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**OGUNQUIT HISTORIC PRESERVATION COMMISSION
MEETING MINUTES
FOR OCTOBER 11, 2017**

The meeting was called to order at 11:01 AM by Chairman Sumner Nystedt.

Members present:

Helen Horn

Marcia Williams

Jerry DeHart

D. Sumner Nystedt Chairman

Also in attendance: CEO Scott Heyland.

Absent: Leonard Wyman

The minutes for the previous meeting were accepted by Marcia Williams and Helen Horn. Jerry DeHart abstained.

TOPIC #1.

A letter to the owner of The Hide Away Inn, Croan McCormack was read, recommending the move continue the process of designating the property as a historic site.

A motion by Helen Horn, seconded by Marcia Williams to send the letter.

The motion passed 3-0. Jerry DeHart abstained.

TOPIC #2.

The OHPC Commission members welcomed Jerry DeHart as the newest member.

TOPIC #3.

A discussion relating to the time and dates of our bi-weekly meetings and the need to stay on a strict schedule.

A motion was made by Helen Horn to keep the same schedule that The OHPC has operated on in recent years, of The Wednesdays at 11:00, following each Planning Board Meeting. The motion was seconded by Marcia Williams.

The motion passed 4-0

TOPIC #4.

In the previous meeting September, it was agreed for the need to institute a minimum timeline for submissions of applications and all supporting materials ONE WEEK prior to our meeting date. The OHPC feels this necessity in the event of any research that might need to be done, and to give us ample opportunity to review the information.

A motion was made by Marcia Williams, and seconded by Helen Horn.

Motion passed 4-0

TOPIC 5.

A discussion of The Planning Board's requirement regarding all applicant's responsibility to provide 15 copies of The OHPC's recommendations as part of The Planning Board Application process.

CEO Scott Heyland explained the motivation for this new requirement.

TOPIC 6.

Sumner Nystedt proposed the need to institute a new OHPC REVIEW APPLICATION FORM, along with new GUIDELINES FOR SUPPORTING INFORMATION AND MATERIALS to be furnished by the applicants. Both would be due 7 days prior to our scheduling the meeting and placement on our agenda. He also brought up the need for applicants to submit information pertaining to elevations, measurements and details of the types of materials being used, samples (where applicable), window trim and soffit styles and roof pitches.

Jerry DeHart brought up the need to pay careful attention to buildings with a proposed designation as "Tear Downs". All Commission Members were in agreement that we needed to look into this further.

A motion was made by Sumner Nystedt, seconded by Helen Horn to move ahead with a new Application and Guidelines Form.

Passed 4-0

Sumner Nystedt volunteered to revise the existing Planning Board Application. Jerry De Hart has agreed to work on The Submission Checklist.

It was agreed that we will review the updated information at our next meeting, Wednesday, October 25th.

TOPIC 7.

Jerry DeHart proposed the need to compile a list of historic structures on Ogunquit. It was agreed by all to table this until a later date.

Helen Horn asked that a reminder of the historic designation for The Perkins Cove Footbridge be read into our minutes.

Motion by Helen Horn, seconded by Sumner Nystedt.

Motion passed 4-0

A motion for adjournment was made at 12:17 by Sumner Nystedt, seconded by Helen Horn

Motion passed 4-0

* A special thank you to Maryann Stacy and Scott Heyland for working with The OHPC in organizing the newly proposed Application and Guidelines.