



CITY OF BIDDEFORD

Planning and Development Department

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HPC MEETING
July 9, 2025
Meeting Minutes
4:00

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.