



To: Scott Morelli, City Manager
From: Justin Barker, Community Planner
Cc: Tex Haeuser, Planning Director
Hannah Holmes, Chair
Arts and Historic Preservation Committee Members
Date: January 21, 2020
Re: **Annual Report – Arts and Historic Preservation Committee – 2019**

INTRODUCTION

The following report is provided in accordance with Sec. 2-145(c) of the Code of Ordinances, which requires the Arts and Historic Preservation Committee (AHPC) to submit an annual report of the Committee’s activities to the City Council in January of each year.

MEETING DATES

Meetings were held on the following dates in 2019:

January 23	April 6	October 2
February 6	May 1	November 6
March 6	June 5	December 4
March 20	August 7	
April 3	September 9	

SUMMARY

The main focus of the AHPC for 2019 was developing the demolition delay and adaptive reuse programs. This included regular review, discussion, and editing of the proposed ordinance language prior to City Council workshop and in response to City Council comments. Additional time was devoted during several of the meetings to identifying and reviewing properties throughout the City for potential historic designation with the intention to bring nearly 100 properties to City Council for consideration in 2020. Although some time was spent on various arts-oriented projects, the AHPC resolved to focus more attention on the “Arts” portion of the Committee in 2020.

KEY ACCOMPLISHMENTS

- Established a designation process for archaeological sites and historic structures that was adopted by City Council on July 16, 2019 by passage of Ordinance No. 2-19/20.
- Established a demolition delay requirement for historic and potentially historic structures that was adopted by City Council on July 16, 2019 by passage of Ordinance No. 2-19/20.
- Established an Adaptive Reuse program for designated historic structures that was adopted by City Council on July 16, 2019 by passage of Ordinance No. 2-19/20.
- Identified and researched almost 100 additional properties for future designation consideration.
- Researched history and photographs for the creation of a future historical kiosk for the old armory (682 Broadway, now Rusty Lantern/Irving gas station).

- Completed the first review of a project for compliance with historic rehabilitation standards for a historic designated structure (265 Cottage Road).
- Provided design suggestions and feedback for the Casco Bay Bridge light sleeves and light bollards. Approved the final design.
- Discussed potential crosswalk art designs and initiated conversations with Public Works to get installed for next year.
- Discussed comments given by neighbors regarding the Mill Creek holiday light display and initiated conversations with Parks to set up a site tour and to discuss potential improvements.

ATTACHMENTS

1. AHPC 2019 Agendas and Minutes

CITY OF SOUTH PORTLAND
Arts & Historic Preservation Committee
Planning & Development Department, 496 Ocean St.*
AGENDA

1/23/2019

7.30-8.00 AM

The planning office, last door on right.

Homework to bring to this meeting:

1: Review Adaptive Reuse Ordinance (attached)

1: Review and approval of minutes from Dec 5, 2018 meeting

2: Membership update -- Hannah

3: Adaptive Reuse ordinance discussion -- Justin

4: Round robin

5: Adjournment

Next meeting February 6, 2019

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**City of South Portland
Arts & Historic Preservation Committee
January 23rd, 2019
Planning and Development Department**

Members in attendance:

Hannah Holmes, Chairperson
Jessica Kessler, Secretary
Mary DeRose
Alessa Wylie, Greater Portland Landmarks
Doreen Gay, Vice Chairperson
Kathy DiPhilippo, South Portland Historical Society

Absent:

Jon Godin

Staff in attendance:

Justin Barker, Community Planner

Chairperson Hannah Holmes called the meeting to order at 7:30 a.m.

Minutes: Mary circulated copies of the December minutes, as some members did not receive them in email form for review, due to technical difficulties. Doreen made a motion to accept the minutes. Kathy mentioned that there are minor typos that need correcting before the minutes can be published. Jessie made a motion that the minutes be accepted with minor edits to be completed before submitting them to the city. Kathy seconded, and the motion passed unanimously.

Adaptive reuse discussion: Justin reviewed the wording for the proposed ordinance. He detailed that this ordinance is meant to address single family/multi-family zones, making a special exception for reuse of historic properties.

Members discussed the scope of the labels used in the ordinance. Doreen sought clarification for the definition of “community homes.” Kathy expressed concern over possible redundancies, wondering if some of the proposed uses could be consolidated. Justin explained that the specific uses are not able to be consolidated because each has its own legal definition in the city code. Kathy also pointed out the absence of “independent living facilities,” “educational facilities,” and “daycares” in the listed uses. Mary requested that “tourist lodging” be removed from the list, as it is too vague. Jessie and Hannah enthusiastically supported the inclusion of “hostels.” Jessie also requested that the ordinance language should change to allow for a combination of uses, citing the success of nursing home/preschool projects as an example. Justin said he would modify 1594 B to allow for a limited combination of uses, as well as including “other low impact uses to be approved by the planning board,” to allow for creative reuse of the space. Hannah asked about the potential for retail or eatery uses. Justin cited excessive vehicle traffic as the reason for their exclusion.

Kathy requested that in 1591, “in” be changed to “for,” for a better flow to laymen readers. Mary expressed concern for standard C, regarding windows and energy efficiency. She requested that the subject of windows be added to the agenda for a future meeting, to be discussed at length. Justin proposed adding a section J to the language, pertaining the energy efficiency. Hannah mentioned that perhaps the ordinance could refer to a more “humble” historic standard, rather than the Secretary of State standard, which can be rigid and expensive. Mary suggested using the state of Maine’s standard

instead. Alessa agreed that the state of Maine standard would be appropriate. Justin resolved to circulate wording for the Maine state standards for the committee to review, as well as wording for the proposed section J regarding energy efficiency, prior to our next meeting. Justin stated that section 2 of the Demolition Delay Ordinance should be moved to the Adaptive Reuse Ordinance.

Members discussed the process of adding to the historic inventory list, and the challenge of the enormity of this task. Doreen asked that funds for the AHPC be included in the budget for the city, as budgets are being submitted now for the new year. Mary reiterated the need for interns to help assess properties for inclusion on the list.

Round Robin: Hannah detailed agenda items for our next meeting, stating that the committee is to review the final touches for the Demo Delay and Adaptive Reuse Ordinances, as well as the Armory letter. The art subcommittee announced that they will be meeting Monday, January 28th at 6pm.

Doreen made a motion to adjourn, seconded by Hannah.

Meeting concluded at 8:30 a.m.

Next Meeting: Wednesday, February 6th , 2019 at 7:30 a.m.

**City of South Portland
Arts & Historic Preservation Committee
February 6th, 2019
Planning and Development Department**

Members in attendance:

Hannah Holmes, Chairperson
Jessica Kessler, Secretary
Mary DeRose
Alessa Wylie, Greater Portland Landmarks
Doreen Gay, Vice Chairperson
Kathy DiPhilippo, South Portland Historical Society
Jon Godin

Staff in attendance:

Charles “Tex” Hauser, Planning & Development Director
Justin Barker, Community Planner

Guest: Steve Cecil, Harriman Company (via conference call)

Chairperson Hannah Holmes called the meeting to order at 7:30 a.m.

Minutes: Kathy made a motion to accept the January minutes, seconded by Mary. The motion passed unanimously.

Adaptive reuse discussion: Justin reviewed the finalized wording for the Adaptive Reuse Ordinance. Kathy expressed concern with the use of Appendix J, citing errors in the list of historic resources. Members discussed methods of correcting these errors, timing, and effectiveness of including these resources at this point in the process. Hannah explained that the committee can correct the errors with our first submittal to the council. Tex suggested changing the language of 2-145 slightly to say “Shall be based on Appendix J,” rather than “shall include Appendix J.” Mary made a motion to favorably recommend the ordinance to the city council, seconded by Doreen. The motion passed unanimously. Justin requested that members of the committee try to attend the council workshop on Tuesday, February 12th at 6:30pm. Justin requested that the demo delay discussion be stricken from next month’s agenda.

Art Subcommittee Report: Jessie and Doreen discussed the wording of the armory letter with the full committee. Mary made a motion to approve the language and submit the letter to the owner of the Armory. Hannah seconded, and the motion passed unanimously.

Gateway Discussion: Tex reported the progress of the Gateway project. A handout of potential designs for the light pole coverings and light wands was circulated for the committee to review. Tex explained that the committee will submit specifications to the Maine Department of Transportation for implementation. Tex went on to say that there is not currently room on the Portland end of the bridge for light wands, but that the decorative sleeves will be across the entirety of the bridge. Tex further explained that on the South Portland end of the bridge, there is a sewer line to consider while placing our light wands and related landscaping.

Steve Cecil of the Harriman Company called into the meeting to discuss the potential designs for the light pole coverings and light wands. Members explored the four available options outlined in the handout. Steve described the design process and the symbolism in each option. Members stated their opinions of the various designs. Jessie suggested that designs using wave patterns could be made more appealing by varying the width and curvature of each wave, simulating a more realistic seascape. This idea was met favorably, and Steve pledged to take it into consideration for the next round of design efforts, with an updated design available for the next meeting.

Armory Kiosk Update: Doreen gave an update on the Armory Kiosk, explaining that they are currently searching for an appropriate photograph to be included in the kiosk design. Doreen expressed that finding such an obscure photograph is a significant challenge.

Hinkley Connector Update: Justin informed the committee that CMP and the City are in negotiations regarding the connector trail. Work should begin this spring, with the trail hopefully complete by summertime.

Historic Resource List Update: Mary shared that the tax assessor's office has given her a list of 403 properties built prior to 1900. Members discussed how to incorporate these into the Historic Resource List. Jon suggested we focus on properties related to significant people, rather than simply the date built. Hannah explained that six months ago, she and Jon were working on the list, using the Historic Significance Form that she created. She further explained that this form was an effective tool in their effort to include essential details for each property. Hannah went on to request that the committee plan a "retreat" to focus on refining the list with as many members present as possible, considering the size of the task. Justin offered to create an online poll to best choose a date for the retreat, adding that the committee needs to have a finalized format for the resource list prior to submitting it to the city. Kathy expressed concern that we have not yet determined how to alert property owners of their inclusion on the list. Justin requested that public notification be added to the agenda for our next meeting.

Round Robin: Jessie asked about the inclusion of google login information as the signature in AHPC emails, wondering if it may make our documents vulnerable. The login info was included as a guide for members who were struggling to access files in the past. Jon offered to change the signature of the AHPC email to remove the login information.

Hannah made a motion to adjourn, seconded by Jessie.

Meeting concluded at 9 a.m.

Next Meeting: Wednesday, March 6th , 2019 at 7:30 a.m.

CITY OF SOUTH PORTLAND
Arts & Historic Preservation Committee
Planning & Development Department, 496 Ocean St.*
AGENDA

3/6/2019

7.30-9.00 AM

The planning office, last door on right.

Homework to bring to this meeting:

1: Review Adaptive Reuse Ordinance emailed to you by Justin

2: Thoughts on format for contacting owners of properties deemed historic

1: Review and approval of minutes from Feb, 2018 meeting

2: Membership update -- Hannah

3: Adaptive Reuse / Demo Delay ordinance discussion -- Justin

4: Owner notification procedure, placard

5: Retreat structure and details

6: Armory trail/kiosk

7: Round Robin

8: Adjournment

Next meeting April 3, 2019

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**City of South Portland
Arts & Historic Preservation Committee
March 6th, 2019
Planning and Development Department**

Members in attendance:

Hannah Holmes, Chairperson
Jessica Kessler, Secretary
Mary DeRose
Alessa Wylie, Greater Portland Landmarks
Doreen Gay, Vice Chairperson
Jon Godin

Absent:

Kathy DiPhilippo, South Portland Historical Society

Staff in attendance:

Charles “Tex” Hauser, Planning & Development Director
Justin Barker, Community Planner

Guests:

Mark Aliquo (community member interested in joining the AHPC)
Representatives of Northland Development Team

Chairperson Hannah Holmes called the meeting to order at 7:30 a.m.

Minutes: Doreen made a motion to accept the February minutes, seconded by Alessa. The motion passed unanimously.

Adaptive reuse discussion: Representatives from the Northland Development Team came to participate in the discussion of the ordinance, as they are handling the Captain Boyd House property.

Justin detailed the February council workshop on the Adaptive Reuse Ordinance, citing the council’s concern over the lack of committee representation. Members were not able to make it to the meeting, as it was rescheduled to Valentine’s Day due to a snow event. The council plans on workshopping the ordinance again on April 16th, at 6:30pm, and urged committee members to attend. Justin also explained that the council was reluctant to include “transient lodging” as a proposed reuse, as it could conflict with recent changes in rules regarding short term rentals.

Alessa distributed a handout of suggestions from Julie Larry, Director of Advocacy for Greater Portland Landmarks, who reviewed the proposed ordinance. Members discussed the feedback at length. When asked if the committee members were adequately trained to be making such determinations, Mary reiterated that she has a PhD, and that Jon is an archeologist. Hannah also reminded the room that the consequences of our committee’s determinations are not high stakes, and that we are a citizen committee of volunteers. Members agreed that no additional training is necessary, though if it were made available, we could benefit from it.

Members discussed shifting the triggering date from 1940 to 1850, in hopes to more accurately flag vulnerable historic properties. With the current standard of 1940, the list of properties to review is staggering, and involves a large percentage of historically insignificant sites. It was cautioned that the

1940 date could frustrate the process for all involved. Members were in agreement that 1850 was a much more ideal cutoff.

Members discussed historically significant archeological sites, and their inclusion on the list. Jon mentioned the existence of unknown archeological sites, and asked what process exists to identify and protect them. It was explained that the law currently relies on self-reporting, specifically if a developer discovers remains at a site. Tex suggested that after the historic property list is established, the committee can focus on preserving archeological sites as our next step.

Members discussed property owner notification at length. The tone and details of a proposed letter were debated, highlighting the importance that the designation will not affect the individual's property taxes. It was suggested that the letter call attention to the property's historic significance, and the benefit of preservation.

Gateway Discussion: Tex explained that he is waiting on an updated light pole wrap design from Steve Cecil (Harriman Company). He relayed that he expects to have the update by the next committee meeting.

Armory Kiosk Update: Doreen gave an update on the Armory Kiosk, saying she has not been able to connect with anyone regarding an appropriate image for the kiosk design. She plans on continuing the search for a usable picture. Justin offered to get an exact location of the Hinkley connector trail so the committee can begin planning the placement of the kiosk.

Historic Resource List Update: Members discussed the process for reviewing properties at the scheduled retreat, Saturday, April 6th at 9am. After reviewing different formats for detailing the information, members agreed that the CARMA form would be best for our purposes. The committee intends to vote on approving properties for the finalized list to be submitted to the city. Justin suggested block voting, as there are so many properties under consideration. Committee members are encouraged to bring their laptops, since we will be working on the google docs spreadsheet.

Round Robin: Jessie mentioned that community members who live near Millcreek Park have been very upset by the city's holiday light redesign. She suggested the committee begin a review of the design, with ample time to rework problems before the next holiday season. Hannah offered to add the topic to the agenda for the next meeting.

Jessie made a motion to adjourn, seconded by Mary.

Meeting concluded at 9 a.m.

Next Meeting: Wednesday, April 3rd , 2019 at 7:30 a.m.

CITY OF SOUTH PORTLAND
Arts & Historic Preservation Committee
Planning & Development Department, 496 Ocean St.*
AGENDA
SPECIAL MEETING

3/20/2019

8.00-8.30 AM

The planning office, last door on right.

1: Review Casco Bay Bridge Light Design

2: Adjournment

Next meeting April 3, 2019

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**City of South Portland
Arts & Historic Preservation Committee
March 20th, 2019
Planning and Development Department**

Members in attendance:

Hannah Holmes, Chairperson
Jessica Kessler, Secretary
Mary DeRose
Alessa Wylie, Greater Portland Landmarks
Doreen Gay, Vice Chairperson

Absent:

Kathy DiPhilippo, South Portland Historical Society
Jon Godin

Staff in attendance:

Charles "Tex" Hauser, Planning & Development Director
Justin Barker, Community Planner

Guest:

Steve Cecil, Harriman Company (conference call)

Chairperson Hannah Holmes called the meeting to order at 8:00 a.m.

Discussion: Steve Cecil called in to discuss the updated light wrap and light wand design with members. Steve described the design process, with members giving feedback. Some wondered if Portland would approve of the wave pattern, given its resemblance to South Portland's logo. The committee discussed this at length. Ultimately, the committee had a positive response to the updated design. Jessie made a motion to accept the design, with Mary seconding. The motion passed unanimously.

Next Meeting: Wednesday, April 3rd, 2019 at 7:30 a.m.

CITY OF SOUTH PORTLAND
Arts & Historic Preservation Committee
Planning & Development Department, 496 Ocean St.*

4/3/2019

7.30-9.00 AM

The planning office, last door on right.

Homework to bring to this meeting:

1: Review Adaptive Reuse Ordinance emailed to you by Justin

2: Thoughts on format for contacting owners of properties deemed historic

1: Review and approval of minutes from March, 2018 meeting

2: Membership update -- Hannah

3: Adaptive Reuse / Demo Delay ordinance update -- Justin

4: Gateway light wand update -- Tex/Justin

5: Retreat structure and details

6: Armory trail/kiosk

7: Committee goals for 2019, including but not limited to:

-- Holiday lights and any other city decorations the Committee might assist with

--Owner notification procedure, placard, incentives

-- Archeological resource identification and protection

-- Sidewalk art

8: Square Robin

9: Adjournment

Next meeting May 1, 2019

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City of South Portland Arts & Historic
Preservation Committee April 1, 2019
Minutes of Meeting

Present: Alyssa Wylie, Doreen Gay, Kathryn DiPhilippo, Jon Godin, Mary DeRose, Justin Barker-Planning Department, Hannah Holmes [late due to time change]. Absent: Jessie Kessler.

The meeting was called to order by Doreen Gay, Vice Chairperson of the Committee after a small delay.

A motion was made to approve the minutes of the April 3, 2019 meeting. [DeRose, DiPhilippo] Passed unanimously.

1. The latest version of the proposed Adaptive Reuse/Demolition Delay Historic Preservation ordinance was discussed. At the City Council workshop, the City Councilors seemed to agree with how our work is panning out so far, although a few councilors were opposed to including hostels in the list of allowed uses in the city's Code of Ordinances, especially in light of the short term rental controversies of the past year.

Upon discussion, it was felt that hostels could be removed. There were several other minor wording changes that Justin would incorporate prior to presenting the material to the Planning Board and City Council for approval.

A hearing will be held at the June 12 Planning Board, where a vote will be taken. AHPC members were encouraged to attend.

2. The Gateway Wands were discussed. The City of Portland has commented that they think the proposed design is too South Portland oriented, especially the Wave Logo. The designers are seeking to modify the wave.

3. Doreen Gay is working on the Armory Kiosk.

4. Kathy DiPhillippo brought up the idea of splitting the committee into two parts: Arts and Historic Preservation. This was the way the City Council formulated the committee and changes would have to be made by that group.

A motion to adjourn was made.[DeRose, Wylie]. Passed unanimously.

CITY OF SOUTH PORTLAND

Arts & Historic Preservation Committee

Planning & Development Department, 496 Ocean St.*

5/1/2019

7.30-9.00 AM

The planning office, last door on right.

Homework to bring to this meeting:

1: Review any updates to Adaptive Reuse Ordinance emailed to you by Justin in the coming days.

1: Review and approval of minutes from March, 2018 meeting

2: Membership update -- Hannah

3: Adaptive Reuse / Demo Delay ordinance update -- Justin

4: Gateway light wand update?

5: Retreat review: next steps

6: Armory trail/kiosk

7: Committee goals for 2019, including but not limited to:

-- Holiday lights and any other city decorations the Committee might assist with

--Owner notification procedure, placard, incentives

-- Archeological resource identification and protection

-- Sidewalk art

8: Square Robin

9: Adjournment

Next meeting May 1, 2019

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City of South Portland
Arts & Historic Preservation Committee
May 1st, 2019
Planning and Development Department

Members in attendance:

Hannah Holmes, Chairperson
Jessica Kessler, Secretary
Mary DeRose
Doreen Gay, Vice Chairperson
Kathy DiPhilippo, South Portland Historical Society

Absent:

Jon Godin
Alessa Wylie, Greater Portland Landmarks

Staff in attendance:

Justin Barker, Community Planner

Chairperson Hannah Holmes called the meeting to order at 7:30 a.m.

Minutes: Mary will redistribute the April Minutes, as members did not receive them in time for this meeting. Kathy made a motion to accept the minutes submitted by Jessie from the two special meetings (approval of light wand design on 3/20/19, and retreat to update historic resource list on 4/16/19). Motion was seconded by Mary, and passed unanimously.

Membership Update: Members discussed possible leads on new members. Kathy noted that she has an interested colleague. Members discussed Mark Aliquo, who has attended a few meetings but still has to undergo the nomination process. Members also discussed the possibility of Adrian Dowling rejoining the group. Mary has been in touch with Adrian and says he is awaiting a response from his city councilor in order to proceed.

Adaptive reuse discussion: Members discussed the results of the city council workshop. Justin relayed the two minor changes made by councilors, explaining them in depth. The ordinance is headed to the Planning Board for a public hearing on June 12th, at 7pm. All members are encouraged to attend the meeting and speak in support of the ordinance.

Gateway Update: Justin gave an update on the Gateway project, stating that Portland has accepted the modified light wand design. Members reviewed other aspects of the project, revisiting concerns over the existing highway-style signage. Members reiterated their desire to remove the signage. Kathy made a motion to pressure the DOT to remove the signage as part of the Gateway project. Jessie seconded, and the motion passed unanimously.

Historic Resource List Update: Justin received a call from a community member requesting that 311 Pine Street be added to the list. Members discussed setting another retreat date, with Justin offering to conduct an online poll. Members resolved to devote next month's meeting to working on the list, rather than scheduling a subcommittee meeting.

Armory Kiosk Update: Doreen gave an update on her search for supporting materials for the kiosk. She was able to connect with Jonathan Bratten, the National Guard archivist, who enthusiastically supplied her with a wealth of photographs and documents.

Round Robin Goals: Members discussed their goals for 2019, listing the removal of the highway signage on the bridge and increasing committee membership. Jessie suggested focusing more on public art, with an idea of colored crosswalks in school zones as a low-barrier start. Members also listed updating the Millcreek holiday light display.

Mary made a motion to adjourn, seconded by Jessie.

Meeting concluded at 9 a.m.

Next Meeting: Wednesday, June 5th, 2019 at 7:30 a.m.

CITY OF SOUTH PORTLAND

Arts & Historic Preservation Committee

Planning & Development Department, 496 Ocean St.*

6/5/2019

7.30-9.00 AM

The planning office, last door on right.

Homework to bring to this meeting:

Kathy: Mark Aliquo, Peter Right contact?

Mary: Missing minutes from past meeting?

ALL: walk power line/Armory area for potential kiosk location

AGENDA

1: Review and approval of minutes from May, 2018 meeting

2: Membership update -- Kathy

3: Adaptive Reuse / Demo Delay ordinance Council meeting review-- Justin

5: Add to database

6: Adjournment

Next meeting July 31, 2019

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Items to carry over to next Agenda include:

Bridge sign, and timing of potential DOT decision

Art projects, including:

Overpass

Redbank strip mall wall

Crosswalks

Tanks

City of South Portland
Arts & Historic Preservation Committee
June 5, 2019
Planning and Development Department

Members in attendance:

Hannah Holmes, Chairperson
Kathy DiPhilippo, South Portland Historical Society
Alessa Wylie, Greater Portland Landmarks
Jon Godin
Mark Wiesendanger

Absent:

Doreen Gay, Vice Chairperson
Jessica Kessler, Secretary
Mary DeRose

Staff in attendance:

Justin Barker, Community Planner

Chairperson Hannah Holmes called the meeting to order at 7:33 a.m.

Minutes: Kathy made a motion to accept the May minutes, seconded by Jon. The motion passed unanimously.

Membership Update: Two new members were appointed at the Council meeting last night, Mark Wiesendanger and Jim Flahaven. Mark introduced himself and his background working with MaineHousing and on restoration projects.

Adaptive reuse discussion: Justin summarized the proposed ordinance so Mark could get up to speed. The ordinance is scheduled for a public hearing with the Planning Board on June 12 at 7 PM. Justin suggested that committee members should be in attendance, but that the ordinance may not get heard that night due to a lengthy agenda. If it does not get heard on June 12, it would get bumped to July 10. Kathy and Mark suggested to skip the July meeting date and to reconvene in August. Jon suggested the results of the Planning Board hearing should be discussed at the next meeting.

Gateway Discussion: Kathy asked what the timing of the bridge lightpost project was and when would be a good time to submit a letter requesting removal of the Cape Elizabeth highway-style sign on the Casco Bay Bridge. Justin was not sure of specific timing but believes it is planned to move forward this summer or fall, as a bid package has already been submitted for contractors. Everyone felt a letter would be a good idea. Kathy and Hannah will work with Justin to write up a letter and get it submitted as soon as possible.

Items for Next Agenda: Suggested items to discuss for the August meeting included sidewalk art projects, more time to walk through the historic resource database, and a proposed location for the armory trail sign. Justin mentioned that Avesta is working on Phase II of their housing project on Westbrook Street and there may be an opportunity to partner on some public art. As the project discussions progress it may be a good idea to start collaborating on specific ideas.

Historic Resource List Update: The committee continued working through the list on SP Heights. Specific properties were chosen for the Sylvan Site added to the final list. The historical significance justification was qualified for each property. Alessa will check with Julie Larry regarding the kit houses. The committee agreed that a copy of any plans should be placed into the database. Kathy will follow up with deed research on 58 and 108 Stillman St, but they both qualify anyway. Kathy made a motion to accept the SP Heights section. Mark seconded, motion passed unanimously.

Justin will send the AHPC login information to Mark so he can review more.

Kathy made a motion to adjourn, seconded by Mark.

Meeting concluded at 8:55 a.m.

Next Meeting: Wednesday, August 7th, 2019 at 7:30 a.m.

CITY OF SOUTH PORTLAND

Arts & Historic Preservation Committee

Planning & Development Department, 496 Ocean St.*

8/7/2019

7.30-9.00 AM

The planning office, last door on right.

Homework to bring to this meeting:

Kathy: Research on “the rock”. Deed research on 58 and 108 Stillman

Kathy: DOT letter re. Bridge signage

Mary: The mystery of the missing minutes

Hannah: Update membership, mailing list

ALL: walk power line/Armory area for potential kiosk location

AGENDA

1: Review and approval of minutes from June 5, 2018 meeting

2: Membership update

3: Adaptive Reuse / Demo Delay ordinance Council meeting review-- Justin

4: Public Art: sidewalks, Avesta housing...

5: Add to database. Particularly 161 Preble and 265 Cottage

6: Adjournment

Next meeting September 4, 2019

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Items to carry over to next Agenda include:

Bridge sign, and timing of potential DOT decision

Art projects, including:

- Overpass

- Redbank strip mall wall

- Crosswalks

- Tanks

- Avesta housing

Archeology inventory

City of South Portland
Arts & Historic Preservation Committee
August 7th, 2019
Planning and Development Department

Members in attendance:

Hannah Holmes, Chairperson
Jessica Kessler, Secretary
Mary DeRose
Doreen Gay, Vice Chairperson
Kathy DiPhilippo, South Portland Historical Society
Alessa Wylie, Greater Portland Landmarks
Mark Wiesendanger

Absent:

Jon Godin
Jim Flahaven

Staff in attendance:

Justin Barker, Community Planner

Chairperson Hannah Holmes called the meeting to order at 7:33 a.m.

Minutes: Hannah made a motion to accept the June minutes, Jessie seconded. The motion passed unanimously.

Adaptive reuse discussion: Justin gave an update on the council meeting regarding the ordinance, which went into effect as of August 6th. He suggested eliminating the comprehensive plan list because it names areas instead of specific properties. Kathy suggested going to the council to request the removal of properties and areas that are not in need of preservation. The consensus was reached that those areas are too vague to be included in the delay. Kathy and Doreen recommended submitting the partial list we have already worked on to the council, as a start. The committee reviewed the Greater Portland Landmark list of properties. Kathy pointed out that the Captain Nichols House name and address needed to be corrected. Members then discussed the Scammon Block, at 83 Ocean. Alessa offered to research why it was included on the list. Members discussed 16 Franklin Terrace/Street, recognizing an issue with the address. It appears to be new construction, and was considered for removal from the list. Alessa offered to check on the status of the property. The committee reviewed the Willard Beach Casino, resolving that it ought to be moved to an archeological list. It was decided that the Marine Railway/Aspasia Marina buildings should stay on the list, adding the Front Street address. After much discussion, members concluded that most of the Greater Portland Landmark list is archeologically significant. Members also recognized that the process of amending the GPL list is daunting and extensive. It was decided to leave it alone until the next comprehensive plan review, and to alert code enforcement to not flag these areas due to the errors and inadequacies of the list, with the exception of the Marine Railway (Aspasia) and Brown Hill Church properties.

Historic Resource List Update: Representatives from 265 Cottage Road came to speak, requesting that it be added to the list. Mary made a motion to add the property, Jessie seconded. The committee entered discussion of the property, identifying which criteria qualified it for inclusion. It was determined that the

property fit criteria 3 and 4. A vote was called, and the motion passed unanimously. Justin opened discussion on the inclusion of 161 Preble Street, as it has been requested by the property owner, Mark Aliquo. Members discussed the qualifying criteria for this property. Kathy stated it fits criteria 3 and 4. Kathy made a motion to include the property on our list, with Doreen seconding. Alessa opposed, and the motion passed with all others in favor.

Public Art Update: Justin gave a presentation on the proposed Avesta Housing project, including opportunities for public art on the site. Mark suggested members research the Hartley Block on Lisbon St. in Lewiston, as an example of how public art shaped that property. Mary expressed a desire to see public art on the triangle of land at the Avesta site, educating the committee on the history and significance of the space. Justin recommended that someone contact Avesta with the suggestion of public art on the triangle. Doreen offered to email Tex to explore this idea further.

Connector Trail Update: Justin informed the committee that the city voted to sign the license agreement for the trail, and that construction will begin very soon.

Hannah made a motion to adjourn, seconded by Jessie.

Meeting concluded at 9 a.m.

Next Meeting: Wednesday, October 2nd, 2019 at 7:30 a.m.

CITY OF SOUTH PORTLAND

Arts & Historic Preservation Committee

Planning & Development Department, 496 Ocean St.*

9/4/2019

7.30-9.00 AM

The planning office, last door on right.

Homework to bring to this meeting:

ALL: walk power line/Armory area for potential kiosk location

AGENDA

1: Review and approval of minutes from August 2018 meeting

2: Public Art: Committee goals (30 min)

3: Historic Preservation goals (15 min)

4: Add to database.

5: Adjournment

Next meeting October 2, 2019

*This building is not fully compliant with the Americans with Disabilities Act. If you need a fully accessible meeting location, please contact Justin Barker, Community Planner, at 767.7633 jbarker@southportland.org, and we will relocate the meeting.

Items to carry over to next Agenda include:

Bridge sign, and timing of potential DOT decision

Art projects, including:

- Overpass

- Redbank strip mall wall

- Crosswalks

- Tanks

- Avesta housing

Archeology inventory

CITY OF SOUTH PORTLAND
Arts & Historic Preservation Committee
Planning & Development Department, 496 Ocean St.
9/4/19 Minutes

Present: Hannah Holmes, Doreen Gay, Justin Barker, Jon Godin, Jim Flahaven

Absent: Jessica Kessler, Mark Wiesendanger, Alessa Wylie, Kathy DiPhilippo

1. Review and approval of minutes from August 7, 2019 meeting:

Mary motioned to accept the minutes, Hannah seconded, no discussion. Hannah, Doreen and Mary moved to accept, Jon and Jim abstained as they were not at the meeting.

2. Public Art Committee goals:

- Mary would like us to work with Public Works regarding holiday lights in Mill Creek Park. Offer positive design ideas and the possibility of using solar power.
- It was also suggested that the sidewalk project for next spring consider the term crayon colored versus rainbow, due to the push back in some communities as the rainbow is a LGBTQ symbol.
- Doreen reported that her conversation was very positive with Tylor Norod at Avesta Housing who will be building housing on Westbrook Street and who just bought Brown's Corner, a location the Art Committee is interested in for public art. He did mention he has no budget for art and that the finished project is about 2 years away. Mary mentioned she would like to see some style of cow at Brown's Corner.

3. Historic Preservation goals:

- Archeological mapping...some sites are already in the Comprehensive Plan, but the areas aren't specific enough, it needs updating and isn't complete. Justin will start researching what is available.
- History trail...Mary mentioned the sub-committee of the Land Trust is working with the West End Trails, they also maintain the trails. The Land Trust may also be a resource for trail marker ideas.
- Explore identification plaques for our historic buildings. We would design them; the homeowner would pay for them. The design should include the city seal, date of the building, and name of the house if available. Justin will work on a mock up for our review.
- Justin mentioned that in Dublin, Ireland, the ends of some sidewalks depict the history of the area in bronze. Also, in Japan he noted that manhole covers, and other city street covers depict art.
- Design Standards...Justin mentioned it isn't possible right now, and that the city needs to fix the ones they have, he will keep us up to date on this progress.
- Jon asked what is our educational part? Mary said many communities have a booklet, to help educate the public about preservation, which may include history of architectural styles present in our city, resources, criteria we use to identify buildings, internet link to the South Portland Historical Society, Greater Portland Landmarks and more. The booklet should be available online as well. Mary will research what other communities have and report back.

4. Add to database: Hannah suggested another Saturday or evening retreat to complete the review of the neighborhoods. Justin will send out a Doodle.

5. Adjournment, Mary made the motion, Jim seconded, all were in favor.

Next meeting October 2, 2019

Respectfully submitted,

Doreen Gay

CITY OF SOUTH PORTLAND

Arts & Historic Preservation Committee

Planning & Development Department, 496 Ocean St.*

10/2/2019

7.30-9.00 AM

The planning office, last door on right.

Homework to bring to this meeting:

AGENDA

- 1: Review and approval of minutes from Sept 2019 meeting

- 2: Quick update: Mary on West End trails meeting

- 3: Quick update: Mary on SoPo history brochure

- 4: Quick update: Jon on existing inventories of archeological resources

- 5: Quick update: Justin on plaque design

- 6: Quick update: Doreen /Jessie Communication w/ Parks re Mill Creek Park lighting

- 7: Public Art: Committee goals (30 min)

- Crosswalks
- Inventory
- Mill Creek Park
- Sidewalk history/art
- Avesta "triangle"
- Avesta building-side
- Armory tempo art

- Manhole covers
- Overpass
- Redbank strip mall wall
- Crosswalks
- Tanks
- Other:

8: Database retreat: time and place.

9: Adjournment

Next meeting October 2, 2019

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Items to carry over to next Agenda include:

Bridge sign, and timing of potential DOT decision

Art projects, including:

- Overpass
- Redbank strip mall wall
- Crosswalks
- Tanks
- Avesta housing

Archeology inventory

Review and prioritize Historic Preservation goals

- West End historical trail
- Armory kiosk
- Archeology site inventory
- Booklet/pamphlet
- Historic structure plaque
- Educational events
- Other:

**City of South Portland
Arts & Historic Preservation Committee
October 2nd, 2019
Planning and Development Department**

Members in attendance:

Hannah Holmes, Chairperson
Jessica Kessler, Secretary
Mary DeRose
Doreen Gay, Vice Chairperson
Kathy DiPhilippo, South Portland Historical Society
Alessa Wylie, Greater Portland Landmarks
Jon Godin
Jim Flahaven

Absent:

Mark Wiesendanger

Staff in attendance:

Justin Barker, Community Planner

Chairperson Hannah Holmes called the meeting to order at 7:30 a.m.

Minutes: Mary made a motion to accept the April and September minutes, Jessie seconded. The motion passed.

West End Trails Update: Mary gave an update on the progress of the project, notifying the committee that former city councilor Brad Fox is helping to move the process forward.

Sopo History Brochure Update: Mary gave an update on the brochure, indicating that she has submitted a first draft to Hannah for review. Mary invited members to explore the current draft language.

Archeological Resource List Update: Jon gave an update on his work to identify historically significant archeological sites, expressing that he has not been able to locate an existing inventory. His next step is to contact the State Archeologist.

Plaque Design Update: Justin circulated a printed draft of the plaque. Members discussed the placement of the words, how much detail to include, and the orientation of the design. Members also discussed how to submit the plaque template to historic property owners, for purchase.

Public Art Subcommittee Update: Jessie detailed her meeting with neighbors of Millcreek Park, and conveyed their wishes for changes in the tree lighting display. Members discussed the role of our committee in affecting the design. Jessie resolved to contact the parks department to communicate the feedback. Jessie also asked to resign as secretary to better focus on the art subcommittee goals.

Database Update: The retreat for Saturday morning was cancelled due to Kathy's inability to be present. She has access to the Historical Society database and helps make the process of approving

properties more efficient. Members decided to work on the list with the remaining meeting time. Members worked on the Meeting House Hill Neighborhood. Jessie made a motion to include the finished properties of this section on the formal list and submit them to the city for approval. Mary seconded the motion, and it passed. Kathy asked that 254 Cottage Road (The Mussey Farm) be added to the list for consideration. The property was added to our working document.

Hannah made a motion to adjourn, seconded by Jessie.

Meeting concluded at 9 a.m.

Next Meeting: Wednesday, November 6th, 2019 at 7:30 a.m.

CITY OF SOUTH PORTLAND

Arts & Historic Preservation Committee

Planning & Development Department, 496 Ocean St.*

11/6/2019

7.30-9.00 AM

The planning office, last door on right.

Homework to bring to this meeting:

AGENDA

1: Review and approval of minutes from Oct 2019 meeting

2: Historic structure database

3. Plaque update

4. Next meeting agenda 12/4/2019.

Election of officers?

Jim Flahaven report on Westbrook sculpture park?

5. Adjournment

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jbarker@southportland.org, and we will relocate the meeting.

Items to carry over to next Agenda include:

Bridge sign, and timing of potential DOT decision

Art projects, including:

Overpass

Redbank strip mall wall

Crosswalks

Tanks

Avesta housing

Archeology inventory

Review and prioritize Historic Preservation goals

West End historical trail

Armory kiosk

Archeology site inventory

Booklet/pamphlet

Historic structure plaque

Educational events

Other:

City of South Portland
Arts & Historic Preservation Committee
November 6th, 2019
Planning and Development Department

Members in attendance:

Hannah Holmes, Chairperson
Jessica Kessler, Secretary
Doreen Gay, Vice Chairperson
Kathy DiPhilipppo, South Portland Historical Society
Jon Godin
Jim Flahaven

Absent:

Mark Wiesendanger
Mary DeRose
Alessa Wylie, Greater Portland Landmarks

Staff in attendance:

Justin Barker, Community Planner

Chairperson Hannah Holmes called the meeting to order at 7:35 a.m.

Membership: Hannah asked the committee if we were open to reviewing chair, vice chair and secretary positions, opening them up for nomination. There was no appetite in the group to change positions.

Minutes: Doreen made a motion to accept the October minutes, Jim seconded. The motion passed.

Art Subcommittee Report: Jessie gave an art subcommittee report, detailing communications between the subcommittee and the city regarding the Mill Creek holiday light display. The parks department has resolved to review the lights with committee members this December. Based on that meeting, the Parks Department can make adjustments to the design for the following year, if necessary. The Subcommittee is waiting for contact from the Parks Department to plan the meeting.

Jessie and Doreen are planning on reviewing potential crosswalk designs with the Public Works Department this coming spring, with the goal of a specific plan in place by April 1st.

Jim gave a report on his meeting with Karen Marie Michelle of the Westbrook Arts and Culture Committee. He was researching the Westbrook Sculpture Park, particularly how it was funded. Members discussed ideas for public art funding for South Portland. Jim referenced how Westbrook was able to acquire matching funds from the Maine Arts Commission. Members discussed possible projects that would qualify for the same funding pools. Potential sites for upcoming installations include the Armory, Triangle Park (new housing development), and the new Middle School.

Database Update: Members began by reviewing the West end of the city, but decided to hold off on discussion until Mary could participate. The committee moved on to the Willard neighborhood. Members discussed several properties at length, before running out of time.

Hannah made a motion to adjourn, seconded by Jessie.

Meeting concluded at 9 a.m.

Next Meeting: Wednesday, December 4th, 2019 at 7:30 a.m.

CITY OF SOUTH PORTLAND
Arts & Historic Preservation Committee
Planning & Development Department, 496 Ocean St.*

12/4/2019

7.30-9.00 AM

The planning office, last door on right.

Homework to bring to this meeting:

AGENDA

1: Review and approval of minutes from Nov 2019 meeting

2: Public Art update

3: Plaque update

4: Review plan for 265 Cottage

It is the responsibility of the AHPC to determine if alterations to the exterior are generally in accordance with the Secretary of the Interior's Standards for Rehabilitation (attached). Hannah, please add this to the agenda. Let me know if there are any questions, otherwise I will see you on Wednesday morning.

Plans:

<https://terradyconsultants.box.com/s/xkxq24lic81dvjiktthead5pmwdx716a>

Application Materials:

<https://terradyconsultants.box.com/s/adey8lqvdo22bbq86cq77g6p7mfi9imo>

5: Historic structure database

6. Adjournment

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Items to carry over to next Agenda include:

Bridge sign, and timing of potential DOT decision

Art projects, including:

Overpass

Redbank strip mall wall

Crosswalks

Tanks

Avesta housing

Archeology inventory

Review and prioritize Historic Preservation goals

West End historical trail

Armory kiosk

Archeology site inventory

Booklet/pamphlet

Historic structure plaque

Educational events

Other:

City of South Portland
Arts & Historic Preservation Committee
December 4th, 2019
Planning and Development Department

Members in attendance:

Hannah Holmes, Chairperson
Jessica Kessler, Secretary
Doreen Gay, Vice Chairperson
Kathy DiPhilippo, South Portland Historical Society
Alessa Wylie, Greater Portland Landmarks
Mark Wiesendanger

Absent:

Jon Godin
Jim Flahaven
Mary DeRose

Staff in attendance:

Justin Barker, Community Planner

Guests:

Representatives of Northland Development Team

Chairperson Hannah Holmes called the meeting to order at 7:30 a.m.

Minutes: Kathy made a motion to accept the November minutes, Mark seconded. The motion passed.

Art Subcommittee Report: Jessie gave an art subcommittee report, explaining that she is waiting on a response from the city for touring the Mill Creek light display. Jessie agreed to alert the rest of the committee of any potential meeting with the city to discuss the display, and encouraged members to join when it is planned.

Plan Review for 265 Cottage Road: Representatives of Northland Development Team were in attendance to review their site plan with the committee. Members discussed the proposed design at length, focusing on the site layout, landscaping, and efforts to preserve the historic character of the property. After a lengthy conversation, Kathy made a motion to support the site plan, with Alessa seconding. The motion passed unanimously.

Plaque Update: Alessa suggested possibly going through Greater Portland Landmarks to create historic plaques, simply adding the South Portland language to the existing design. Members discussed this potential extensively, generally favoring the idea. Kathy requested more information about the GPL plaque-making process, as she has seen errors in their previous work. Alessa assured Kathy that the plaques are being generated under the supervision of a new committee in GPL.

Round Robin: Hannah suggested that the committee work on finishing the database at the next meeting. Members decided to reschedule the January meeting from the 1st to the 8th, due to the holiday. Jessie alerted the committee to a typo in the email list, which was leaving Jon out of email threads. Hannah offered to fix the error.

Hannah made a motion to adjourn, seconded by Jessie.

Meeting concluded at 9 a.m.

Next Meeting: Wednesday, January 8th, 2019 at 7:30 a.m.