

**Planning & Economic  
Development**

Saco City Hall  
300 Main Street  
Saco, Maine 04072



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City of Saco, ME  
Historic Preservation Commission Agenda  
Wednesday, October 14, 2020 – 4:00 PM  
Workshop & Special Meeting

Location: Meet at Rendezvous Point Burying Ground (323 Ferry Road, Map 12 Lot 45) (*weather permitting*)

Workshop – 4PM:

1. Draft Changes to Historic Preservation Ordinance (230-413)

Meeting – 4:30PM:

2. Call to Order
3. Minutes of Previous Meetings: September 23, 2020
4. New Business:
  - a. Rendezvous Point Burying Ground – Site Walk
  - b. Rendezvous Point Burying Ground – Review of RFP for Qualified Historian
  - c. Procedures
5. Old Business & Updates:
  - a. 90 Temple Street
  - b. Planning & Economic Development Department Updates
6. Adjournment

Historic Preservation Commission  
Wednesday, October 14, 2020 – 4:00 PM  
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**To:** Historic Preservation Commission

**From:** Isabelle Oechsle, Staff Liaison

**Date:** October 9, 2020 (for October 14, 2020 Meeting)

**Re:** Amendments to Historic Preservation Chapter of the Zoning Ordinance (§230-413)

At our meeting on September 23, 2020, the Commission directed staff to initiate the process to amend the Historic Preservation chapter of the zoning ordinance (§230-413). As the Commission is aware, amendments to this chapter are governed by §230-413(I).

The Commission tasked staff with addressing the following items in this update of the chapter:

- 230-413(B)12: discrepancy between public notice requirements
- Prohibition of vinyl windows and vinyl fences
- Material preferences for new construction within the district
- Addition of landmarks that qualify for COA review
- Conservation of landscaping or greenspace that has cultural/historic value

Additional long-term items to address:

- Possible expansion of the historic district (identification of contributing structures)
- Neighborhood character standards (increased specificity about what constitutes neighborhood character)

A draft update of 230-413 is included in this packet for the Commission to review. Staff looks forward to discussing this further with the Commission and is open to feedback about the enclosed. A draft schedule of the remainder of this process will be presented for the Commission's knowledge and review at the next meeting.

## § 230-413 Historic Preservation Overlay District

### A. Purpose and Intent

- (1) Protect Saco's historic, architectural and cultural heritage. The economic well-being of the City will be strengthened by preserving its architectural and historic setting, conserving property values in unique areas, fostering civic beauty, and promoting the use of historic or architecturally significant buildings or sites for education and welfare of the public.
- (2) Assist property owners with maintaining the architectural integrity of the district(s).
- (3) Protect, preserve and enhance the outward appearance and architectural features of structures.
- (4) Prevent the demolition or removal of significant historic buildings or structures within designated districts or designated sites or landmarks.
- (5) Preserve, protect and enhance the essential character of designated districts by protecting relationships of groups of buildings and structures.
- (6) Accept new buildings and structures which are designed and built in a manner which is compatible with the character of the district.
- (7) Promote the educational, cultural, economic and general welfare of the people of the City.

### B. Historic Preservation Commission

- (1) Membership. The Commission's membership shall be comprised of regular members, associate members, and advisory members.
- (2) Appointment. Members of the Historic Preservation Commission (the Commission) shall be appointed by the Mayor subject to approval by the City Council.
- (3) Qualifications. The Commission shall include five (5) regular members and up to five (5) associate members. All members shall be residents of the City of Saco. Appointments shall be made on the basis of demonstrated interest, knowledge, ability, experience and desire to promote historic preservation in Saco. It is preferred that the members have architectural design skills or experience related to historic preservation, such as history, architectural history, landscape architecture, planning, engineering, law, archaeology and building construction.

- (4) Length of term and vacancies. Regular and associate members shall serve terms beginning July 1 and ending June 30. Commission members shall serve for terms of three (3) years, except in those instances in which the appointment is made to fill a vacancy, in which case the appointment shall be for the remainder of the unexpired term. The Mayor shall act within sixty (60) days to fill a vacancy. Members may be reappointed.
- (5) Compensation. Regular and associate members shall serve without compensation.
- (6) Associate members. At least one associate member shall be a resident of the historic district. Associate members shall participate in all hearings and discussions. They shall vote only if the Chairman appoints an associate to act in place of the regular member who is absent, has resigned, or has been disqualified because of a conflict of interest.
- (7) Advisory members. In addition to the regular and associate members, the City Council may appoint other persons who shall serve on an advisory or consultant basis to assist the members of the Commission in the performance of their functions. Advisory members are not required to be residents. Advisory members shall not vote.
- (8) Removal. Any regular or associate member may be removed for cause by the City Council upon receipt of written charges, followed by a public hearing.
- (9) Officers. The Commission shall elect annually a Chairperson and Vice Chairperson from the regular members.
- (10) Quorum. Four members shall constitute a quorum for the transaction of business before said Commission.
- (11) The City Planning and Development Department shall be the authorized agent of the Commission, to whom the Commission may delegate any duties.
- (12) Meetings. All meetings of the Commission shall be publicly announced, open to the public and have a previously available agenda. ~~Public notice shall be issued ten (10) days prior to meetings of the Commission. A notice of the hearing will be mailed to abutters and posted at City Hall at least five days before the public hearing. In the case of an application for a new building or an addition of over \$1,000 estimated value, or in the case of the demolition of any building, a hearing notice shall be placed in a newspaper of general circulation at least five days prior to the public hearing.~~
- (13) Records. The City Planning and Development Department shall maintain a permanent record of the activities of the Commission, including, but not limited to such items as the number and type of cases reviewed and their disposition, new designations of historic sites, landmarks and districts, resumes of Commission members, attendance records, appointments to the Commission, correspondence and minutes of all meetings.

- (14) Rules of Procedure. The Commission may adopt and amend rules of procedure.
- (15) Applications. The Commission may adopt rules governing the requisite exhibits for applications.
- (16) Gifts, grants, funding. The Commission may, subject to appropriations by the City Council or others, employ clerical and technical assistants or consultants, and may apply for and accept grants, money gifts, or gifts of services, and may hold or expend the same for all or any of the purposes of historic preservation in the City of Saco. A non-lapsing fund for gifts and grants shall be established by the City's Finance Department. Appropriations from the City Council shall be managed in accord with City policies and shall lapse each year if unexpended.

### C. Duties of the Commission

- (1) Advise, and inform City officials and owners of historic buildings, structures or sites, regarding preservation, renovation, and rehabilitation.
- (2) Advise and inform owners regarding compliance with the requirements of this section.
- (3) Make recommendations for establishing historic districts, [historic landscape districts](#), historic sites, or historic landmarks.
- (4) Review all proposed additions, reconstruction, alterations, construction, removal, or demolition of properties that are subject to the commission's jurisdiction.
- (5) Review all proposed National Register nominations in Saco, and proposals for eligibility.
- (6) Comment on (federal) Section 106 reviews.
- (7) Serve as an advisor to City officials regarding local historical and cultural resources and act as a liaison between local government and those persons and organizations concerned with historic preservation. Conduct or cause to be conducted a continuing survey of local historic and cultural resources, in accordance with Maine Historic Preservation Commission guidelines.
- (8) At the direction of the council, to prepare application for, and participate in, the "certified local government" (CLG) program of the National Historic Preservation Act Amendments of 1980 and the Maine Historic Preservation Commission; and carry out any responsibilities delegated to it under that program, including review and comment on any National Register nominations submitted to the historic preservation board; upon request of the council, participate in any review of federal actions or undertakings pursuant to Section 106 of the National Historic Preservation Act; attend informational and educational programs sponsored by the Maine Historic Preservation Commission; and prepare an annual report of the activities of the historic preservation board.

- (9) Work to provide local citizens with continuing education on historic preservation issues.
- (10) Undertake other duties as deemed necessary or desirable by its members to advance the purposes of this section.
- (11) Cooperate with federal, state and City officials in the pursuance of the objectives of historic preservation.
- (12) Participate in land use planning efforts of the City, state and federal government.

#### **D. Eligibility for Historic Designation**

The historic districts, [historic landscape districts](#), historic sites and historic landmarks established in accordance with this chapter shall have one or more of the following characteristics:

- (1) History of Saco. Structures, buildings or sites at which events have occurred that contribute to and are identified with or significantly represent or exemplify the broad cultural, political, economic, military, social history of Saco or the nation, including sites or buildings at which visitors may gain insight or see examples of particular items or of larger patterns in the North American heritage.
- (2) Persons. Structures, buildings or sites associated with important historic persons.
- (3) Ideas. Structures, buildings or sites associated with important examples of a great idea or ideal.
- (4) Architecture. Structures or structural remains and sites embodying examples of architectural types or specimens valuable for study of a period, style or method of building construction, of community organization and living; landscaping; a single notable structure; or a site representing the work of a master builder, master designer, architect or landscape architect.
- (5) Visual continuity. Structures or buildings contributing to the visual continuity of the historic district.
- (6) National Register. Those sites or areas listed on or eligible for listing on the National Register of Historic Places or as a National Historic Landmark.

#### **E. Establishment and Expansion of Historic Districts**

- (1) Amendment Process. Any person seeking to add or expand historic districts, [historic landscape districts](#), sites, or landmarks shall request the amendment in writing to the Commission. Any proposal by the Council or Planning Board shall be referred to the Commission for comment before Council action. After receiving the Commission's recommendation concerning the request, the City Administrator shall place the matter on

the agenda of the City Council. Any applications or designation of buildings, structures, sites and districts shall be in writing.

~~(4) (a) Designation of historic landscape districts. An historic landscape district may be nominated and considered for designation only if the entire area of the district is owned by a unit of federal, state or local government, or any combination of such ownership.~~

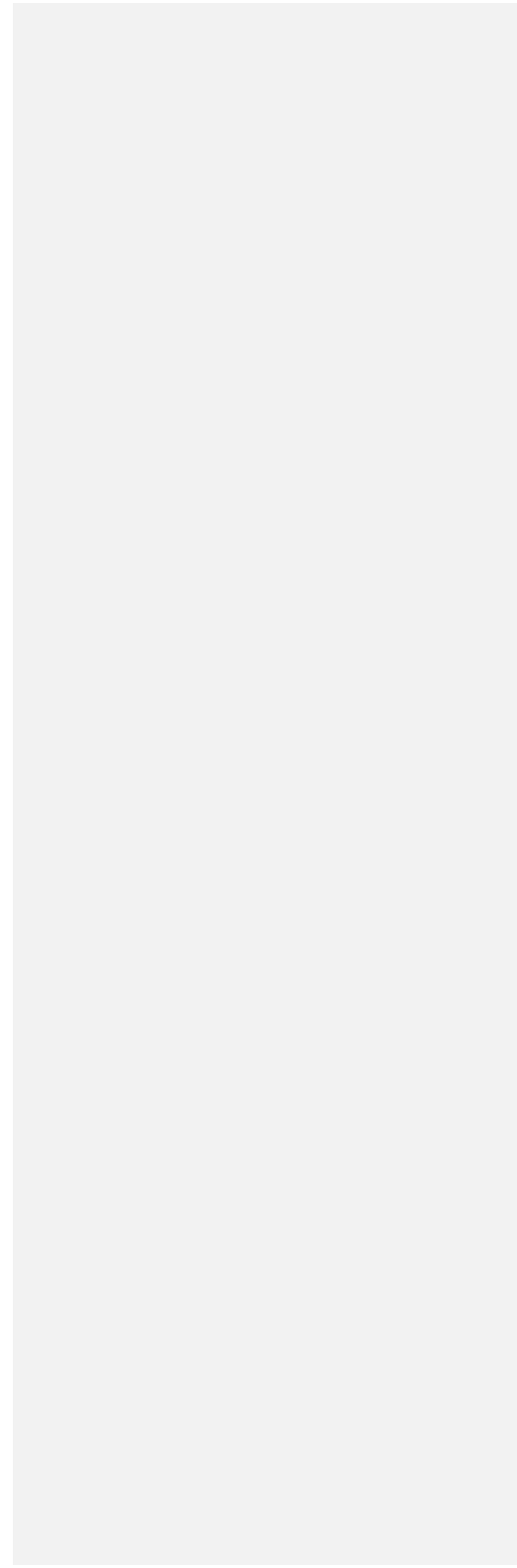
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- (2) Application Requirements. Applications shall be in writing and shall include the following, as appropriate:
  - (a) A concise description of the physical elements, qualities, architectural style, period and historical significance represented by the building, structure or site, including a consideration of scale, materials, workmanship and spatial qualities, as relevant.
  - (b) A concise statement of how the building, structure or site meets the review criteria of this chapter.
  - (c) Exterior photographs of the building or structure, ~~or a~~ and/or a site map, illustrating significant details. In addition, the Commission may request photographs of interior features of particular historic significance. These interior photographs may be provided by the applicant on a voluntary basis and are not required submissions.
    - [1] A concise statement of the physical elements which justify making this area an historic district and a description of building types and architectural styles and periods represented.
    - [2] An explanation of the proposed boundaries of the district.
    - [3] Details on the structures that do not contribute to the significance of the district.
    - [4] A map showing the location of all district structures.
- (3) Studies & Recommendations. Before making its recommendation concerning the proposed establishment or expansion of an historic district, historic landscape district, historic site or historic landmark, the Commission may conduct studies and research on the proposal. The Commission shall make a report to the City Administrator on every request received within six months. Drafts of the report shall also be mailed to the Maine Historic Preservation Commission for review.
- (4) Public Hearing. Prior to making a recommendation concerning the proposed establishment or expansion of an historic district, historic landscape district, historic site, or historic landmark, the Commission shall hold a public hearing on the request, after due notice is provided at least seven days prior to the hearing in a newspaper of general local circulation. Written notice of the proposal shall be given to the applicant, owners of all property to be included within the proposed designation and property within a two-hundred-foot radius of the property under consideration.
- (5) Final Report. Not later than thirty (30) days after the public hearing, the Commission shall submit a final report to the City Council with the Commission's recommendation.

- (6) Action by the City Council. After receipt of the Commission's recommendations, as provided above, the City Council shall consider said proposed designation and approve or disapprove the request. Within twenty (20) days after the designation of any historic district, historic site or historic landmark, the owner of each property so designated shall be given written notice.
- (7) Applicability of this section. All land, buildings or structures within an historic district or historic landscape district are subject to the requirements of this chapter after a district has been designated by the City Council. All historic sites and landmarks are subject to the requirements of this chapter after they have been so designated by the City Council.

**F. Designated Historic District**

Saco's Historic Preservation Overlay District (HP) is depicted in Figure 19-1.





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## G. Designated Historic Sites and Historic Landmarks

### (1) Sites

- (a) The Way Way Store at 97 Buxton Road, Tax Map 97, Lot 13
- (b) JG Deering House at 371 Main Street, Tax Map 32, Lot 129
- (c) Grant Family House at 72 Grant Road, Tax Map 124, Lot 4
- (d) Jacobs Houses and Store, 7-17 Elm Street, Tax Map 38, Lots 10, 40, 41
- (e) Saco City Hall at 300 Main Street, Tax Map 38 Lot 114
- (f) Old Saco High School at 34 Spring Street, Tax Map 38 Lot 278
- (g) A.B. Seavey House at 90 Temple Street, Tax Map 38 Lot 168
- (h) Thacher-Goodale House at 121 North Street, Tax Map 39 Lot 139

### (4) (i) Old Saco Central Fire Station at 12 Thornton Avenue, Tax Map 38 Lot 84

- (2) Historic Landmarks: ~~The Way Way Store at 97 Buxton Road, Tax Map 97, Lot 13.~~

## H. Certificate of Appropriateness

- (1) In the Historic Preservation Overlay District (HPOD), a certificate of appropriateness issued by the Commission or the City Planning & Development Department shall be required for the following:
  - (a) New construction located in an historic district ~~or upon an historic site.~~
  - (b) Demolition ~~of an historic landmark or demolition~~ of any building or portion of any building, (including removal of architectural ale features) in an historic district.
  - (c) Moving ~~an historic landmark or~~ any building located in an historic district.
  - (d) Additions, alterations, or reconstruction, including porches and steps, where such addition or alteration would be clearly visible from a public way.
  - (e) Signs placed in an historic district, except for a sign or placard noting the history of the building, or those specifically outlined as exempt in 230-707(8). ~~or an historic site or historic landmark.~~
  - (f) New construction of walls, fences and parking lots in an historic district and visible from a public way.
  - (g) Installation ~~of vinyl siding,~~ skylights, or rooftop solar panels.
  - (h) Replacement of wooden window sash
  - (i) Sandblasting of brick or stone buildings.
  - (j) Repointing of historic masonry.

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- (2) For those sites and landmarks listed in subsection G above, a certificate of appropriateness issued by the Commission or the City Planning & Development Department shall be required for the following:
- (a) New construction on an historic site or landmark.
  - (b) Demolition of any building or portion of any building, including removal of architectural features.
  - (c) Moving a structure located on a historic site, or a moving a historic landmark.
  - (d) Additions, alterations, or reconstruction, including porches and steps, where such addition or alteration would be clearly visible from a public way.
  - (e) Signs placed on an historic site or landmark, except for a sign or placard noting the history of the building, or those specifically outlined as exempt in 230-707(8).
  - (f) New construction of walls, fences and parking lots in an historic district and visible from a public way.
  - (g) Installation of skylights or rooftop solar panels.
  - (h) Replacement of wooden window sash.
  - (i) Sandblasting of brick or stone buildings.
  - (j) Repointing of historic masonry.

(3) In a historic landscape district, a certificate of appropriateness shall be obtained before any alteration to existing landscaping or structures (beyond general maintenance and repair as defined in section Q below), or new construction within an historic landscape district may be undertaken.

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~~(2)~~(4) An affirmative vote of at least three members shall be required to issue a certificate of appropriateness.

~~(3)~~(5) Building permits. In any historic district and with respect to any historic site or historic landmark, no building permit shall be issued for any construction, reconstruction, alteration, or demolition until a certificate of appropriateness, where required by this section, has been issued by the Commission.

#### I. Application for a Certificate of Appropriateness

- (1) Application Forms & Fees. Application for a certificate of appropriateness shall be obtained from the City Planning and Development Department.
- (2) Submittal. A completed application for a certificate of appropriateness shall be submitted to the City Planning and Development Department. The department shall verify that the submittal is complete. The application shall be dated by the Planning & Development Department and transmitted to the Commission.

- (3) Response. The Commission shall consider each completed application within twenty-one (21) days of the date of submittal of a complete application and, within fifteen (15) days following, approve, approve the application with modifications, make recommendations for modifications to the application, or deny the application. By mutual written consent of the Commission and the applicant, the review period may be extended. When the Commission acts on the application, it shall notify the Code Enforcement Officer.

#### **J. Application Contents**

The application shall state the location, use and nature of the matter for which such application is sought. The Commission may waive any application requirement if it determines that it is not necessary to an application. The application shall contain at least the information or documentation listed below:

- (1) The applicant's name, address, and interest in the subject property. If not representing the owner, the applicant shall provide evidence of right, title, or interest in the property.
- (2) The owner's name and address, if different from the applicant's, and the owner's signature.
- (3) The address and the tax map and lot number.
- (4) The present use and zoning classification of the subject property.
- (5) A brief description of the new construction, reconstruction, alteration, maintenance, demolition or removal requiring the issuance of the certificate of appropriateness.
- (6) A scale drawing or drawings of the exterior architectural features indicating the design, texture, and location of any proposed alteration, reconstruction, maintenance or new construction for which the certificate is being applied. As used herein, drawings shall mean plans or exterior elevations drawn to scale, with sufficient detail to show, as far as they relate, exterior appearances, architectural design of building(s), including materials and textures, including samples of exterior materials. Drawings shall be clear, complete and specific.
- (7) Photographs of the building(s) involved and of adjacent buildings.
- (8) A site plan that indicates improvements affecting appearance, such as walls, walks, terraces, plantings, accessory buildings, signs, lights and other elements.

#### **K. Review and Approval Procedure**

- (1) Hearing. The Commission shall hold a public hearing on each application before it. A notice of the hearing will be mailed to abutters and posted at City Hall at least five (5) days before the public hearing. In the case of an application for a new building or an

addition of over \$1,000 estimated value, or in the case of the demolition of any building, a hearing notice shall be placed in a newspaper of general circulation.

- (2) Approval. If the Commission determines that the proposed construction, reconstruction, alteration, moving, or demolition meets the standards of this chapter, it shall approve a certificate of appropriateness, and the City Planning and Development Department shall notify the applicant and Code Enforcement Officer, in writing, of the determination and along with any conditions of approval.
- (3) Disapproval. If the Commission determines that a certificate of appropriateness should not be issued, it shall make findings describing how the application does not meet the standards of this chapter. However, in order to prepare more detailed findings, the Commission may postpone the decision for up to two (2) weeks or allow itself up to an additional two weeks to prepare and adopt more-detailed findings. The City Planner shall notify the applicant and the Code Enforcement Officer within ten (10) days of the final determination.
- (4) Appeals. An appeal from the final decision of the Commission as to any matter over which it has final authority may be taken by any party or person aggrieved within thirty (30) days from the date of the decision to the Zoning Board of Appeals.
- (5) Time limits on certificates of appropriateness. If substantial construction is not commenced within one (1) year of the issuance of a certificate of appropriateness, the approval shall be null and void. The deadline may be extended for one additional six (6) month period by the Planning and Development Department upon written request of the applicant. The written request for an extension must be submitted before the date of expiration of the approval. After the approval has expired or an extension has been denied, the applicant may reapply at any time without prejudice. The extension shall be approved by either the Planning and Development Department or the Commission, as outlined above, unless there is:
  - (a) Additional information that indicates that the plan does not meet the standards of this chapter;
  - (b) A failure to meet a condition of approval;
  - (c) An amendment in this chapter that prohibits or alters the proposed project.

**L. Alternative Procedure for Certificate of Appropriateness for Minor Projects**

- (1) Applications for the installation or alteration of any exterior sign, minor building alteration, or temporary alteration are eligible for review as a minor project.
- (2) Applications for minor alterations shall be reviewed by the City Planning and Development Department rather than the Commission. The City Planning and Development Department may review the application to the standards cited in this

chapter and approve the application, approve it with modifications, or deny it within ten (10) working days of receiving a complete plan.

- (3) Applicants proposing minor projects may elect for their application to be reviewed by the Commission according to the procedures and standards required for a certificate of appropriateness described in the above section.
- (4) No public hearings or abutter notices are required for applications reviewed under this section.
- (5) If the City Planning and Development Department has not acted within ten (10) working days, the applicant may seek approval from the Commission, rather than the Department. Inaction by the City Planning and Development Department does not constitute approval or disapproval of the application.
- (6) If the applicant is not satisfied with the determination of the City Planning and Development Department, the applicant shall be permitted to have the entire application reviewed by the Commission. The City Planning and Development Department can, for any reason, forward any minor alteration to the Commission for review. The City Planning and Development Department shall provide the Commission with written notice of any action.

#### **M. Standards**

- (1) The United States Secretary of the Interior's "Standards for Rehabilitation," as revised in 1990 (36 CFR Part 67, Historic Preservation Certifications), as well as the standards cited below, shall be used in review of applications for certificates of appropriateness. The Commission will also be guided in its deliberations by the City of Saco Historic District Design Guidelines (2010), and the City of Portland's "Standards - Review of Alterations." The above referenced standards and guidelines are advisory, but non-binding. Binding standards are as follows:
  - (a) Design consideration and structural factors related to maintaining historic structures in good condition shall be the Commission's primary area of focus. Every reasonable effort shall be made to provide a compatible appearance for new or renovated buildings, structures, and yards in the Historic District, and to maintain the integrity of existing buildings, structures or grounds, while giving due consideration to the economic feasibility of maintaining such buildings, structures or grounds. The following standards shall apply:
    - [1] A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
    - [2] The historic character of a property shall be retained and preserved. The removal of historic materials or the alteration of features and spaces that characterize a property shall be avoided.

- [3] Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other eras and architectural styles shall not be undertaken.
- [4] Changes to properties over time that have acquired historic significance in their own right shall be retained and preserved.
- [5] Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
- [6] Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
- [7] Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
- [8] Significant archeological resources shall be protected and preserved. If such resources must be disturbed, mitigation measures and documentation shall be undertaken.
- [9] New additions, exterior alterations, or new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
- [10] New construction shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.
- [11] Installation of vinyl siding on buildings that are not sided with vinyl is prohibited.
- [12] Every reasonable effort shall be made to preserve historic wooden window sash.
- [13] The repointing of historic brick buildings shall adhere to the guidelines specified in "Repointing Mortar Joints in Historic Masonry Buildings," US National Park Service, Preservation Brief #2.

#### **N. Visual Compatibility Standards**

Within historic districts and on historic sites, new construction, buildings, and structures which are moved, reconstructed, materially altered, repaired or changed through new exterior surfaces shall be visually related generally in terms of the following factors:

- (1) Height. In addition to complying with the height standards in the Zoning Ordinance, the height of a proposed building or addition shall be visually compatible with surrounding structures when viewed from a public street.
- (2) Width. The width of the building shall be compatible with buildings, structures and open spaces to which it is visually related.
- (3) Windows and doors. The relationship of windows and doors in a building shall be compatible with those windows and doors of buildings to which the building is visually related, particularly to adjacent historic buildings of the same period.
- (4) Relation of solids to voids in front facades. The relationship of solids to voids in the front facade of a building shall be compatible with that of buildings to which it is visibly related.
- (5) Rhythm of spacing of buildings on streets. The relationship of the building to the open space between it and adjoining buildings shall be compatible with those of buildings to which it is visually related.
- (6) Rhythm of entrance and/or porch projection. The relationship of entrance and porch projections to sidewalks of a building shall be compatible with those buildings to which it is visually related.
- (7) Relationship of materials and texture. The relationship of materials and texture shall be compatible with that of predominant materials used in buildings to which it is visually related. The installation of vinyl siding and vinyl windows on structures in which vinyl siding or windows do not already exist shall be expressly prohibited. Installation of vinyl fencing on sites where such fencing does not already exist is prohibited.
- (8) Roof shapes. The roof shape of a building shall be compatible with that of buildings to which it is visually related.
- (9) Scale of buildings. The size of a building, the building mass in relationship to open spaces, the windows, door openings, porches and balconies shall be compatible with those characteristics of buildings and spaces to which it is visually related.
- (10) Directional expression of front elevation. A building shall be compatible with the building, squares and places to which it is visually related in its directional character, whether this be vertical character, horizontal character, or nondirectional character.
- (11) New construction shall be generally of such design, form, proportion, mass, configuration, building material, texture, and location on a lot as will be compatible with other buildings in the historic district and with streets and open spaces to which it is visually related and in keeping with area.

## O. Signs

- (1) General. Signs shall be governed by Article IX and this section. If there is any conflict, the stricter standards shall apply. All signs, either new or upon alteration, require a certificate of appropriateness.
- (2) Signs shall be consistent with the architectural style of a building, respectful of neighboring buildings, and carefully designed to fit the facade in the case of attached signs. The design shall take into account the scale, character and design of the building, the traditional location of signage on area buildings, the location of existing sign boards, lower cornices, lintels, and other architectural elements, and the opportunity to use signage as an element to enhance the appearance of building entrances. Materials and workmanship shall convey a sense of permanence and durability.
- (3) Location. Wall signs generally shall be located no higher than the windowsill line of the second story. The use of a continuous sign-band extending over adjacent shops within the same building is encouraged as a unifying element. Where signage is proposed on street-level windows, such signage should not substantially obscure visibility through the window.
- (4) Scale. The size of signs and letters shall be at an appropriate scale for pedestrians and slow-moving traffic.
- (5) Design. Typefaces which are simple, easy to read, and scaled appropriately for both the sign and building shall be used. Pictographs (such as a projecting sign in the shape of a key for a lock shop) can be an appropriate feature if consistent with the standards of this chapter.
- (6) Illumination. Generally, signs, if illuminated, shall be illuminated from a shielded, exterior source. The light source should be concealed from direct view. However, the Commission (but not the Planning Department) may approve certain special illuminated signs. Special situations, such as marquees, or special uses, such as cultural events or public activities, may be appropriate exceptions where sensitively designed.
- (7) Awnings, canopies and marquees. The shape and size of these devices shall correspond to the shape, character and size of the opening over which they will be installed and fully fill the width of the individual window or door opening. In addition to the sign standards of this chapter, these sign types and all advertising signs must comply with all other design standards in this chapter.
- (8) Painted wall signs. Painted wall signs, such as business names, may be appropriate if designed in conformance with this chapter.
- (9) Outdoor murals. Painted walls, such as murals and trompe l'oeil (suggestive of architectural or other three-dimensional objects) scenes, shall be used only to enhance the streetscape, not for advertising purposes.

## P. Demolition or Removal

- (1) Scope. The following provisions apply to any proposal involving the demolition, moving, or removal of any historic landmark, or any building or structure, or any appurtenance thereto, in an historic district. The purpose of this subsection is to further the purposes of the section by preserving historic buildings which are important to the education, culture, traditions, and the economic value of the City, and to afford the City, interested persons, historic societies or organizations the opportunity to acquire or to arrange for the preservation of such buildings. Furthermore, the purpose of this section is to afford the City, the Commission, other preservation organizations, and others interested in preservation the opportunity to acquire or arrange for the preservation of historic buildings and structures, or important portions and features thereof, or proper removal of historic artifacts, or the proper recordation of the building, structure and/or site.
- (2) Procedure. Any person proposing any activity falling within the scope of this subsection shall file an application for a certificate and submit evidence from a structural engineer, an architectural historian, an appraiser, or other qualified expert that demonstrates that the standards of this section are met.
- (3) Stay. At the hearing on an application to relocate or demolish a contributing building in an historic district, or an historic landmark, or an historic site, the Commission may, in the interest of exploring reasonable alternatives, delay issuance of a permit for up to one hundred and twenty (120) days from the date of the hearing. If, ten (10) days prior to the expiration of the delay period, the Commission finds that there are still reasonable alternatives to explore, the Commission may continue the delay for an additional period of up to sixty (60) days. The purpose of the delay is to find alternatives to demolition, such as:
  - (a) Assisting in securing funding to preserve in place the building, structure, or important portions and features thereof; or
  - (b) Finding other ways to preserve the building or structure, such as outright purchase of the property, when feasible, or relocation; or
  - (c) Proper recordation of buildings, structures and sites, including photography and narrative report; or
  - (d) Preservation of historic artifacts.
- (4) Standards of approval. In order to approve an application for the relocation or demolition of a contributing building in an historic preservation district, or of an historic landmark or an historic site, the Commission must find that the proposal meets one of the following standards of approval:
  - (a) The building is not a contributing structure in the historic district nor an historic landmark or site. The determination of what is a contributing structure shall be based on the Saco Historic Resources Inventory (1999).

- (b) The Commission determines that the building or structure is not of historical significance.
  - (c) The building or structure, or predominant portions thereof, has been determined by the Code Enforcement Officer to represent an immediate hazard to the public health or safety because of severe structural deficiencies, which hazard cannot be abated by reasonable measures.
  - (d) No prudent and feasible alternative exists.
  - (e) The property is deteriorated beyond repair.
- (5) Conditions of approval. In approving an application for the demolition of a contributing building in an historic preservation district, or an historic landmark or historic site, the Commission may impose the following conditions:
- (a) Photographic, video, or drawn recordation of the property to be demolished; and/or
  - (b) Reasonable salvage and curation of significant elements; and/or
  - (c) Other reasonable mitigation measures.
- (6) Hazard buildings. No provision in this chapter shall be construed to prevent the alteration, demolition, or relocation of a building when the Code Enforcement Officer certifies that such action is required for the public safety.

#### **Q. Maintenance & Safety**

- (1) Nothing in this chapter shall be construed to prevent the ordinary maintenance or repair of any exterior architectural feature in an historic district or of any historic landmark which does not involve a change in the design, material, or outward appearance thereof. Paint color and the preparation of a wooden building for painting, and the construction of legally required ramps for access by the handicapped, are specifically excluded from the scope of this section.
- (2) Nothing in this section shall prevent the construction, reconstruction, restoration, or demolition of any feature which the Code Enforcement Officer shall determine is a required condition because of concerns about the safety of the building and its occupants.

#### **R. Hardship & Appeals**

An appeal from the final decision of the Commission may be taken by any party or person aggrieved to the Zoning Board of Appeals within thirty (30) days from the date of the decision.

#### **S. Conflict with Other Ordinances**

This section shall not repeal, annul, or in any way impair or remove the necessity of compliance with any other ordinance, law, regulation or bylaw. Where this section imposes a higher and/or stricter standard, the provisions of this chapter shall prevail.

## **T. Amendments**

The City Council, the Planning Board, or the Commission may initiate action to amend this section. Requests to amend shall be referred to the Commission for a report within ninety (90) days thereon. The Commission shall hold a public hearing before the report is made to the City Council. Notice of the hearing shall be made public by notice in a newspaper of general local circulation at least seven days before the public hearing. The Planning Board shall also make a recommendation to the City Council.

## **U. Definitions**

Notwithstanding the definitions of Article XXI, for the purposes of this chapter, the following terms have the following meanings, unless the context indicates otherwise:

### **ALTERED**

Includes rebuilt, reconstructed, rehabilitated, restored, removed, and demolished. For the purpose of this definition, any change, except minor repair, in siding materials, roofing materials, gutters, door and window sash and integral decorative elements, such as, but not limited to, cornices, brackets, window architraves, doorway pediments, railing, balusters, columns, cupolas and cresting and roof decorations.

### **APPROPRIATE**

Shall refer to those changes in historic properties, landmarks, buildings, structures or sites, which are not incongruous with what is historically and architecturally significant as determined by the Commission.

### **CERTIFICATE OF APPROPRIATENESS**

The permit indicating compliance with this chapter.

### **COMMISSION**

The Saco Historic Preservation Commission.

### **CONFLICT OF INTEREST**

Shall be construed to mean direct or indirect pecuniary benefit to any person, including members of the person's immediate family, employer or the employer of any member of the person's immediate family; or interest sufficient to tempt the member to serve his own personal interest to the prejudice of the public interests.

### **CONTRIBUTING STRUCTURE**

A structure located within a designated historic district and identified as contributing to the historical or architectural significance of said district.

### **DEMOLITION**

The razing of a building or a structure or the removal of any exterior architectural feature or structure or object.

### **DISTRICT**

Historic District.

### **EXTERIOR ARCHITECTURAL FEATURE**

The architectural style and general arrangement of the exterior of a building or structure,

including, but not limited to: the kind, type, and texture of the building materials; the type and style of all windows, doors, lights, dormers, roofs, gable cornices, porches, decorative trim; the design of any sign; and the arrangement of fencing.

**HISTORIC DISTRICT**

A geographically definable area possessing a significant concentration, linkage, or continuity of sites, buildings, structures or landmarks united by events or aesthetically by plan or by physical development and designated in accordance with the requirements of this chapter as appropriate for historic preservation. These district(s) were established pursuant to Section 2005 herein.

**HISTORIC LANDMARK**

Any improvement, building or structures of particular historic or architectural significance to the City relating to its heritage, cultural, social, economic or political history, or which exemplifies historic personages or important events in local, state or national history, as may be designated in accordance with this section.

**HISTORIC LANDSCAPE DISTRICT**

An area designated as an "historic landscape district" by act of the City Council.

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**HISTORIC SIGNIFICANCE**

A building, structure or site possesses historic significance if it embodies one or more of the qualities outlined in Section 2004. Buildings classified as noncontributing are not considered to possess historical significance.

**HISTORIC SITE**

Any parcel of land of special significance in the history of Saco, and its inhabitants, or upon which an historic event has occurred, including prehistoric and archeological sites, and which has been designated as such in accordance with this section.

**MINOR ALTERATIONS**

Are incidental changes or additions to a building or site which will neither result in substantial changes to any significant historic features nor obscure such features. In no event shall any change be deemed minor when, in the determination of the Planning Department, such change shall alter the historic character of the building or site.

**RHYTHM**

Characterized by the regular recurrence of strong and weak elements.

**STRUCTURE**

Anything constructed or erected, the use of which requires a fixed location on or in the ground, or an attachment to something having a fixed location on the ground, including buildings, billboards, signs, carports, porches, and other building features.

**TEMPORARY**

For purposes of this chapter only, "temporary" is defined as either a one-time occurrence.

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Historic Preservation Commission  
Meeting Minutes  
Wednesday, September 23, 2020 – 4:00 PM  
Remote Meeting via Zoom.us  
All votes taken by roll call.

Present: Chair Kelley Archer, Vice Chair Steve Ryan, Robert Biggs, Julia May, Diana Huot; Andrew Bracy

Excused: Ernest Lowell; Joe Gunn, Council Liaison

Unexcused: Jack Cianchette

Also Present: Isabelle Oechsle, Planning & Economic Development Associate; applicants

1. Call to Order: Chair Kelley Archer called the meeting to order at 4:03PM and stated those present for the record. Also stated for the record were guidelines and expectations for remote meetings. **Rob Biggs moved to accept the agenda for this meeting as presented. Diana Huot seconded, and the motion carried unanimously, by roll call vote.**
2. Review of Previous Minutes -- July 8, 2020, July 22, 2020, September 9, 2020: **Diana Huot moved to waive the reading of the previous minutes. Andrew Bracy seconded, and the motion carried unanimously, by roll call vote. Diana Huot moved to adopt the meeting minutes as presented. Rob Biggs seconded, and the motion carried unanimously, by roll call vote.**
3. New Business:
  - a. 103 Beach Street (Map 32 Lot 64): Certificate of Appropriateness review for proposed demolition of two small porches and replacement with one large porch
    - Applicants: Mary, James & Margaret Cloutier
    - Zone: B-7

Overview: Isabelle Oechsle provided overview of this application, which is for the removal of two small porches, which the applicants are planning to replace with one larger porch in an architectural style mirroring the existing front porch. The applicants contend that the small porches currently pose significant safety concerns, as they have decayed to the point of being structurally unsound. To support this, the applicants provided photos documenting the damage and decay on the existing porches and have provided a narrative description of their proposal.

This property is known as the Dr. Goodwin House. According to the Assessor's card, it was built in 1867, and (according to the architectural survey) it underwent a major renovation in 1983.

Kelley Archer mentioned that the Maine Historic Preservation Inventory has the date of construction listed at 1890, whereas the property card says 1867. Kelley asked for clarification about which date is correct.

**Application Completeness: Diana Huot moved to find the COA application for 103 Beach Street complete, for the purposes of review. Rob Biggs seconded, and the motion carried unanimously, by roll call vote.**

**Applicant's Presentation:** Applicant James Cloutier stated that they purchased this property about a year ago. The property was fairly dilapidated when they purchased it, and they have been working to revitalize it. They believe that the home itself is a Queen-Anne style.

The applicants are proposing to remove the existing porches on the back corner of the parking lot. The porches are of poor construction and are quite dilapidated. For safety (and aesthetic reasons), they are planning to remove the two porches. It is unclear when these porches were added, but the applicants agree that many of the improvements may have been made during the noted "significant reno" in 1983.

The applicants stated that they understand that it may be frowned upon to attempt to mimic historical features, but they do wish to mimic the architectural features present on the front porch. In their opinion, many of the features are still in use, so are still contemporary.

Mary and Peggy Cloutier stated that the back porches are also prone to significant buildup of ice in the winter, and so often become dangerous.

**Public Hearing: Diana Huot moved to open the public hearing on this application. Rob Biggs seconded, and the motion carried unanimously, by roll call vote. *No members of the public chose to speak on this application.* Rob Biggs moved to close the public hearing. Diana Huot seconded, and the motion carried unanimously, by roll call vote.**

**Discussion:** Rob Biggs asked for clarification on how the entrance into the mud room is set up. The applicants responded that you enter through the mudroom into the main house, but the carriage house is accessed through the second door off the proposed porch. Rob Biggs asked about the roof. The applicants responded that it will be a simple shed roof. Steve Ryan also asked about the roof – had the applicants thought about doing a hip roof, in order to tie into the roof lines of the main house and the carriage house? The applicants responded that they are proposing a simple shed roof to match the roof line on the garage/stable structure.

The Commission reviewed some standards of 230-413(M) and found that the application meets those standards.

Kelley Archer asked for a title abstract, if it exists, to be emailed to her and the applicants. She also asked that the preservation brief providing guidance regarding porches be emailed to the applicants.

**Action: Andrew Bracy moved to approve the COA application for 103 Beach Street, based on the draft findings of fact and conditions of approval as discussed this evening. Rob Biggs seconded, and the motion carried unanimously, by roll call vote.**

4. Old Business & Updates:

a. Rendezvous Point Burying Ground

Kelley Archer asked if a site walk of Rendezvous Point Burying Ground could be scheduled. Isabelle will be reaching out to the Commission to coordinate that. Isabelle will also have a draft RFP for a

historic preservation consultant available for the Commission to review at their next meeting on October 14<sup>th</sup>.

Kelley Archer showed photos of the cleaning that is occurring on the farm road adjacent to Rendezvous Point. Kelley asked the Commission to weigh in about a possible donation from the HPC's non-lapsing account to cover the costs of the maintenance of the property. **Diana Huot moved to make a donation from the HPC's non-lapsing account, in the amount of \$875, to cover the cost of mowing the brush that abuts the burying ground. Rob Biggs seconded, and the motion carried unanimously.**

b. Financials

Steve Ryan provided an update on the Commission's building plaque program. One plaque has been purchased, for 121 North Street (the Thatcher-Goodale house). The members who own homes in the historic district expressed interest in participating in the program. Isabelle will be in touch with instructions to request a plaque and will inquire with the appropriate people about the potential of putting a plaque on City Hall.

Kelley Archer asked if the Commission would be willing to reimburse her for the costs of the granite gravestone cleaner. Without discussion, the Commission came to the consensus that they are willing to reimburse her for that cost.

5. Other Discussion:

a. Subsequent Amendments

Isabelle provided a memo summarizing the subsequent amendments list that the Commission had discussed last fall and provided suggestions for next steps. Discussion occurred of additional things to add to the subsequent amendments list. Kelley Archer suggested adding 230-413(B)12: public notices to the list. Steve Ryan asked that the section where it discusses rebuilding after a fire or disaster be lengthened, possibly to two or three years. Diana Huot wanted a prohibition on vinyl fences. Kelley Archer asked for research into cultural landscaping ordinances, and for suggestions of how to conserve landscaping and green space that may have cultural or historic value.

Isabelle will come prepared to the next meeting with draft language and suggestions for the Commission to review.

6. Adjournment: Adjourned without objection at 5:48PM.

**City of Saco**  
**Request for Proposals**  
**Qualified Historian for National Register Nomination**  
**Rendezvous Point Burying Ground (Map 12 Lot 45)**

The City of Saco seeks proposals from individuals and/or companies who employ individuals who meet the minimum National Park Service professional qualification standards in 36 CRF 61 for History or Architectural History to conduct research regarding the historic significance of Rendezvous Point Burying Ground in Saco, to prepare a nomination for the National Register of Historic Places, and to assist in planning and hosting an educational public forum to introduce residents to the significance of the site. Rendezvous Point Burying Ground, located off of Ferry Road in Saco, is most likely the oldest cemetery in York County, Maine and the first cemetery in Saco, ME. Descendants that still reside in Saco have been able to trace their heritage back to this cemetery, in which Saco's first European settlers are thought to be buried.

Proposals will be accepted until 11:00 AM on Friday, November 13, 2020 electronically submitted to Isabelle Oechsle, Planning & Economic Development Associate at [IOechsle@sacomaine.org](mailto:IOechsle@sacomaine.org) with the subject line: "RFP – Rendezvous Point." There will be a public opening of all proposals received at that time.

Any questions regarding the project specifications should be directed to Isabelle Oechsle, Planning & Economic Development Associate, by emailing [IOechsle@sacomaine.org](mailto:IOechsle@sacomaine.org). Deadline for questions is Wednesday, November 4th by 5 PM.

**The attached response form must be completed and included with your proposal. Failure to submit a complete package will nullify your proposal. The City of Saco reserves the right to accept or reject any or all proposals or negotiate with a proposer following the opening without right or recourse by vendors, if it is in the best interest of the City to do so.**

The City of Saco is sales tax exempt.

Reviewed and approved by:

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Bryan Kaenrath, City Administrator

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Date

**City of Saco**  
**Request for Proposals**  
**Qualified Historian for National Register Nomination**  
**Rendezvous Point Burying Ground (Map 12 Lot 45)**

**RFP Circulation Date:**

Friday, October 16, 2020

**Proposal Submission Due Date:**

Friday, November 13 at 11:00 AM

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### Introduction:

Rendezvous Point Burying Ground, located off of Ferry Road in Saco, is most likely the oldest cemetery in York County, Maine and the first cemetery in Saco, ME. Descendants that still reside in Saco have been able to trace their heritage back to this cemetery, in which Saco's first European settlers are thought to be buried. The City of Saco, acting through the Planning & Economic Development Department, seeks a qualified historian to conduct research regarding the historic significance of Rendezvous Point Burying Ground to prepare a nomination in the hopes of placing Rendezvous Point Burying Ground on the National Register of Historic Places, and to assist in planning and hosting an educational public forum to introduce residents to the significance of the site. This RFP is intended for qualified, experienced professional consultants who have successfully completed similar National Register nominations. Proposals will be evaluated on several factors including, but not limited to: professional experience successfully completing similar National Register nominations; experience planning and hosting cultural events. To be considered, bidders must submit a proposal in response to this Request for Proposals (RFP) in the manner described herein.

### Project Background:

Rendezvous Point Burying Ground is located off Ferry Road in Saco, ME. This cemetery is a rich piece of Saco's diversified history, and the property likely should be listed on the National Register to document and preserve its historical significance to Saco, Biddeford, and York County. There is documentation that Saco's first European settlers from the 1630's are buried at Rendezvous Point, including descendants of Captain Richard Bonython and Thomas Lewis, original patentees from the King of England for the land that is now Saco.<sup>1</sup> The Maine Historic Preservation Commission has determined the Rendezvous Point Burying Ground is eligible for listing in the National Register of Historic Places, and is funding a portion of consulting services for this project.

The Historic Preservation Commission recently caused a Ground Penetrating Radar Study to be conducted on the property through firm Topographix. The Ground Penetrating Radar Study helped the Commission to see how many possible bodies are buried at Rendezvous Point, based on anomalies picked up by the radar. Please see Attachment 1 from Topographix for report of findings. The Commission also contracted with Dow & Coulombe for a survey noting findings of Topographix, and of the property's entirety. See Attachment 2 for survey documentation.

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<sup>1</sup> Source: New England Families, Genealogical and Memorial: A record of the achievements of her people in the making of commonwealths and the founding of a nature, 1915, 3<sup>rd</sup> series, vol. 1, p. 242.

## Product/Deliverables/Timeline:

The City of Saco will be looking for a completed nomination application to be prepared and submitted to list Rendezvous Point Burying Ground on the National Register of Historic Places. The City will also be looking for assistance in planning and facilitating a public forum for the purposes of educating the public about the historic significance of Rendezvous Point. As part of these tasks, the consultant will be required to work closely with City staff and the Historic Preservation Commission. Attendance at at least two meetings of the Saco Historic Preservation Commission will be required.

The nomination shall conform to the requirements set forth in the *National Register Bulletin 16A: How to Complete the National Register Nomination Form*. The consultant may be asked to revise draft nominations based on feedback from the following: City of Saco staff; the Saco Historic Preservation Commission; the Maine Historic Preservation Commission's National Register Coordinator.

The estimated project schedule is as follows:

November 2020: Consultant selected, and RFP is awarded

November 2020 – March 3, 2021: Consultant begins and continues work on formal nomination application

March 3, 2021: Consultant submits formal nomination application to City staff and Historic Preservation Commission for review

April 2, 2021: 1<sup>st</sup> Draft of Nomination application due to Maine Historic Preservation Commission

May 3, 2021: Final Nomination paperwork due to Maine Historic Preservation Commission

June 2021: Educational public forum and site walk of burying ground

July 23, 2021: Commission Meeting to hear Nomination Submission

The draft and completed nomination shall be in compliance with the National Register Submission Guidelines, available on the Maine Historic Preservation Commission's website at [this link](#). It must be in compliance with the National Register Submission Schedule (see Attachment 3). The nomination must be presented to the Maine Historic Preservation Commission Review Board no later than the July 2021 meeting.

## Proposal Requirements:

Proposal packages must include:

- 1. Cover Letter.** A cover letter expressing the firm's interest in working with the City of Saco including identification of the principal individual(s) that will provide requested services. The cover letter must identify a contact person for questions during selection process and provide contact information including telephone number, e-mail and postal address. It should also provide a brief description of the firm, including number of years the firm has been in existence, range of professional services, office locations, and staff size.
- 2. Work Approach and Timeframe.** A description of the approach to be taken toward completion of the project, an explanation of any suggested changes to the proposed scope of work as outlined in this RFP, and any insights into the project gained as a result of developing the proposal. Include proposed work program describing recommended tasks for the project's basic components, and a

proposed schedule that indicates project milestones and overall time for completion. In addition, describe proposed public education program, including how the staff and/or the Historic Preservation Commission will be included in the project.

3. **Project Team.** A description of the proposed project team (including any subcontractors), identifying each key member, their respective responsibilities and expected project role, and brief resumes describing their academic credentials, professional licenses or certifications, relevant publications, and experience on similar projects.
4. **Qualifications and References.** Consultants must demonstrate that they meet the National Park Service professional qualification standards in 36 CRF 61 for History or Architectural History. Provide descriptions of past experience relevant to drafting similar National Register nominations. Descriptions should give the specifics of the services provided and include an explanation of why the project is considered similar. A reference, including name, title, address, and phone number, should also be included as part of the description of each project. Include a narrative statement providing information regarding the consultant's knowledge and understanding of historic preservation, archeology, and/or cultural heritage programming.
5. **Project Cost and Fees.** A cost proposal consisting of: a) a composite schedule by task of direct labor hours; b) an overall not-to-exceed bid price for completing the project as described in your response; and c) an itemized schedule of all expenses, including both labor and direct expenses. If the use of sub-consultants is proposed, a separate schedule of expenses must be provided for each sub-consultant.

Failure to provide any of the above requested information may result in disqualification of proposal. The City reserves the right to request additional information pertaining to the proposal package, or any other matters related to the Request for Proposal. Proposal documents, including the offer of payment, must be signed by persons authorized to contractually bind the bidder.

### Evaluation Criteria:

The City will only review complete proposals received by the specified deadline and per the listed requirements. Finalists may be selected to present their respective proposals to the selection committee for review. Finalists shall be scored and ranked based on criteria that include but are not limited to:

- Professional experience with similar National Register nominations (preference will be given to consultants who have worked specifically on National Register nominations for cemeteries and burying grounds)
- Professional experience in the fields of historic preservation, archeology, and/or cultural heritage programming
- Previous professional experience working with Maine municipalities
- Proposal package, including all listed above
- Bid price

All qualified applicants shall receive consideration under this RFP without regard to race, color, religious creed, sex, national origin, ancestry, age, physical or mental disability, or sexual orientation.

## Submission:

Please refer to the City's website, [www.sacomaine.org](http://www.sacomaine.org), throughout the process for additional information which may become available. Submissions must be received electronically by Friday, November 13, 2020 by 11:00 AM, submitted to Isabelle Oechsle, Planning & Economic Development Associate with the subject line "RFP – Rendezvous Point" to [IOechsle@sacomaine.org](mailto:IOechsle@sacomaine.org).

Proposals shall not be returned, and the proposals submitted, and any ideas contained therein, shall become the sole and exclusive property of the City of Saco without further claim or demand. Your proposal must include responses to all requirements contained within this RFP. By submitting a proposal, the bidder agrees to all applicable provisions, terms and conditions associated with this RFP. This RFP, your submitted proposal, all appendices and attachments (if applicable), and stated terms and conditions may become part of the resulting contract.

IF ANY PART OF THE PROPOSAL INCLUDES CONFIDENTIAL FINANCIAL INFORMATION OR TRADE SECRETS SUCH INFORMATION MUST BE CLEARLY MARKED AS CONFIDENTIAL WITHIN THE RFP, OR ANY ATTACHMENT WHERE SUCH INFORMATION IS FOUND, OTHERWISE THE CITY WILL DEEM ALL MATERIAL SUBMITTED AS A PUBLIC RECORD QUALIFIED FOR POSSIBLE DISCLOSURE.

Questions regarding the proposal specifications should be directed to Isabelle Oechsle at [IOechsle@sacomaine.org](mailto:IOechsle@sacomaine.org). All questions must be submitted in writing no later than Wednesday, November 4<sup>th</sup> by 5 PM. Questions and answers regarding the RFP may be shared with all known to be interested in submitting a proposal.

### Attachments:

- Attachment 1 – Topographix Report
- Attachment 2 – Dow & Coulombe Survey of the Property and Identified Anomalies
- Attachment 3 – National Register Nomination Schedule

**City of Saco**  
**Qualified Historian for National Register Nomination**  
**RFP Response Form**  
**Rendezvous Point Burying Ground (Map 12 Lot 45)**

Please complete the following response form. Amounts are to be shown in both words and figures. In the case of a discrepancy, the written word shall apply.

**Total Contract Sum:**

\$ \_\_\_\_\_

**Total Contract Sum (in words):**

\_\_\_\_\_ **Dollars**

Quotes shall be honored for ninety (90) days.

**City of Saco**  
**Qualified Historian for National Register Nomination**  
**Vendor Information Form**  
**Rendezvous Point Burying Ground (Map 12 Lot 45)**

**Please complete the following. Attach additional sheets as necessary.**

Our Company is:	A corporation _____ A partnership _____ Individually Owned _____ Other:
SS or Fed I.D. No: (Submission is voluntary)	
Company Name and Address:	
Name of Principal:	
Telephone Number: Facsimile Number: E-mail Address:	
References (List Three References, with names, address and telephone numbers)	
Date of Delivery	

All sections above must be completed. All deviations from the specifications must be fully explained in writing on the following Statement of Compliance/Deviations Form.

Proposers understand that the City reserves the right to reject any or all proposals, reject any or all items, and delete any item or parts of items.

**City of Saco**  
**Qualified Historian for National Register Nomination**  
**Statement of Compliance/Deviation**  
**Rendezvous Point Burying Ground (Map 12 Lot 45)**

The proposal includes the following deviations from the Specifications, which the vendor represents and warrants as being fully equal or superior to the requirements of the Specifications, for the reason(s) set forth fully below. If there are no deviations, please state so below.

**City of Saco**  
**Qualified Historian for National Register Nomination**  
**Proposal Agreement**  
**Rendezvous Point Burying Ground (Map 12 Lot 45)**

The undersigned, by submitting a proposal, declares as follows:

1. The only parties interested in the RFP are the principals named herein.
2. This proposal is made without collusion with any other person, firm, or corporation.
3. No officer, agent, or employee of the City of Saco is directly or indirectly involved with the proposal.
4. All deviations from the specifications must be fully explained in writing and included on the Statement of Compliance/Deviations Form provided.

Proposers understand that the City reserves the right to reject any or all proposals, reject any or all items, and further, reserves the right to delete any item or parts of items.

**DATE:** \_\_\_\_\_

**PROPOSER:** \_\_\_\_\_  
(Company Name)

**BY:** \_\_\_\_\_  
(Authorized Company Representative)

**ATTEST:** \_\_\_\_\_

**Its:** \_\_\_\_\_  
(Title)

Signature below by the City of Saco represents acceptance of the above Proposal Agreement in accordance with the contract specifications. Upon execution by the city, this official RFP form, any attached documents and such other documents (instructions, general specifications, technical specifications) shall serve as the contract.

**DATE:** \_\_\_\_\_

**BY:** \_\_\_\_\_  
Bryan Kaenrath  
City Administrator

[SEAL]

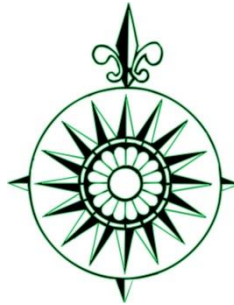
**ATTEST:** \_\_\_\_\_

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# **A Report on the Ground Penetrating Radar Survey Rendezvous Point Burying Grounds**

**Saco, ME**

**August 7th & 8th, 2020**



**Conducted by  
Robert W. Perry  
TOPOGRAPHIX, LLC  
Hudson, NH**

**Requested by:**

**Kelley Archer  
Saco Historic Preservation Commission**

**TOPOGRAPHIX® LLC**

Ms. Kelly Archer  
Saco Historic Preservation Commission.  
300 Main Street  
Saco, Maine

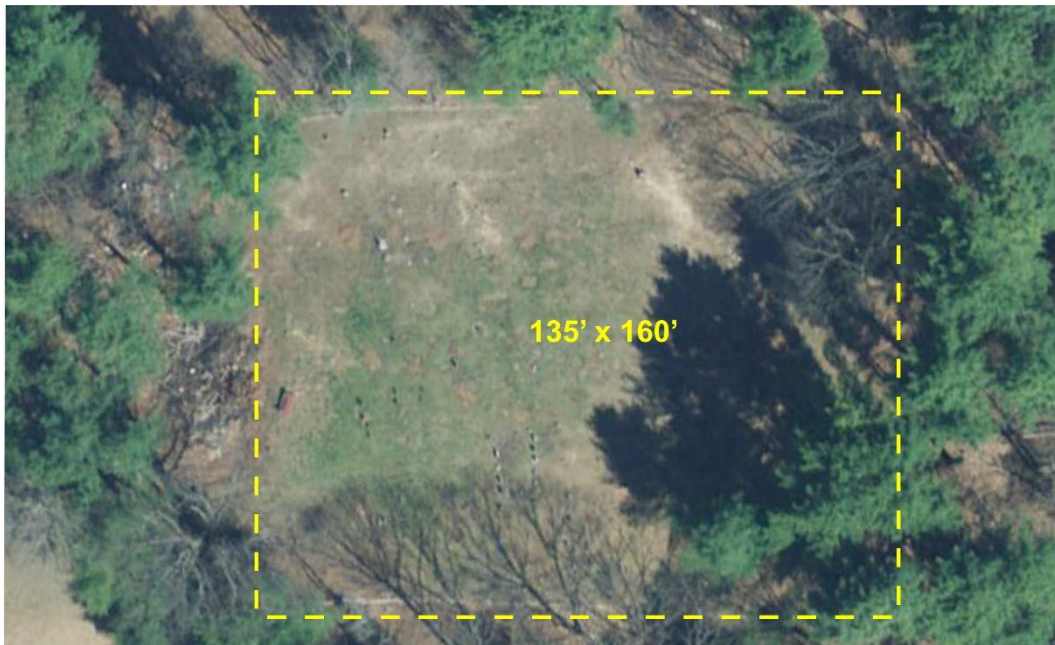
August 13, 2020

Subject: GPR Survey - Rendezvous Point Burying Ground

Dear Ms. Archer

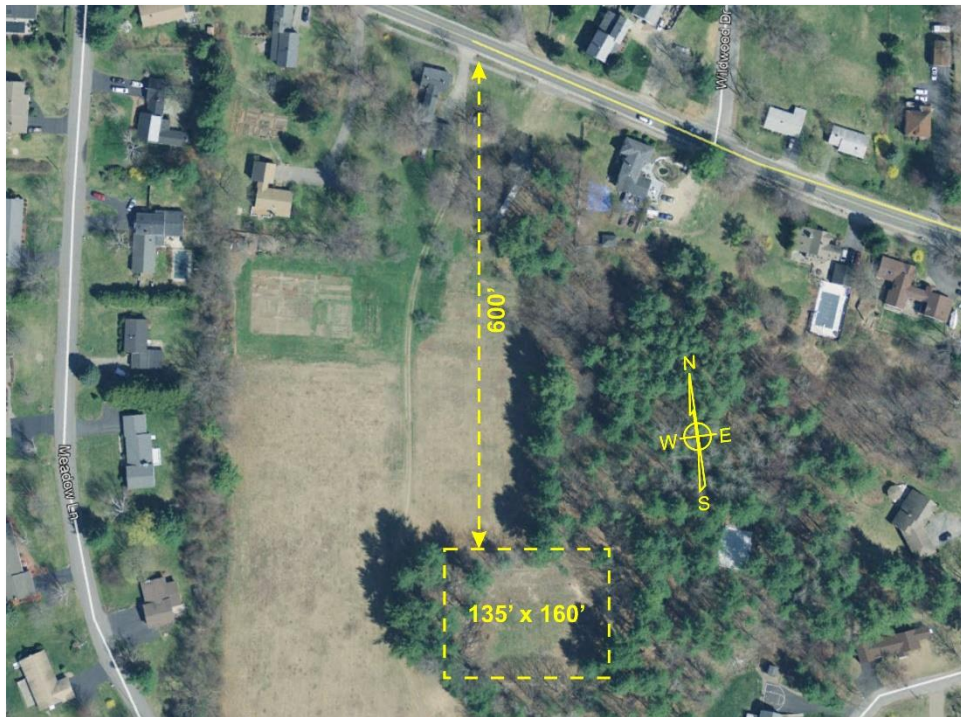
I want to thank you for allowing TOPOGRAPHIX LLC to service your GPR requirements.

At the request of Ms. Archer, a Ground Penetrating Radar (GPR) survey of the Rendezvous Point Burial Grounds was performed to determine the likelihood of marked and unmarked graves. The survey was conducted on land within a wooded area behind 323 Ferry Road, Saco, Maine. The area scanned was approximately 135 by 160 feet with open grassy terrain. Headstones and some footstones were present on the northern half of the burial grounds. On the southern half, mostly rocks of various sizes used as markers for likely gravesites. The area also had both large and small tree stumps cut to just above ground level.



*Figure 1- Target Assessment Area*

The site is located approximately 600 feet south and to the east side of a house located at 323 Ferry Road. Access to the site is a dirt road on the east side of the house and easily missed by passing vehicles. No sign markers identifying the entrance, or the name of the burial ground is present.



*Figure 2: Shows the location of the burial grounds behind 323 Ferry Road.*

A grid survey area was set up using ground stakes on both the East and West sides of the burial site at four-foot intervals. Starting at the southwest corner and scanning to the east, anomalies seen on the Digital Control Unit (computer screen) indicated the presence of graves as well as rocks and tree roots.



*Figure 3: Shows survey stakes at four-foot intervals on the west side of the burial site.*

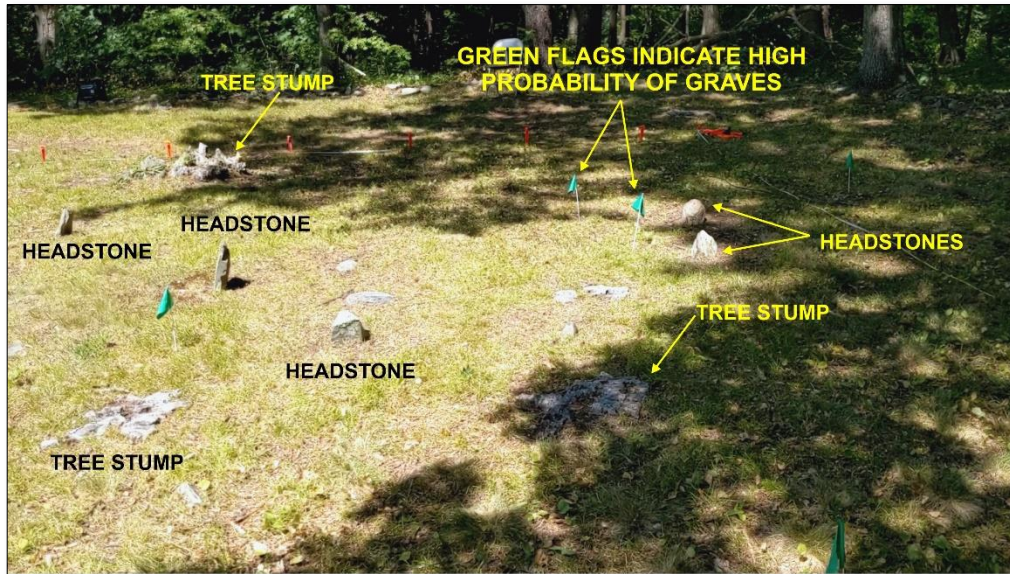


Figure 4: Image shows green flags marking the location of graves, headstones, and tree stumps located in the southeast section of the burial site.

The image below shows one of the test scans performed at the burial grounds. The horizontal scale at the top shows the ground distance along the surface, and the vertical scale on the left shows the depth of the anomaly. The scan is 40 feet long with a scan depth of 10 feet.

The scanning was performed in the direction based on the likelihood that any grave shafts being perpendicular to the existing site markers. Each row was scanned west to east and a return scan in the going east to west, two passes within each row. See **Rating System for Burials** below.

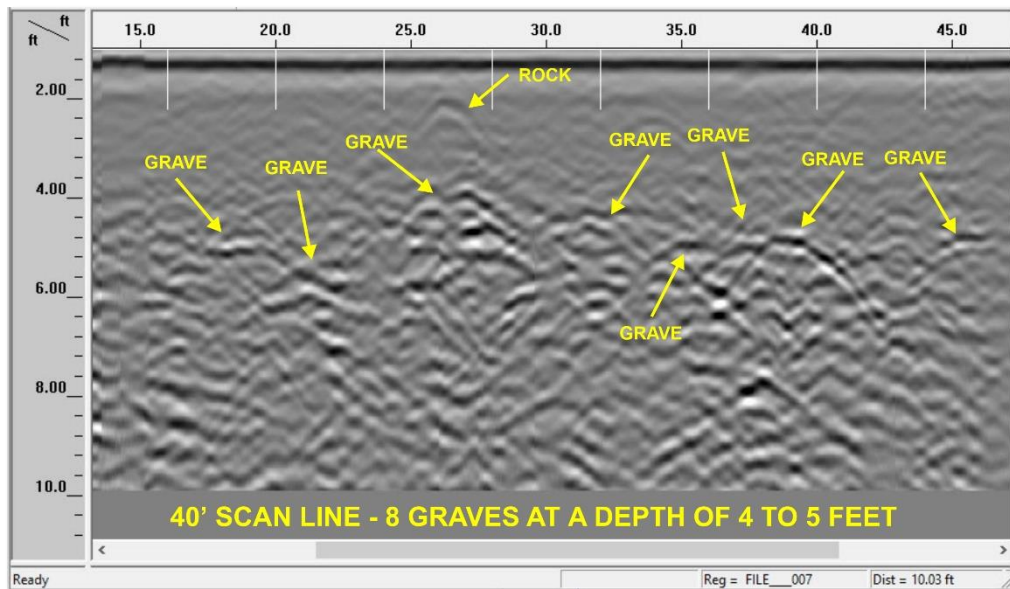


Figure 5: Indicates the presence of grave anomalies at the 4 to 5-foot depth.

### GPR Test Scanning:

To survey the hyperbolic characteristics and soil conditions from known gravesites, test areas with headstones near trees stumps were selected for scanning. The test scans (Figure 5 above) show various hyperbolic curves associated with graves and grave shafts at different depths and provided a visual reference for the type of anomalies that would be seen throughout the burial grounds.

#### **GPR Survey Procedures:**

There were two types of GPR scanning performed. The first type is commonly referred to as exploratory scanning, where the ground is randomly searched looking for anomalies, which would indicate the presence of unmarked graves. The second scan method is called a grid survey, where stakes are placed in the ground at four-foot intervals, and two scans are performed within each four-foot marker described above. The ground-penetrating Radar revealed subsurface anomalies at a penetration depth of 10 feet were of good interpretative quality.

#### **Summary of GPR Results:**

Using both exploring and survey line scanning methods, a total of **two hundred and six** well-defined anomalies showing anomalies with a high probability rating for graves. Given the size of the area, there were numerous grave markers that were negative for any form of an anomaly. There are many reasons for this which I explain below under **Environmental Effects on GPR**

#### **Rating System for Burials:**

Operating by the fact that grave shafts are typically longer than two feet, the confidence level rating on whether an anomaly could be considered a human grave was determined by the observation of the same anomalous pattern repeating itself in the neighboring two-foot lateral scan.

- An anomaly detected on one pass along the survey- line would be rated as Low Probability of human grave.
- The anomaly detected on the second pass (coming from the opposite direction) along the survey line would be rated as High Probability of human grave.

In addition to the position of the anomaly along the survey line, the hyperbolic signature of each anomaly as compared to the unique hyperbola characteristic typically observed from the presence of tree roots, layering or bedding of various rocks, ground voids, disturbed soil layers, and burial holes.

#### **GPR Equipment Used:**

The radar unit used for this project was the SIR-3000, manufactured by Geophysical Survey Systems. A 400 MHz antenna was used with a scanning rate of 24 scans per foot at a penetration depth of 10 feet.

#### **Environmental Effects on GPR:**

Ground-penetrating Radar uses a high EM pulse transmitted from a radar antenna to probe the earth. The transmitted radar pulses are reflected from various materials within the ground, and this return is detected by the radar receiver.

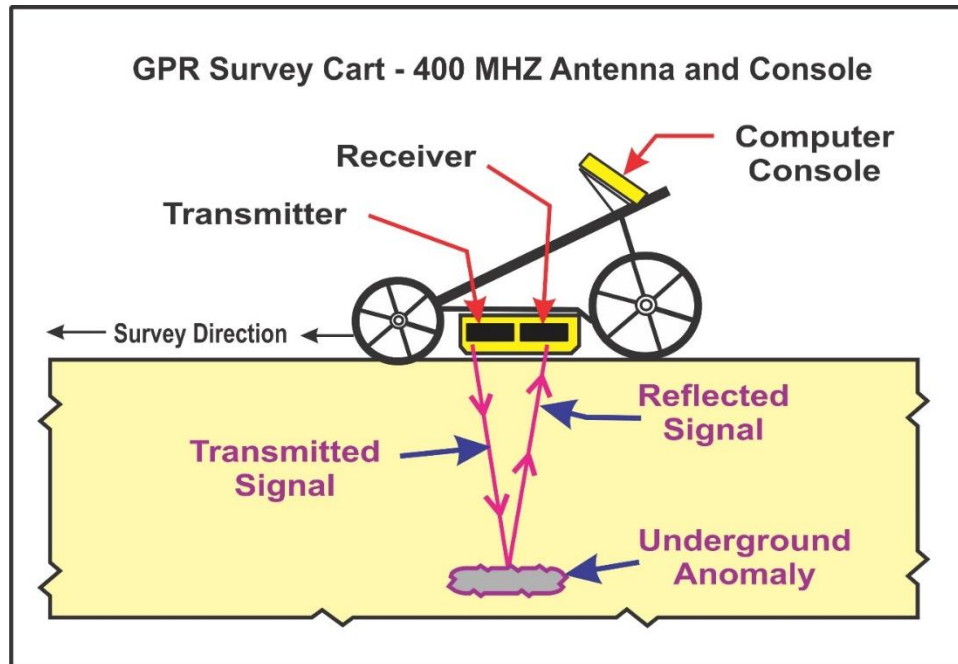
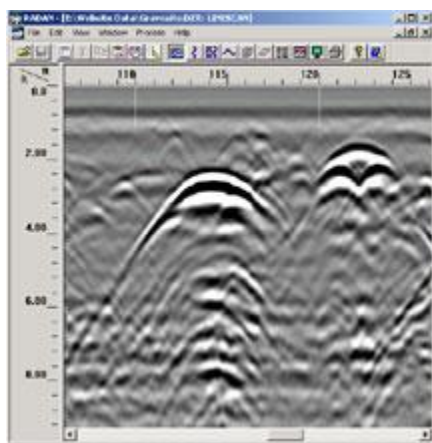


Figure 6: Image shows the transmitted and reflected signal of a GPR system

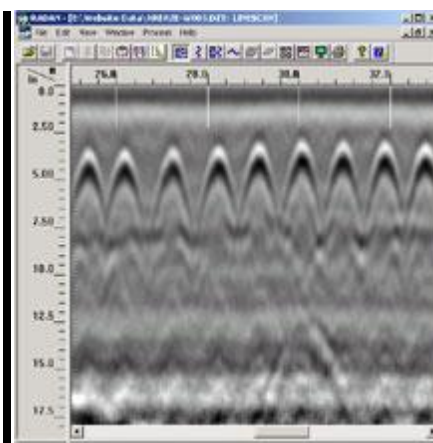
Different materials reflect energy back to the surface in different ways, and some factors come into play when viewing and collecting GPR data. Collecting GPR data is subject to earth material properties location and ground conditions. Heat, humidity, groundwater saturation, salt, iron deposits as well as interfering effects such as radiofrequency, cell phones, emergency siren, including extensive metal structures such as cars passing by and traffic lights all have an effect on the radar data being collected.

### Examples of Commonly Detected Objects

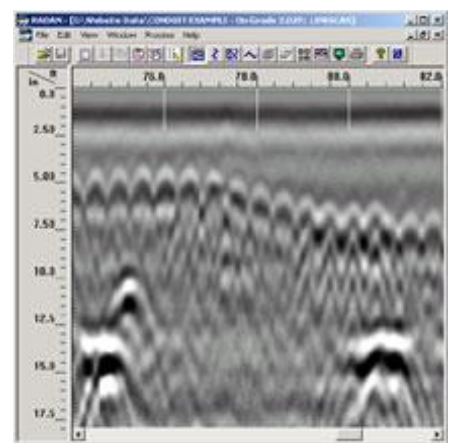
The examples shown below are presented for informational use only. The examples illustrate how a single ground-penetrating radar scan along a survey line can reveal a unique hyperbolic (curve) characteristic of each of the targeted objects. Vertical scales include Time (ns) or Depth (ft/m) as well as horizontal scale for ground distance viewed at the top of the images.



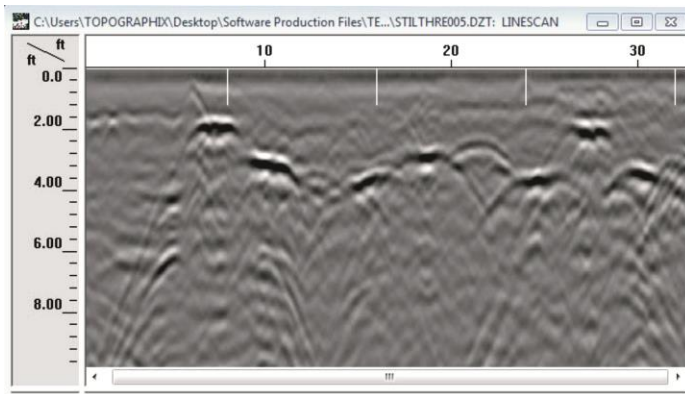
Graves (Coffin)



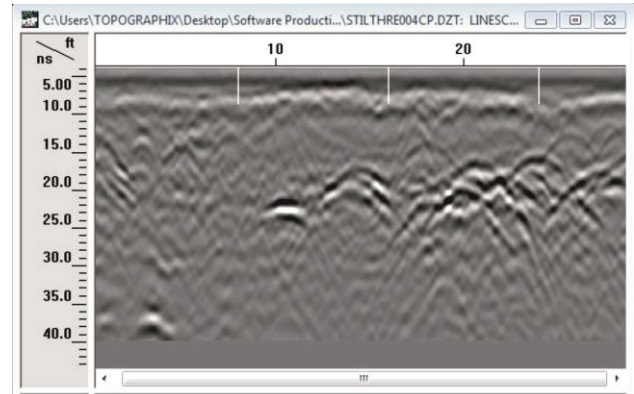
Rebar



Conduits

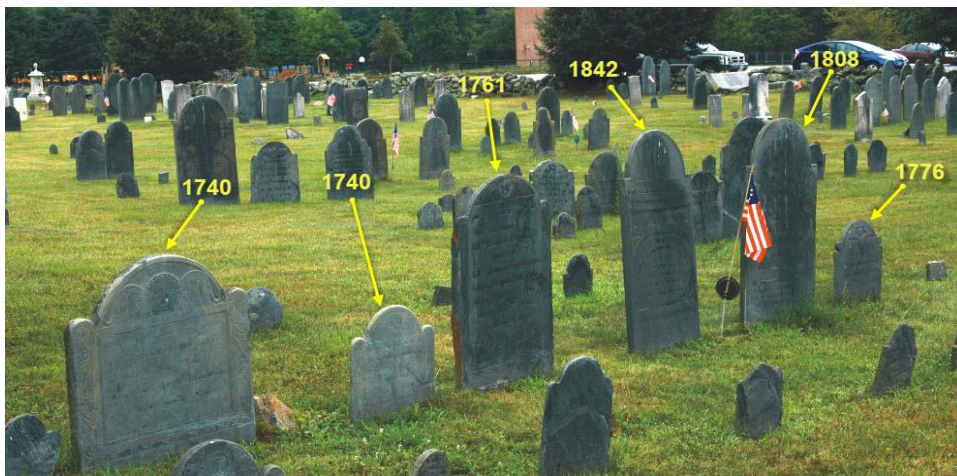


*Burial Vaults*

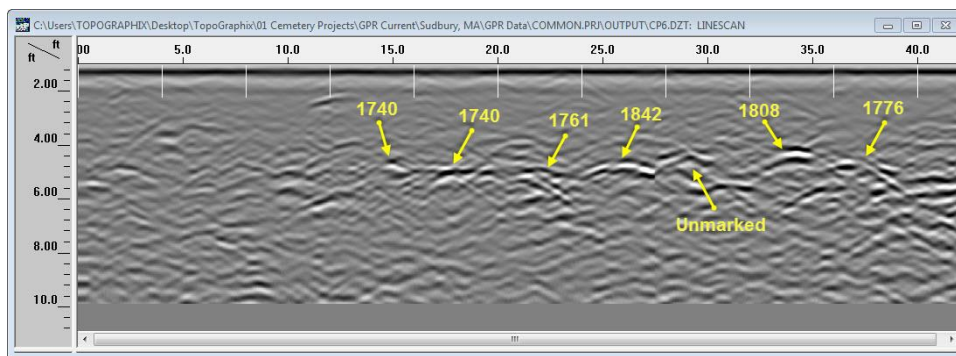


*Graves Late 1800s*

The two pictures you see below show six dated headstones from a Revolutionary - Pre-Civil War Era. Picture 1 shows dated headstones, and Picture 2 shows a GPR profile of the same six burials as they appear on the computer screen Digital Control Unit (computer screen).



*Picture 1: Site Picture of Six Dated Headstones (Revolutionary Burial Ground)*

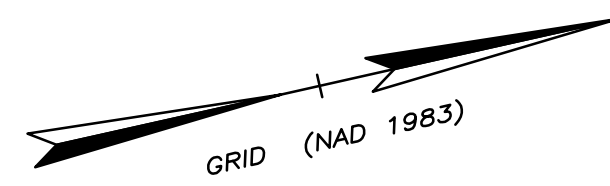


*Picture 2: Six Dated Graves from the 1700s to early 1800s (Revolutionary Burial Grounds)*

Regards,

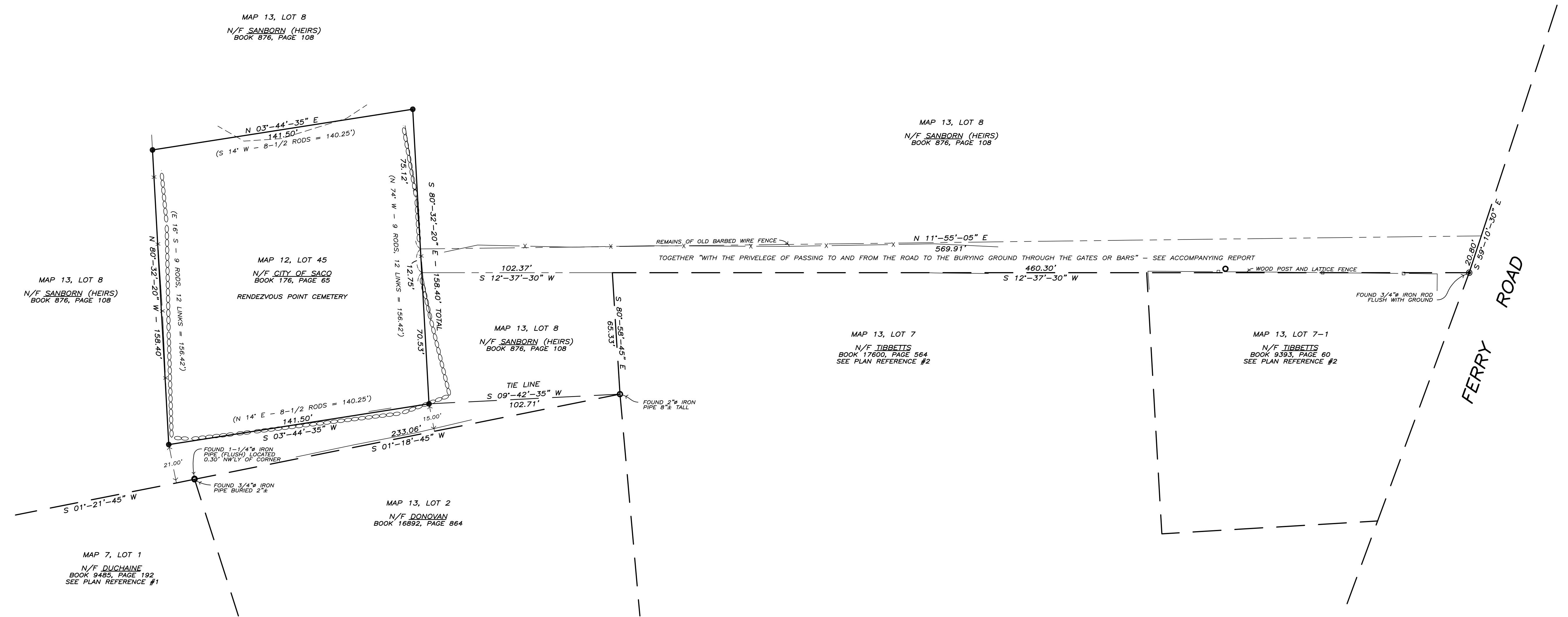
*RW Perry*

Robert W. Perry



**LEGEND :**

- SET IRON ROD WITH CAP (UNLESS OTHERWISE NOTED)
- DIAMETER
- N/F NOW OR FORMERLY
- ORNAMENTAL STONE WALL
- x REMAINS OF WIRE FENCE



**PLAN REFERENCES :**

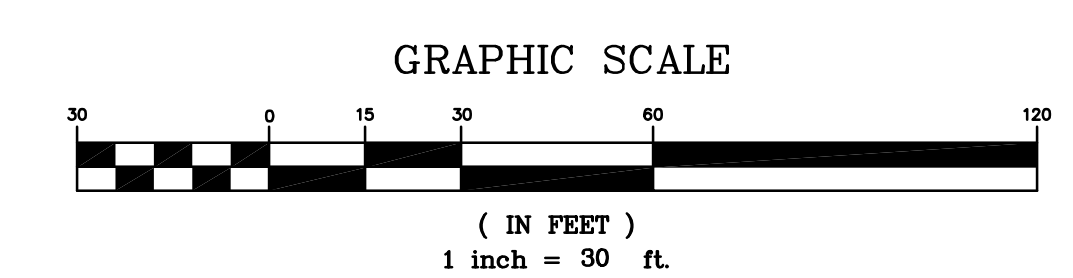
1. "PLAN SHOWING A PORTION OF THE LEWIS PROPERTY, SACO, MAINE", DATED MAY 14, 1962 BY LIBBY & DOW.
2. "PLAN SHOWING LAND SURVEYED FOR PHILIP TIBBETTS, SACO, MAINE", DATED SEPTEMBER 24, 1984, AS REVISED MARCH 24, 1987, BY DOW & COULOMBE, INC.

**LOCUS DEED REFERENCE :**

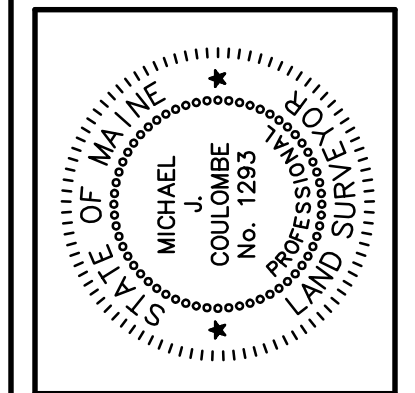
JAMES COFFIN  
TO  
TOWN OF SACO  
JULY 2, 1828 BOOK 176, PAGE 65

**NOTES :**

1. TO THE BEST OF MY KNOWLEDGE AND BELIEF, THIS SURVEY CONFORMS TO STATE OF MAINE BOARD OF LICENSURE FOR PROFESSIONAL LAND SURVEYORS' STANDARDS; CHAPTER 90, ADOPTED APRIL, 2001. EXCEPTIONS: A PROPOSED LEGAL DESCRIPTION WAS NOT PREPARED.
2. AREA OF THE CEMETERY PARCEL EQUALS 22,302 SQUARE FEET OR 0.511 ACRE.
3. SEE ACCOMPANYING SURVEYOR'S REPORT.
4. INFORMATION IN PARENTHESES COPIED FROM DEED AND PLAN REFERENCES.
5. THE LINE OF FERRY ROAD IS AN APPARENT LINE.
6. THE TIE LINE SHOWN ON THIS PLAN DOES NOT REPRESENT A BOUNDARY LINE. THE PURPOSE OF THE TIE LINE IS TO SHOW THE MATHEMATICAL RELATIONSHIP BETWEEN THE MARKERS SHOWN AT THE ENDS OF THE TIE LINE.



No.	Revision	Date

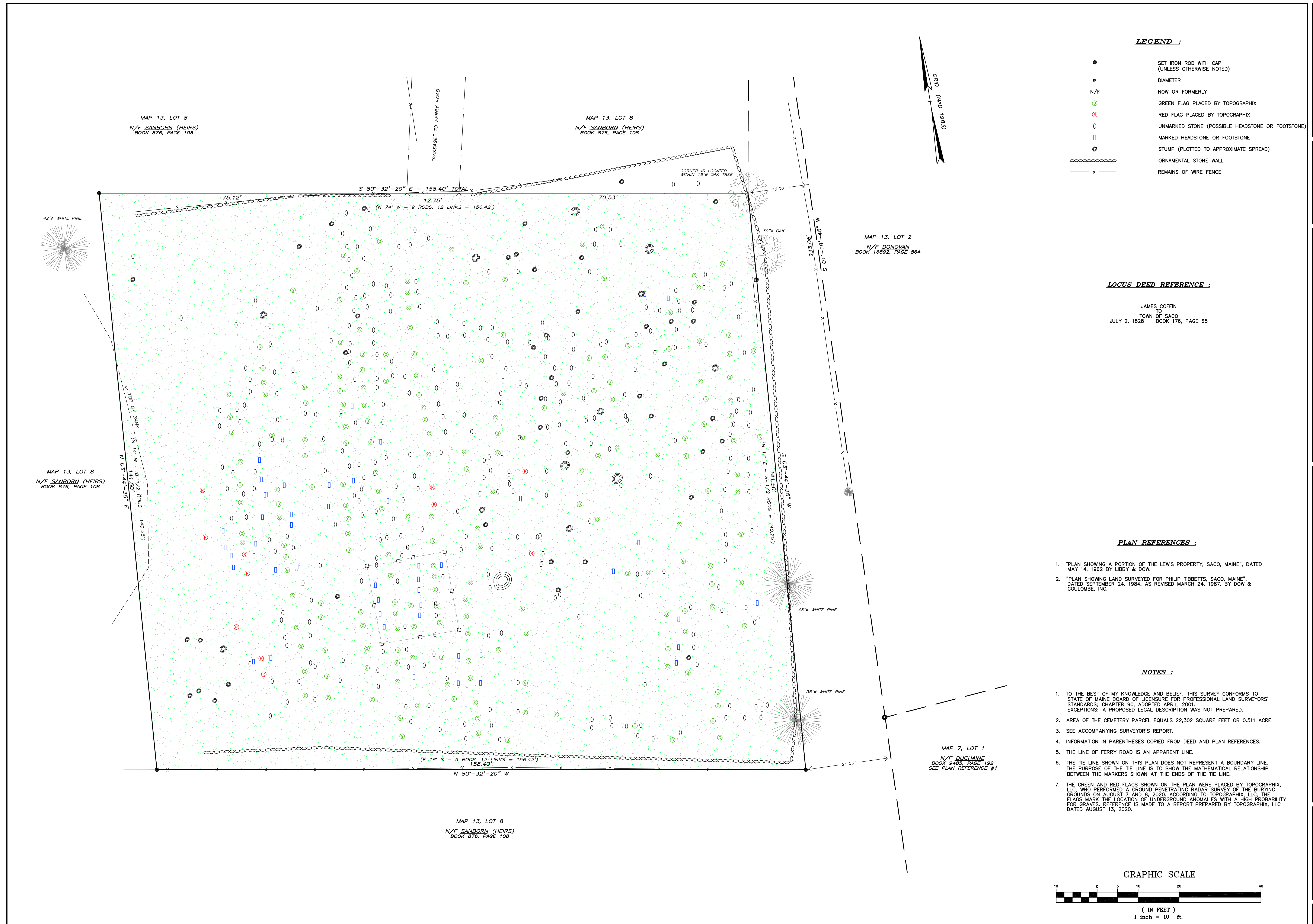


PLAN SHOWING A BOUNDARY SURVEY OF  
**RENDEZVOUS POINT CEMETERY**  
MADE FOR THE CITY OF SACO, MAINE  
(MAILING ADDRESS : 300 MAIN STREET, SACO, ME 04072  
PARCEL LOCATED SOUTHWESTERLY OF FERRY ROAD  
**SACO MAINE**

**Dow & Coulombe, Inc.**  
Land Surveyors & Land Planners Since 1864  
13 Park Street, Saco, Maine 04072  
Telephone: (207)284-4521 \* Fax: (207)284-4522  
info@dowcoulombe.com \* www.dowcoulombe.com

Date:	SEPTEMBER 22, 2020
H. Scale:	1" = 30'
Drawn by:	MJC
Chk'd by:	Appv'd by:
PDD	MJC
SHEET 1 OF 2	

**ZONE-20**  
DWG2020,RENDEZVOUS-POINT20



**LEGEND :**

- SET IRON ROD WITH CAP (UNLESS OTHERWISE NOTED)
- ⊙ DIAMETER
- N/F NOW OR FORMERLY
- ⊙ GREEN FLAG PLACED BY TOPOGRAPHIX
- ⊙ RED FLAG PLACED BY TOPOGRAPHIX
- UNMARKED STONE (POSSIBLE HEADSTONE OR FOOTSTONE)
- MARKED HEADSTONE OR FOOTSTONE
- ⊙ STUMP (PLOTTED TO APPROXIMATE SPREAD)
- ⊘ ORNAMENTAL STONE WALL
- x — REMAINS OF WIRE FENCE

**LOCUS DEED REFERENCE :**

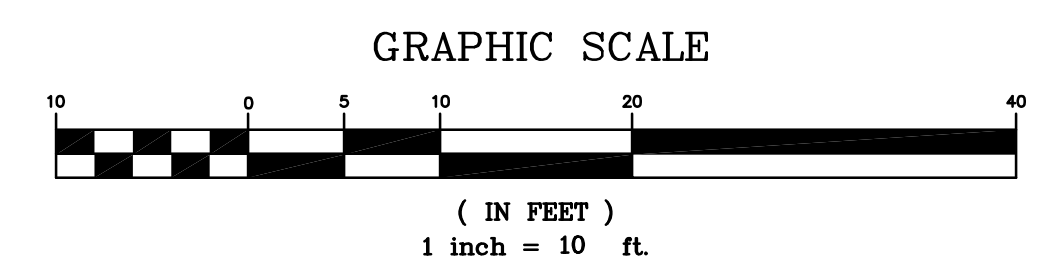
JAMES COFFIN  
TOWN OF SACO  
JULY 2, 1828 BOOK 176, PAGE 65

**PLAN REFERENCES :**

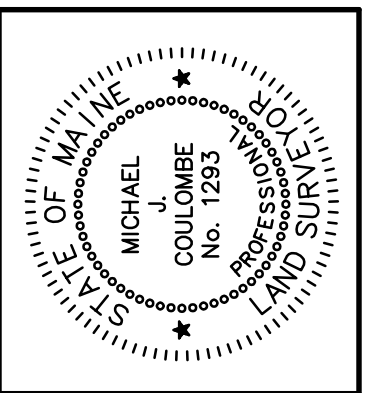
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4. INFORMATION IN PARENTHESES COPIED FROM DEED AND PLAN REFERENCES.
5. THE LINE OF FERRY ROAD IS AN APPARENT LINE.
6. THE TIE LINE SHOWN ON THIS PLAN DOES NOT REPRESENT A BOUNDARY LINE. THE PURPOSE OF THE TIE LINE IS TO SHOW THE MATHEMATICAL RELATIONSHIP BETWEEN THE MARKERS SHOWN AT THE ENDS OF THE TIE LINE.
7. THE GREEN AND RED FLAGS SHOWN ON THE PLAN WERE PLACED BY TOPOGRAPHIX, LLC, WHO PERFORMED A GROUND PENETRATING RADAR SURVEY OF THE BURYING GROUNDS ON AUGUST 7 AND 8, 2020. ACCORDING TO TOPOGRAPHIX, LLC, THE FLAGS MARK THE LOCATION OF UNDERGROUND ANOMALIES WITH A HIGH PROBABILITY FOR GRAVES. REFERENCE IS MADE TO A REPORT PREPARED BY TOPOGRAPHIX, LLC DATED AUGUST 13, 2020.



No.	Revision	Date



PLAN SHOWING A BOUNDARY SURVEY OF  
**RENDEZVOUS POINT CEMETERY**  
MADE FOR THE CITY OF SACO, MAINE  
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Drawn by:	MJC
Chk'd by:	Appv'd by:
PDD	MJC
SHEET 2 OF 2	

ZONE-20  
DWG2020-RENDEZVOUS-POINT20

## **Dow & Coulombe, Inc.**

SINCE 1864  
LAND SURVEYORS  
LAND USE AND PLANNING CONSULTANTS  
13 PARK STREET  
SACO, MAINE 04072  
(207) 284-4521  
FAX (207) 284-4522  
EMAIL [dowcoul@gwi.net](mailto:dowcoul@gwi.net)  
[www.dowcoulombe.com](http://www.dowcoulombe.com)

September 24, 2020

Bob Hamblen, Interim City Planner  
Kelly Archer, Saco Historical Preservation Commission  
300 Main Street  
Saco, ME 04072

**RE: Surveyor's Report, "Plan Showing a Boundary Survey of Rendezvous Point Cemetery Made for the City of Saco, Maine" dated September 22, 2020**

Dear Bob and Kelly,

We have completed the scope of land surveying services outlined in our July 13, 2020 letter to Emily Cole-Prescott. Please find enclosed copies of the plans showing the results of our work. Also enclosed, please find an invoice for our services.

The subject parcel of land is described in the deed from James Coffin to the Town of Saco dated July 2, 1828 and recorded at the York County Registry of Deeds in Book 176, Page 65. The deed contains a good metes and bounds (dimensional information) description of the parcel, however it does not call for any markers or physical objects to evidence the corners or lines of the parcel.

During the early 1920's, our office performed what was essentially a survey of the entire City of Saco in order to produce the first assessor's maps for use by the City. We have in our possession the original field books and notes of this survey. A portion of these notes dated from 1922 show a survey of the cemetery based on then existing fences that surrounded the cemetery, and tied in the location of the cemetery to abutting properties located on Ferry Road and what is now Lewis Lane. It is my professional opinion that these nearly 100 year old notes offer the best evidence of the location of the lines of the cemetery. Our office performed subsequent surveys of the Sanborn parcel and abutting parcels during the 1940's, 1960's and 1980's. The cemetery was cleaned and mapped in 1992 as part of an Eagle Scout project, and it is my understanding that in 2009, the cemetery was cleared, trees cut, and cleaned once again. I was told by Mr. Paul Schlaver that the ornamental stone wall surrounding the cemetery on three sides was constructed at that time.

## **Dow & Coulombe, Inc.**

LAND SURVEYORS\*LAND PLANNERS

Bob Hamlin, Interim City Planner

Kelly Archer, Saco Historical Preservation Committee

September 24, 2020

Page 2

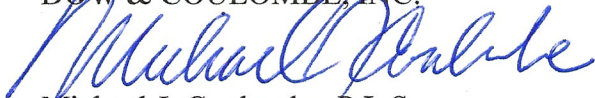
In performing the current survey, we found and located markers, fence remains and other evidence of the earlier surveys of the cemetery and abutting lands performed by our office. We found, located and accepted old wire fence remains buried in the ground evidencing the southerly line of the cemetery parcel that we believe were not disturbed by recent clearing and cleaning activities. The location of these fence remains is consistent with the location of the fence shown in our 1922 notes based on our current measurements. Similarly, we calculated the remaining lines of the cemetery based on the 1922 notes, and find our current measurements consistent with our previous surveys.

Please note that the cemetery parcel was conveyed together “with the privilege of passing to and from the road to the burying ground through the gate or bars”. The deed description does not provide any dimensional information and does not describe a specific location of this right of way. Our 1922 survey indicates a strip of land running from the Ferry Road to the cemetery used as the right of way, and we have shown this strip on the plan per our old survey. We find old fence remains along the easterly and westerly lines of this strip, and although overgrown, there appears to be evidence of an old traveled way located within this strip. As you all know, Mrs. Sanborn has kindly allowed current access to the cemetery through her driveway and farm road.

If you have any questions or if we can be of further service, please do not hesitate to contact us.

Respectfully,

DOW & COULOMBE, INC.



Michael J. Coulombe, P.L.S.

MJC/pd

Enclosures



MAINE HISTORIC PRESERVATION COMMISSION  
 55 CAPITOL STREET  
 65 STATE HOUSE STATION  
 AUGUSTA, MAINE  
 04333

JANET T. MILLS  
 GOVERNOR

KIRK F. MOHNEY  
 DIRECTOR

## 2021 NOMINATION SUBMISSION DEADLINES

### Maine Historic Preservation Commission

<b>Commission Meeting</b>	<b>1<sup>st</sup> Draft Due</b>	<b>Final Nomination Due</b>	<b>CLG 1<sup>st</sup> Draft Due</b>	<b>CLG Final Nomination Due</b>
January 22, 2021	2 November 2020	25 November 2020	2 October 2020	2 November 2020
April 23, 2021	29 January 2021	26 February 2021	4 January 2021	29 January 2021
July 23, 2021	3 May 2021	1 June 2021	2 April 2021	3 May 2021
October 22, 2021	2 August 2021	1 September 2021	2 July 2021	2 August 2021

Certified Local Governments (CLG): Bangor, Lewiston, Portland, York, Hampden, Kennebunk, Castine, Topsham, Saco, Gardiner, Augusta.

**Planning & Economic  
Development**

Saco City Hall  
300 Main Street  
Saco, Maine 04072-1538



**Isabelle V. Oechsle  
Planning & Economic  
Development Associate**

[IOechsle@sacomaine.org](mailto:IOechsle@sacomaine.org)

Phone: (207) 282-3487 ext.353

September 24, 2020

Mr. Matthew Cook  
Thornton Academy  
438 Main Street  
Saco, ME 04072

Re: 450 Main Street (Map 40 Lot 29-1): Porch Removal & Replacement

Dear Mr. Cook,

Thank you for your application for a Certificate of Appropriateness to remove existing porch on the Thornton Academy Alumni House, located at 450 Main Street. You have indicated that you plan to replace the porch with the same footprint, and with like materials.

I have reviewed this request as an amendment to your February 2020 Certificate of Appropriateness application, in which you indicated that the removal of a gutter was necessary and that general repair on the porch was expected. Additional review became necessary when it was discovered that the porch had become dilapidated beyond reasonable repair. This was substantiated by my site visit on Friday, September 18, 2020.

I have reviewed your application for removal and replacement of the porch based on application materials submitted and our subsequent conversations regarding materials, and have approved this application based on the enclosed findings of fact and conditions of approval.

The next step is to obtain the appropriate building permits from the Code Enforcement Department.

Please feel free to contact me with any questions.

Sincerely,

Isabelle Oechsle  
Planning & Economic Development Associate

Robert Hamblen  
City Planner

Cc: David Twomey, Interim Director of Code Enforcement  
Don Fiske, Associate Code Enforcement Officer