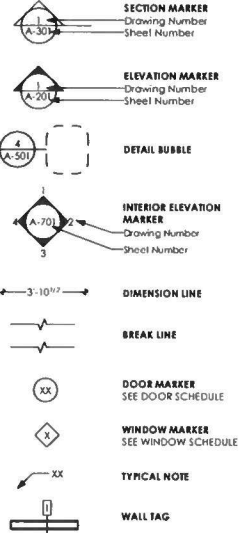
GENERAL NOTES:

1. Contractor will review all drawings and any specifications and confirm unclear information with MSD before commencing construction.
2. To ensure proper coordination, sheets are not to be separated when distributed to subcontractors.
3. Contractor is responsible for coordinating and supervising all sub-contractors. Workmanship standards shall be those generally accepted for high-grade custom residential construction.
3. Contractor is responsible for the construction of a complete weather tight building shown in accordance with the construction documents and building codes. Should the contractor discover any discrepancies or conflicts with code restrictions, he/she shall discuss with MSD.

COMMON ABBREVIATIONS

AFF	Above Finished Floor
B.O.	Bottom of
CMU	Concrete Masonry Unit
CEO	Code Enforcement Officer
CFCI	Contractor Furnished, Contractor Installed
ETR	Existing to Remain
GYP	Gypsum Board
IBC	International Building Code
IECC	International Energy Conservation Code
IRC	International Residential Code
MIN	Minimum
MAX	Maximum
MSD	Mobile Studio Design
MUBEC	Maine Uniform Building and Energy Code
OFCI	Owner Furnished, Contractor Installed
PT	Pressure-Treated
PSF	Pounds per square foot
PSI	Pounds per square inch
T.O.	Top of
TYP	Typical
VIF	Verify in Field
WD	Wood

SYMBOL LEGEND



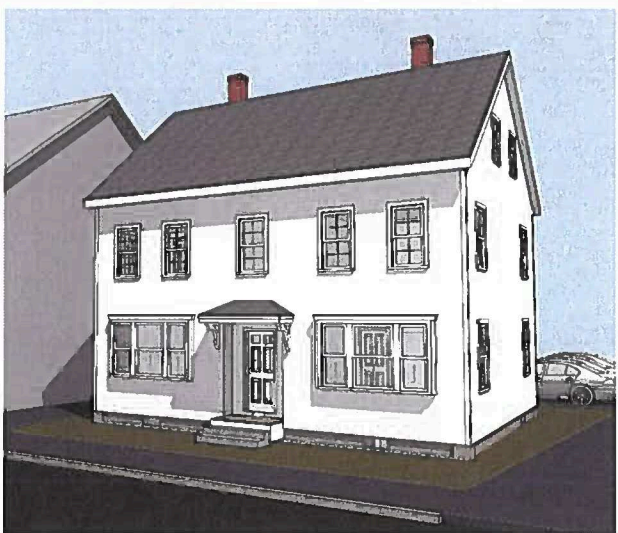
MATERIAL LEGEND



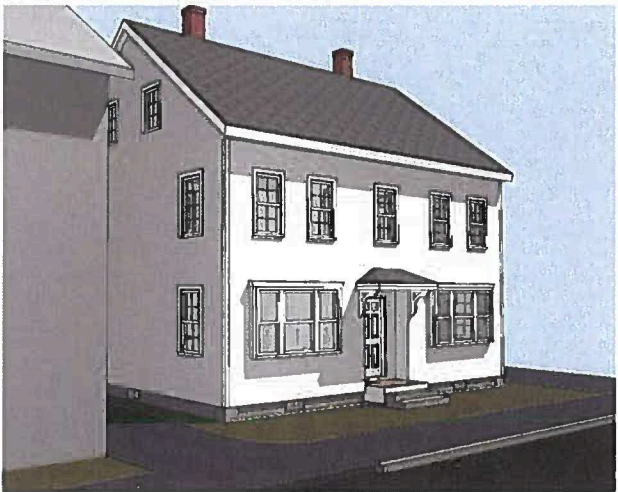
EXISTING PHOTOS



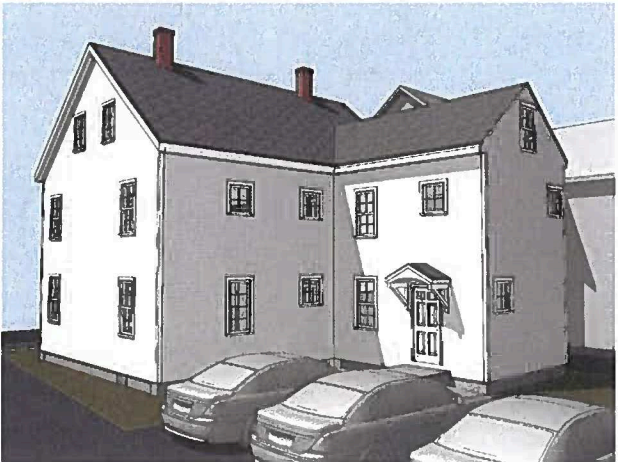
PROPOSED EXTERIOR



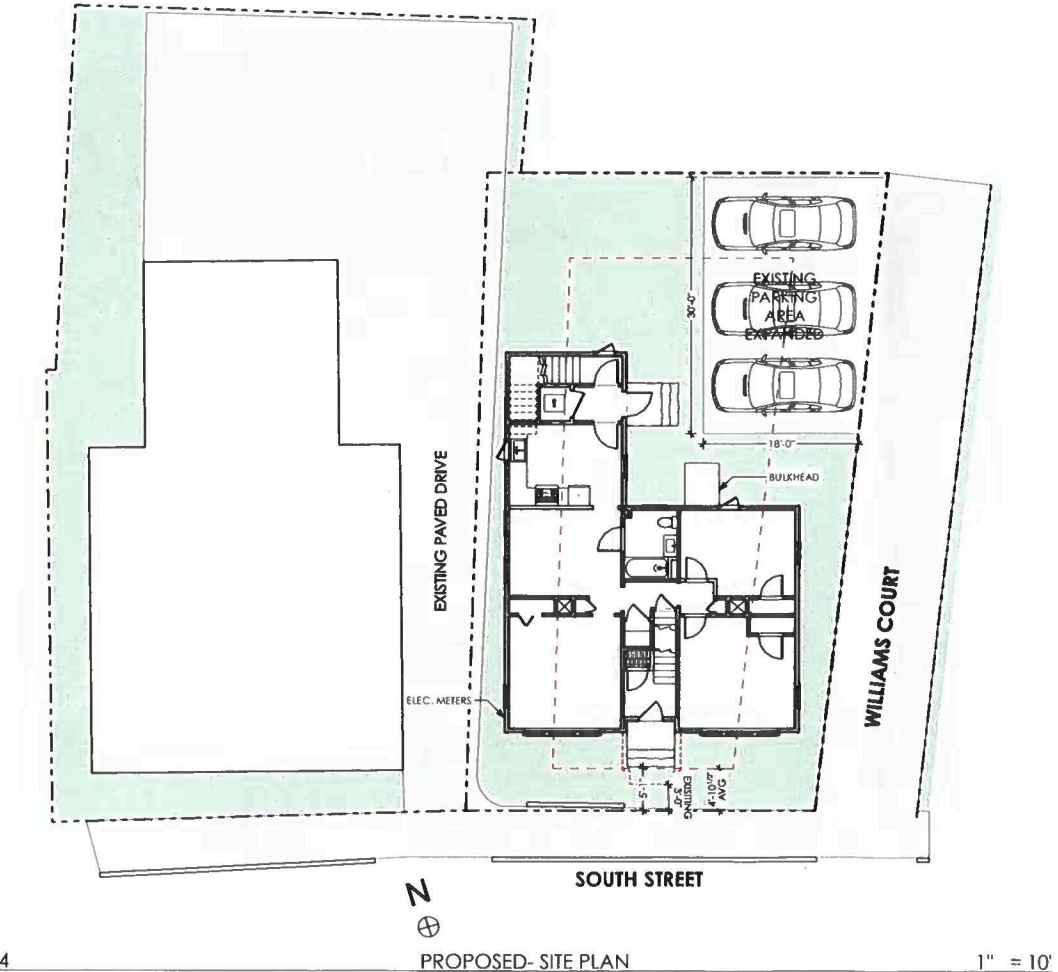
6 FRONT VIEW



7 FRONT VIEW



5 REAR VIEW



4 PROPOSED- SITE PLAN 1" = 10'

NOTE: ARCHITECTURAL SITE PLAN IS APPROXIMATED FROM AERIAL PHOTOGRAPHS AND TOWN TAX MAPS.

66 South Street
66 South Street Biddeford, ME 04005

PRELIMINARY
NOT FOR CONSTRUCTION



PROJECT NARRATIVE

Renovations to an existing 2-family house to become a 3-Unit Apartment. Primary work is to the interior finishes.

SHEET INDEX

Issued	ID	Name
00	G-000	COVER SHEET
00	G-001	CODE ANALYSIS + LIFE SAFETY
00	D-101	DEMOLITION PLANS
00	D-102	DEMOLITION PLANS
00	S-100	STRUCTURAL PLANS
00	S-101	STRUCTURAL PLANS
00	A-101	PROPOSED PLANS-BASEMENT + 1ST FLOOR
00	A-102	PROPOSED PLANS- 3 UNITS
00	A-103	RCP
00	A-201	PROPOSED ELEVATIONS
00	A-301	PROPOSED SECTIONS
00	A-401	DETAILS
00	A-501	INTERIOR ELEVATIONS
00	A-701	SCHEDULES

LOCATION MAP



PROJECT DESIGNER

Mobile Studio Design
Leah Schaffer
leah@mobilestudiodesign.com
757-927-5324

OWNER:

Biddeford Housing Authority
66 South Street Biddeford, ME 04005
207-415-2939
ggagnonbha@maine.ir.com

CONTRACTOR

TBD

CONSULTANT

STRUCTURAL ENGINEER
AUSTIN GREGORY
INTELLIGENT DESIGN ENGINEERING
207-252-9893
austin@idecharlotte.com

66 South Street
Biddeford Housing Authority
66 South Street Biddeford, ME 04005

MOBILE STUDIO DESIGN
312 Elm Street, 2nd Fl
Biddeford, ME 04005
office: 207.499.4208
cell: 757.927.5324
leah@mobilestudiodesign.com

DATE OF ISSUE: 6/3/20

PROJECT STATUS:

DD

DESIGNER:

Leah Schaffer
leah@mobilestudiodesign.com

CONSULTANTS:

SURVEYOR:

ENGINEER: IDE

CONTRACTOR:

REVISIONS:

COVER SHEET

G-000

mobile
studio
design

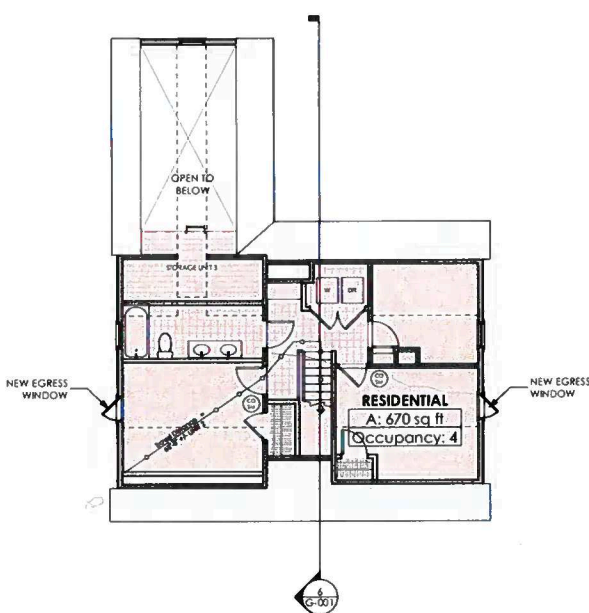
MEANS OF EGRESS				
Occupant Load	Table 1004.1.1		F.3.1.2	See Occupancy Load Table, more strict between BIC and NFPA collections has been adopted.
Egress Width per Occupant	1005.1	2" per person Stairways 2" per Person Horizontal	F.3.3.1	2" per person Stairways 2" per Person Horizontal
Alarms/Door Widths	1010.1.1	32" Minimum Clear Width	F.3.1.2.3	32" Minimum Clear Width
Construction Type	1011.12 Table 1007.2	44" min when occupancy < 30 34" min when occupancy < 30	10.2.2.8	44" min when occupancy < 30 34" min when occupancy < 30
Spacers with One Exit or Exit Access Doorway (Spitfire) & Common Path	1004.2.1	8'-135 feet max	Table A-7.4	New Apartment (Spitfire): 30 feet max New Apartment: 30 feet max
Alarms+number of Exit per Occupancy Type	Table 1006.3.1 / 1004.3.12	2 Exits required where travel distance exceeds 1218		
Travel Distance (Spitfire)	Table 1017.2	1,130 feet max	Table A-7.4	New Apartment (Spitfire): 325 feet max New Apartment: 325 feet max
Dead End Corridors (Spitfire)	1030.4	8'-2, 8'-30 feet max	Table A-7.4	Dead End Corridors between the more strict between BIC and NFPA has been provided.
Exit Separation (Spitfire)	1007.1.1	1/2 the diagonal of room served in separated buildings	F.3.1.3.2	1/2 the diagonal of room served in separated buildings
Exit Discharge	1008.1.1	Exits shall discharge directly to the exterior	F.3.1.3.2	Exits shall discharge directly to a public way or at an exterior exit discharge
SPECIAL OCCUPANCY REQUIREMENTS				
Mechanical Rooms	N/A	N/A	N/A	N/A
Storage Rooms with Hazards	N/A	N/A	1 (None or Automatic Gas-suppressing System and smoke control)	None in Project's Scope
STAIRWAYS				
Stairway Width	1011.2	44" Min (34" min. for <30 Occupants)	F.2.2.2.1.2	44" Min (34" min. for <30 Occupants)
Door Separators	1011.5.2	Doors shall be 34" min and heads shall be 10" min within an individual dwelling unit	F.2.2.2.1.2	44" Min (34" min. for <30 Occupants)
Headroom	1011.1	Headlines required on one side within dwelling unit	F.2.2.2.1.1	Headlines required on one side within dwelling unit
Handrails	1011.1	Handrails required on one side within dwelling unit	F.2.2.2.1.1	Handrails required on one side within dwelling unit
Handrail Height	1014	34" min and 38" max above stair tread nosing	F.2.2.2.1.1	34" min and 38" max above stair tread nosing
Handrail Graspability	1014.3	Must comply with Type I or Type II	F.2.2.2.1.1	Must comply with Type I or Type II
Handrail Extensions	1014.6	Must extend 12" beyond top rise and depth of 1' beyond bottom rise and the return to wall	F.2.2.2.1.1	Must extend 12" beyond top rise and depth of 1' beyond bottom rise and the return to wall
Ground Falls	1013.1	Required on landings 30" vertical provided the max 42" high	F.2.2.2.1.1	Required on landings 30" vertical provided the max 42" high
Vertical Rise	1009.7	12" max vertical rise between floors or landings	F.2.2.2.1.1	12" max vertical rise between floors or landings
DEFECTS BYPASSING REQUIREMENTS				
Verification	1003.1	Required to follow International Mechanical Code but deleted by the State of Arizona before to ASHRAE 62.1 2007		Project is in compliance with ASHRAE 62.1 2007
Sound Transmission	1007.2/1007.3	Minimum STC separating dwelling units: 50 Minimum ITC separating dwelling units: 50		Provided throughout
Ceiling Heights	1008.2	min 7'-0" in occupiable areas 7'-0" in balconies, storage		Provided throughout
EMERGENCY ILLUMINATION				
Exit Signs	1011.1 1012	Exit signs not required in rooms with only one egressed means of egress		Provided where required throughout, see NFPA safety plan
PERMANENT ENERGY CONSERVATION CODE (Code Standard Adopted by the State of Arizona)				
Climatic Zone	301.1.ECC	4A		Where more exterior elements are affected these will be replaced with energy improvements to the greatest extent practical
Ceiling Heights		Exits to remain		
ACCREDITED CODE REVIEW BY AZDHSR 301.1.1 ASHRAE 62.1-2007 by the US Department of Justice (Code Standard Adopted by the State of Arizona)				
Accessibility Compliance Summary	Table B	None		None
Accessible Path		With renovations to an existing building it is preferable to provide an accessible path to the greatest extent possible. Improvements include accessible route and other barrier improvements as needed when building an elevator to further increase the accessible path were considered by the building Owner. As a result, a new elevator is not a part of the project except in accordance with disproportionate portions of the ADA Standards (5.4.4.3) and 5.4.4.3.3 (Elevator Components) per 5.4.4.4		
Other Improvements		Building provided in bathrooms/showers for pull-down grab bars, with clear space of 48" between and 60" between, with clear width of 36" for interior doors of showers, lower handrails on doors.		

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The floor plan shows a residential unit with the following features and annotations:

- RESIDENTIAL**
- A: 1,079 sq ft**
- Occupancy: 6**
- WITH SELF CLOSURE** (two locations)
- NEW EGRESS WINDOW**
- 1HR** (fire-rated areas)
- 2HR** (fire-rated areas)
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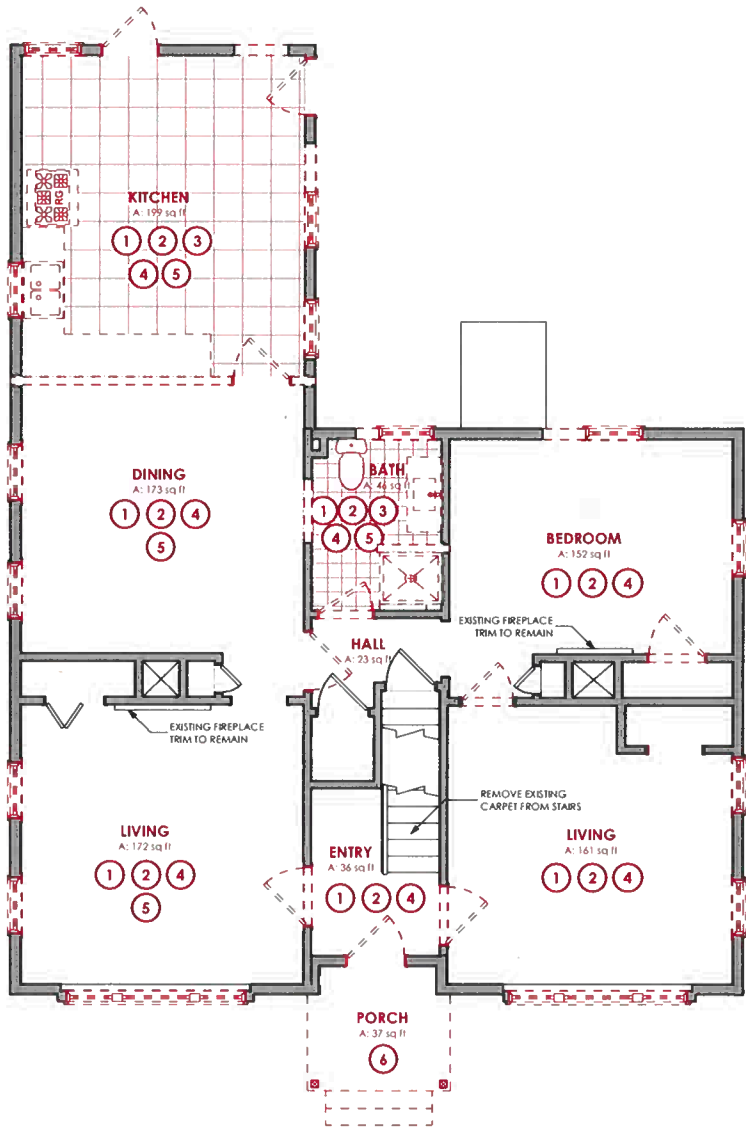
2 1ST FLOOR- LIFE SAFETY 1/8" = 1'-0"



4 3RD FLOOR-LIFE SAFETY 1/8" = 1'-

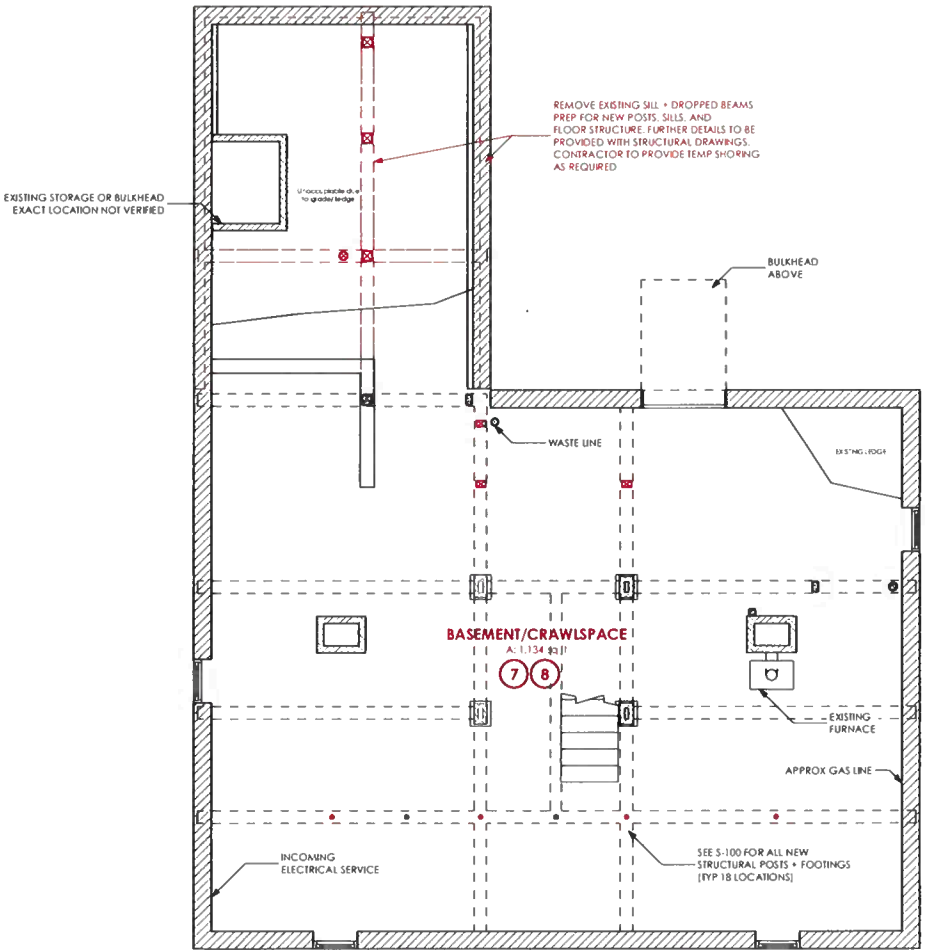
Historic: This property sits within the Biddeford Historic district. See additional drawings for review as it relates to compliance with Secretary of the Interior Standards.

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DEMOLITION PLAN- 1ST FLOOR

1/4" = 1'-0" 3



DEMOLITION PLAN- BASEMENT

1/4" = 1'-0"

DEMO PLAN KEY NOTES

1. DEMO EXISTING WALLS AND CUT NEW OPENINGS IN WALLS AS INDICATED ON PLANS. PATCH EXISTING WALLS AS NEEDED. PROVIDE TEMP SHORING AT OPENINGS IN BEARING WALLS AND WHERE STRUCTURAL MEMBERS ARE BEING REMOVED.
2. REMOVE EXISTING DOORS AND WINDOWS AS INDICATED ON PLANS. PATCH EXISTING WALLS AS NEEDED. COORDINATE SALVAGE AND/OR DONATION WITH OWNER. **ALL INTERIOR DOORS TO BE SALVAGED FOR REUSE.**
3. REMOVE ALL EXISTING PLUMBING FIXTURES, CABINETRY, AND APPLIANCES AS INDICATED ON PLANS. COORDINATE SALVAGE AND/OR DONATION WITH OWNER.
4. REMOVE ALL EXISTING WALL FINISHES BACK TO STUDS. **ALL EXISTING RUNNING AND STANDING TRIM TO BE SALVAGED FOR REUSE.**
5. REMOVE EXISTING FINISHED FLOOR AND PREP FOR NEW FINISH. PATCH EXISTING SUBFLOOR AS REQUIRED.
6. REMOVE EXISTING EXTERIOR STEPS, PORCH AND ASSOCIATED ROOFS. PATCH EXISTING EXTERIOR WALLS AS REQUIRED.
7. REMOVE ALL EXCESS DERRIS, ELECTRICAL AND CONDUIT AS NEEDED.
8. CLEAN EXISTING FOUNDATION WALLS AND PREP FOR SEALING AND NEW SPRAY FOAM INSULATION.

DEMOLITION GENERAL NOTES

1. All temporary shoring is the responsibility of the Contractor performing the work.
2. Contractor is to visit the site and become familiar with all work included herein. Contractor to verify with Owner all items to be salvaged prior to demolition.
3. Contractor to provide proper protocols/precautions for the remediation of hazardous materials such as lead or asbestos if discovered. Contractor and/or Owner to provide test results.
4. **All existing stairs, including rails, balusters, trims, etc. are to remain unless noted otherwise.**

DEMO SYMBOL LEGEND:

- WALL TO BE DEMOLISHED
- EXISTING WALL TO REMAIN
- ROOM/AREA TO BE GUTTED. SEE ADDITIONAL NOTES
- DOOR TO BE DEMOLISHED
- FIXTURE/OBJECT TO BE DEMOLISHED
- DEMO KEY NOTE

PRELIMINARY
NOT FOR CONSTRUCTION



CHANGES THIS ISSUE	
ID	DESCRIPTION

SUBMISSIONS:	
ISSUE	DATE
01	3/7/20
02	6/6/20

66 South Street
Biddeford Housing Authority
66 South Street Biddeford, ME 04005

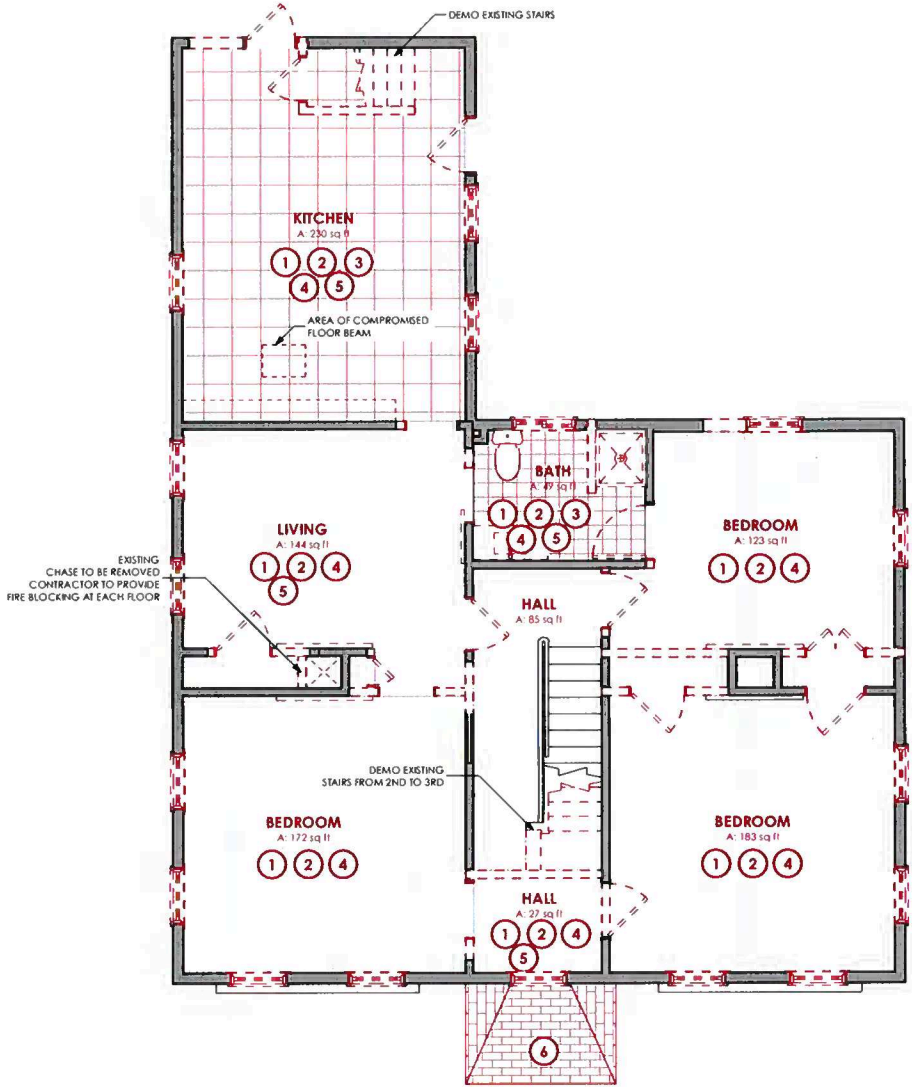
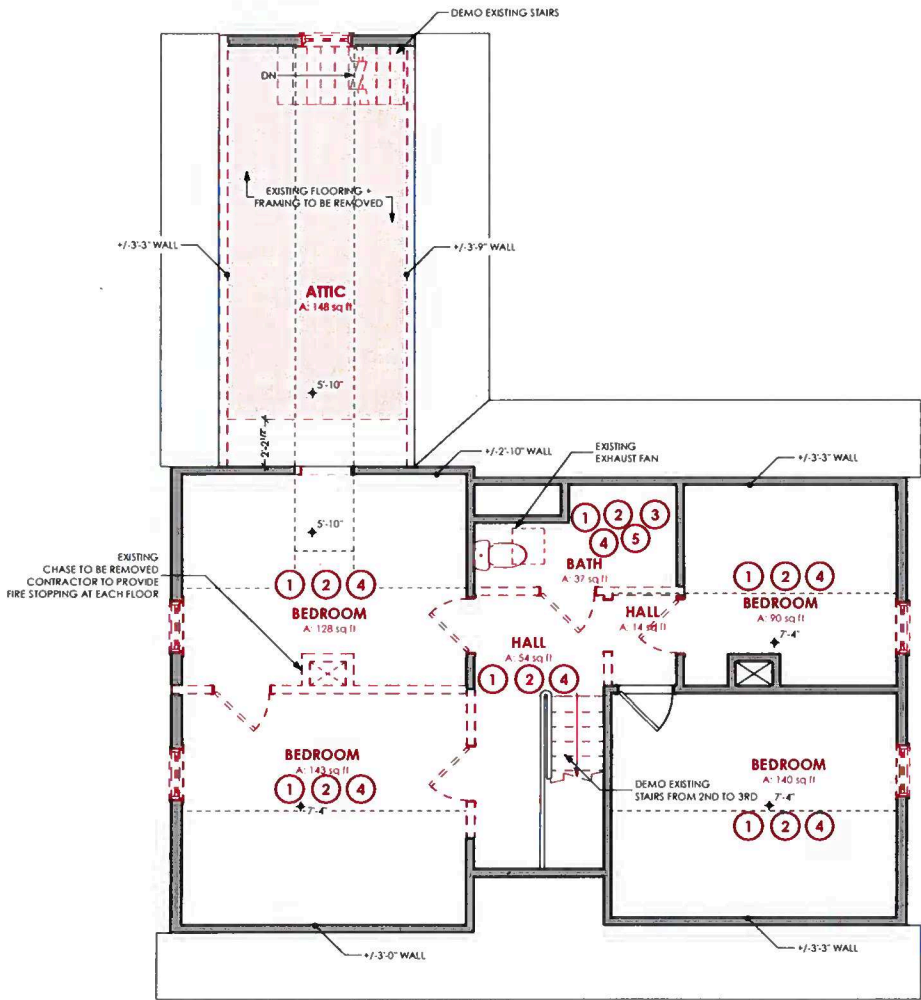
MOBILE STUDIO DESIGN
312 Elm Street, 2nd Fl
Biddeford, ME 04005
office: 207.499.4208
cell: 757.927.5324
leah@mobilestudiodesign.com

DATE OF ISSUE: 6/3/20
PROJECT STATUS: DD
DESIGNER: Leah Schaffer
leah@mobilestudiodesign.com
CONSULTANTS:
SURVEYOR:
ENGINEER: IDE
CONTRACTOR:
REVISIONS:

DEMOLITION
PLANS
D-101

mobile
studio
design

#Userz/leahschaffer/Desktop/MSD/66 South Street/D&A/WinCS/20.07.05_66 South Street DD.pln



DEMO PLAN KEY NOTES

1. DEMO EXISTING WALLS AND CUT NEW OPENINGS IN WALLS AS INDICATED ON PLANS. PATCH EXISTING WALLS AS NEEDED. PROVIDE TEMP. SHORING AT OPENINGS IN BEARING WALLS AND WHERE STRUCTURAL MEMBERS ARE BEING REMOVED.
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DEMO SYMBOL LEGEND:

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- ROOM/AREA TO BE GUTTED. SEE ADDITIONAL NOTES
- DOOR TO BE DEMOLISHED
- FIXTURE/OBJECT TO BE DEMOLISHED
- DEMO KEY NOTE

PRELIMINARY
NOT FOR CONSTRUCTION



CHANGE THIS ISSUE:	
ID	DESCRIPTION

SUBMISSIONS:	
DATE	DESCRIPTION
10/1/20	Temporary Proving Set
10/1/20	Temporary Proving Set

66 South Street
Biddeford Housing Authority
66 South Street Biddeford, ME 04005

MOBILE STUDIO DESIGN
312 Elm Street, 2nd Fl
Biddeford, ME 04005
office: 207.499.4208
cell: 757.927.5324
leah@mobilestudiodesign.com

DATE OF ISSUE: 6/3/20

PROJECT STATUS:

DD

DESIGNER:

Leah Schaffer
leah@mobilestudiodesign.com

CONSULTANTS:

SURVEYOR:

ENGINEER: IDE

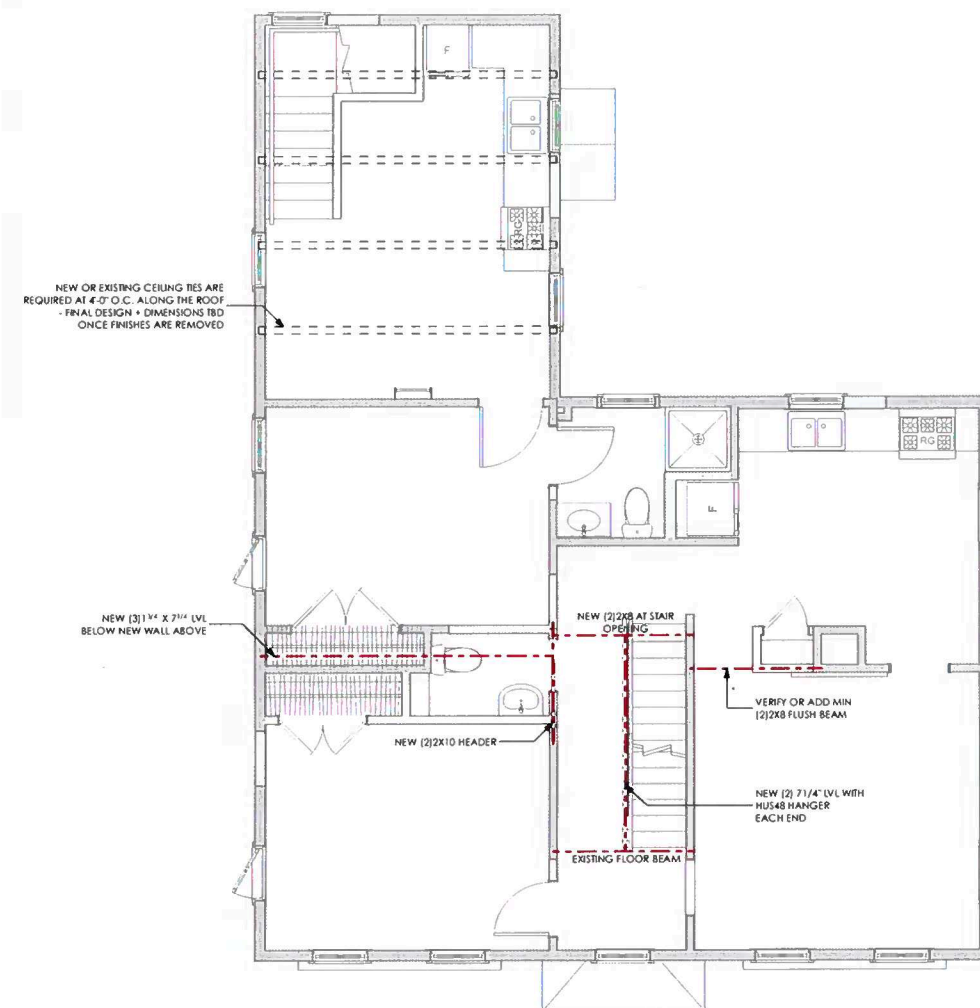
CONTRACTOR:

REVISIONS:

DEMOLITION
PLANS

D-102

mobile
studio
design



1 3RD FLOOR FRAMING REINFORMENT 1/4" = 1'-0"

PRELIMINARY
NOT FOR CONSTRUCTION

[illegible]

66 South Street
Biddeford Housing Authority
66 South Street Biddeford, ME 04005

MOBILE STUDIO DESIGN
312 Elm Street, 2nd Fl
Biddford, ME 04005
office: 207.499.4208
cell: 757.927.5324
leah@mobilestudiodesign.com

DATE OF ISSUE: 6/3/20

PROJECT STATUS:
DD

DESIGNER:
Leah Schaffer
leah@mobilestudiodesign.com

CONSULTANTS:

SURVEYOR:

ENGINEER: IDE

CONTRACTOR:

REVISIONS:

STRUCTURAL
PLANS
S-101

mobile
studio
design

C:\Users\leahschatter\Desktop\MSD\66 South Street\DRAWINGS\20.07.05_66 South Street 2D.pln

AREA BREAKDOWN

UNIT 1: 2 BED, 1 BATH
920 SQ FT

UNIT 2: 3 BED, 1.5 BATH, 1 OFFICE
1266 SQ FT

UNIT 3: 1 BED, 1 BATH
445 SQ FT + 73 SQ FT LOFT

FINISH + INTERIOR NOTES

1. All finishes are to be determined and verified by Owner/Architect.
2. All interior running and standing trim to be salvaged from existing to the greatest possible extent. Any new trim to be paint grade in sizes and profiles to match existing.
3. All floor finishes to be provided as noted in drawings and schedules. Condition of existing wood flooring to be reviewed with Owner for refinishing where possible.
4. Provide new solid wood thresholds where floor finish changes.
5. All existing baseboard radiators are to be salvaged where possible. New covers to be provided.
6. All casework, plumbing fixtures, and decorative light fixtures to be coordinated with Owner.

FLOOR FINISH LEGEND

All finish selections by owner.

-  New commercial grade carpet. (All at bedrooms for Vinyl Plank Flooring)
-  Existing hardwood flooring to be refinished.
-  New Vinyl Flooring

GENERAL NOTES

1. Contractor will review all drawings and specifications 1. and confirm any unclear information with the Architect or Owner before proceeding. Sheets are not to be separated when distributed to subcontractors in order to maintain contextual information.
2. Contractor is responsible for the construction of a complete weather tight building within the scope of the 3. construction documents. If contractor feels conformance with the construction documents is in conflict with this goal he shall discuss conflicts with Architect.
3. Contractor is responsible for coordinating and supervising all sub-contractors. Workmanship standards shall be those generally accepted for high-grade commercial construction. Contractor warrants all work for a minimum of one year from final completion of job.
4. All new work is to be completed in conformance with all local, state and federal building codes
5. All dimensions are to face of existing walls and rough framing of all new walls.
6. **MEP:** Mechanical, Electrical and Plumbing work is to be design build by the Contractor.
7. **Fire Alarm and Smoke Detection:** Refer to Life Safety Sheets for locations of smoke detectors. New Fire Alarm System is not required per Architects review of existing building code.
8. **Horizontal Dwelling Unit Separation:** Contractor to provide either existing/repared plaster and lathe or minimum 5/8" Type 'X' gypsum board at the ceilings between units applied directly to the underside of existing wood framing for fire separation.
9. **Dwelling Unit Separation from Common Areas:** Contractor to provide minimum 5/8" Type 'X' gypsum board on both sides. Refer to Life Safety sheet for locations.
10. **Automatic Sprinkler System:** Required per code. Supervised system to be design build by licensed contractor to NFPA 13R standards.
11. **Contingency:** The Architect recommends a 10% construction contingency in the bid with the renovations of this existing building and any unforeseen conditions.
12. All new headers to be (2)2x8 with 1-Jack and 1-King Stud each end U.N.O.

LEGEND

-  EXISTING WOOD FRAMED WALLS
-  NEW 2X WOOD FRAMED INTERIOR WALLS W/ SHEETROCK ON EACH SIDE. MATCH WALL WIDTH TO ADJACENT WHERE REQUIRED
-  NEW 1HR RATED 2X FRAMED WALL W/ 5/8" TYP EACH SIDE. PER UL-305
-  Tagged Fixture/Object
-  PLUMBING TAG
-  EQUIPMENT TAG
-  DOOR MARKER
SEE DOOR SCHEDULE
-  WINDOW MARKER
SEE WINDOW SCHEDULE
-  SECTION MARKER
Drawing Number
Sheet Number
-  ELEVATION MARKER
Drawing Number
Sheet Number

66 South Street
Biddeford Housing Authority
66 South Street Biddeford, ME 04005

MOBILE STUDIO DESIGN
312 Elm Street, 2nd Fl
Biddeford, ME 04005
office: 207.499.4308
cell: 757.927.5324
leah@mobilestudiodesign.com

DATE OF ISSUE: 6/3/20

PROJECT STATUS: DD

DESIGNER:
Leah Schaffer
leah@mobilestudiodesign.com

CONSULTANTS:

SURVEYOR:

ENGINEER: IDE

CONTRACTOR:

REVISIONS:

**PROPOSED
PLANS-
BASEMENT +
1ST FLOOR**

A-101

mobile
studio
design

2

PROPOSED PLAN- 1ST FLR

1/4" = 1'-0" 1

PROPOSED PLAN- BASEMENT

1/4" = 1'-0"

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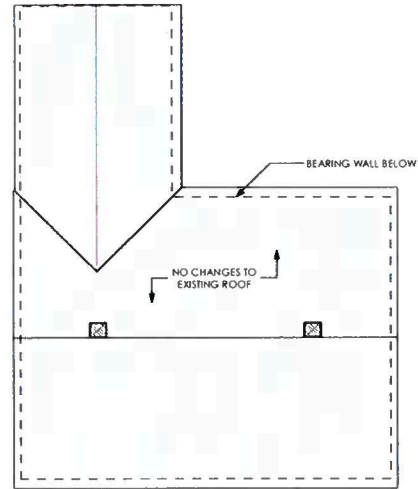
AREA BREAKDOWN

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UNIT 2: 3 BED, 1.5 BATH, 1 OFFICE
1266 SQ FT

UNIT 3: 1 BED, 1 BATH
445 SQ FT + 73 SQ FT LOFT

3 PROPOSED PLAN- ROOF 1/8" = 1'-0"



FINISH + INTERIOR NOTES

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LEGEND

- EXISTING WOOD FRAMED WALLS
- NEW 2X WOOD FRAMED INTERIOR WALLS W/ 5/8" TYPE "X" GYPSUM BOARD EACH SIDE. MATCH WALL WIDTH TO ADJACENT WHERE REQUIRED
- NEW 1HR RATED 2X FRAMED WALL W/ 5/8" TYPE "X" GYPSUM BOARD EACH SIDE. PER UL-305
- Tagged Fixture/Object
- PLUMBING TAG
- EQUIPMENT TAG
- DOOR MARKER
SEE DOOR SCHEDULE
- WINDOW MARKER
SEE WINDOW SCHEDULE
- SECTION MARKER
Drawing Number
Sheet Number
- ELEVATION MARKER
Drawing Number
Sheet Number

PRELIMINARY
NOT FOR CONSTRUCTION



CHANGE THIS ISSUE	
ID	DESCRIPTION
1	ISSUED FOR PERMIT
2	ISSUED FOR PERMIT
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66 South Street
Biddeford Housing Authority
66 South Street Biddeford, ME 04005

MOBILE STUDIO DESIGN
312 Elm Street, 2nd Fl.
Biddeford, ME 04005
office: 207.499.4208
cell: 757.927.5324
leah@mobilestudiodesign.com

DATE OF ISSUE: 6/3/20
PROJECT STATUS: DD
DESIGNER:
Leah Schaffner
leah@mobilestudiodesign.com

CONSULTANTS:
SURVEYOR:
ENGINEER: IDE
CONTRACTOR:

REVISIONS:

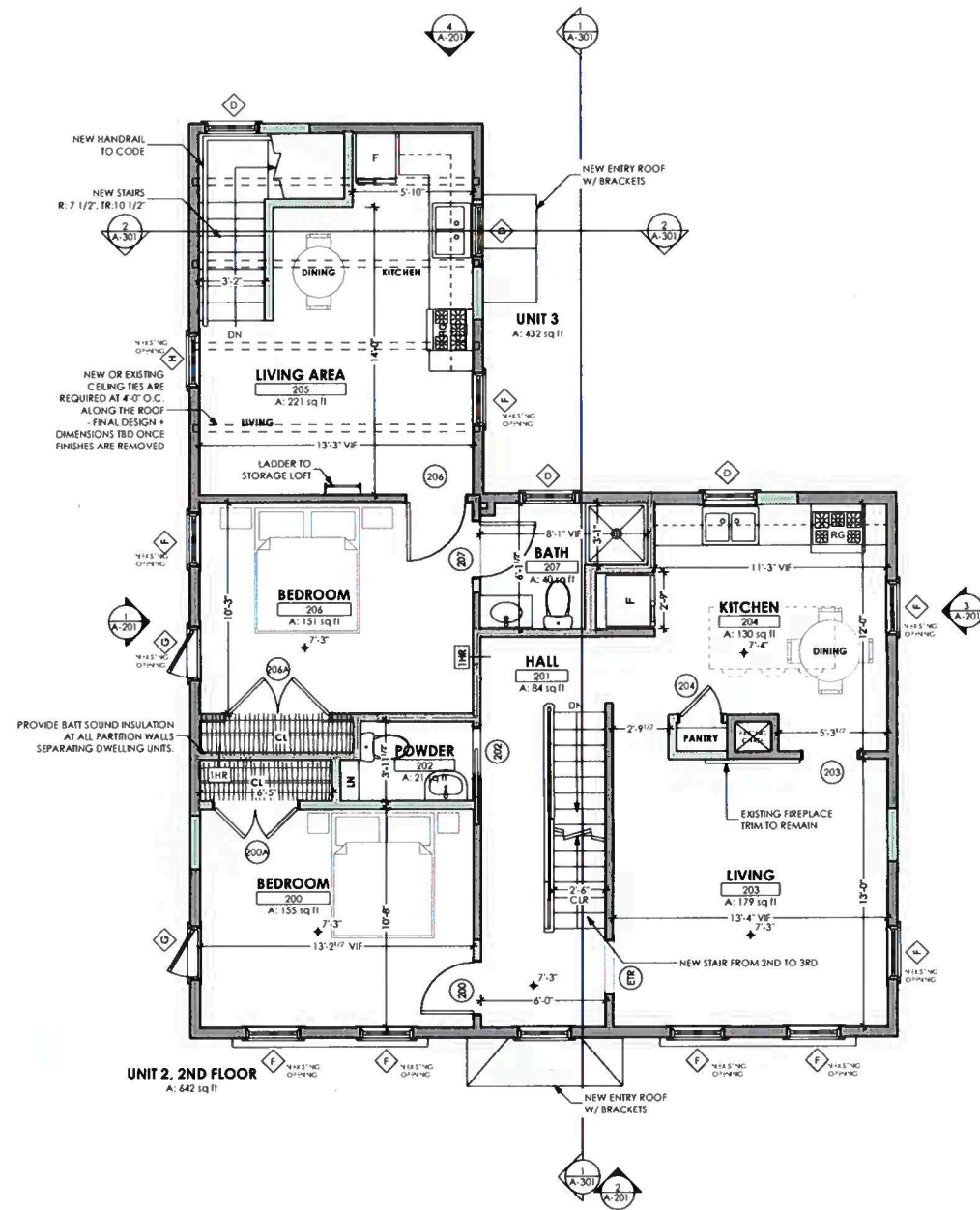
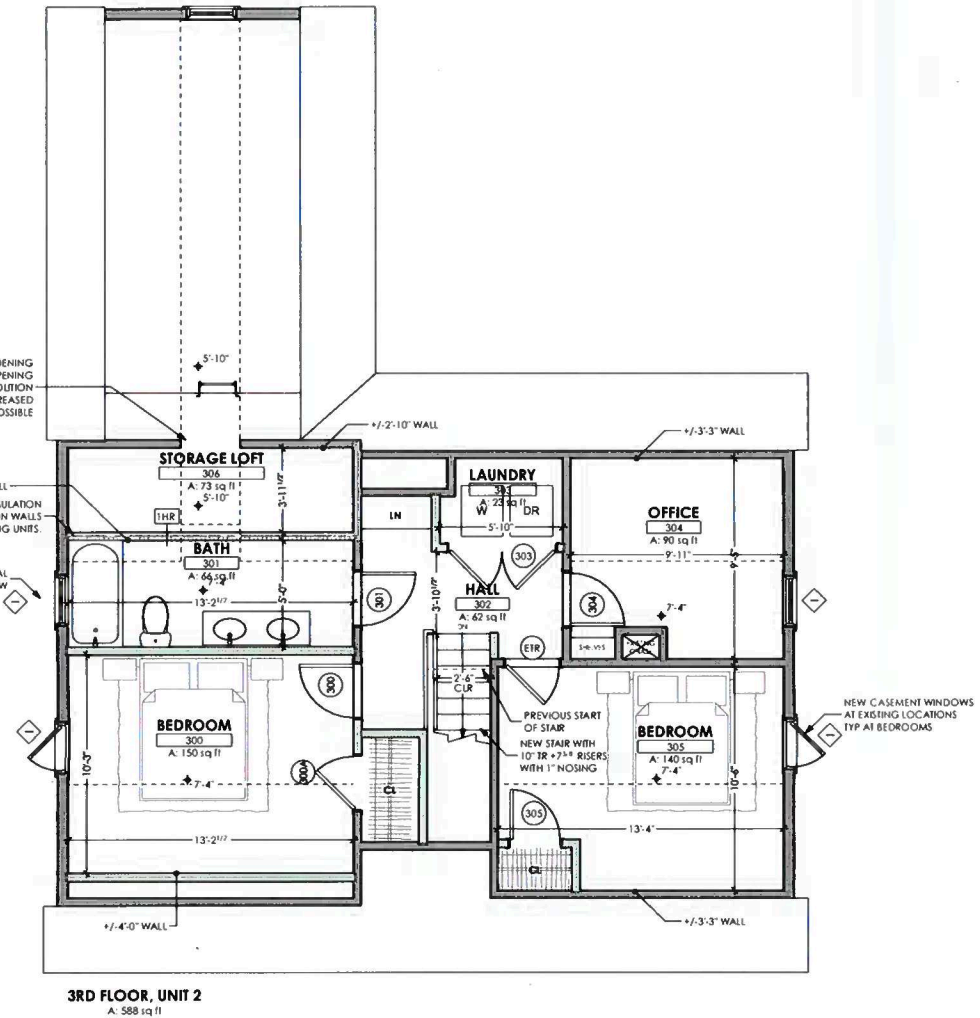
PROPOSED
PLANS- 3 UNITS
A-102

mobile
studio
design

2

PROPOSED PLAN- 3RD FLOOR

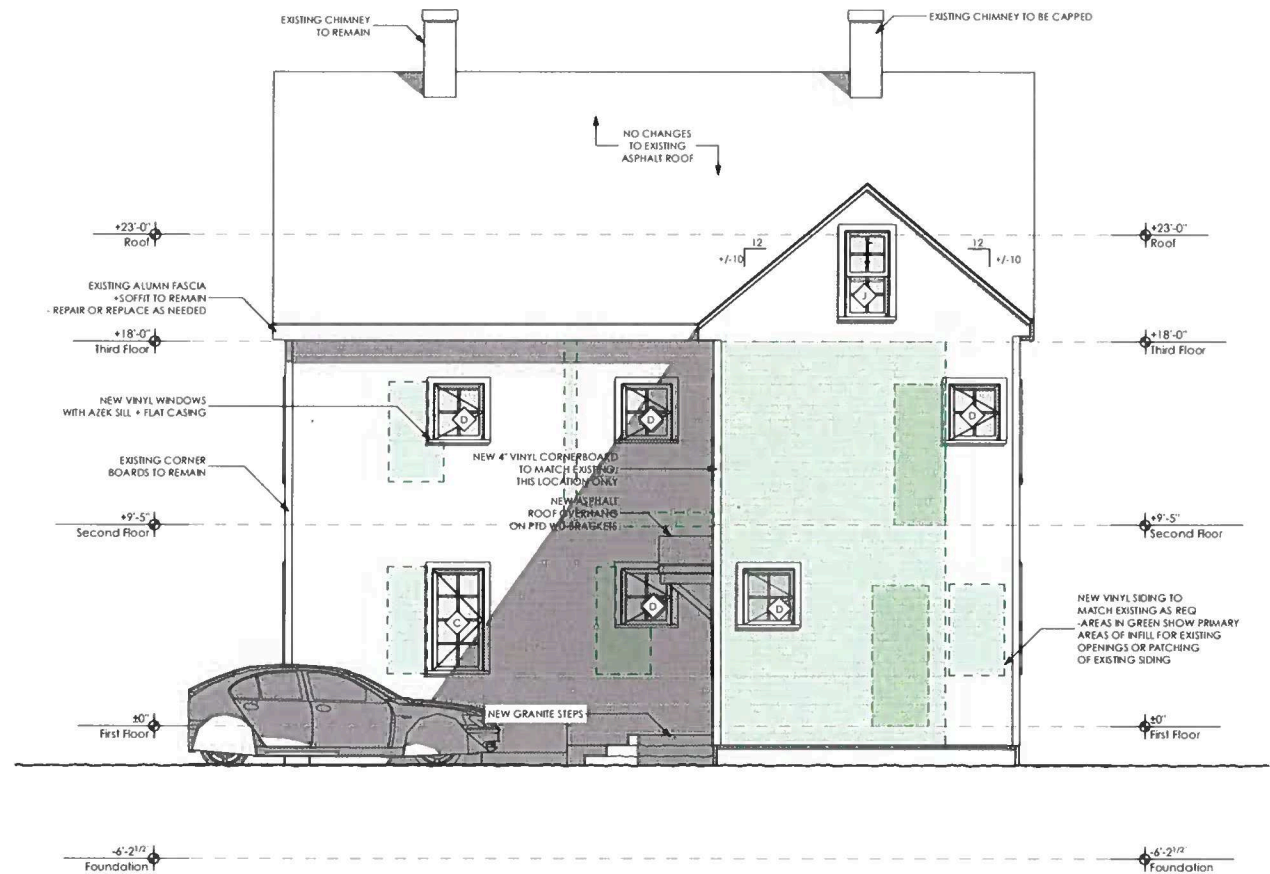
1/4" = 1'-0" 1



PROPOSED PLAN- 2ND FLR

1/4" = 1'-0"

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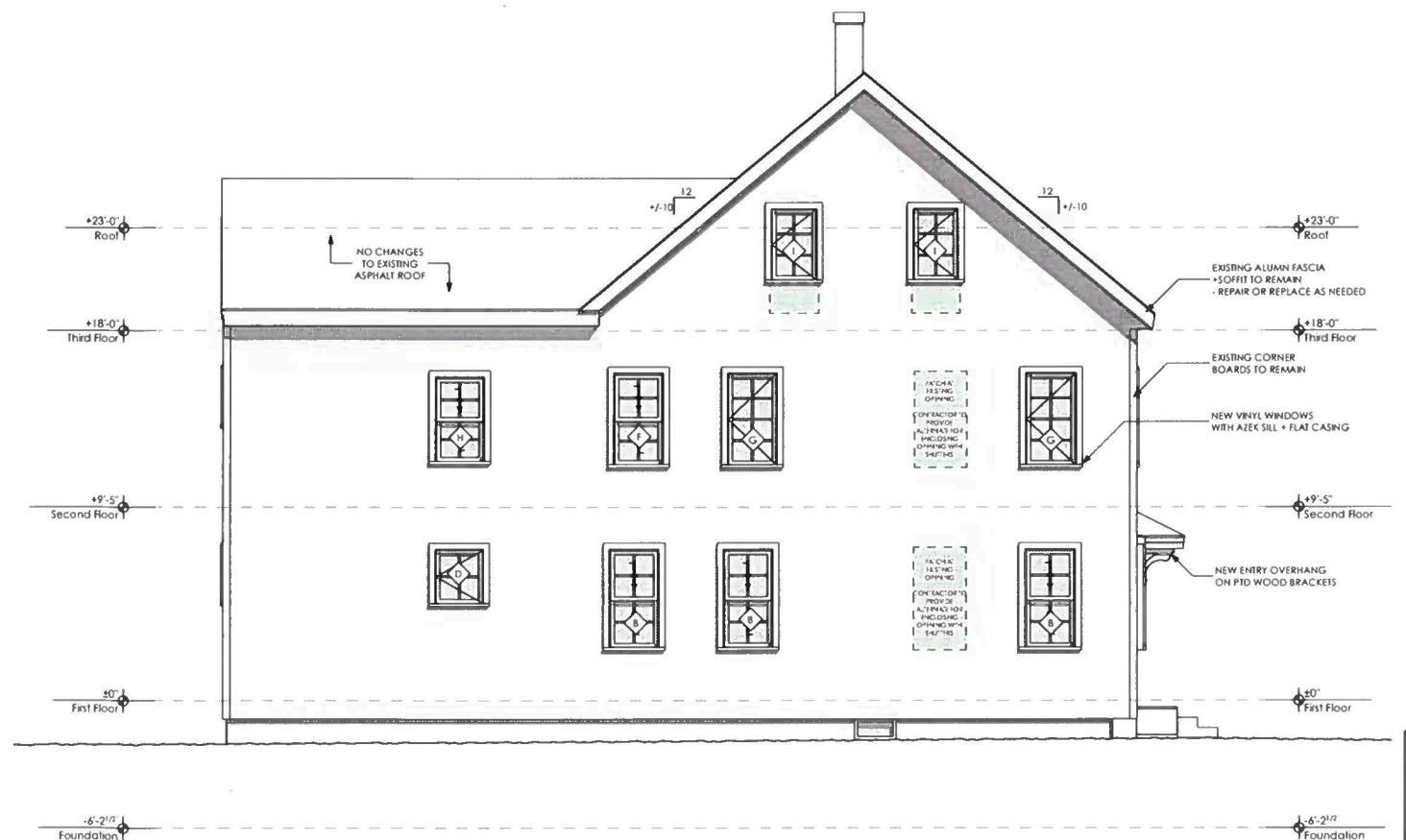
4 PROPOSED- NORTH ELEVATION 1/4" = 1'-0"



3 PROPOSED- EAST ELEVATION 1/4" = 1'-0"



2 PROPOSED- SOUTH ELEVATION 1/4" = 1'-0"



1 PROPOSED- WEST ELEVATION 1/4" = 1'-0"

PRELIMINARY
NOT FOR CONSTRUCTION



CHANGES THIS ISSUE	
NO.	DESCRIPTION
1	Revised drawing set with 1/4" scale
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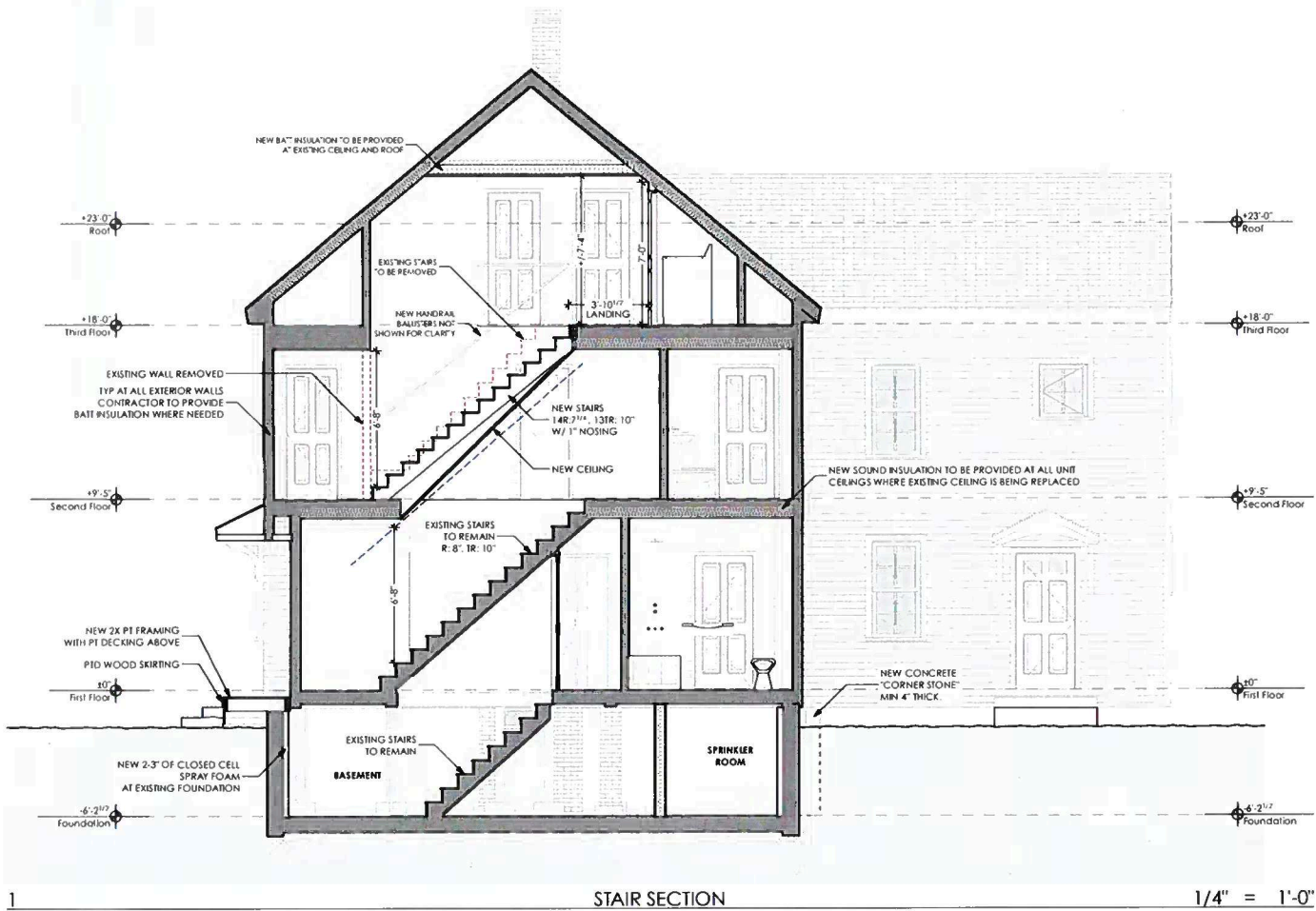
66 South Street
Biddeford Housing Authority
66 South Street Biddeford, ME 04005

MOBILE STUDIO DESIGN
312 Elm Street, 2nd Fl
Biddeford, ME 04005
office: 207.499.4208
cell: 757.927.5324
leah@mobilestudiodesign.com
DATE OF ISSUE: 6/3/20
PROJECT STATUS:
DO
DESIGNER:
leah@mobilestudiodesign.com
CONSULTANTS:
SURVEYOR:
ENGINEER: IDE
CONTRACTOR:
REVISIONS:

PROPOSED
ELEVATIONS
A-201

mobile
studio
design

Z:\Users\leah.schaffer\OneDrive\Documents\66 South Street\Drawings\2020\03 66 South Street 30.plt



PRELIMINARY
NOT FOR CONSTRUCTION



SUMMATIONS:		DATE	DESCRIPTION
ISSUE	NO.	3/17/20	Pre-mixing Pre-Cast with Block-Lap
ISSUE	NO.	6/17/20	Pre-mixing Pre-Cast with Block-Lap
CHANGES THIS ISSUE:			
NO.	DESCRIPTION		
</			

66 South Street
Biddeford Housing Authority
66 South Street Biddeford, ME 04005

MOBILE STUDIO DESIGN
312 Elm Street, 2nd Fl
Biddeford, ME 04005
office: 207.499.4208
cell: 757.927.5324
leah@mobilestudiodesign.com

DATE OF ISSUE: 6/3/20

PROJECT STATUS:
DD

DESIGNER:
Leah Schaffer
leah@mobilestudiodesign.com

CONSULTANTS:
SURVEYOR:
ENGINEER: IDE

CONTRACTOR:

REVISIONS:

PROPOSED
SECTIONS
A-301

mobile
studio
design

ROOM SCHEDULE									
	Room Number	Room Name	Area	Wall Finish	Floor Material	Ceiling Finish	Door Trim	Baseboard	Notes
Foundation	001	BASEMENT	903	-	EXISTING SLAB	-	-	-	
	002	SPRINKLER	27	PTD GYP	EXISTING SLAB	-	-	-	
First Floor	100	ENTRY	40	PTD GYP	VINYL PLANK	NEW PTD GYP	REUSE OR MATCH EXISTING	REUSE OR MATCH EXISTING	
	101	KITCHEN	127	PTD GYP	VINYL PLANK	NEW PTD GYP	REUSE OR MATCH EXISTING	REUSE OR MATCH EXISTING	
	102	DINING	143	PTD GYP	EXISTING WOOD REFINISHED	NEW PTD GYP	REUSE OR MATCH EXISTING	REUSE OR MATCH EXISTING	
	103	BATH	45	PTD GYP	VINYL TILE	NEW PTD GYP	REUSE OR MATCH EXISTING	REUSE OR MATCH EXISTING	
	104	HALL	37	PTD GYP	EXISTING WOOD REFINISHED	NEW PTD GYP	REUSE OR MATCH EXISTING	REUSE OR MATCH EXISTING	
	104A	CL	9	PTD GYP	EXISTING WOOD REFINISHED	NEW PTD GYP	REUSE OR MATCH EXISTING	REUSE OR MATCH EXISTING	
	105	LIVING	183	PTD GYP	EXISTING WOOD REFINISHED	ETR. PAINTED	REUSE OR MATCH EXISTING	REUSE OR MATCH EXISTING	
	106	BEDROOM	135	PTD GYP	CARPET	NEW PTD GYP	REUSE OR MATCH EXISTING	REUSE OR MATCH EXISTING	
	107	BEDROOM	173	PTD GYP	CARPET	ETR. PAINTED	REUSE OR MATCH EXISTING	REUSE OR MATCH EXISTING	
Second Floor	200	BEDROOM	155	PTD GYP	CARPET	ETR. PAINTED	REUSE OR MATCH EXISTING	REUSE OR MATCH EXISTING	
	201	HALL	84	PTD GYP	EXISTING WOOD REFINISHED	ETR. PAINTED	REUSE OR MATCH EXISTING	REUSE OR MATCH EXISTING	
	202	POWDER	21	PTD GYP	VINYL TILE	ETR. PAINTED	REUSE OR MATCH EXISTING	REUSE OR MATCH EXISTING	
	203	LIVING	179	PTD GYP	EXISTING WOOD REFINISHED	ETR. PAINTED	REUSE OR MATCH EXISTING	REUSE OR MATCH EXISTING	
	204	KITCHEN	130	PTD GYP	EXISTING WOOD REFINISHED	ETR. PAINTED	REUSE OR MATCH EXISTING	REUSE OR MATCH EXISTING	
	205	LIVING AREA	221	PTD GYP	EXISTING WOOD REFINISHED	NEW PTD GYP	REUSE OR MATCH EXISTING	REUSE OR MATCH EXISTING	
	206	BEDROOM	151	PTD GYP	CARPET	ETR. PAINTED	REUSE OR MATCH EXISTING	REUSE OR MATCH EXISTING	
	207	BATH	40	PTD GYP	VINYL TILE	ETR. PAINTED	REUSE OR MATCH EXISTING	REUSE OR MATCH EXISTING	
Third Floor	300	BEDROOM	150	PTD GYP	CARPET	NEW PTD GYP	REUSE OR MATCH EXISTING	1X6 PTD WD	
	301	BATH	66	PTD GYP	VINYL TILE	NEW PTD GYP	REUSE OR MATCH EXISTING	1X6 PTD WD	
	302	HALL	62	PTD GYP	VINYL PLANK	NEW PTD GYP	REUSE OR MATCH EXISTING	1X6 PTD WD	
	303	LAUNDRY	23	PTD GYP	VINYL PLANK	NEW PTD GYP	REUSE OR MATCH EXISTING	1X6 PTD WD	
	304	OFFICE	90	PTD GYP	CARPET	NEW PTD GYP	REUSE OR MATCH EXISTING	1X6 PTD WD	
	305	BEDROOM	140	PTD GYP	CARPET	NEW PTD GYP	REUSE OR MATCH EXISTING	1X6 PTD WD	
	306	STORAGE LOFT	73	PTD GYP	VINYL PLANK	NEW PTD GYP	REUSE OR MATCH EXISTING	1X6 PTD WD	

WINDOW ELEVATIONS									
ID	A	B	C	D	F	G	H	I	J
Elevation									
	Type	(3) DOUBLE HUNG	DOUBLE HUNG	CASEMENT	CASEMENT	DOUBLE HUNG	CASEMENT	DOUBLE HUNG	DOUBLE HUNG
WINDOW SCHEDULE									
ID	QTY	Type	Frame Size		Manufacturer	Color/ Finish	Hardware/Finish		Notes
			Width	Height					
A	2	(3) DOUBLE HUNG	8'-3 1/2"	5'-0"	PARADIGM OR APPROVED EQUAL	WHITE EXT. WHITE INT	TBD		
B	6	DOUBLE HUNG	2'-6 1/2"	5'-0"	PARADIGM OR APPROVED EQUAL	WHITE EXT. WHITE INT	TBD		
C	1	CASEMENT	2'-6 1/2"	5'-0"	PARADIGM OR APPROVED EQUAL	WHITE EXT. WHITE INT	TBD		
D	7	CASEMENT	2'-6"	2'-10"	PARADIGM OR APPROVED EQUAL	WHITE EXT. WHITE INT	TBD		
F	9	DOUBLE HUNG	2'-6 1/2"	4'-8"	PARADIGM OR APPROVED EQUAL	WHITE EXT. WHITE INT	TBD		
G	2	CASEMENT	2'-6 1/2"	4'-8"	PARADIGM OR APPROVED EQUAL	WHITE EXT. WHITE INT	TBD		
H	1	DOUBLE HUNG	2'-6 1/2"	4'-4"	PARADIGM OR APPROVED EQUAL	WHITE EXT. WHITE INT	TBD		
I	4	CASEMENT	2'-4"	3'-8"	PARADIGM OR APPROVED EQUAL	WHITE EXT. WHITE INT	TBD		
J	1	DOUBLE HUNG	2'-3"	4'-3"	PARADIGM OR APPROVED EQUAL	WHITE EXT. WHITE INT	TBD		
33									

NOTES:
- PROVIDE TEMPERED GLASS WHERE REQUIRED BY CODE
- PROVIDE EGRESS WINDOW WHERE REQUIRED BY CODE
- VERIFY ALL R.O. DOOR DIMENSIONS WITH MANUFACTURER/DETAILS
- CONTRACTOR TO VERIFY DIMENSIONS OF ALL EXISTING ROUGH OPENINGS FOR REPLACEMENT WINDOWS.

DOOR ELEVATIONS									
ID	001	100	100A	101	101A	103	106	106A	107
Type									
	Swing, Storage	Exterior Entry	Swing, Closet	Swing, Unit Entry	Cased Opening	Swing, Bathroom	Swing, Bedroom	Swing, Closet	Swing, Bedroom
DOOR ELEVATIONS									
ID	107A	109	109A	110	200	200A	202	203	204
Type									
	Swing, Closet	Swing, Exterior Entry	Swing, Closet	Swing, Unit Entry	Swing, Bedroom	Double Swing, Closet	Pocket, Bathroom	Cased Opening	Swing, Storage
DOOR ELEVATIONS									
ID	206	206A	207	300	300A	301	303	304	305
Type									
	Swing, Bedroom	Double Swing, Closet	Swing, Bathroom	Swing, Bedroom	Swing, Closet	Swing, Bathroom	Double Swing, Closet	Swing, Office	Swing, Closet

DOOR SCHEDULE								
ID	Qty	Type	Nom. Size	Manufacturer	Door Finish	Hdw Set	Hdw Finish	Notes
001	1	Swing, Storage	3'-0"x5'-4 1/2"	TBD	Painted Wood	Passage	TBD	
100	1	Exterior Entry	2'-10"x6'-8"	TBD	Painted Steel	Entry, Shared Key	TBD	
100A	1	Swing, Closet	3'-0"x6'-7"	TBD	Painted Wood	Passage	TBD	
101	1	Swing, Unit Entry	2'-10"x6'-7"	TBD	Painted Wood	Unit Entry	TBD	20 min Fire Door with Self Closure
101A	1	Cased Opening	---	---	-	---	-	---
103	1	Swing, Bathroom	2'-10"x6'-7"	TBD	Painted Wood	Privacy	TBD	
106	1	Swing, Bedroom	2'-6"x6'-7"	TBD	Painted Wood	Privacy	TBD	
106A	1	Swing, Closet	2'-6"x6'-7"	TBD	Painted Wood	Passage	TBD	
107	1	Swing, Bedroom	2'-6"x6'-7"	TBD	Painted Wood	Privacy	TBD	
107A	1	Swing, Closet	2'-8"x6'-7"	TBD	Painted Wood	Passage	TBD	
109	1	Swing, Exterior Entry	2'-8"x6'-8"	TBD	Painted Steel	Unit Entry	TBD	
109A	1	Swing, Closet	2'-4"x6'-7"	TBD	Painted Wood	Passage	TBD	
110	1	Swing, Unit Entry	2'-10"x6'-7"	TBD	Painted Wood	Unit Entry	TBD	20 min Fire Door with Self Closure
200	1	Swing, Bedroom	2'-6"x6'-5"	TBD	Painted Wood	Privacy	TBD	
200A	1	Double Swing, Closet	4'-0"x6'-5"	TBD	Painted Wood	Passage	TBD	
202	1	Pocket, Bathroom	2'-4"x6'-5"	TBD	Painted Wood	Privacy	TBD	
203	1	Cased Opening	---	---	-	---	-	---
204	1	Swing, Storage	2'-0"x6'-5"	TBD	Painted Wood	Passage	TBD	
206	1	Swing, Bedroom	2'-10"x6'-5"	TBD	Painted Wood	Privacy	TBD	
206A	1	Double Swing, Closet	5'-0"x6'-5"	TBD	Painted Wood	Passage	TBD	
207	1	Swing, Bathroom	2'-8"x6'-5"	TBD	Painted Wood	Privacy	TBD	
300	1	Swing, Bedroom	2'-6"x6'-6"	TBD	Painted Wood	Passage	TBD	
300A	1	Swing, Closet	2'-6"x6'-0"	TBD	Painted Wood	Passage	TBD	
301	1	Swing, Bathroom	2'-6"x6'-6"	TBD	Painted Wood	Privacy	TBD	
303	1	Double Swing, Closet	5'-0"x6'-6"	TBD	Painted Wood	Passage	TBD	
304	1	Swing, Office	2'-6"x6'-6"	TBD	Painted Wood	Privacy	TBD	
305	1	Swing, Closet	2'-4"x4'-10"	TBD	Painted Wood	Privacy	TBD	

NOTES:
- REUSE EXISTING DOORS WHERE POSSIBLE. ALL NEW DOORS TO BE SOLID CORE WOOD PAINTED. PANEL/STYLE TBD BY OWNER.



PRELIMINARY NOT FOR CONSTRUCTION	
100% REVIEWED CHECKED DATE	
CHANGES THIS ISSUE:	
ID	DESCRIPTION
1	10/1/2020
2	10/1/2020
3	10/1/2020

66 South Street
Biddeford Housing Authority
66 South Street Biddeford, ME 04005

MOBILE STUDIO DESIGN
312 Elm Street, 2nd Flr
Biddeford, ME 04005
office: 207.499.4208
cell: 757.927.5324
leah@mobilestudiodesign.com
DATE OF ISSUE: 6/3/20
PROJECT STATUS:
DD
DESIGNER:
Leah Schaffer
leah@mobilestudiodesign.com
CONSULTANTS:
SURVEYOR:
ENGINEER: IDE
CONTRACTOR:

REVISIONS:

SCHEDULES
A-701

mobile
studio
design

2021

SIDING COLLECTION

Polymer & Vinyl Siding, Stone Veneer, Trim, Accessories and Railing Products

Product Catalog

Polymer & Vinyl Siding Products

Vinyl Carpentry
Soffit & Vertical Siding

Vinyl Carpentry Accessories

STONEfaçade™ Architectural
Stone Cladding System

Restoration Millwork®
Cellular PVC Trim

CertaWrap™
Weather Resistant Barrier

EverNew® Vinyl Railing

Posts and Columns

EverNew® Vinyl Decking

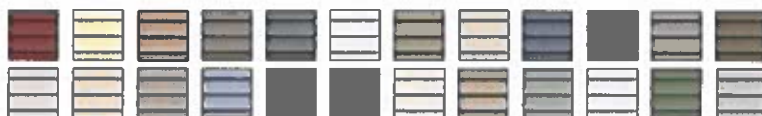
CertainTeed
SAINT-GOBAIN



PRODUCTS AVAILABLE NEAR ZIP CODE:

04072

Some colors unavailable due to COVID-19 disruption, check with a [local contractor](#) for current options.



Now

MAINSTREET™

[OVERVIEW](#) [TECHNICAL INFO](#) [INSTALLATION](#) [WARRANTY](#) [SUSTAINABILITY](#) [FIND A PRO](#)

Design Flexibility to Meet Any Budget

MainStreet™ offers consistent quality, good looks and is the ideal choice for homeowners looking for value with the benefits of a premium panel.

Available in seven classic styles:

Triple 3" Brushed Clapboard
Double 4" Woodgrain Clapboard
Double 5" Woodgrain Clapboard
Double 4" Woodgrain Dutchlap
Double 5" Woodgrain Dutchlap
Single 6 1/2" Brushed Beaded
Single 8" Woodgrain Clapboard*

MainStreet Offers:

- Natural woodgrain or brushed appearance
- Patented STUDfinder™ is designed for accurate and secure installation
- RigidForm™ 160 technology has been tested* to withstand wind load pressures up to 160 mph
- DuraLock™ post-formed lock design 9/16" panel projection
- .042" thickness
- Virtually maintenance free, never needs painting
- Class 1(A) fire rating
- Lifetime limited warranty

*Single 8" Woodgrain Clapboard only available in Colonial White

PRODUCT OVERVIEW

- [MainStreet™ Brochure](#)
- [Finishing Touches Brochure](#)
- [No Place Like Home Brochure](#)
- [TrimIt™ Design Tool](#)
([More Info](#))

TECHNICAL SPECS

- [MainStreet Specifications](#)
- [3-Part Spec Sheet - PDF](#)
- [ICC Evaluation Report - ESR1066](#)
- [Texas Department of Insurance \(TDI\)](#)
([More Info](#))

INSTALLATION

- [Vinyl Siding and Polymer Shakes Installation Manual](#)
([More Info](#))

WARRANTY

- [Vinyl Siding Warranty](#)
([More Info](#))

GET INSPIRED AND LEARN MORE

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[VISIT THE SIDING INSPIRATION GALLERY](#)



Get Help

Specification Sheet

MainStreet™

Vinyl Siding

General Description: MainStreet™ siding is appropriate for use in new construction for single family homes, multi-housing projects and light commercial developments. MainStreet is also an ideal product for remodeling.

Styles:

Profile	Finish	Panel Projection	Wall Thickness (Nominal)	Lock Design	Colors	Accessory Pocket
Double 4" Clapboard	Woodgrain	9/16"	.042"	Post-formed	25	5/8" or 3/4"
Double 4" Dutchlap	Woodgrain	9/16"	.042"	Post-formed	25	1/2", 5/8" or 3/4"
Double 5" Clapboard	Woodgrain	9/16"	.042"	Post-formed	25	5/8" or 3/4"
Double 5" Dutchlap	Woodgrain	9/16"	.042"	Post-formed	25	5/8" or 3/4"
Triple 3" Clapboard	Smooth Brushed	9/16"	.042"	Post-formed	10	5/8" or 3/4"
Single 6-1/2" Beaded	Smooth Brushed	9/16"	.042"	Post-formed	8	5/8" or 3/4"
Single 8" Clapboard	Woodgrain	5/8"	.042"	Post-formed	1	3/4"

Colors: MainStreet siding profiles are available in a wide selection of colors. All colors are Spectrophotometer controlled and utilize exclusive Permacolor™ color science.

Colonial White (01)	Light Maple (55)	Sterling Gray (33)	Natural Clay (60)	Forest (47)*
Autumn Yellow (10)*	Sandstone Beige (15)	Buckskin (41)*	Oxford Blue (32)	Hearthstone (19)*
Desert Tan (07)	Savannah Wicker (59)	Castle Stone (37)*	Autumn Red (23)*	Pacific Blue (27)*
Heritage Cream (11)	Seagrass (30)*	Cypress (42)*	Charcoal Gray (46)*	Sable Brown (29)*
Herringbone (04)*	Snow (31)	Granite Gray (34)*	Flagstone (97)*	Spruce (16)*

*Not available in T3" profile

STUDfinder™: The patented STUDfinder Installation System combines precisely engineered nail slot locations with graphics. Nail slots are positioned 16" on center to allow for alignment with studs. STUDfinder graphics centered at each slot provide a quick and easy guide to help locate studs.

RigidForm™: MainStreet RigidForm 170 double nail hem technology stiffens siding for a straighter-on-the-wall appearance and provides wind load performance.

Lock: MainStreet's exclusive DuraLock™ is a substantially larger lock than is found on competing products, with a rigid teardrop shape and engineered angular locking leg for a positive, snap fit application and exceptional wind resistance.

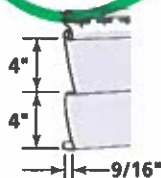
Accessories: CertainTeed manufactures a wide range of siding accessories which are compatible with MainStreet siding styles and colors. Accessory products include installation components, soffit, window and door trim, corner lineals, corner systems and decorative moldings.

Composition: MainStreet siding products are produced using PVC resin.

Technical Data: MainStreet siding is in compliance with ASTM specification for Rigid Polyvinyl Chloride (PVC) Siding D 3679, and the requirements of section R703.11 of the International Residential Code, and section 1404.14 of the International Building Code. MainStreet siding meets or exceeds the properties noted in Table 1.

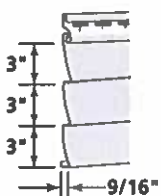
MainStreet™

DOUBLE 4" CLAPBOARD



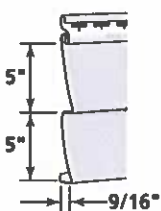
Product Code: 39110
 Finish: Woodgrain
 Length: 12' 6"
 Thickness: .042"
 Exposure: 8"
 Projection: 9/16"
 Panels/Ctn.: 24
 Squares./Ctn.: 2
 Cartons/Pallet: 16
 lbs./Ctn.: ≤99

TRIPLE 3" CLAPBOARD



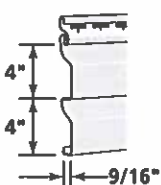
Product Code: 39131
 Finish: Brushed
 Length: 12' 1"
 Thickness: .042"
 Exposure: 9"
 Projection: 9/16"
 Panels/Ctn.: 22
 Squares./Ctn.: 2
 Cartons/Pallet: 14
 lbs./Ctn.: ≤100

DOUBLE 5" CLAPBOARD



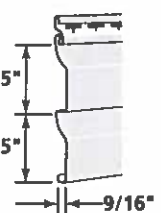
Product Code: 39122
 Finish: Woodgrain
 Length: 12'
 Thickness: .042"
 Exposure: 10"
 Projection: 9/16"
 Panels/Ctn.: 20
 Squares./Ctn.: 2
 Cartons/Pallet: 17
 lbs./Ctn.: ≤93

DOUBLE 4" DUTCHLAP



Product Code: 39113
 Finish: Woodgrain
 Length: 12' 6"
 Thickness: .042"
 Exposure: 8"
 Projection: 9/16"
 Panels/Ctn.: 24
 Squares./Ctn.: 2
 Cartons/Pallet: 16
 lbs./Ctn.: ≤101

DOUBLE 5" DUTCHLAP



Product Code: 39125
 Finish: Woodgrain
 Length: 12'
 Thickness: .042"
 Exposure: 10"
 Projection: 9/16"
 Panels/Ctn.: 20
 Squares./Ctn.: 2
 Cartons/Pallet: 14
 lbs./Ctn.: ≤93

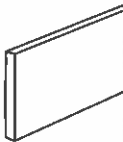
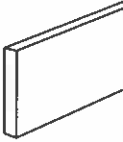
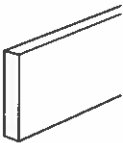
Vinyl Siding Products

Product Code	39110 Double 4" Clapboard (Woodgrain)	39131 Triple 3" Clapboard (Brushed)	39122 Double 5" Clapboard (Woodgrain)	39113 Double 4" Dutchlap (Woodgrain)	39125 Double 5" Dutchlap (Woodgrain)
Autumn Yellow (10)	•		•	•	•
Buckskin (41)	•		•	•	•
Castle Stone (37)	•		•	•	•
Colonial White (01)	•	•	•	•	•
Cypress (42)	•		•	•	•
Desert Tan (07)	•	•	•	•	•
Granite Gray (34)	•		•	•	•
Heritage Cream (11)	•	•	•	•	•
Herringbone (04)	•		•	•	•
Light Maple (55)	•	•	•	•	•
Natural Clay (60)	•	•	•	•	•
Oxford Blue (32)	•	•	•	•	•
Sandstone Beige (15)	•	•	•	•	•
Savannah Wicker (59)	•	•	•	•	•
Seagrass (30)	•		•	•	•
Snow (31)	•	•	•	•	•
Sterling Gray (33)	•	•	•	•	•
Autumn Red (23)	•		•	•	•
Charcoal Gray (46)	•		•	•	•
Flagstone (97)	•		•	•	•
Forest (47)	•		•	•	•
Hearthstone (19)	•		•	•	•
Pacific Blue (27)	•		•	•	•
Sable Brown (29)	•		•	•	•
Spruce (16)	•		•	•	•

Restoration Millwork®

Cellular PVC Trim

Trimboards

Smooth/Smooth, Natural White				FULL UNIT			HALF UNIT		
	Nominal	Actual	Order Number*	PCS/UNIT	LF/UNIT	Weight** lbs/UNIT	PCS/UNIT	LF/UNIT	Weight** lbs/UNIT
	5/8 in. x 6 in. x 18 ft.	5/8 in. x 5-1/2 in. x 18 ft.	11040618005F	160	2,880	2,791	—	—	—
	5/8 in. x 10 in. x 18 ft.	5/8 in. x 9-1/4 in. x 18 ft.	11041018005F	100	1,800	2,925	—	—	—
	1 in. x 3 in. x 18 ft.	3/4 in. x 2-1/2 in. x 18 ft.	11050318005F	288	5,184	2,728	—	—	—
	1 in. x 4 in. x 18 ft.	3/4 in. x 3-1/2 in. x 18 ft.	11050418005	260	4,680	3,531	104	1,872	1,538
	1 in. x 5 in. x 18 ft.	3/4 in. x 4-1/2 in. x 18 ft.	11050518005F	200	3,600	3,494	—	—	—
	1 in. x 6 in. x 18 ft.	3/4 in. x 5-1/2 in. x 18 ft.	11050618005	160	2,880	3,425	64	1,152	1,656
	1 in. x 8 in. x 18 ft.	3/4 in. x 7-1/4 in. x 18 ft.	11050818005	108	1,944	3,101	48	864	1,655
	1 in. x 10 in. x 18 ft.	3/4 in. x 9-1/4 in. x 18 ft.	11051018005	90	1,620	3,265	40	720	1,737
	1 in. x 12 in. x 18 ft.	3/4 in. x 11-1/4 in. x 18 ft.	11051218005	72	1,296	3,191	32	576	1,700
	1 in. x 16 in. x 18 ft.	3/4 in. x 15-1/4 in. x 18 ft.	11051618005	54	972	3,611	24	432	1,721
	5/4 in. x 4 in. x 18 ft.	1 in. x 3-1/2 in. x 18 ft.	11060418005	208	3,744	3,863	104	1,872	2,036
	5/4 in. x 5 in. x 18 ft.	1 in. x 4-1/2 in. x 18 ft.	11060518005F	160	2,880	3,029	—	—	—
	5/4 in. x 6 in. x 18 ft.	1 in. x 5-1/2 in. x 18 ft.	11060618005	128	2,304	3,659	64	1,152	1,934
	5/4 in. x 8 in. x 18 ft.	1 in. x 7-1/4 in. x 18 ft.	11060818005	96	1,728	3,622	48	864	1,916
	5/4 in. x 10 in. x 18 ft.	1 in. x 9-1/4 in. x 18 ft.	11061018005	80	1,440	3,829	40	720	2,019
	5/4 in. x 12 in. x 18 ft.	1 in. x 11-1/4 in. x 18 ft.	11061218005	64	1,152	3,734	32	576	1,972
	5/4 in. x 16 in. x 18 ft.	1 in. x 15-1/4 in. x 18 ft.	11061618005H	—	—	—	24	432	2,041

Bending: The ability to bend trimboards and profiles varies greatly based on board thickness and width, profile shape, bend radius, and heat source type. CertainTeed recommends reviewing our installation instructions or using a professional PVC bending resource.

Special Order Program: CertainTeed has the ability to manufacture products in different lengths and widths that are not shown in this Specification Guide. We would be glad to discuss opportunities. Please contact your CertainTeed Territory Manager for product guidelines, minimum quantities and pricing.

*To order full units, add F to the end of the order number. To order a half unit, add H to the end of the order number, where applicable.

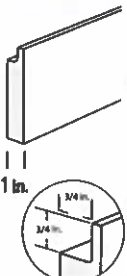
**Weights include pallet.

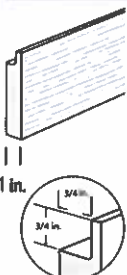
For more information call 800-233-8990
www.certainteed.com

Restoration Millwork®

Cellular PVC Trim

Trimboards

J-Pocket Smooth, Natural White				FULL UNIT			HALF UNIT		
	Nominal	Actual	Order Number*	PCS/UNIT	LF/UNIT	Weight** lbs/UNIT	PCS/UNIT	LF/UNIT	Weight** lbs/UNIT
 Built-in J-Pocket for siding	5/4 in. x 4 in. x 12 ft. J-Pocket	1 in. x 3-1/2 in. x 12 ft.	11160412005F	156	1,872	1,591	—	—	—
	5/4 in. x 6 in. x 12 ft. J-Pocket	1 in. x 5-1/2 in. x 12 ft.	11160612005F	96	1,152	1,344	—	—	—
	5/4 in. x 4 in. x 18 ft. J-Pocket	1 in. x 3-1/2 in. x 18 ft.	11160418005	156	2,808	2,400	104	1,872	1,663
	5/4 in. x 6 in. x 18 ft. J-Pocket	1 in. x 5-1/2 in. x 18 ft.	11160618005	96	1,728	2,028	64	1,152	1,411

J-Pocket TrueTexture™ Woodgrain, Natural White				FULL UNIT			HALF UNIT		
	Nominal	Actual	Order Number*	PCS/UNIT	LF/UNIT	Weight** lbs/UNIT	PCS/UNIT	LF/UNIT	Weight** lbs/UNIT
 Built-in J-Pocket for siding	5/4 in. x 4 in. x 12 ft. J-Pocket	1 in. x 3-1/2 in. x 12 ft.	12160412005F	156	1,872	1,591	—	—	—
	5/4 in. x 6 in. x 12 ft. J-Pocket	1 in. x 5-1/2 in. x 12 ft.	12160612005F	96	1,152	1,344	—	—	—
	5/4 in. x 4 in. x 18 ft. J-Pocket	1 in. x 3-1/2 in. x 18 ft.	12160418005	156	2,808	2,400	104	1,872	1,663
	5/4 in. x 6 in. x 18 ft. J-Pocket	1 in. x 5-1/2 in. x 18 ft.	12160618005	96	1,728	2,028	64	1,152	1,411

Fiber Cement Skirtboards

TrueTexture™ Woodgrain/Smooth, Natural White				FULL UNIT		
	Nominal	Actual	Order Number*	PCS/UNIT	LF/UNIT	Weight** lbs/UNIT
	5/4 in. x 6 in. x 12 ft.	1 in. x 5-1/2 in. x 12 ft.	12360612005F	64	768	879
	5/4 in. x 8 in. x 12 ft.	1 in. x 7-1/4 in. x 12 ft.	12360812005F	48	576	1,018

*To order full units, add F to the end of the order number. To order a half unit, add H to the end of the order number, where applicable.

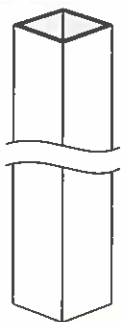
**Weights include pallet.

Restoration Millwork®

Cellular PVC Trim

Column Wraps

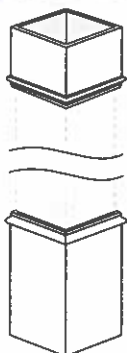
Column Wrap Smooth, Natural White



Nominal	Actual	Order Number	FULL UNIT		
			PCS/UNIT	LF/UNIT	Weight** lbs/UNIT
8 in. x 8 in. x 9 ft.	8 in. x 8 in. x 9 ft.	71380809005F	12	108	515
10 in. x 10 in. x 9 ft.	10 in. x 10 in. x 9 ft.	71301009005F	12	108	685

Must order Column Wrap and Trim Kit for complete Column.

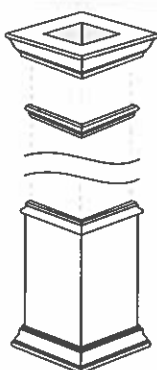
Classic Cap/Base Trim Kit* Smooth, Natural White



Nominal	Actual	Order Number	FULL UNIT		
			PCS/UNIT	LF/UNIT	Weight** lbs/UNIT
8 in. x 8 in.	8 in. x 8 in.	61480801005F	4	n/a	57
10 in. x 10 in.	10 in. x 10 in.	61401001005F	4	n/a	66

*Column Wrap not included. Must order Column Wrap and Trim Kit for complete Column.

Estate Cap/Base Trim Kit* Smooth, Natural White

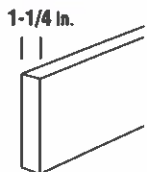


Nominal	Actual	Order Number	FULL UNIT		
			PCS/UNIT	LF/UNIT	Weight** lbs/UNIT
8 in. x 8 in.	8 in. x 8 in.	61680801005F	4	n/a	61
10 in. x 10 in.	10 in. x 10 in.	61601001005F	4	n/a	73

*Column Wrap not included. Must order Column Wrap and Trim Kit for complete Column.

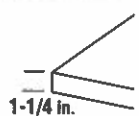
CustomCraft™ 1-1/2 in. Thick for Custom Fabrication

Trimboard Smooth/Smooth, Natural White



Nominal	Actual	Order Number	HALF UNIT		
			PCS/UNIT	LF/UNIT	Weight** lbs/UNIT
1-1/2 in. x 10 in. x 18 ft.	1-1/4 in. x 9-1/4 in. x 18 ft.	11071018005H	20	360	1,456

Sheet Smooth/Smooth, Natural White



Nominal	Actual	Order Number	HALF UNIT		
			PCS/UNIT	LF/UNIT	Weight** lbs/UNIT
1-1/2 in. x 4 ft. x 8 ft.	1-1/4 in. x 4 ft. x 8 ft.	21074808005H	10	80	1,295

CustomCraft™ available in half units only.

**Weights include pallet.



Dream it...

Creating a home requires skill, understanding and vision. At Paradigm Window Solutions, we recognize that your windows do more than bring light into your home, they frame the space in which you live your life. Paradigm windows were designed by builders, architects and homeowners to create a product that provides industry leading performance, strength and beauty. By combining low maintenance windows with "easy clean" tilt in sashes, state of the art insulating glass packages, an industry leading lifetime - non-prorated warranty, and a wide range of styles, colors and trim options, we provide comfort and the tools to build the dream you deserve. After all, we are... Paradigm Window Solutions for life.

window styles

Premium Double Hung

At Paradigm Window Solutions understands quality and value when it comes to your most valuable asset - your home. Therefore, we've designed a premium window to capture the great look of traditional windows. Our contoured narrow-line, exterior mainframe adds striking curb appeal to your home along with beauty and craftsmanship you deserve.



Double Hung Window Features

- Top and bottom sash tilt in for easy cleaning and effortless sash operation.
- Triple weather stripping provides comfort and maximized energy efficiency saving you money on heating and cooling costs.
- Standard dual vent latches control sash opening height.
- Stainless steel constant force balance system allowing for fingertip operation.
- Easy to operate locking half-screen for maximum ventilation.

4 | Premium Double Hung Window



The core integrity of our Premium double hung is in the meeting rail, with double weather-stripping, 3/8" interlocks, box and I beam construction - security and strength come standard.

We take pride in putting our name and logo on every window we make, so you will always know the name of the company that stands behind your warranty.



Premium Double Hung Window | 5

Window styles

Casement & Awning

For a beautiful, open view from your home, Paradigm's Casement and Awning windows offer a unique blend of charm and elegance. Three continuous seals of weatherstrip around the window's perimeter provides a barrier to help eliminate drafts and delivers the ultimate in comfort. Custom design enhancements offer the style and versatility you desire.

Casement & Awning Features

- Stylish hardware allows Casement windows to open to a 90-degree angle allowing the exterior pane of glass to be cleaned from inside the home.
- Low profile angle lever multi-point locking system for secure and easy operation.
- Triple weather-stripping for airtight performance.

Casement Hardware

Contoured low profile handle provides an unobstructed view of your new windows. And the handle folds in for a clean look.



Paradigm Windows...

the **STRENGTH** is in the Details

Strength

- DP50 Structural Grade Rating, Commercial Grade Rating, Widths up to 48" without reinforcement
- HVHZ Passed
- AAMA Gold Label Certified
- ENERGY STAR® Rated
- STC Rated

Frame

- 0.070 thick UPVC Extrusions
- Multi-chambered I-beam Construction
- Fully Welded and Mitered Corners
- Extruded Nailing flange and J-pocket
- Exterior/Interior Positive Engaging Accessory Channels
- Double-Wall Construction At All Stress Points and Screw Bosses
- Flat Sill At Sash Engagement Enhances Air Leakage Performance

Sash

- 0.070 thick UPVC Extrusions
- I-beam Construction
- Fully Welded and Mitered Corners
- Double-Wall Construction At All Stress Points with double and triple Screw Bosses
- Full Interlock at Meeting Rail
- 18 weather-stripped contact surfaces

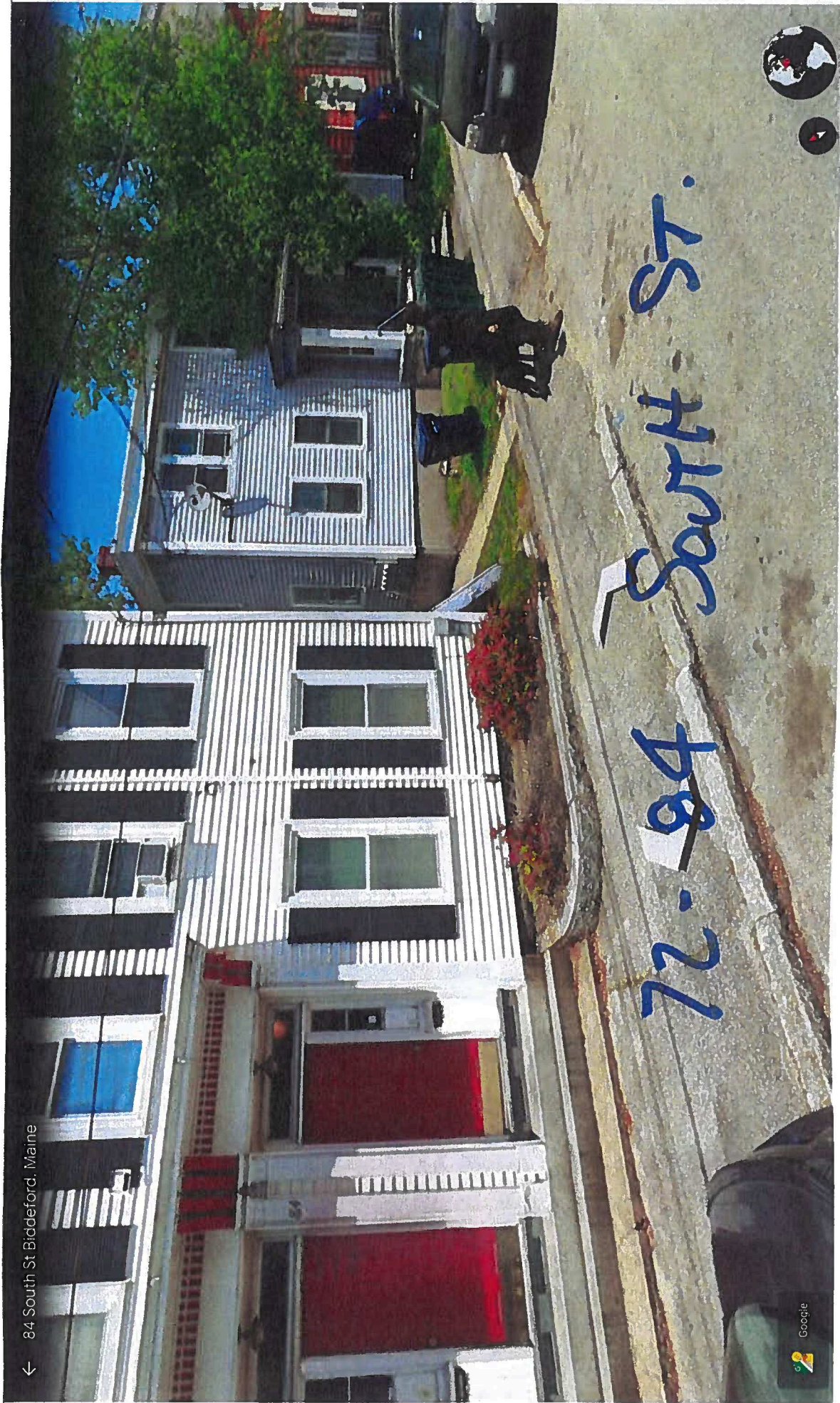
Hardware

- 3/4" Stainless Steel Balance
- Self-Enveloping Lockset
- Routed Tilt-latch



Casement & Awning Windows | 7

COMMERCIAL SOLUTIONS | 7



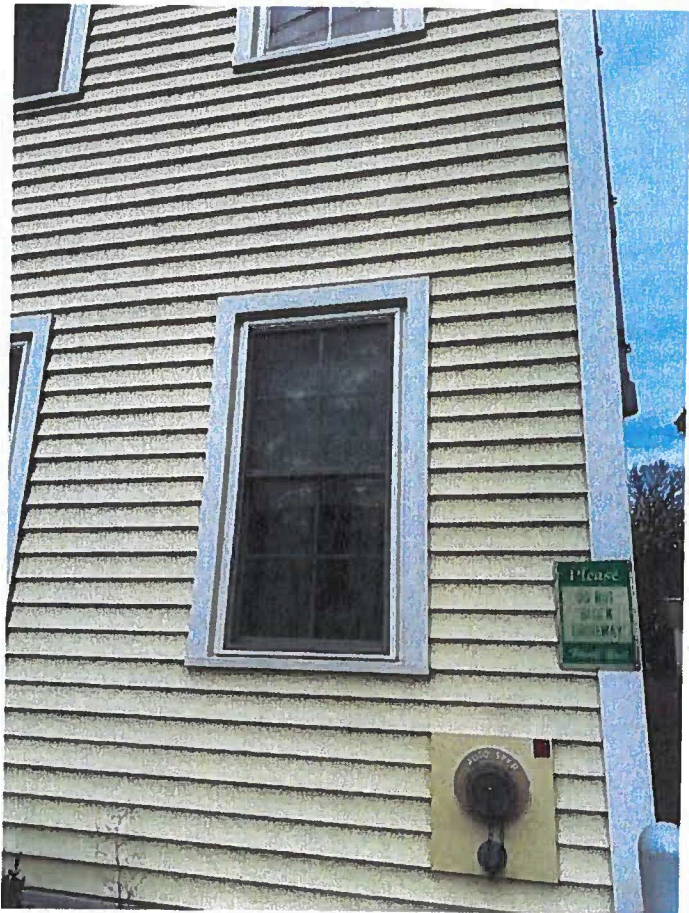
← 69 South St. Biddeford, Maine

OPPOSITE SIDE OF SOUTH ST.



Adjacent 70 South Street. Note hard corners using wood look composite boards
Instead of vinyl corner.

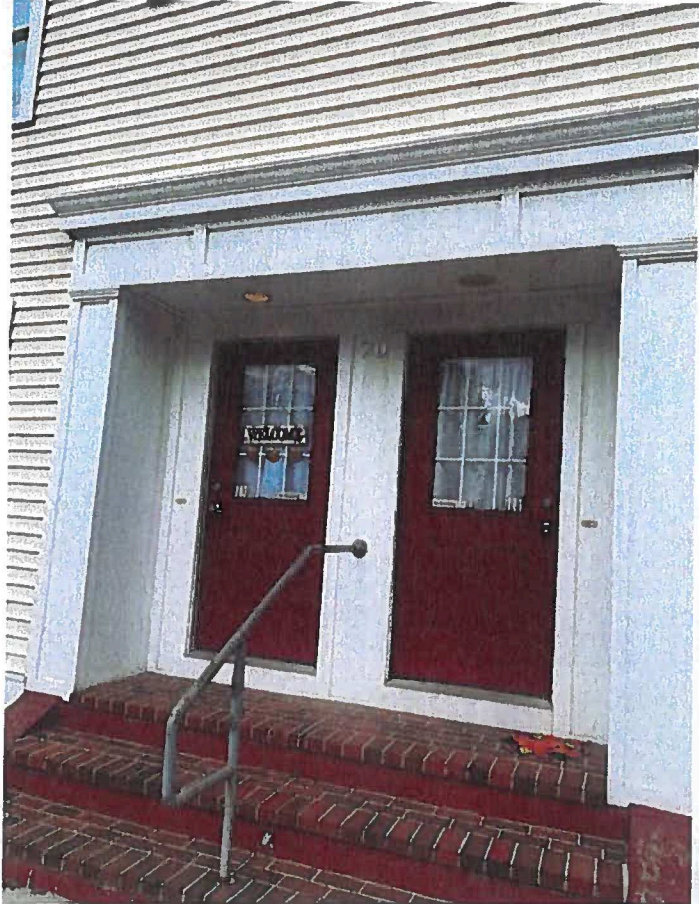
Also window trim is standard colonial look



Front view of 70 South.



Front entry to 70 South to be similar to new entry at 66 South



Front/left side of 66 South



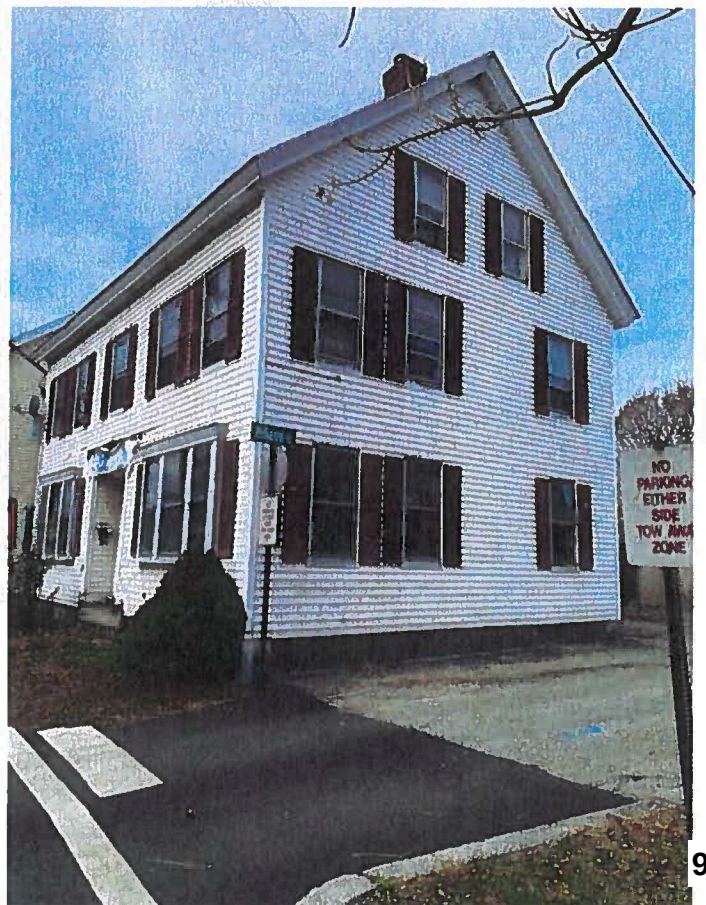
Existing front entry at 66 South



Back of 66 South



Front/right of 66 South



BIDDEFORD
HISTORIC PRESERVATION COMMISSION
RULES OF PROCEDURE AND CODE OF ETHICS

Adopted: XXX XX, 20XX; Effective: XXX XX 2022

1. GENERAL

A. Authority:

These Rules of Procedure and Code of Ethics are supplementary to the provisions of the *Part III (Land Development Regulations), Article XV (Historic Preservation Ordinance)* as it relates to the procedures of the Historic Preservation Commission (hereafter referred to as the “Commission.”).

B. Purpose:

The purpose of these Rules of Procedure and Code of Ethics is as follows:

- i. To establish a reasonable and consistent process for the Commission to consider, hear, and act upon the duties and responsibilities as outlined in *Part III (Land Development Regulations), Article XV (Commission Historic Preservation Ordinance)*;
- ii. To ensure fair and impartial treatment of each Applicant, Respondent, or Person who is interested in any proposed action of the Commission;
- iii. To promote the orderly and efficient conduct of public proceedings convened to decide such matters; and
- iv. To comply with applicable federal, state, and local laws.

C. Scope:

These Rules apply to the Commission’s conduct as it carries out its responsibilities, as outlined in *Part III (Land Development Regulations), Article XV (Historic Preservation Ordinance)*:

- i. Issue Certificates of Appropriateness for eligible activities identified;
- ii. Conduct and administer a survey and inventory to identify historically and architecturally significant areas, sites, structures, and landmarks;
- iii. Make recommendations, with public participation, for designation of historic properties;
- iv. Review nominations of properties to the National Register with public participation;
- v. Educate and inform the citizens and property owners in Biddeford concerning the historic and architectural heritage of the City;

- vi. Other preservation activities as required by the Ordinance; and,
- vii. Any combination of the above.

The Rules will guide the Commission's conduct of all other matters, as appropriate.

2. ADOPTION AND AMENDMENTS

These Rules of Procedure and Code of Ethics shall be adopted and may be amended following a Public Hearing by the Commission. The Public Hearing shall be legally noticed at least seven (7) days prior to the date of hearing. The notice shall contain the time, date, and place of hearing, and sufficient detail about the proposed changes as to give adequate notice of their content and import. If the proposed changes are extensive, a brief summary of the changes, together with an indication that a full text is available at the city clerk's office, shall be deemed adequate notice, provided that in fact sufficient copies of the text are made available.

3. MEMBERSHIP, TERMS OF OFFICE, REMOVAL FROM OFFICE, COMMISSION OFFICERS, VACANCIES, AND ALTERNATES

All requirements related to Commission Membership and related topics are contained in *Part III (Land Development Regulations), Article XV (Commission Historic Preservation Ordinance) Section 8.*

4. MEETINGS

A. Regular Meetings

- i. Regular Meetings of the Commission are posted in a Commission-approved schedule available online at www.biddefordmaine.org/planning. Regular Meetings are generally the second Wednesday of every month, with exceptions as indicated on the posted schedule.
- ii. Regular Meetings begin at 4:00 PM unless otherwise noticed.
- iii. The Regular Meeting of the Commission follows the Order of Proceedings:
 - A. Call to Order
 - B. Declaration of Quorum and determination of which associate member(s), if needed, will be voting.
 - C. Adjustments of the Agenda
 - D. Consent Agenda
 - E. Unfinished Business
 - F. New Business
 - G. Other Business

H. Adjournment

B. Workshops:

- i. Workshops are used for educational opportunities for the Commission.
- ii. Workshops can either be a separate meeting or can be a part of a Regular Meeting.
- iii. Since the purpose of Workshops is for Commission discussion, input from the general public is not permitted. Input from City Staff, other City Commissions and Committees is permitted at the discretion of the Chairperson, or upon motion, by majority vote of the Commission.

C. Special Meetings:

- i. Special Meeting may be called by the Chairperson, a majority of the Commission, or by the Municipal Officers.
- ii. Whenever possible, notice of a Special Meeting shall be announced at a prior meeting of the Commission.
- iii. Notice of a Special Meeting shall also be posted as required by *Part III (Land Development Regulations), Article XV (Historic Preservation Ordinance)*, except that notice seven (7) days prior is not required.

D. Site Walks

- i. Site walks may be scheduled at the discretion of the Commission or the Staff Liaison.
- ii. The purpose of a Site Walk is to collect information related to the physical factors of an activity under consideration by the Commission.
- iii. The Commission shall not make decisions during a Site Walk. Deliberation on the Site Walk may occur at the next meeting for which the application is posted.
- iv. Members of the public may attend Site Walks, but generally are not permitted to provide input or to ask questions unless allowed by the Chairperson. Such comments and questions shall only be provided through the Chairperson.
- v. The applicant and their agent are expected to attend a Site Walk. In the event that the applicant and/or their agent fails to appear at a scheduled Site Walk, the Commission may postpone said Site Walk until another time, to be determined by the Chairperson.

5. APPLICATION REVIEW, PUBLIC INPUT AND PUBLIC HEARINGS

A. Public Input at Regular Commission Meetings:

- i. The Historic Preservation Commission seeks public input in a fair and efficient manner that permits a thorough exploration of the issues of fact and law to be decided. Notice of meetings will be provided to Applicants and the public in order for them to review and prepare comments on staff reports and related applications for Certificate of Appropriateness.
- ii. Notice Requirements:
 - a. The Planning Office shall notify all abutters within 100 feet (minimum) of a project parcel. Notice shall also be provided to the applicant and all other parties who have requested notification.
 - b. Applications shall also be legally noticed as described in Part III (Land Use Regulations) Article XV (Historic Preservation Ordinance) Section 8 (Historic Preservation Commission memberships; meetings).
 - c. Additional notice may be provided at the discretion of the Staff Liaison.
- iii. The decisions of the Commission on applications will be based on conformance with applicable legal standards, Federal, State, and local laws and ordinances, and the evidence and argument submitted into the record of the meetings, whether in written, oral, or exhibit form. The Commission may also rely on the knowledge, experience, and observations of its members, and matters of common knowledge.

B. Presiding Officer:

- i. The Chairperson is the presiding officer at any public meeting or hearing held by the Historic Preservation Commission and has broad discretion to conduct meetings and hearings in any manner that establishes a complete administrative record and provides a reasonable opportunity for interested parties to be heard. In the event the Chairperson is absent for any reason, the Vice-Chairperson or another member, as elected, of the Commission will preside.

C. General Conduct of Public Hearings and Meetings:

- i. General:
 - a. The Commission welcomes testimony from the public and interested parties at its meetings and hearings. Where persons wish to bring to the Commission's attention complex data, reports, or arguments, it will be helpful to the Commission's consideration of this material if it is submitted in writing seven (7) days in advance of the hearing.
 - b. Those providing input at public hearings and meetings are advised to observe general rules of decorum and address only the issues

- before the Commission. Persons disrupting the proceeding may be asked to leave the room by the Chairperson.
- c. All questions from the public regarding an application shall be directed through the Chairperson. No direct discussion between the public and the applicant or their agents is permitted.
 - d. Individuals and organizations with comparable positions in support or opposition are encouraged to be brief and not provide duplicative comments.
 - e. Representatives of organizations such as City Commissions, Homeowner's Associations, etc. must state for the record at the outset of their presentation whether the organization has authorized the substance of what is being presented.
 - f. Individuals and organizations that have provided written comments or materials for Commission consideration are encouraged to avoid unnecessary duplication of the record by reading verbatim text as oral comments. They should instead use their oral comments to highlight important points contained in that text, or supplement the written comments with additional information that is relevant to the Commission decision.
- ii. Historic Preservation Commission Questions:
- a. A question by a member of the Commission will be in order at any time during a public meeting (before and after the public comment period) or public hearing. Commission members are encouraged to consolidate the questions put to any party in a manner that is efficient under the circumstances of each meeting or hearing.
 - b. In order to maintain order, all questions from members of the Commission shall be through the Chairperson. At the discretion of the Chairperson, Commission members may be permitted to directly ask questions of individuals or groups, if it felt that the doing so will benefit the Commission in making its decision.
- iii. Exhibits:
- a. Any exhibit, model, or demonstrative evidence presented by Planning Staff, the Applicant, or any other Person as an element of its oral or written testimony before the Commission, become the property of the City of Biddeford and will not be returned.
 - b. Persons who expect to present exhibits or other demonstrative evidence are encouraged to advise Planning Staff prior to the hearing so that appropriate arrangements can be made for its presentation.
- iv. Staff, Applicant, and Commission Responses and Commission Deliberations:
- Members of the public may respond to new issues or substantive changes that are presented after the public comment period or public hearing is closed. It shall be within the discretion of the Chairperson to determine whether a response is appropriate. In making this determination, the Chairperson shall decide whether

the response constitutes facts or information that could not have been presented during the public comment period and are related to such new issues or substantive changes.

- v. Commission Decisions:
 - a. A quorum shall be three (3) members of the Commission, including Alternates if sitting in place of a Regular Member of the Commission.
 - b. Decisions made by the Historic Preservation Commission for preservation activities shall be based on the United States Department of Interior's Standards of Rehabilitation as well as factors outlined in Part III (Land Used Regulations) Article XV (Historic Preservation Ordinance) Section 13 (Evaluation Standards for Certificate of Appropriateness).
 - c. No member absent from a significant portion of a public hearing or review of an application shall be qualified to vote upon the matter heard unless that member first certifies for the record that they have reviewed the entire record of any such portion of the hearing or review of an application during which they were absent and has fully informed themselves of the essential facts and issues of the matter being heard so as to be able to cast an informed and independent vote.
 - d. The Commission may approve, with or without conditions, or disapprove an application or item on the motion by any Commission member other than the Presiding Officer. Any motion for approval of an Application subject to conditions shall specify the conditions to which the approval is subject by either stating the Conditions or by Reference to the Planning Staff's Report.
 - e. Where a vote on a matter results in a failure to approve, or approve with conditions, the Commission shall immediately vote upon a motion to either postpone or deny the project. A motion to postpone shall specify additional information needed for consideration and future date and time for consideration.
 - f. Any one or more members of the Commission may file minority or dissenting reports in support of any position concerning any matter brought before the Commission.
- vi. Signatures of Plans, Findings of Fact, and Minutes
The Chairperson shall sign all approved Minutes and Findings of Fact. In the event that the Chairperson is absent, the Vice-Chairperson will sign the approved minutes and Findings of Fact.

6. CONSENT AGENDA

- A. Scope of Rule:

- i. The Commission may act without a public hearing to adopt any number of the following items consolidated for its consideration into a Consent Agenda:
 - a. To approve Minutes of Meetings; and
 - b. To adopt findings of fact related to an application that has been previously approved by the Commission.
- B. General Provisions:
 - i. There will be no public testimony and no debate or discussion by any member of the Commission regarding any item on the Consent Agenda, provided that a member of the Commission may seek clarification regarding a Consent Agenda item from the Planning Staff.
 - ii. The Commission shall act on any items on the Consent Agenda upon a single motion for approval supported by a vote in the affirmative by a majority of the members of the Commission present and voting provided that Commission members may not vote on an item if they did not participate in, or review the record of, the underlying Commission action.
 - iii. The vote to adopt a motion to approve the Consent Agenda constitutes the approval and adoption of each item included just as if it had been acted upon individually. If any Consent Agenda is not approved by the Commission, each item included on it is deemed severed and must be considered separately as items under unfinished Business.
- C. Removal of Items from Consent Agenda for Hearing:
 - i. Any item proposed for action by Consent Agenda may be removed from that agenda at the request of any member of the Commission. Any member of the public may request that an item be removed from Consent Agenda
 - ii. Prior to taking up a motion for approval of any Consent Agenda, the Chairperson will entertain the request by any member of the Commission to sever any item from consideration in connection with that agenda.
 - iii. Upon a request, the item shall be removed from the Consent Agenda, and the Commission may act on the matter under Unfinished Business.

7. CODE OF ETHICS

- A. Policy:

It is the policy of the Historic Preservation Commission of Biddeford to ensure that Commission members:

 - i. Are aware of their Responsibilities as Commission Members and representatives of the City of Biddeford;
 - ii. Are aware of and avoid what constitutes a conflict of interest or breach of trust; and
 - iii. Are aware of and avoid what constitutes an “Ex Parte (outside) communication”.
- B. Commission Member Responsibilities:

- i. To Serve the Public Interest:
 - a. The Historic Preservation Commission's purpose is to protect the historic and architectural heritage of the City's historically significant properties, landmarks, sites, and districts while accepting compatible new construction.
 - b. Appointment to the Commission, therefore, represents a public trust, giving a Commission member a responsibility to care for the general welfare of the City and an opportunity to help in shaping the present and future quality of life in the City of Biddeford.
 - c. Each Commission member's primary responsibility is to represent the best interests of the City. Commission members are therefore expected to keep consideration of the general public interest foremost during their deliberations. They should consider the interests of particular individuals or groups only in the context of their relationship to the general public interest.
 - d. Commission members are also expected to maintain an open mind to all viewpoints. They should not act as delegates of the particular neighborhoods, occupations, interest groups, or socio-economic groups of which they are a part.
 - e. Furthermore, the Commission often serves as a public forum for citizen participation and discussion of preservation issues important to the community. At such times, the Commission should attempt to draw out and clarify the positions of people on all sides of the issue, and to identify the relationship of such positions to the public interest.
- ii. To Acquire Adequate Information and Knowledge:
 - a. Each Commission member has the responsibility to acquire whatever information and knowledge is necessary to fully understand and make wise decisions and recommendations in the interest of the City. To this end, a Commission member is expected to depend on both his or her own personal background, experience, expertise, and familiarity with the City (especially that part of the City in which he or she resides), as well as the expertise and knowledge of, and information available to, City staff members.
 - b. Members are encouraged to expand their knowledge and understanding of preservation issues through such means as attending workshops and conferences and reading preservation-related literature.
 - c. Members are also encouraged to improve their understanding of current applications and issues by discussing them individually with Planning Staff, either over the phone or in person.
 - d. At Commission meetings, members have the responsibility to insist that they are provided (by an applicant, interested party, or

the staff) information of sufficient scope and depth to allow them to fully understand the issues before the Commission and the alternative actions available to the Commission. If the application, staff report, and other documents submitted to the Commission regarding a particular item are insufficient to enable a Commission member to fully understand the issues immediately before the Commission, that Commission member has the responsibility to ask questions of, or request additional information from, the applicant, other interested parties, and the staff (as appropriate) to acquire the necessary understanding.

iii. To Be Fair:

- a. The Commission also has the responsibility to ensure that its decision-making process is fair. This means that persons likely to be interested in a particular subject coming before the Commission must be provided adequate and timely notice of the meeting at which the Commission will review the subject, an opportunity to attend that meeting and present views and information concerning the subject, and an opportunity to know the information and considerations on which the Commission bases its action concerning the subject.
- b. Fairness also requires that Commission members avoid any bias or the appearance of any conflict of interest in their decisions, that the Commission act in a timely manner, that the Commission keep full and accurate records of its proceedings, and that the Commission establish and make available the ground rules under which it conducts business (i.e., Rules of Procedure).

iv. To Make Rational Decisions:

- a. The Commission has the responsibility to ensure that the decision-making process it applies to any issue before it is not only rational, but is also perceived as rational. This means the Commission's decision should consist of conclusions that are based on findings related to the standards, policies, and considerations applicable to the particular type of decision.
- b. Furthermore, such findings should be supported by information available to the Commission, whether it is information contained in an application, staff report, or other document submitted to the Commission, or included in any testimony presented before the Commission, or explicitly stated by a Commission member from his or her personal observations, knowledge, or experience.

C. Conflict of Interest:

- i. To preserve public confidence in the integrity of the Historic Preservation Commission and the City's governmental process, each Commission member shall have the duty to avoid even the appearance of a conflict of interest. A Commission member, therefore, shall ask to be excused from

participation in any matter before the Commission in which the member's impartiality might reasonably be questioned, including, but not limited to, instances where:

- a. Maine Statutory Conflict of Interest (Title 30-A, Section 2605):
The Commission member (1) is an “officer, director, partner, associate, employee or stockholder of a private corporation, business or other economic entity” which is making the application to the Commission and (2) is “directly or indirectly the owner of at least 10% of the stock of the private corporation or owns at least a 10% interest in the business or other economic entity”; or
 - b. The Commission member has a personal bias or prejudice concerning any interested party, or representative of a party, to a matter before the Commission; or
 - c. The Commission member has a close personal or financial relationship with any party or party representative; or
 - d. The Commission member, or a member of the member's household, has a personal or financial interest that may be substantially affected (directly or indirectly) by the Commission's action on the matter.
- ii. If a Commission member feels that they may have a conflict of interest on a particular item or issue, he or she shall declare the nature of such conflict and ask to be excused from participating on the item or issue related to the conflict. The remaining Commission members, by majority vote, shall determine whether such a conflict exists and whether said member may excuse themselves from further deliberations on the item or issue.
 - iii. If any other person questions the impartiality of a Commission member before or during the Commission's consideration of a matter, the Chairperson shall treat this as a request that the member be excused from participation. Any request that a Commission member be excused from participation must disclose the basis for the request. The remaining Commission members, by majority vote, shall determine whether such a conflict exists and whether said member may excuse themselves from further deliberations on the item or issue. If the Commission finds that an actual or apparent conflict of interest does not exist, the member shall be allowed to fully participate in the matter. No actual or apparent conflict of interest shall be deemed to exist where the matter would similarly affect all citizens of the City of Biddeford, or where Maine Statutory Conflict of Interest does not exist or that the Commission member's bias, prejudice, relationship, or interest is so insignificant or so remote that it is unlikely to affect the member's actions in any way.
 - iv. If excused from participation in a matter, a Commission member may not sit with the Commission during its consideration of the matter, and may not vote on the matter, but may take a seat in the audience and participate as a member of the public.

- v. In no instance shall a Commission member be excused from deliberations and voting on an item or issue merely due to unwillingness to vote on the issue at hand and where no conflict of interest is found to exist.
- D. Ex Parte (Outside) Communications:
- i. To preserve public confidence in the fairness of Commission deliberations and decisions, the Commission should ensure that the public and interested parties have the opportunity to know, and respond to, all information the Commission considers in making its decisions. The Commission should also ensure that each Commission member has the opportunity to know and consider the information available to other Commission members.
 - ii. When considering items or issues in the public process, the Commission deals with parties who are directly affected by the Commission's decision (such as the applicant and neighbors of a proposed project). Each of these interested parties need the assurance that other interested parties will not have unfair advantage in presenting their version of the relevant facts or concerns to the Commission. In such cases, therefore, Commission members shall avoid communicating with applicants or other interested parties about the proposal except at the Commission meetings (I.e., an "Ex Parte communication") at which the proposal is being considered.
 - iii. Ex Parte communications can occur in person, via telephone, fax, e-mail, or other method of communication.
 - iv. A Commission member who is approached with an Ex Parte communication should actively discourage the person from doing so and encourage the person to submit the information to the Commission in writing or through oral testimony at a Commission meeting. The Commission member should explain that, by providing information outside the public meeting, the person may be causing constitutional due process problems with the Commission's process and that the Commission may not legally be able to consider the information the person is trying to present.
 - v. If a Commission member receives unsolicited communications about an item or issue, outside of a Commission meeting, the member has the duty to reveal the communications during the Commission's consideration of the proposal. This ensures that the communicated information will become part of the record and that other Commission members and interested parties will have an opportunity to consider and refute the information.
 - vi. Under no circumstances should Commission members meet with someone representing just one side of an item or issue outside a Public Meeting setting. Further, Commission members should not discuss an application with a Code Enforcement Officer, City Engineer, or other City of Biddeford Staff Member, other than Planning Staff, outside a Public Commission meeting in order to avoid due process problems. If a Commission member has questions that involve City of Biddeford Staff

- Members, other than Planning Staff, they shall only be directed through Planning Staff.
- vii. Planning Staff shall ensure that any communications between Commission members and themselves that constitutes an Ex Parte communication is revealed to the entire Commission at the next available Public Meeting for which that item is discussed.

I hereby acknowledge receiving, reading and understanding these Historic Preservation Commission Rules of Procedure and Code of Ethics. I fully understand the provisions contained herein and will perform my duties as a Biddeford Commission Member in accordance with these Rules of Procedure and Code of Ethics.

Historic Preservation Commission Member Signature

Date