

TOWN OF DURHAM MAINE
HISTORIC DISTRICT COMMISSION MEETING
NOVEMBER 20, 2014

MINUTES

I. Call to Order and Establishment of Quorum

Meeting was called to order at 6:40. There was no quorum. Present: Ben Love, Candy deCsipkes, and prospective member Seth Koenig.. The group decided to proceed with discussion, but could not make any decisions.

II. Adjustments to the agenda: No adjustments.

III. Action and Discussion Items

1. Review applications for membership to the Commission

- Seth Koenig is interested in serving on the Commission and would be filling Henry Sturm's position which is done in April, 2016. Candy will check on this and see that it gets on the Selectmen's agenda so Seth can be sworn in.

Update: The Selectmen appointed Seth on Tuesday night, December 2nd.

- Check to see if Richard Thompson is still interested in being on the Commission. No one has been able to reach him by phone or email. Candy will ask Shannon to write a letter to him.

Update: Shannon has been asked to do this.

2. Elect a secretary for the Commission from its' regular membership

- The group will elect a secretary at its' next meeting.
- The secretary will need to take notes that include all motions and seconds and statements of facts pertaining to applications.

3. Ordinance review and discussion

- The group looked at town maps to try to become familiar with the historic district. The group suggested asking the Selectmen to have a map done of the historic district. **Update: The Selectmen were asked about this at their meeting Tuesday night, December 2nd. They will look into it.**
- Paul Baines, Codes Officer, did a quick walk-through the ordinances.
- Ordinances need to be reviewed and revised, if necessary. Group decided to meet monthly at 6:30 at the Town Hall for the next few months to do this:
 - December 11th
 - January 8th
 - February 12th
- The assignment for the December 11th meeting is to read the ordinances and be prepared to work on any changes needed for Articles I, II, and III.
- In addition, the Commission needs to establish by-laws.

4. Outline the procedure for an application review

Paul Baines walked the group through the procedure for reviewing an application. Applications come to him first and then to the Commission. There are specific steps to follow:

1. Standing: Is the person in the historic district?
2. Finding: Is the application complete? There are 9 items on the application. The Commission needs to take the items one at a time and make a finding, reading the item word for word with a motion and vote on each item.
3. Public comment is taken after going through the application items.
4. Finding of fact and conclusionary statements:. The Commission needs to go through the standards of evaluation, taking the items one at a time and making a finding, reading the item word for word with a motion and vote on each item.
5. Final approval or disapproval: Can be done with conditions.

It would be good for the Commission to look at and become educated about:

- Durham's Comprehensive Plan
- FEMA maps for Androscoggin County -- flood zone requirements
- DEP -- shore land zone state law
- NRPA -- shore land zone requirements

IV. Chairman Comments: Next Regular Meeting

- Candy asked Joe Donovick's question about whether we really need a commission and the answer is yes on both federal and state levels.
- The Commission may find opportunities to work with the town Historical Society.
- The group needs to ask the town for an email for the Historic District Commission so that members aren't using personal emails. **Update: The Selectmen were asked about this at their meeting on Tuesday, December 2nd. They are looking into it.**

V. Adjourn: Meeting was adjourned.