

**MINUTES
TOWN OF TOPSHAM
HISTORIC DISTRICT COMMISSION MEETING
MUNICIPAL BUILDING, 100 MAIN STREET
WEDNESDAY, JANUARY 11, 2023, 6:00 P.M.**

A meeting of the Topsham Historic District Commission was held on Wednesday, January 11, 2023 in the Donald A. Russell meeting room in the Municipal Building at 100 Main Street.

1. **CALL TO ORDER** – Chairman Smart called the meeting to order at 6:00 p.m.

Those in attendance included: Gary Smart
Peter Davison
John Graham
Andrew Munsey

Member(s) Absent: Wayne Davis

Staff in attendance: Julie Erdman, Town Planner

2. **MINUTES - APPROVAL OF THE MINUTES OF THE NOVEMBER 9, 2022 MEETING**

Motion was made by Mr. Davison, seconded by Chair Smart, and it was

VOTED

To approve the minutes of the November 9, 2022 meeting as written.
(The vote was 3 in favor with one abstention [Mr. Graham]).

3. **CERTIFICATE OF APPROPRIATENESS APPLICATION**

GREG SIMARD, G&B CORP SUBMITTED A CERTIFICATE OF APPROPRIATENESS APPLICATION TO RELOCATE 1 DOUBLE-HUNG WINDOW AND REPLACE A PICTURE WINDOW WITH A DOUBLE-HUNG WINDOW TO MATCH ADJACENT MULLED DOUBLE HUNG WINDOW AND TRIM DETAIL. PROPERTY IS LOCATED AT 16B PERKINS STREET AND IDENTIFIED ON MAP U06 LOT 63.

It was noted that the applicant is seeking approval to replace and relocate windows in the structure located at 16B Perkins Street, a contributing building based on the 2010 Architectural Survey and should be reviewed pursuant to Sections 225-18B(1)(a) and 225-18E(1) and (2) of the Topsham Zoning Ordinance.

The structure on the property is being used as a multi-family, known as the Caleb Kilgoe House, built Circa 1840. It is a 2-1/2 story, Greek Revival with Federal elements, a side ell and a later flat-roofed connecting structure that attaches to the carriage house.

Chair Smart asked the applicant to explain the proposed project. Greg Simard told the Board he wanted to relocate double-hung windows and replace a picture window with two double-hung windows. Mr. Simard referenced Map U06 which he included with his application showing where the property is located. He also included photographs to show one picture window which will be replaced with two mulled double-hung windows to match the size and trim detail of an adjacent mulled unit. The windows will be made by Sanford Hills; a cover sheet showing the window and frame and sash features was also included in the Board package.

Following Mr. Simard's presentation, the only question asked from the Board was if a window had previously existed in the proposed location of the single window. Mr. Simard's response was that a door had been located there prior but was moved around the corner.

Board members agreed that the application appeared to be in order and were in unanimous agreement that the application met standards of ordinance Sections 225-18B(1)(a) and 225-18E(1) and (2).

Motion was made by Mr. Graham, seconded by Mr. Davison, and it was unanimously (of those present)

VOTED

That the Historic District Commission approves the Certificate of Appropriateness for window replacement and relocation as outlined in the application and as satisfied by Subsection 225-18B(1)(a) and 225-18E(1) and (2) of the Topsham Zoning Ordinance with the following condition:

1. The Commission/s review and approval refers to these findings of fact, plans and materials submitted by the applicant and the written and oral comments of the applicant, their representatives, reviewing officials and members of the public as reflected in the public record. Any changes to the approved plans not called for in these conditions shall require further review and approval in accordance with the Topsham Zoning Ordinance.

ADJOURNMENT

At 6:10 p.m. motion was made by Mr. Davison, seconded by Mr. Graham, and it was unanimously (of those present)

VOTED

To adjourn the meeting.

Respectfully submitted,

Patty Williams, Recording Secretary