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## OGUNQUIT HISTORIC PRESERVATION COMMISSION MEETING MINUTES FOR NOVEMBER 8th 2017

The meeting was called to order at 11:07 by Chairman Sumner Nystedt

### MEMBERS PRESENT:

Helen Horn  
Marcia Williams  
Jerry DeHart  
Leonard Wyman  
Sumner Nystedt OHPC Chairman

The Minutes from the previous meeting were reviewed and unanimously accepted.

OLD BUSINESS: None

PUBLIC INPUT: None

NEW BUSINESS:

NEW APPLICATION FORM:

The Commission Members continued with a discussion pertaining to updating The OHPC application process that had been proposed by Sumner Nystedt at the meeting on October 25th. It was agreed that our new form should be similar to the current Planning Board Application, with some modifications.

Of note, The Code Enforcement Office recommended the addition of three check boxes to indicate:

DATE SUBMITTED TO THE OHPC WITH A COMPLETED INFORMATION PACKET AS  
OUTLINED IN THE NEW INFORMATION GUIDELINES

THE SCHEDULED HEARING DATE

THE DATE OF RECOMMENDATIONS ISSUED TO THE APPLICANT AND PLANNING  
BOARD

A motion was made to accept this proposal by Helen Horn, seconded by Marcia Williams.  
Passed unanimously.

NEW SUBMISSION GUIDELINES:

Jerry DeHart presented information on a proposed new Application Guideline Submission Checklist for The OHPC. It was agreed in the October 25th Meeting, that it's necessary to have

the applicant furnish specific design and architectural information in order for The Commission to make accurate recommendations. The required information must be submitted at the time of The Application (7 BUSINESS DAYS PRIOR TO THE PROPOSED MEETING) in order to schedule The OHPC Meeting date.

Jerry DeHart recommended reformatting the current Planning Board Design Review Submissions Checklist. The introductory paragraph should indicate that the applicant has a familiarity with both Article 11 and Title 11. It should also indicate that the requested information should be submitted with The Application Form no less than 7 Business Days prior to the proposed meeting date.

This Checklist has been prepared to assist applicants in developing their application for The Ogunquit Historic Preservation Commission, and should be used as a guide in assembling the information necessary for our recommendations to The Planning Board. The following Checklist does not substitute for the text of Article 11 or Title 11 of The Zoning Ordinance. The OHPC will be using this Checklist in determining if your application is complete. Once the Guideline Checklist has been completed, it should be submitted with the application form.

#s 1-5 should be deleted as not relevant.

NOTE: The requested information only covers the submission requirements for OHPC RECOMMENDATIONS. It does not address review standards that the application must meet at other stages during the process.

#### OHPC REVIEW REQUIRED SUBMITTAL:

11.6.A.1. Six copies of the site plan, and all supporting materials, including design review application form.

11.6. A.2 Elevations of each side of the proposed building or structure to be constructed or altered, at a scale of at least 1/4 inch = one foot, and in the case of alterations, showing conditions before and after the proposed work.

11.6A.3 The OHPC requires the permission of the applicant to go onto the named property for the purpose of photographing the existing building and/ or surroundings.

Copies of these photos will be made available to the applicant.

In some instances, The OHPC reserves the right to engage in a site visit with the applicant.

11.6.A.3 Manufacturer's Specifications / Cut Sheets

Doors, Windows, Roofing Material, Applicable Fixtures such as architectural elements including soffit, window trim, corbels;

to include both types of materials and styles.

Copies of the GIS location of applicant's property, and the abutters.

When applicable, The OHPC may require a detailed exterior plan including dimensional measurements and uses of exterior spaces. .

**NO APPLICATION WILL BE SCHEDULED TO GO BEFORE THE OHPC UNTIL THE APPLICATION PACKET HAS BEEN REVIEWED.**

A motion was made by Helen Horn to move forward with the recommended Guideline Checklist

for a final approval at our next meeting. Seconded by Marcia Williams.  
Passed unanimously.

Jerry DeHart brought up the need to review The Sanford Map of Historic Properties in order to refine their significance. All agreed that throughout the winter we would engage in doing a physical examination of each property (six per member, per meeting cycle), and reported their perceived relevance. All were in agreement.

The OHPC discussed the upcoming Planning Board Workshop dealing with applicants who went ahead with work, either, improperly permitted, or not permitted at all. It was felt by ALL The Commission Members that much more had to be done with enforcement and penalties. Leonard Wyman, Helen Horn and Sumner Nystedt planned to attend the workshop.

#### OHPC MEETING SCHEDULE FOR THE REMAINDER OF 2017

MEETING: Wednesday, November 29, 11:00 AM at The Dunaway  
SUBMISSION DEADLINE: Monday November 20th, 3:00 PM at The CEO

MEETING: Wednesday, December 13th, 11:00 AM at The Dunaway.  
SUBMISSION DEADLINE: Monday, December 4th, 3:00 PM at The CEO

A motion was made to adjourn by Jerry DeHart at 12:25pm  
Seconded by Marcia Williams  
Passed unanimously.

\* This meeting was electronically recorded.

Respectfully submitted by;  
D. Sumner Nystedt  
Chairman  
OHPC