



City of Biddeford
Historic Preservation Commission

August 13, 2025 at 4:00 PM
City Hall Council Chambers & Zoom

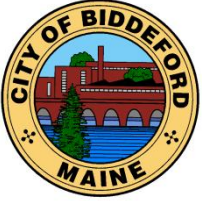
[Join Zoom Meeting Online](#)

Or call in by phone: +1 312 626 6799

Meeting ID: 950 4356 2174

Passcode: 011116

1. Adjustment(s) to Agenda
2. Approval of Meeting Minutes
 - 2.a Approval of Meeting Minutes for July 9, 2025
3. New Business
 - 3.a 2025.22 HPC Review for SarahBeth Libby to replace ten select windows at the rear of 65 High Street, Tax Map 39, Lot 238 in the MSRD-2 Zone.
4. Discussions
 - 4.a 2025 CLG Grant
 - 4.b River Jam-Need Volunteers for Tabling/Public Outreach
5. Adjourn



CITY OF BIDDEFORD

Planning and Development Department

Brad Favreau
Economic Development Coordinator
205 Main Street
P.O. Box 586
Biddeford, ME 04005
(207)-282-7119 or (207)-284-9115
Brad.Favreau@biddefordmaine.org

HPC MEETING
June 11, 2025
Meeting Minutes
4:00
DRAFT

Staff Members in attendance: Brad Favreau

Meeting brought to order 4:00 PM

Quorum/Voting Members in attendance: Leah Schaffer, (Chair), Erin Ware (Vice Chair), Julie Larry, & Shannon Chisholm

Chair called to order at 4:02 PM

1. Adjustments to the Agenda
2. Approval of Meeting Minutes-Approval of Meeting Minutes from May 28 & June 11, 2025

MOTIONS: 4: 00PM

Larry asked if the minutes from June 11, 2025, be adjusted to correct the spelling of Ryan Senatore's name.

Motion- Larry- Approval of Meeting Minutes with mentioned adjustment.

Second-Ware

Vote-Unanimous

3. Unfinished Business
4. New Business

4.a.2025.20 HPC Review for Grant Kassel to replace two windows at the rear of 215 Main Street, Tax Map 38, Lot 134 in the MSRD-1

- The condition of the existing windows was discussed
- Shannon asked if the new sash and frame profile will be similar to the existing windows. Answer is as close as possible.
- The commission felt that the location of the windows are in a low visibility area of the home therefore vinyl does not diminish the historic integrity.

MOTION:

Motion-Ware-Motion to approve Certificate of Appropriateness for Grant Kassel to replace two rear windows at 215 Main Street, based on materials and assertions submitted, and conditioned that all permits must be obtained from Code Enforcement prior to beginning any work.

Second-Chisholm

Vote-unanimous

5. Other Business

5.a Design Guidelines – Complete and approved by MHPC

- Design Guidelines are complete and on the website

- Chisholm suggested implementing postcards with a QR code on it taking the user directly to the guidelines.

5.b Next Steps – Identify candidates for local historic landmark designation

- Local landmarks identified: Tattle Corner, Green Street, Tull Building, Railroad Trussel, Deering Lumber Building (Spring’s Tavern), Portland Glass Building (150 Alfred St.)
- Public Engagement-attending the River Jam on August 16, 2025

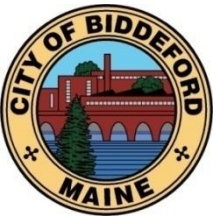
6. Adjourn 5:20 PM

Chair: Historic Preservation Commission

Date

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

DRAFT



2025.22

CITY OF BIDDEFORD PLANNING DEPARTMENT

205 Main Street PO Box 586 Biddeford, ME 04005 (207) 284-9115

HISTORIC PRESERVATION COMMISSION REPORT

TO: The Biddeford Historic Preservation Commission

FROM: Brad Favreau, Economic Development Coordinator

MEETING DATE: Wednesday August 13, 2025 PM

RE: **Item 3.a: 2025.22 HPC Review for SarahBeth Libby to replace select windows** at 65 High Street, Tax Map 39, Lot 238 in the MSRD-2 Zone.

1. INTRODUCTION

The applicant proposes to replace ten select windows in this 2-unit multi-family residential structure.

The building as it appears in the Assessor's Vision database, dating from circa 2000.

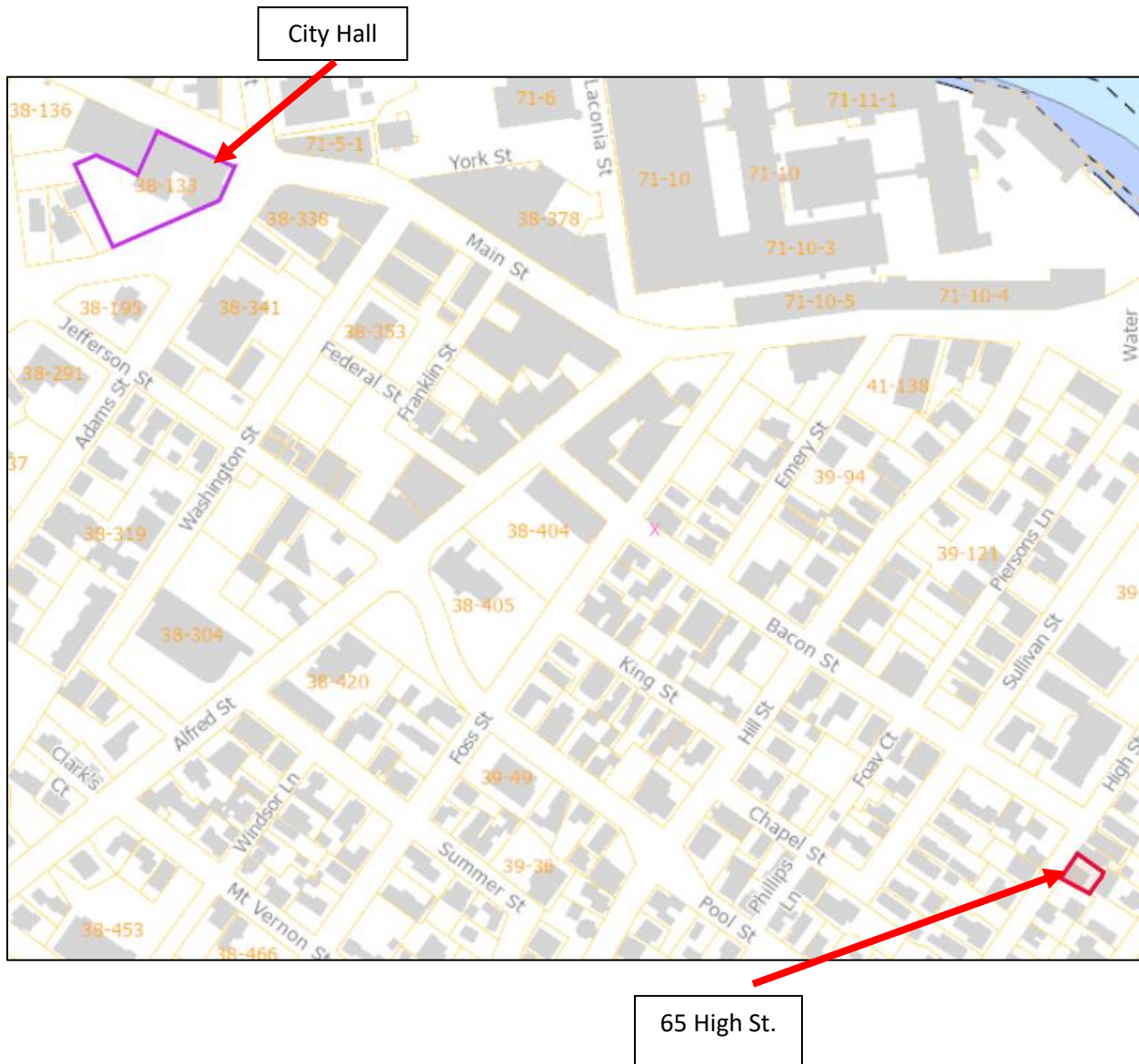


2. PROJECT DATA/INFORMATION

	<i>SUBJECT</i>	<i>DATA/INFORMATION</i>
1.	Applicant:	SarahBeth Libby 65 High St #1 Biddeford ME 04005 sarahbeth.libby@gmail.com
2.	Owner of Property:	Same as Above
3.	Agent:	N/A
4.	Engineer/Architect:	N/A
5.	Project Location:	65 High Street
6.	Project Tax Map #/Lot #:	Tax Map 39, Lot 238
7.	Existing Zoning:	MSRD-2
8.	Overlay Zoning:	Biddeford Overlay Historic District
9.	Contributing?	N/A
10.	National Register of Historic Places?	No
11.	Approximate Date of Construction	Circa 1890
12.	Existing Use:	Residential
13.	Proposed Use:	Residential
14.	Uses in the Vicinity:	Residential
15.	Parcel Size:	0.08 acres
16.	Front Setback Required:	15 ft.
17.	Side Setbacks Required:	None
18.	Rear Setback Requires:	None
19.	Height Requirements:	Max 3 stories or 35 feet
20.	LDR Attachment A: Fess Paid:	Yes
21.	Historic Preservation Commission Review History:	Meeting Date Aug. 13, 2025. Posted Aug. 6, 2025; Mail Notices to all abutters within 100'. 14 notices sent Aug. 6, 2025.

3. EXISTING CONDITIONS

The building is located southeast of City Hall on High Street, near Bacon Street:



According to the Assessor's webpage, the subject property dates from 1890. However, archived assessing information dates the house from 1951. Given the exposed block foundation visible at the front of the house, the latter is likely to be more accurate. This property is outside both the Kleinfelder and the Russell Wright Survey areas.

The house appears to have had multiple additions to it over the years. The garage has been documented to have been constructed in 1973. With insensitive alterations and the use of non-historic materials, the house has lost much historic integrity.



The building as it appeared in November, 2024 Google Street View.

4. PROJECT PROPOSAL

The applicant proposes to replace select windows as shown in the images below. Existing units appear to be wood with storm sashes installed over them. Proposed windows are vinyl:

At the front of the house, three existing window openings will be fitted with new replacement windows

- At left, the existing double hung window will be replaced with similar double hung unit.
- Middle, the existing picture window flanked by double hung windows will be replaced by three double hung units.
- At right, existing double hung window will be replaced with similar.



- At the left side of the house, existing double hung window will be replaced with similar:



- At the right side of the house, two mullied double hung units at the second floor will be replaced by a single casement window unit for egress purposes



- At the rear of the house, three double hung windows will be replaced by similar. However, only the second floor unit is visible (from Pike Street).



Proposed new windows are by [Window World](#).

5. STAFF REVIEW:

At the front of the house, replacing the three-bay picture/double hung window unit with three double hung units will noticeably alter the character of the front façade, especially as contrasted with the same configuration at the first floor that will remain intact.



The building has diminished integrity. Proposed window replacements will not significantly reduce the integrity further.

A. REVIEW STANDARDS: Article XV (Historic Preservation Ordinance),

Section 13. 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;

The building will continue as residential use.

- 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;

Vinyl replacement windows will not destroy distinguishing qualities nor character of the structure, however, the existing windows appear to be wood.

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;

New vinyl windows do not match existing materials in composition. Further, with some window openings having storm sashes over existing windows, and some new vinyl replacement windows without the storm units, the integrity of the building will be compromised.

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;

The configuration of picture window and double hung units, as used in both the upper and lower story at the front of this building was a popular feature of houses from the 1950s through 1970s.

- c. 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;

N/A

All structures shall be recognized as products of their own time. Alterations to create an earlier appearance shall be discouraged;

N/A

- d. 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,

N/A

- e. 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.

N/A

6. STAFF RECOMMENDATION

The building just hints of its original integrity. Insensitive additions to the original house, during the 1970s, diminished the visual qualities of the original building considerably. The work proposed here will cause a further loss of existing historic integrity but may not be noticed beyond past changes to the building.

7. SAMPLE MOTIONS

- A. Motion to approve Certificate of Appropriateness for SarahBeth Libby to replace ten select windows at 65 High Street, based on materials and assertions submitted, and conditioned on the following:
 - 1. *All permits must be obtained from Code Enforcement prior to beginning any work.*
 - 2. _____
- B. Motion to deny the Certificate of Appropriateness for SarahBeth Libby to replace ten select windows at 65 High Street, based on the following:
 - 1. _____
 - 2. _____
- C. Motion to table the Certificate of Appropriateness for SarahBeth Libby to replace ten select windows at 65 High Street, based on the following:
 - 1. _____
 - 2. _____



CITY OF BIDDEFORD PLANNING DEPARTMENT

HISTORIC PRESERVATION COMMISSION APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Applicant's/Owner's Information:

Applicant's Name: SarahBeth Libby
 Applicant's Address: 65 High St., Biddeford, ME 04005
 Applicant's Phone(s): 207-210-9114
 Applicant's E-mail: Sarahbeth.libby@gmail.com

Applicant's Legal Interest in the Property:

Owner Purchase and Sale Tenant - Lease/Rental Agreement

Owner's Name: SarahBeth Libby
 Owner's Address: 65 High St., Biddeford, ME 04005
 Owner's Phone(s): 207-210-9114
 Owner's E-mail: Sarahbeth.libby@gmail.com

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

Agent's Name: _____
 Agent's Address: _____
 Agent's Phone(s): _____
 Agent's E-mail: _____

Attach separate pages where multiple representatives are involved.



CITY OF BIDDEFORD PLANNING DEPARTMENT

Project Information:

Project Address: 105 High St., Biddeford, ME 04005

Project Zone: _____ Property Map & Lot Number(s): _____

Existing Use of Property:

Residential Commercial Mixed Use Industrial Institutional

COMMISSION Full Review Project Activities \$275.00 Fee (check all that apply):

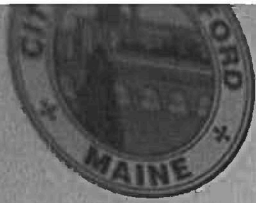
Alterations and Repair

- 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: _____



**CITY OF BIDDEFORD
PLANNING DEPARTMENT**

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 \$50.00 Fee (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.



CITY OF BIDDEFORD PLANNING DEPARTMENT

Submittal Information Checklist:

Required Application Fee: If full Commission review is required - \$275.00

If Subcommittee review is required - \$50.00

Completed Application Form

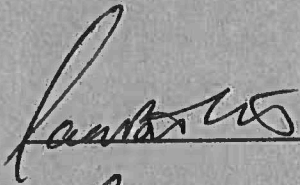
Description of Proposed Activity

Photographs of the building involved as well as adjacent buildings

Samples of materials proposed for use in the activity

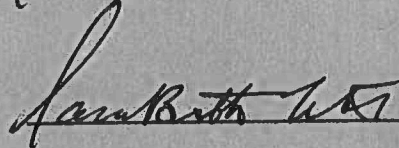
Drawings (i.e., exterior elevations) and/or plans to illustrate the proposed activity for which the certificate is being applied for, including lettering styles (if applicable)

Signature of applicant:



Date: 7/14/25

Signature of
property owner (Required):



Date: 7/14/25



12 Benefits of Historic Preservation

1. Costs Roughly the Same as Building New
2. Creates Jobs
3. Increases Property Values
4. Conserves Resources
5. Uses Existing Public Investments
6. Supports Small Businesses
7. Revitalizes Main Street
8. Attracts Investment
9. Attracts Visitors
10. Prevents Sprawl
11. Creates Affordable Housing
12. Is Good Economic Development



205 Main Street

Renovations to City Hall were made in 2024. Renovations included new windows, repair of decorative trim on the clock tower, and new gold-leaf copper cladding on the dome. New trim work and weathervane was fabricated using original drawings by famed Maine architect John Calvin Stevens from the 1890s.

This building is listed on the National Register of Historic Places.



5 Alfred Street

The owner of this building was able to take advantage of Historic Preservation Tax Credits through the National Park Service to help finance work here because it is a part of the Biddeford Main Street Historic District.

This building is Contributing to the Biddeford Main Street Historic District.





39 Franklin Street

Modern materials were used here, but the work maintains the historic character of this building. It is home to one of Biddeford's legacy businesses, George's Sandwich Shop.

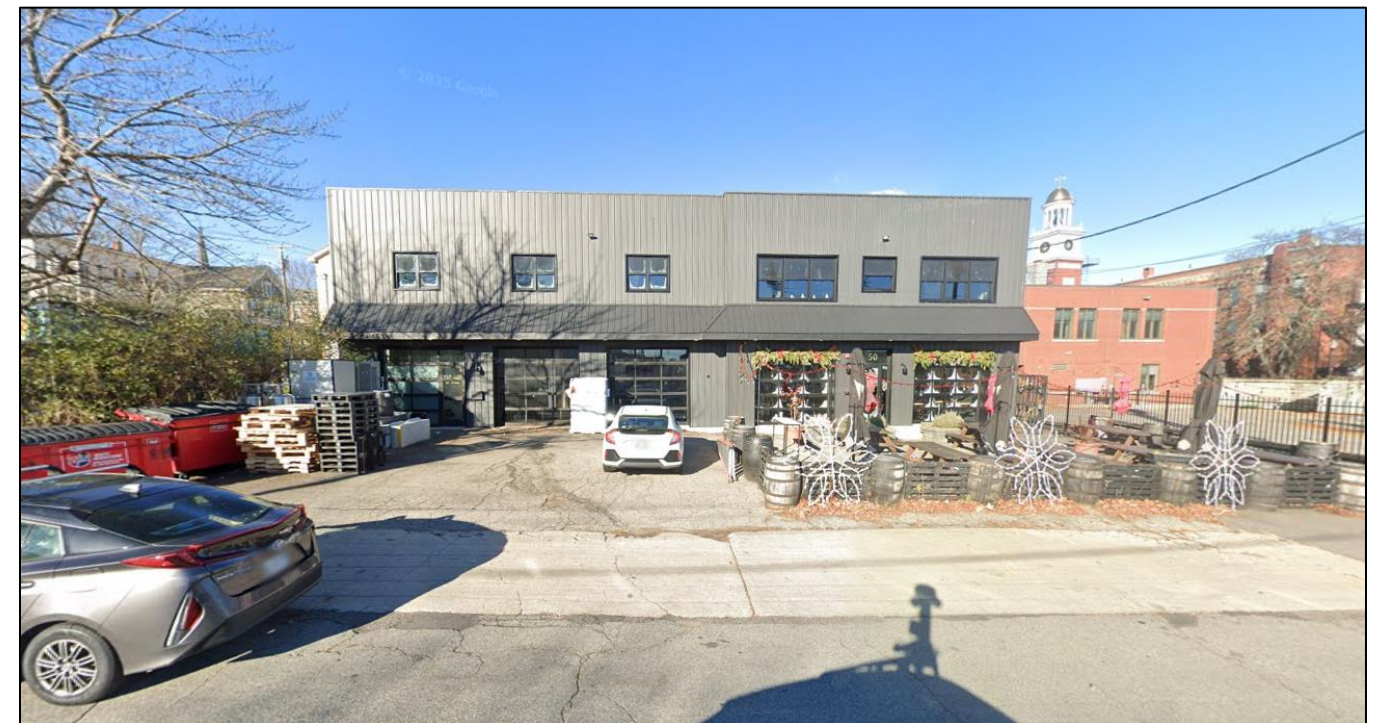
This building is outside of the Biddeford Main Street Historic District, but within MSR1.



50 Washington Street

This building was constructed as a service station in the 1940s. When renovated in 2021, the owner installed overhead doors to recreate the character that was lost to earlier insensitive renovations.

This building is outside of the Biddeford Main Street Historic District, but within MSR1.



**BIDDEFORD
HISTORIC PRESERVATION
DESIGN GUIDELINES**

A Handbook for the
Preservation of Biddeford's
Historic Resources

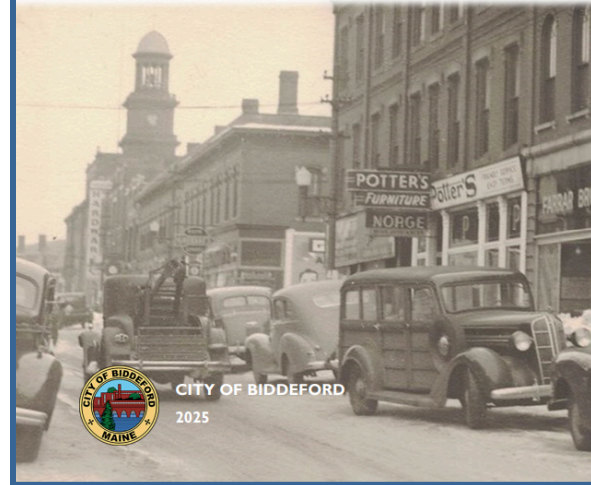


Learn how to preserve the historic character of Biddeford and protect property values when making alterations to buildings in one of our historic districts.



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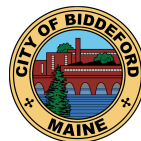


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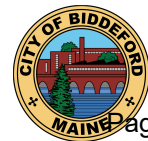


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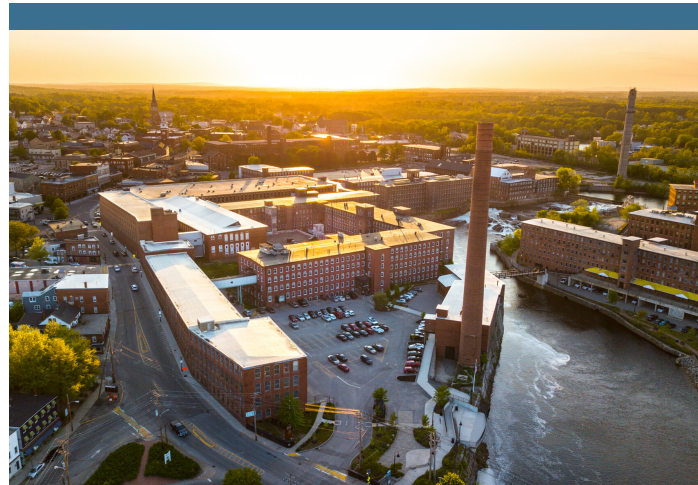
How It Works

The HPC guards the character of downtown neighborhoods by reviewing construction of new buildings, and exterior alterations and demolition of existing buildings in the three MSRD zones. This work ensures that all construction projects in these zones meet the requirements that **maintain the historic context of the surroundings**, including the architectural styles, qualities, and construction methods that give them significance. All exterior construction, reconstruction, alteration, restoration, or demolition projects that are visible at pedestrian height from any open space or street must receive a Certificate of Appropriateness from the HPC before Biddeford Code Enforcement will issue a building permit. The HPC generally adheres to the standards as set by the U.S. Department of the Interior's Standards of Rehabilitation. It also considers other factors when reviewing a project as outlined in the City's Code of Ordinances.

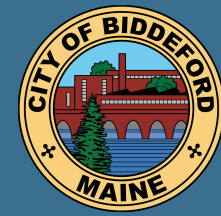
Visit www.biddefordmaine.org/HistoricPreservation for an application.

Why It Matters

Biddeford is home to dozens of historically significant buildings and structures, especially in the downtown. It is the duty of the HPC to protect and defend these structures, and to preserve the essential character of historic neighborhoods in such a way that enhances and improves the value of properties.



Historic preservation can play a role in economic development of Biddeford by making it more desirable place to live and work, and by encouraging place-making and place-keeping that can help draw in new visitors to our city.



A GUIDE TO Biddeford Historic Preservation

Before the advent of a national historic preservation movement in the mid-to-late 20th century, many historically significant buildings were lost to careless redevelopment. Biddeford itself lost many historic Mill District buildings when the Maine Energy Recovery Company facility was built on Lincoln Street in the 1980s.

The current historic preservation ordinance, in place since 2013, helps ensure that significant buildings are not lost to insensitive alterations or development.

What is the Historic Preservation Commission?

The Code of Ordinances of the City of Biddeford grants the Historic Preservation Commission the authority to review all construction projects in the three Main Street Revitalization District land use zones to ensure compliance with preservation practices.

The Biddeford Historic Preservation Commission protects the historic and architectural heritage of our city and its historically significant areas, landmarks, and sites, while accepting compatible new construction as needed for the city to grow.

The Commission is made up of seven members plus a staff person from the Planning and Development Department.

Where it Applies

The Historic Preservation Commission considers projects taking place within the **MSRD-1, MSRD-2, and MSRD-3** Land Use Zones, shown on the map below.

When We Meet

The HPC meets on the **second Wednesday of each month**. An application for a Certificate of Appropriateness must be submitted to the Planning and Development Department at City Hall two weeks before the monthly meeting.

