

**MINUTES
TOWN OF TOPSHAM
HISTORIC DISTRICT COMMISSION MEETING
MUNICIPAL BUILDING, 100 MAIN STREET
WEDNESDAY, SEPTEMBER 27, 2023, 6:00 P.M.**

A meeting of the Topsham Historic District Commission was held on Wednesday, September 27, 2023 in the Donald Russell meeting room in the Municipal Building at 100 Main Street. Acting Chairman Peter Davison called the meeting to order at 6:00 p.m.

1. **ROLL CALL** – The recording secretary conducted the roll call and noted those in attendance included:

Acting Chairman Peter Davison
Wayne Davis
Andrew Munsey

Member(s) Absent: John Graham

Staff in Attendance: Julie Erdman, Director of Planning

2. **MINUTES - APPROVAL OF THE MINUTES OF THE JUNE 14, 2023 MEETING**

Motion was made by Mr. Davis, seconded by Mr. Munsey, and it was unanimously

VOTED

To approve the minutes of the June 14, 2023 meeting as written.

3. **CERTIFICATES OF APPROPRIATENESS APPLICATIONS**

- A. REPLACING FIRE-DAMAGED WINDOWS AND ADDING A SKYIGHT AT 47 MAIN STREET, TAX MAP U06, LOT 047. APPLICANT IS JAMES HERRICK**

Applicant James Herrick reviewed his application and said the building, known as the Joshua Haskell House, built circa 1840, is currently used as a multi-family. The building is made up of three apartments and an office. The 12 windows Mr. Herrick wants to replace were ruined by a fire on the south side of the building at 47 Main Street. He also requested to add a skylight to the roof on the north side which is visible from Melcher Street.

Mr. Herrick asked to make two changes to his application. The first revision is to the windows in the dormer; he wants the units to be casement, as opposed to double-hung. They will maintain the appearance of the double-hung windows, utilizing a muntin for the appearance of a middle sash. The windows will remain 6 over 6.

The second change is below the dormer windows. The applicant wants to install 3 casement windows side-by-side in the center, 2-feet wide by 3-1/2 feet tall, placing them over the sink and kitchen counter. These windows will replace the double-hug windows

previously proposed. Mr. Herrick came to the Board table with drawings of the changes for the Board to review.

Several pictures of the building were included in the Board package as were several spec sheets of the Marvin windows. Spec sheet was included showing the Velux Unit Skylights.

No comments were made from the Board following Mr. Herrick's presentation.

Motion was made by Mr. Munsey, seconded by Mr. Davis and it was unanimously

VOTED

To approve an amendment to the application showing a change of the first 4 windows from casement to double hung.

Motion was made by Mr. Munsey, seconded by Mr. Davis and it was unanimously

VOTED

To approve the Certificate of Appropriateness for window replacements and a skylight addition as outlined in the application and amended at the public hearing and as satisfied by §225-18B(1)(a) and §225-18E (1) and §225-18E(2)(a) 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.

B. REPLACING SECOND STORY WINDOWS AND FRONT DOOR WITH SIDELIGHTS AT 6 ELM STREET, TAX MAP UU06, LOT 050. APPLICANT IS LUKE CELLIER; BUILDING IS OWNED BY BRIAN BANTON

Luke Cellier from Creative Carpentry that he intends to replace 8 second story windows and the front door with sidelights at 6 Elm Street. The Planning Director noted that in 2006 the previous owner received HDC approval to replace the wooden front door and sidelights with what was described as another wooden unit. The existing door at 6 Elm Street, however, is the exact same fiberglass unit that the applicant intends to replace it with. Mr. Cellier added that the existing door threshold is rotted out and needs to be replaced. (Property owner Brian Banton was also present at the meeting).

This is a contributing building based on the 2010 Architectural Survey. The structure, a two-story, five-bay, Federal-style home with a side ell and a detached garage, and is used as a single-family home, known as the Harris Sanford House, built circa 1812. Information included in the Board package noted that the applicant proposed to replace the remaining windows on the south façade as well as the upper story windows on the east and west facades of the main structure with identical Andersen replacement units; eight (8) in total.

The Board found the application to be in order and posed no questions. Motion was made by Mr. Munsey, seconded by Mr. Davis and it was unanimously

VOTED

That the Historic District Commission approves the Certificate of Appropriateness for window and front door replacements as outlined in the application and as satisfied by §225-18B(1)(a) and §225-18E (1) and §225-18E(2)(a) 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.

4. ADJOURNMENT

At 6:20 p.m., motion was made, seconded, and it was unanimously **VOTED** to adjourn the meeting.

Respectfully submitted,

Patty Williams, Recording Secretary