**Wiscasset Historic Preservation Commission**

Minutes, 2/2/17

Present: John Reinhardt, Jim Kochan, Wendy Donovan, Susan Blagden, Gordon Kontrath

1. Call to order

The meeting was called to order at 5:00 pm

2. Consideration of minutes

The minutes from January 5, 2017 were approved 4-0 (Donovan abstained).

The minutes from January 9, 2017 were approved 4-0 (Donovan abstained).

3. Update regarding MDOT downtown project

Ben provided copies of the PowerPoint presentation from the 1/23 meeting. The discussion from this meeting was around parking layout and allowing spots for loading zones on Rt 1. The Advisory Committee made no decisions.

Ben asked that if the Historic Preservation Commission has any input on the project they give it to him or attend the next meeting, which will be on Monday, February6.

Ben also provided copies of a letter sent by attorney Robert Hark on behalf of some of the downtown businesses. The letter reaffirms that the DOT will be required to apply for a Certificate of Appropriateness for the downtown project. His clients have asked to be notified when the COA application happens. At this point we have no firm date for when the design phase may be completed, but Ben suggested that it could potentially be late spring.

4. Workshop on amendments to the Historic Preservation ordinance

Ben provided copies of a process flow chart, and it was suggested that a version of this chart, revised to reflect Wiscasset’s process, could be included with a follow-up letter to property owners in the Historic District. It could also be attached to the COA application.

Regarding section 10.6.1.1 (notice to abutters, applicant, property owner), it was suggested that the wording be changed to include notifying abutters within 250’. It was also suggested that the ordinance require a poster to be posted on the property stating the alteration proposed and the date and time of the COA review. Any mailings to property owners will be mailed to the address noted on the tax records.

We discussed the addition of an application fee to help cover administrative costs (posters and mailings) and potential trainings. A sliding fee structure was recommended.

The ORC reviewed 10.5.2.4 b) and asked that we delete the word “notarized”

Requests for extensions must be in writing, either via email or mail.

5. Other Business

Susan made a motion to notify the COA applicant at 4 Fort Hill St that she is in violation and that the fence must be removed. If this is not done, the matter will be turned over to the Selectmen with the recommendation that a fine be imposed, according to 30AMRSA 4452. The motion passed 5-0.

Ben recommended that we send a second letter to property owners to reinforce the fact that they are in the Historic District. He will see if this letter can be included with the tax bill.

Al askedBen if there had been a response from the county courthouse regarding the propane container. Since it is not a structure, it is not covered by the Ordinance at this time.

The next commission meeting will be Thursday, February 16 at 5:00 pm.