

City of Biddeford
Historic Preservation Commission
August 12, 2020 4:00 PM Join Zoom Meeting
<https://biddeford.zoom.us/j/8629181178>

Meeting ID: 862 918 1178
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+(Chicago)

Dial by your location
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+1 646 558 8656 US (New York)
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Meeting ID: 862 918 1178
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- 1. Adjustments to the Agenda**
- 2. Unfinished Business**
- 3. New Business**
 - 3.1. Approval of Minutes July 15, 2020
[HPC Minutes 07152020.pdf](#)
 - 3.2. Biddeford Housing Authority 73 Bacon Street
[2020.23 HPC 73 Bacon St Application.pdf](#)
[2020 HPC.23 73 Bacon Street FOF.pdf](#)
[2020.23 HPC 73 Bacon St SR.pdf](#)
- 4. Other Business**
- 5. Adjourn**



CITY OF BIDDEFORD

Planning & Development Department

HISTORIC PRESERVATION COMMISSION MINUTES

Date: July 15, 2020
Time: 4:00 PM
Location: Zoom Webinar

Meeting Called to order 4:01 PM by Chair Aurelie Wallach.

Members Present: Aurelie Wallach, Chair
Jeff Cabral, Vice Chair
Leah Schaffer
Catherine Glynn
Steven Burr
Brad Favreau, City Staff

Members Absent: Priscilla McGuire
Carina Walter

Also present: Gail Wilkerson, Lead Paint Hazard Control Manager
Janusz Jania, Property Owner
Team from Community Concepts

1. Adjustments to the Agenda – None
2. Vote to approve June 24, 2020 minutes: Unanimous
3. New Business – : 20 Wentworth Street – Lead Hazard Control

New Item:

A. 2020.21 HPC Janusz Jania, with Community Concepts proposes to conduct lead hazard control for a four-unit residential building at Wentworth Street.

Community Concepts represents the owner as they are licensed in lead abatement.

A child living in this building has previously tested positive for lead poisoning.

This project is the first of the city's lead Hazard Control program administered by Gail Wilkerson.

There was some discussion about the survey and contributing versus non-contributing buildings. Some members felt that this triple decker should be considered as a contributing

structure. Until a new survey is conducted, the commission must adhere to the Russell Wright survey now in used.

The applicant and Wilkerson explained the scope of work to be performed under this program.

The applicant assured the commission that the decorative canopy brackets at the door on the Wentworth Lane side of the building will be scraped and repainted, not encapsulated in aluminum stock.

Glynn discussed the need to scrape and repaint the garage, as opposed to installing vinyl siding. The age of the garage is indicative of the time when our culture moved from pedestrian mobility to auto mobility. Glynn also discussed the garage doors, being carriage-type not overhead doors should be rebuilt not replaced by metal overhead doors.

Cabral asked if the commission can require an applicant to repaint, rather than re-side, a building.

Favreau responded by reading a passage from the ordinance:

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;

Schaffer indicated that a carpenter could replicate existing doors in wood in only a few days.

Burr suggested that only one leaf of the carriage doors needs to operated, as the owner indicated that the garage is used for storage only. No cars will be parked there.

Favreau asked about the budget for this project. Wilkerson responded that the budget is \$10,000 for three of the four units, and that the scope of work as presented is estimated to cost \$24,000.

Glynn stated that repainting the garage rather than residing it would set an important precedent for the commission and the city.

Burr inquired about the condition of the garage roof. Because it is not good condition, he felt that this project does not go far enough to upgrade the property. Wilkerson explained that money spend under the program she manages can only be used for lead paint hazard control work.

Cabral asked procedural questions.

Discussion moved to a motion.

Schaffer moved to grant certificate of appropriateness for lead hazard control at 20 Wentworth Street based on materials presented with the following conditions:

- Feasibility of amending the project to scrape old paint and apply new paint to garage and;
- the character of the existing garage doors is maintained either by rebuilding or replicating existing doors

Cabral seconded the motion.

Vote: Five in favor, Burr opposed

Motion amended (Schaffer moved, Cabral seconded the motion)

The applicant will perform due diligence in estimating the cost of this motion as made with conditions. If cost estimate exceeds the project budget the commission will approve as originally presented.

Vote: Five in favor, Burr opposed

After discussion of this project, the commission discussed the need for an updated survey, and the need to achieve Certified Local Government status by the Maine State historic Preservation Office.

Aurelie Wallach adjourned the meeting at 5:40 pm.

Historic Preservation Commission Chair

Date

BIDDEFORD HOUSING AUTHORITY

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

Greg Tansley, City Planner
City of Biddeford
P.O. Box 586
Biddeford, ME 04005

July 28, 2020

Re: St. Andres Rectory, 73 Bacon St. – Historic Re-Review

Dear Greg:

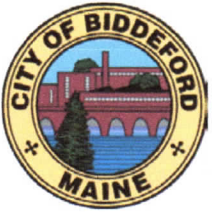
This letter is a formal request for review of the back porch renovation of 73 Bacon Street, formerly known as the St. Andres Parish Rectory and currently fully leased and occupied

As you may remember, the plans have been approved by the National Park Service as part of the St. Andres Parish complex, which is now on the National Registry of Historic Places. The exterior and interior improvements were completed in keeping with the historic nature of the building, while allowing for fire and safety upgrades.

This specific review, relates only to the porch repairs taking place as part of the lead abatement work on the building. No site work is anticipated. Attached is the complete application. Please schedule us for the next available meeting.

Thank you,


Guy M. Gagnon
Executive Director



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 (\$140.00 fee)
☐ Certificate of Appropriateness – Subcommittee Review

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

Applicant's/Owner's Information:

Applicant's Name: Biddeford Housing (BHA)
Applicant's Address: 22 South St. Biddeford Me. 04005
Applicant's Phone(s): 207 282-6537 (x 401)
Applicant's E-mail: ggagnonbha@maine.mn.com
Applicant's Legal Interest in the Property:

☒ Owner ☐ Purchase and Sale ☐ Lease/Rental Agreement

Owner's Name: _____
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 Exec. Dir.
Agent's Address: _____
Agent's Phone(s): _____
Agent's E-mail: _____

Attach separate pages where multiple representatives are involved.

Project Information:

Project Address: 73 Bacon St.
Project Zone: MISRD-2 Existing Use of Property: Rental
Project Tax Map(s): 39 Project Lot Number(s): 130

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: Replacement of porch door, repair of structure as needed, repair, repair railing as needed.

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

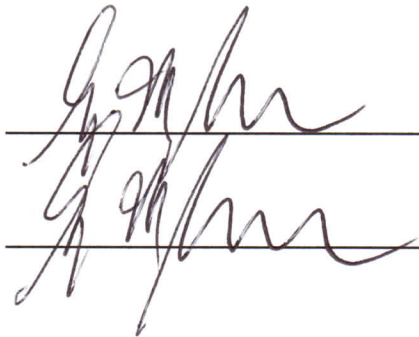
- ☐ Moving of structures or objects on the same site or to another site
- ☐ Any demolition or relocation of a landmark contributing and/or contributing structure within a district

If FULL COMMITTEE Review is required - 10 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)

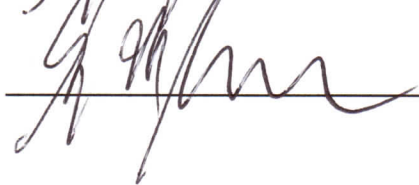
Note: Where Subcommittee Review is applicable, only 3 Copies of the above should be submitted.

Signature of applicant:



Date: 7/29/2020

Signature of property owner:



Date: 7/29/2020



PROJECT: 21504.07
 WJB
 GLH
 CHECKED BY: MCF
 DESIGNED BY: WJB

BIDDEFORD HOUSING AUTHORITY
 22 SOUTH STREET
 Biddeford, Maine 04005

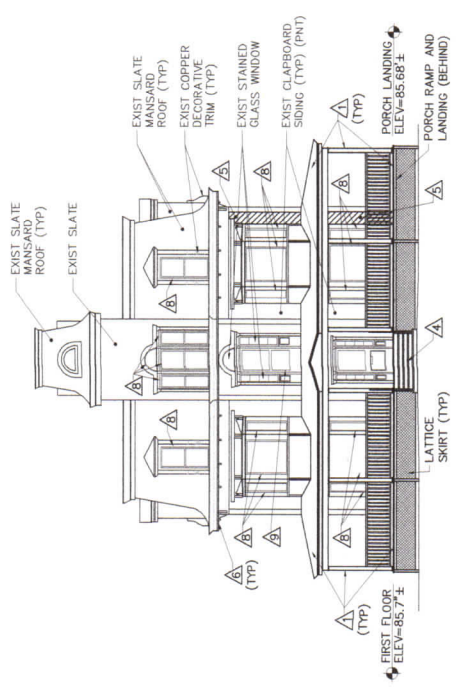
BIDDEFORD HOUSING AUTHORITY
 73 BACON STREET
 BIDDEFORD, MAINE 04005

REHABILITATION OF
 73 BACON STREET
 BIDDEFORD, MAINE 04005

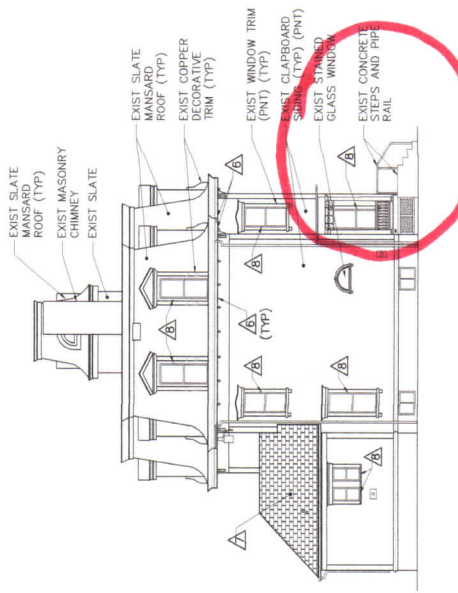
SCALE: AS NOTED
 DATE: 12 MAY 2016
 DWG: AE201
 SHEET: 25 OF 56

GENERAL NOTES

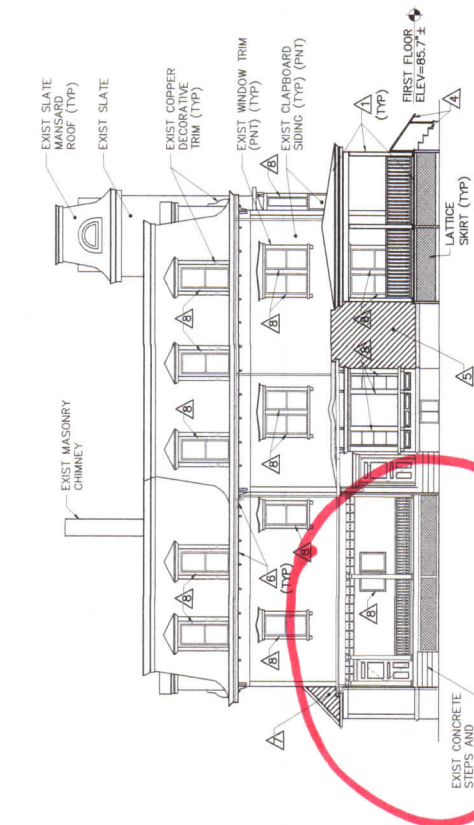
- CONTRACTOR SHALL FIELD VERIFY FINISHED FLOOR ELEVATION (F.F.E.) AND FINISHED GRADE ELEVATIONS ASSOCIATED WITH EXTERIOR RAMP AND REPORT AND DISCREPANCY TO THE ARCHITECT.
 - PROTECT EXISTING CONSTRUCTION TO REMAIN.
 - CUT PATCH EXISTING CONSTRUCTION AS REQUIRED TO ACCOMMODATE NEW WORK.
 - PAINT ALL EXISTING AND NEW CLAPBOARD SIDING AND WOOD TRIM.
 - PROTECT AND PRESERVE AS MUCH ORIGINAL CONSTRUCTION AS POSSIBLE, AS INDICATED.
- KEYNOTES (THIS SHEET ONLY)**
- △ PROVIDE WOOD FRAME PORCH WITH CONCRETE FOUNDATION, WOOD RAILING, AND MEMBRANE ROOF (PNT).
 - △ PROVIDE EXTERIOR RAMP AND PIPE HANDRAIL. SEE SHEET AE401.
 - △ PROVIDE WOOD FRAME PORCH WITH CONCRETE FOUNDATION, AND WOOD GUARDRAIL.
 - △ PROVIDE WOOD STEPS AND METAL HAND RAILS (PNT). SEE DETAIL 7/AE401.
 - △ REPAIR/PROVIDE CLAPBOARD SIDING TO MATCH EXISTING (PNT).
 - △ REPAIR DAMAGED SOFFIT (PNT).
 - △ PROVIDE ASPHALT SHINGLE ROOF SYSTEM, AND MTL. SIDE WALL FLASHING.
 - △ REFURBISH WINDOW AND COUNTER BALANCE SYSTEM FOR PROPER OPERATION. REPLACE WINDOW HARDWARE, GLAZING AND PUTTY AS REQUIRED (ALLOWANCE NO. 1).
 - △ REFRESH DOOR, PROVIDE COVER PLATES AT HARDWARE OPENINGS, FIX IN PLACE.



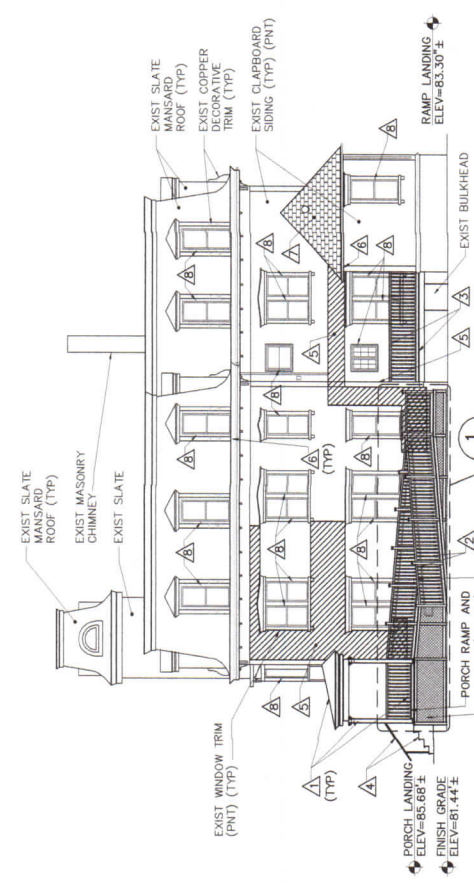
1 NORTH ELEVATION
 AE101_AE102 SCALE: 1/8"=1'-0"



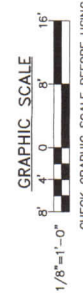
2 SOUTH ELEVATION
 AE101_AE102 SCALE: 1/8"=1'-0"



3 WEST ELEVATION
 AE101_AE102 SCALE: 1/8"=1'-0"

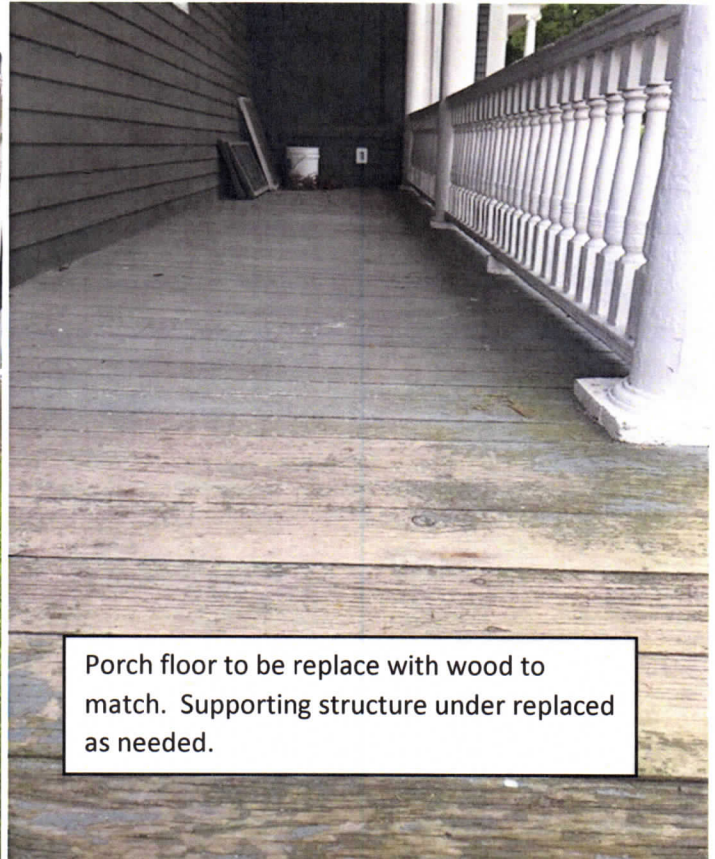


4 EAST ELEVATION
 AE101_AE102 SCALE: 1/8"=1'-0"





Existing porch with spindles and trim to be saved, secured, and repaired.



Porch floor to be replaced with wood to match. Supporting structure under replaced as needed.



Front porch completed previously per NPS guidelines and approval. Skirting on back porch to match this.



Side view of back porch being repaired and subject of this review.



CITY OF BIDDEFORD

2016 HPC.06

PLANNING DEPARTMENT

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

HISTORIC PRESERVATION COMMISSION REPORT

TO: Aurelie Wallach, Chair & Members of the Biddeford Historic Preservation Commission

FROM: Greg Tansley, AICP, City Planner

DATE: April 11, 2016

RE: **NEW BUSINESS ITEM #B – 2016 HPC.06** for Biddeford Housing Authority to do exterior renovations at 73 Bacon Street (old St Andres Parish Rectory) (Tax Map 39, Lot 130-1) in the MSRD-2 zone.

MEETING DATE: April 13, 2016 @ 4:00 PM

1. INTRODUCTION

The applicant, Biddeford Housing Authority, is planning to do fairly extensive renovations of the former parish rectory at 73 Bacon Street. 73 Bacon Street is now on the National Historic Register and the project will have to meet the Department of the Interior Rehabilitation Standards.

Please see the application package for detailed information about the proposal.

The following are pictures of the existing building:

Picture 1: Contextual View:



Picture 2: Front view looking north-west:



Picture 3: Side view looking north-east (obscured by tree):



2. PROJECT DATA/INFORMATION

	<i>SUBJECT</i>	<i>DATA/INFORMATION</i>
1.	Applicant:	Biddeford Housing Authority 22 South Street Biddeford, ME 04005
2.	Owner of Property:	Biddeford Housing Authority 22 South Street Biddeford, ME 04005
3.	Contractor:	Unknown
4.	Project Location:	73 Bacon Street
5.	Project Tax Map #/Lot #:	Tax Map 39, Lot 130
6.	Existing Zoning:	MSRD-2
7.	Overlay Zoning:	Biddeford Historic District.
8.	Contributing/Non-contributing:	Non-Contributing (The Survey did not involve this area of the City). The building is on the National Register of Historic Places.
9.	Existing Use:	Vacant
10.	Proposed Use:	3 Residential Units and a Community Center
11.	Approvals Required:	Certificate of Appropriateness
12.	Uses in the Vicinity:	Church, Mixed Residential
13.	Other Permits Obtained:	None
14.	Historic Preservation Commission Review History:	April 13, 2016 Review Meeting. The Meeting notice was posted in City Hall 4/4/16; Journal Tribune posting 4/6/16; Mail Notices to all abutters within 100' sent 4/4/16 – 7 notices sent.

3. EXISTING CONDITIONS

See pictures above.

4. PROJECT PROPOSAL

See attached application package for a detailed proposal.

5. PUBLIC COMMENT

This report was generated on April 11, 2016 and to date there has been no public input.

6. STAFF RECOMMENDATION

If the Board 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.

7. SAMPLE MOTIONS

- A. Motion to approve the Certificate of Appropriateness for the Biddeford Housing Authority at 73 Bacon Street (Tax Map 39, Lot 130) for a remodeling and repair project based on the

materials submitted and described in the Staff Report dated April 11, 2016 and conditioned on the following:

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

**FINDINGS OF FACT AND CONCLUSIONS OF LAW
CERTIFICATE OF APPROPRIATENESS**

CITY OF BIDDEFORD – 73 Bacon Street

Pursuant to the provisions of the City of Biddeford Land Development Regulations, Articles XV (Historic Preservation Ordinance) the Biddeford Historic Preservation Commission has considered the application of the City of Biddeford to conduct various exterior alterations at 73 Bacon Street, including supportive data, public hearing testimony and related materials contained in the record. Based on the materials submitted, Public Comment, and Staff's review and recommendation, the Historic Preservation Commission makes the following Findings of Fact and Conclusions of Law:

Findings of Fact:

	<i>SUBJECT</i>	<i>DATA/INFORMATION</i>
1.	Applicant:	Guy Gagnon Biddeford Housing Authority 22 South Street Biddeford ME 04005 (207) 282-6537 ggagnonbha@maine.rr.com
2.	Owner of Property:	Biddeford Housing Authority 22 South Street Biddeford ME 04005 (207) 282-6537 ggagnonbha@maine.rr.com
3.	Contractor/Developer:	Biddeford Housing Authority 22 South Street Biddeford ME 04005 (207) 282-6537 ggagnonbha@maine.rr.com
6.	Project Agent/Architect:	none
5.	Project Location:	73 Bacon St
6.	Project Tax Map #/Lot #:	Tax Map 39, Lot 130
7.	Existing Zoning:	MSRD-2
8.	Overlay Zoning:	Biddeford Historic District.
9.	Contributing/Non-contributing:	Contributing
10.	Existing Use:	Residential and Office
11.	Proposed Use:	Residential and Office
12.	Proposed Project:	Porch Renovations
13.	Approvals Required:	Certificate of Appropriateness
14.	Uses in the Vicinity:	Mixed Use
15.	Other Permits Obtained:	None

16.	Historic Preservation Commission Review History:	August 12, 2020 Meeting: The notice was posted in City Hall and on the city website on August 3, 2020. Mailing notices were also sent out to all abutters within 100' on August 3, 2020 – __ notices were sent out.
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Conclusions of Law:

1. The building or structure has been identified by the Historic Preservation Commission (hereafter referred to as "the Commission") as contributing.
2. The proposed project is consistent with the Biddeford Historic Preservation Ordinance, particularly the evaluation standards contained in Part III (Land Development Regulations, Article XV (Historic Preservation Ordinance), Section 11 (Evaluation standards for certificate of appropriateness).

Approval Granted:

Based on the evidence available and the conclusions above, the Biddeford Historic Preservation Commission approves the Certificate of Appropriateness for the proposed project summarized above and evidenced in the file located at 73 Bacon Street in accordance with the submitted application, supporting data, representations made, other related materials on file, and the following Conditions of Approval:

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

Historic Preservation Commission
Chairperson

Date



CITY OF BIDDEFORD PLANNING DEPARTMENT

2020.23

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: Aurelie Wallach, Chair & Members of the Biddeford Historic Preservation Commission

FROM: Brad Favreau, Economic Development Coordinator

DATE: August 5, 2020

RE: ITEM #B: 2020.23 HPC – Public Hearing – Biddeford Housing Authority, repair and replace elements of rear porch at 73 Bacon Street (Tax Map 39, Lot 130) in the MSRD-2 zone.

MEETING DATE/TIME: August 12, 2020 @ 4:00 PM

1. INTRODUCTION

The applicant proposes replace porch structure and trim elements on the northwest (Sullivan Street) side of the building. This building is not listed in the Russell Wright survey, as the property is beyond the bounds of the geographic area surveyed. However, this building is a part of St. Andre's Parish which was placed on the National Register of Historic Places in 2015.

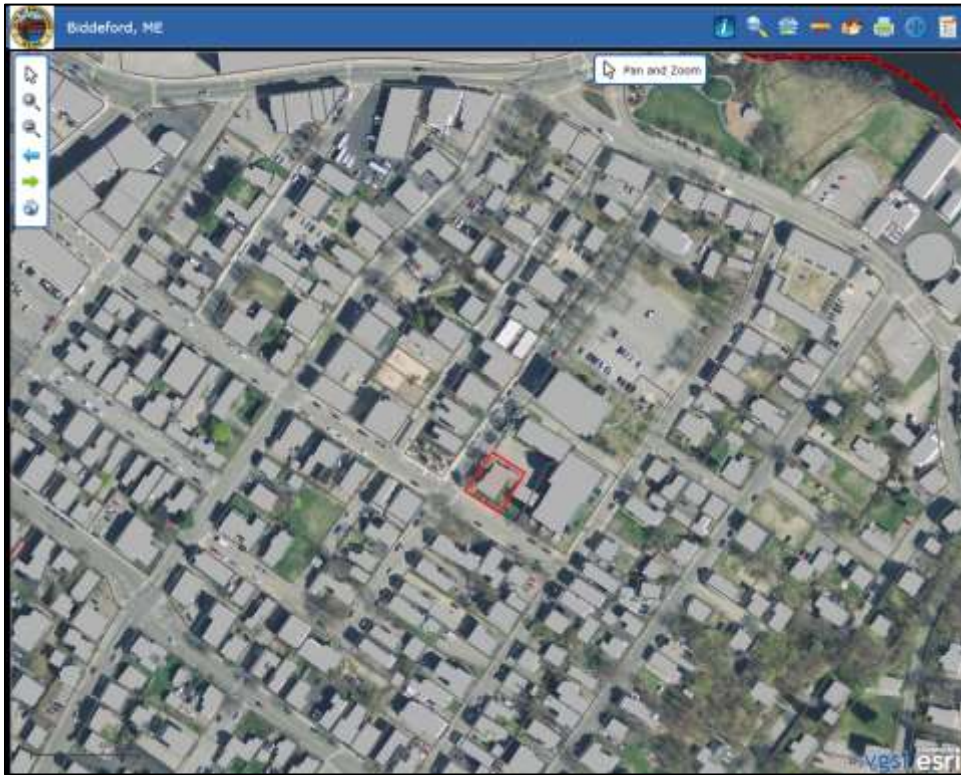
2. PROJECT DATA/INFORMATION

	<i>SUBJECT</i>	<i>DATA/INFORMATION</i>
1.	Applicant:	Guy Gagnon Biddeford Housing Authority 22 South Street Biddeford ME 04005 (207) 282-6537 ggagnonbha@maine.rr.com

2.	Owner of Property:	Biddeford Housing Authority 22 South Street Biddeford ME 04005 (207) 282-6537 ggagnonbha@maine.rr.com
3.	Contractor/Developer:	Biddeford Housing Authority 22 South Street Biddeford ME 04005 (207) 282-6537 ggagnonbha@maine.rr.com
6.	Project Agent/Architect:	none
5.	Project Location:	73 Bacon St
6.	Project Tax Map #/Lot #:	Tax Map 39, Lot 130
7.	Existing Zoning:	MSRD-2
8.	Overlay Zoning:	Biddeford Historic District.
9.	Contributing/Non-contributing:	Contributing
10.	Existing Use:	Residential and Office
11.	Proposed Use:	Residential and Office
12.	Proposed Project:	Porch Renovations
13.	Approvals Required:	Certificate of Appropriateness
14.	Uses in the Vicinity:	Mixed Use
15.	Other Permits Obtained:	None
16.	Historic Preservation Commission Review History:	August 12, 2020 Meeting: The notice was posted in City Hall and on the city website on August 3, 2020. Mailing notices were also sent out to all abutters within 100' on August 3, 2020 – ___ notices were sent out.

3. EXISTING CONDITIONS:

The project property is located on the corner of Bacon Street and Sullivan Street. It formerly served as the rectory for St. Andre's Parish, and is a good example of Second Empire architecture. Biddeford Housing Authority purchased the building in 2014 and began renovations in 2016. That project, which did not include elements of this project, came before the HPC on April 13, 2016. A Certificate of Appropriateness was issued for the scope of work presented at that time. The building now house residential units and office space.



Source: "73 Bacon Street". <http://gis.vgsi.com/BiddefordMEMap/index.html?pid=4584>.
 Accessed Date: 7/31/2020.



Source: "73 Bacon Street, Biddeford, Maine." 43°29'26.29" N 70°27'02.87" W. **Google Earth Street View**. Imagery Date: 8/2011. Accessed Date: 7/31/2020.



Source: "73 Bacon Street, Biddeford, Maine." 43°29'26.11" N 70°27'02.82" W. **Google Earth Street View**. Imagery Date: 06/2019. Accessed Date: 7/31/2020.

4. PROJECT PROPOSAL

The applicant proposes to:

- a. Repair floor structure of porch located at the northwest corner of the building;
- b. Replace porch floor boards as needed;
- c. Repair railing as needed, by re-attaching existing balusters that have loosened or detached from the rails;
- d. Replace decorative lattice below the flooring;
- e. Replace trim pieces surrounding lattice.

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:

- Recommend that the Historic Preservation Commission review the application materials and consider the application for approval, approval with conditions, or denial.
- Scope of work is minimal, however, care must be taken as this building is now listed on the National Register of Historic Places.

8. STAFF RECOMMENDATION

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 73 Bacon Street for the repair and replacement of rear porch elements 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. _____