

Planning Department

Saco City Hall

300 Main Street

Saco, Maine 04072-1538

Phone: (207) 282-3487



Thank you for your application for a Certificate of Appropriateness. The City makes every effort to ensure a streamlined and clear review process and our Department looks forward to answering questions and explaining standards and requirements.

Submission Requirements: To assist with assembling your application, the attached checklist is provided. Please keep in mind that the Department only accepts complete applications. Applications are reviewed based on Section 230-413 of the City's ordinances and the City's 2010 Historic District Guidelines.

Timeline: All completed applications should be submitted at least two weeks before the Historic Preservation Commission meeting date to ensure the Department can meet notice requirements. The Commission typically meets on the second Tuesday of the month. Calendars and agendas can be found on the website: www.sacomaine.org/hpc.

For your reference, attached are the following documents:

- Application
- Submission Requirements Checklist

Please visit the Historic Preservation Commission's webpage at www.sacomaine.org for resources and information about historic preservation and properties in Saco.

Please feel free to contact the Planning Department with any questions about this application at 207-282-3487.



Application # _____

Certificate of Appropriateness Application

Street Address of Proposed Project: 25 Cross St, Saco Maine Tax Map & Lot: Map 38, Lot 122

York County Registry of Deeds Book & Page Number: 19776/29 Zoning District: HDR

Applicant: Katherine Hodgdon and Danilo De Oliveira

Applicant's Address: 25 cross st sacco, maine

Applicant's Email & Phone #: [REDACTED]

Architect/Engineer's Name: _____

Architect/Engineer's Email & Phone #: _____

Architect/Engineer's Address: _____

Property Owner: Katherine Hodgdon and Danilo De Oliveira

Property Owner's Email & Phone #: [REDACTED]

Property Owner's Address: 25 Cross St. Saco, Maine

Area of Parcel: _____ Proposed Developed Area: _____ Proposed Height: _____

Sq. Ft. of Each Proposed Structure: _____

Amendment to Previously Approved Plan: ☐ Yes ☐ No

Description of Proposal: _____

Active youth lead poisoning in household. Two children reside here. Have official Lead abatement order. Property is a multi unit, and need to expedite window update to allow for rental income to be collected.

Signature & Application Requirements: Applications are due at least two weeks in advance of HPC meetings. If applicable, Staff will schedule your application once it has been found to be complete and initial comments have been addressed.

Signature of Owner: [Signature] Date: 7/14/2026

Certificate of Appropriateness Application
Section 230-413: Submission Requirements

Applicant	City staff	Submission Requirement
☐	☒	The applicant's name, address and interest in the subject property. If not representing the owner, the applicant shall provide evidence of right, title, or interest in the property.
☐	☒	The owner's name and address, if different from the applicant's, and the owner's signature.
☐	☒	The address and the Tax Map and lot number.
☐	☒	The present use and zoning classification of the subject property.
☐	☒	A brief description of the new construction, reconstruction, alteration, maintenance, demolition, or removal requiring the issuances of the certificate of appropriateness.
☐	☐	A scale drawing or drawings of the exterior architectural features, indicating the design, texture, and location of any proposed alteration, reconstruction, maintenance or new construction for which the certificate is being applied. Drawings shall mean plans or exterior elevations drawn to scale, with sufficient detail to show, as far as they relate, exterior appearances, the architectural design of the building(s), including materials and textures, including samples of exterior materials. Drawings shall be clear, complete and specific.
☐	☒	Photographs of the building involved and of adjacent buildings.
☐	☐	A site plan indicating improvements affecting appearance, such as walls, walks, terraces, plantings, accessory buildings, signs, lights and other elements.

Please consult the Assistant City Planner on plans for smaller projects.

25 Cross St. Lead Abatement



Windows



ANDERSEN DOUBLE-HUNG
DARK BRONZE / GRILLE: COLONIAL

	Windows Andersen Windows 100 Series Double-Hung 1st Floor, Location	Andersen Windows 100 Series Double-Hung, Product Configuration - Double-Hung, Frame Height - 53, Overall Frame Width - 28, Overall Frame Height - 53, Frame Width - 28, Product Style - Equal Sash, Venting / Handing - AA, Exterior Frame Color - Dark Bronze, Interior Frame Finish Color - White, Glass Option - Low-E SmartSun, Glass Strength - Standard, Specialty Glass - No Specialty Glass, Insect Screen Type - Full Screen, Insect Screen Material - Fiberglass, Insect Screen Color - Dark Bronze, Grille Type - Finelight Grilles-Between-the-Glass, Grille Pattern - Colonial, Grille Bar Width - 3/4", Unit U-Factor - 0.29
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Front of House



Side of House



Side of House (Elm Street)



Side of House (Elm Street)



Bathroom Laundry Room

Laundry Room #3: 2 window



(All)			
Laundry # 3	Door	A1, A2, B1	Component Removal
Laundry # 3	Door Casing	A1, A2, B1	Component Removal
Laundry # 3	Threshold	A1, A2, B1	Scrape to Bare
Laundry # 3	Baseboard	A, C	Encapsulation
Laundry # 3	Closet Floor	A2	Enclosure
Laundry # 3	Closet Wall	A2 – All	Enclosure
Laundry # 3	Closet Baseboard	A2, D1 – All	Encapsulation
Laundry # 3	Closet Shelf Support	A2 – All	Component Removal
Laundry # 3	Floor	Entire	Enclosure
Laundry # 3	Window Sash	C1, C2	Component Removal
Laundry # 3	Window Case	C1, C2	Component Removal
Laundry # 3	Window Jamb	C1, C2	Component Removal
Laundry # 3	Window Stop	C1, C2	Component Removal
Laundry # 3	Windowsill	C1, C2	Scrape to Bare
Laundry # 3	Floor (Dust)	Entire	Clean
Laundry # 3	Windowsill (Dust)	C1 (Assume All)	Clean

Bathroom # 4	Window Case	B1	Component Removal
Bathroom # 4	Window Jamb	B1	Component Removal
Bathroom # 4	Window Stop	B1	Component Removal

Bathroom #4: 1 Window



15 Cross Street, Saco, ME 04072

Kate De Oliveira
25 Cross Street, Saco, ME 04072

July 2, 2026

Bathroom # 4	Window Sash	B1	Component Removal
Bathroom # 4	Windowsill	B1	Scrape to Bare

Second Floor Bedrooms

Bedroom #5: 3 window



Bedroom # 8	Wainscoting	A, B, C, D	Encapsulate
Bedroom # 8	Window Jamb	A1, A2, B1	Component Removal
Bedroom # 8	Window Stop	A1, A2, B1	Component Removal
Bedroom # 8	Window Sash	A1, A2, B1	Component Removal
Bedroom # 8	Windowsill	A1, A2, B1	Scrape to Bare
Bedroom # 8	Window Case	A2, B1	Component Removal
Bedroom # 8	Window Shutter	A2, B1	Component Removal
Bedroom # 8	Door	C1, C2, D1, D2	Component Removal
Bedroom # 8	Door Casing	C1, C2, D1, D2	Component Removal
Bedroom # 8	Door Jamb	C1, C2, D1, D2	Component Removal
Bedroom # 8	Threshold	C1, C2, D1, D2	Scrape to Bare
Bedroom # 8	Closet Floor	D1 – Entire	Enclosure
Bedroom # 8	Closet Shelf	D1 - All	Component Removal
Bedroom # 8	Closet Shelf Support	D1 – All	Component Removal
Bedroom # 8	Fireplace Facing (Brick)	D	Encapsulation
Bedroom # 8	Fireplace Floor	D	Enclosure
Bedroom # 8	Floor	Entire	Enclosure
Bedroom # 8	Floor (Dust)	Entire	Clean
Bedroom # 8	Windowsill (Dust)	A1 – Assume All	Clean

Kitchen Dining Room

Dining Room #15: 3 windows



Dining Room # 15	Window Sash	B1, B2, D1	Component Removal
Dining Room # 15	Window Jamb	B1, B2, D1	Component Removal
Dining Room # 15	Windowsill	B1, B2, D1	Scrape to Bare
Dining Room # 15	Window Stop	B1, B2, D1	Component Removal
Dining Room # 15	Window Case	D1	Encapsulate
Dining Room # 15	Floor (Dust)	Entire	Clean
Dining Room # 15	Windowsill (Dust)	B1 – Assume All	Clean
Kitchen # 16	Door	A1, C1, D3	Component Removal
Kitchen # 16	Door Jamb	A1, C1, D3	Component Removal
Kitchen # 16	Door Jamb	A2	Scrape to Bare
Kitchen # 16	Door Casing	C1, D3	Component Removal
Kitchen # 16	Door Casing	A2	Encapsulation
Kitchen # 16	Baseboard	B, D	Encapsulation
Kitchen # 16	Window Case	B1	Component Removal
Kitchen # 16	Window Stop	B1	Component Removal
Kitchen # 16	Window Jamb	B1	Component Removal
Kitchen # 16	Window Sash	B1	Component Removal



Kitchen #16: 1 windows

Living Room

Living Room #11: 2 windows



Living Room # 11	Chair Rail	A, B, C, D	Encapsulation
Living Room # 11	Window Case	A1, A2, D1-D3	Component Removal
Living Room # 11	Window Stop	A1, A2, D1-D3	Component Removal
Living Room # 11	Window Jamb	A1, A2, D1-D3	Component Removal
Living Room # 11	Window Sash	A1, A2, D1-D3	Component Removal
Living Room # 11	Windowsill	A1, A2, D1-D3	Scrape to Bare
Living Room # 11	Door	B1, B2	Component Removal
Living Room # 11	Door Casing	B1, B2, C1, C2	Component Removal
Living Room # 11	Door Jamb	B1, B2, C1, C2	Scrape to Bare
Living Room # 11	Threshold	B1, B2	Scrape to Bare
Living Room # 11	Closet Wall	B2 – All	Enclosure
Living Room # 11	Closet Ceiling	B2	Enclosure
Living Room # 11	Closet Shelf Support (Yellow)	B2 – All	Component Removal
Living Room # 11	Closet Baseboard	B2 – All	Encapsulation
Living Room # 11	Wainscoting	D	Encapsulation

Bedroom #10

Bedroom #10: 2 windows

Bedroom # 10	Window Case	C1, C2	Component Removal
Bedroom # 10	Window Stop	C1, C2	Component Removal
Bedroom # 10	Window Jamb	C1, C2	Component Removal
Bedroom # 10	Window Sash	C1, C2	Component Removal
Bedroom # 10	Windowsill	C1, C2	Scrape to Bare
Bedroom # 10	Window Shutter	C1	Component Removal
Bedroom # 10	Closet Lower Shelf	D1	Component Removal
Bedroom # 10	Closet Shelf Support	D1 - All	Component Removal



Bedroom #8

Bedroom # 8	Window Jamb	A1, A2, B1	Component Removal
Bedroom # 8	Window Stop	A1, A2, B1	Component Removal
Bedroom # 8	Window Sash	A1, A2, B1	Component Removal
Bedroom # 8	Windowsill	A1, A2, B1	Scrape to Bare
Bedroom # 8	Window Case	A2, B1	Component Removal
Bedroom # 8	Window Shutter	A2, B1	Component Removal
Bedroom # 8	Door	C1, C2, D1, D2	Component Removal
Bedroom # 8	Door Casing	C1, C2, D1, D2	Component Removal
Bedroom # 8	Door Jamb	C1, C2, D1, D2	Component Removal
Bedroom # 8	Threshold	C1, C2, D1, D2	Scrape to Bare
Bedroom # 8	Closet Floor	D1 – Entire	Enclosure
Bedroom # 8	Closet Shelf	D1 - All	Component Removal

Bedroom #3: 3 windows



From: [REDACTED]
To: [Madison Vlass](#)
Cc: [REDACTED]
Subject: Re: Window Replacement 23 Cross Street
Date: Wednesday, July 1, 2026 10:45:42 AM

**[CAUTION: THIS EMAIL
ORIGINATED FROM OUTSIDE
THE CITY OF SACO DOMAIN]**

Hi Madison,

First off, I typed my address incorrectly...25 cross st! Sorry about that!

I would love to get a meeting in the books. I am a little confused of order of operations here as the window install now needs to be done by an abatement company. Would it be still worthwhile to reach out to the below list of vendors?

I have availability tomorrow if you are working!

Thank you!

On Wed, Jul 1, 2026 at 10:35 AM Madison Vlass <mvlass@sacomaine.org> wrote:

Good morning Kate,

Thank you very much for reaching out about a COA for replacement windows at your home at 23 Cross Street. I appreciate the urgency of the situation, that is scary news to receive, and I am sure has been very stressful for your family to navigate.

Here is a link to the Maine Housing Lead Paint Remediation Project Funding - [Lead Paint Remediation](#). I will also reach out to the Maine Historic Preservation Commission to find out if they have any other suggestions for grants.

I am attaching the COA application to this email which has a checklist of the required documentation for review. The HPC has recently been putting together resources to assist homeowners with replacement of historic windows (draft attached):

Replacement Windows Must Match Historic Character

When replacement is necessary, windows should closely match the original historic windows in:

- Window operation
 - Match existing operation type (double-hung, casement, fixed, etc.)
 - Exceptions may be allowed for emergency egress requirements.
- Size and fit
 - Windows should fully fill the existing opening
- Profiles and proportions
 - Match historic stile, rail, and muntin proportions
 - Maintain crisp “putty glazed” profile detailing at sash edges and muntins
- Divided lite appearance
 - Multi-light windows should use simulated divided lights (SDL/FDL) with:
 - Permanent interior and exterior muntins
 - Spacer bars between glass panes
 - Interior-only applied grids are not acceptable
- Exterior trim
 - Existing trim and sills should be retained, repaired, or replaced in-kind when possible

Material Guidance

- No single window material is required.
- Acceptable materials may include:
 - Wood
 - Aluminum-clad wood
 - Fiberglass
 - Vinyl-clad wood
 - Aluminum
 - Vinyl (only when profiles adequately replicate historic profiles)

Previously Approved and Commonly Accepted Window Products

Manufacturer	Previously Approved	Not Approved / Notes
Andersen	A-Series, E-Series, 100 Series	400 Series not approved due to incompatible exterior profile
Marvin	Elevate, Ultimate	Essential line likely not acceptable because profiles are too narrow
Pella	Reserve, Lifestyle Series	Vinyl lines not approved; Impervia has not yet been reviewed
Sierra Pacific	H3	Other aluminum-clad lines likely acceptable if profiles meet standards
Matthews Brothers	Sanford Hills	Only approved vinyl line
Harvey	Majesty	Some vinyl lines may be acceptable if historic detailing is achieved

Review Standards for Other Manufacturers

Other manufacturers and product lines may be approved on a case-by-case basis if they demonstrate the following:

- Historic-compatible proportions and profiles
- Appropriate stile, rail, and sash dimensions
- Correct “putty glazed” muntin detailing
- Simulated divided light (SDL/FDL) configuration with spacer bars
- Matching historic window operation and appearance
- Minimal reduction in visible glass area/daylight opening

I would recommend getting a quote now, but waiting to place a final order for the approved windows until after the COA is issued, if possible. Regarding the submission timeline, the next available agenda is the Thursday, August 13th meeting, and the application deadline is July 28th. Do you know if that timeframe aligns with the state's enforcement schedule?

If you'd like to schedule a meeting, I'm happy to do that - just let me know. We can go over the process together and talk through any questions you might have.

All the best,

Madison

From: Kate Hodgdon <[REDACTED]>

Sent: Wednesday, July 1, 2026 9:16 AM

To: Madison Vlass <mvlass@sacomaine.org>; Planning <Planning@sacomaine.org>; William Berta

<[REDACTED]>; danilo de oliveira <[REDACTED]>; Chris Delano

<[REDACTED]>

Subject: Re:

**[CAUTION: THIS EMAIL ORIGINATED FROM OUTSIDE THE
CITY OF SACO DOMAIN]**

Apologies, forgot to attach document

On Wed, Jul 1, 2026 at 9:12 AM Kate Hodgdon [REDACTED] wrote:

Hi Madison,

I'm reaching out regarding my property at 23 Cross Street in Saco, which is located within the Historic Preservation District.

The Maine Department of Health and Human Services has issued a formal lead hazard order requiring replacement of the original windows and various other parts as part of a lead abatement project. While I understand the work is required by the State, I also understand that I still need to obtain a Certificate of Appropriateness before moving forward with replacement windows.

My husband and I have a one year old and a three year old, and our one year old was diagnosed with an elevated blood lead level earlier this year. As you can imagine, this has been an incredibly stressful experience for our family. We are committed to doing everything necessary to make our home safe, but we are also very concerned about the financial impact of completing this work.

I want to make sure I approach this the right way and select windows that will satisfy the Commission while also meeting the requirements of the DHHS order. My goal is to preserve the character of the building as much as possible while addressing an important public health issue.

Could you let me know the best process for submitting this project? If possible, I'd also appreciate any guidance on acceptable window materials or manufacturers before I place an order. Since this work is being completed under a state enforcement timeline, I would be very grateful for any opportunity to expedite the review process.

If you're aware of any lead abatement grants, funding opportunities, or other resources that property owners in situations like ours have successfully used, I would greatly appreciate any guidance or direction. We are exploring every available option to make this project financially feasible.

I'll include a copy of the DHHS report with this email, and I'm happy to provide contractor once we figure that part out, window specifications, or any other documentation that would be helpful.

Thank you for your time and for any guidance you can provide. I truly appreciate your help as we work through this challenging situation and find a path forward that protects our children while respecting the historic character of the property.

Best,

Danilo and Kate De Oliveira

From: [Kate Hodgdon](#)
To: [REDACTED]
Date: Wednesday, July 1, 2026 9:12:39 AM

**[CAUTION: THIS EMAIL
ORIGINATED FROM OUTSIDE
THE CITY OF SACO DOMAIN]**

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Thank you for your time and for any guidance you can provide. I truly appreciate your help as we work through this challenging situation and find a path forward that protects our children while respecting the historic character of the property.

From: [Kate Hodadon](#)
To: [REDACTED]
Cc: [REDACTED]
Subject: update on 25 cross st
Date: Monday, July 13, 2026 11:59:55 AM

**[CAUTION: THIS EMAIL
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THE CITY OF SACO DOMAIN]**

Happy Monday!

Wanted to send a quick update on where things stand.

Current status

- Danilo is completing his lead abatement certification this week.
- We had the house professionally detailed to remove any lead dust.
- We're still waiting for the CDC to reach out and schedule the inspection of the apartment.
- Applied for grants for both main house and apartment unit

Apartment update

I've been working closely with a lead abatement specialist so we're ready to move as soon as the CDC completes their inspection. Our hope is that the work order for this unit will be much smaller, allowing us to get it rented as quickly as possible.

As I mentioned previously, we simply can't continue carrying a multi unit mortgage without rental income.

I also had a contractor out today to measure for Andersen 100 Series windows. Based on his timeline, here's what we're looking at:

- 8 to 10 weeks for window production
- Approximately 2 weeks for installation
- Around 2 weeks for the CDC to schedule the clearance inspection
- Another 2 to 3 weeks to receive the clearance results

Because I won't be presenting to the Historic Preservation Commission until mid August, this timeline pushes us well into winter before we could rent the apartment. Financially, that's just not something we can absorb.

I reached out to Chris to see if there was any way to expedite the process. While he couldn't make that decision on his own, he generously suggested working with Madison to get in front of the committee sooner.

I'd really like to move forward with that option if possible. Even shaving a few weeks off this timeline would make a meaningful difference for our family.