

*The Provincetown Historic District Commission
Wednesday, December 07, 2005 Town Hall.*

MEETING MINUTES

Members Present: Carol Neal, Marcene Marcoux, Nathan Butera, Eric Dray, Polly Burnell, John Dowd – Chairperson.

Excused Absent: Clo Tepper

Staff Present: Doug Taylor, Maxine Nataro

Work Session 3:45 p.m.

The work session was called to order by John Dowd at 3:48pm

151A Commercial St. - Tom Thompson presented changes in plans regarding windows. The applicant wants to add additional windows on east elevation. Changing to 2 casements and adding 2 windows. All 4 light windows. Cape Associates is the contractor for the job.

Discussion:

The board discussed procedures for requesting changes to plans previously approved. They also discussed contractors who make modifications during renovations without informing the Building Commissioner or the Board. Members agreed that significant changes to a plan, once approved, may require an additional public hearing to gather input. They encouraged the Building Commissioner to be vigilant about monitoring work to make sure it is in compliance with the decisions issued by the board.

Carol Neal, John Dowd and Polly Burnell sat on the case previously. They found the changes to be minor adjustments and in keeping with the intent of the decision.

Motion by: Polly Burnell Second by: Carol Neal

Pursuant to guideline 5 regarding windows:

To administratively approve the revised drawing dated 12/7/05 for changes to the windows on the east elevation.

Yea: Polly Burnell, Carol Neal, John Dowd

Nay: 0 Abstain: 0

35 Bradford St. – Rick Murray presented seeking to remove Condition #1 of the previous decision.

The condition required a diamond shaped window, as per Polly Burnell’s suggestion.

Rick presented a drawing showing all the conditions implemented and one view of his proposal without the diamond window.

Motion by: Eric Dray Second: Polly Burnell

Pursuant to guideline 5.c regarding windows;

To approve the elimination of previous condition #1 and accept the plans dated 12/2/05.

Yea: Carol Neal, John Dowd, Polly Burnell, Eric Dray

Nay: 0 Abstain: 0

142 Bradford St. – Sunset Inn - John Reis, Golden Hammer present.

Golden Hammer has been hired to do the window reconditioning and replacement for the Bradford St. façade of the building. He want specific clarification from the board as to their conditions regarding the re-use of old windows from other locations throughout the building. He was also seeking information regarding appropriate storm windows.

Eric Dray clarified that the decision did not allow for new replacement windows on the front (south) elevation, only repair or reuse of old windows from elsewhere in the building. He also explained that the applicant does not need

approval for storm windows.

All glass must be non-tinted, clear glass and ½ screens unless otherwise provided in the decision. Full screens or windows with Low-E or other tinted glass are not permitted.

Public Hearing 4:15 p.m.

**The Public hearing was called to order by John Dowd, Chairperson at 4:17 pm
2005-83**

Application by Hake Nominee Trust, Steve Boggess, Trustee for a Certificate to be issued in accordance with the Provincetown Historic District Commission established under the General By-Laws, Chapter 15 of the Town of Provincetown. The applicant seeks approval to construct new front facade entrance between INDO Store and the Arcade and install glass doors with a glass window on either side of double doors at the property located at **291 Commercial Street, Provincetown, MA.**

Members sitting on this case are: Nathan Butera, Carol Neal, John Dowd, Polly Burnell, Eric Dray.

Discussion:

Steve Bogess presented the case with a proposal to replace the existing North (street side) façade. Door frame is aluminum. The wall area is all glass. Transom window above the door would be removed. Steve Bogess presented old photos of the façade prior to the most recent changes.

The board discussed the overall street shape of the area. The guidelines related to bringing older buildings back to their historic flavor. All members agreed this was a significant location and efforts should be made to make sure changes are in the consistent with the historic commission guidelines, and the immediate streetscape. They examined areas where the use of wood –vs- aluminum for doors and trim could be utilized in the plan.

Public comment: None in favor or against.

Motion by: Eric Dray Second: Carol Neal

Pursuant to guidelines 5.b, 6.c, 10.a, 10.b;

To grant certificate of appropriateness with the following revisions:

1] Window bases (bottom rail) must made of wood and be at least 12 inches in height, covered with a recessed panel façade.

2] The top rail of the windows to be a minimum of 3” in height.

3] Existing wooden door(s) be retained or replaced in kind.

4] Multi light transom window above the doors be retained or replaced in kind.

5] Wooden casing around the windows be increased in size to 3” all round pursuant to sketches dated 12/7/05 by John Dowd. These to be sized to support the windows structurally.

6] All approved replacement windows must use non-tinted, clear glass and ½ screens, unless otherwise provided in the decision. Full screens or windows with Low-E, or other tinted glass are not permitted.

7] Applicant will return with new drawings for consideration under administrative review.

Yea: Nathan Butera, Carol Neal, John Dowd, Polly Burnell, Eric Dray.

Nay: 0 Abstain: 0

2005-72 (Continued from November 16, 2005)

Application by Fred Ambrose on behalf of China Trust, T. Gandolfo, Trustee for a Certificate to be issued in accordance with the Provincetown Historic District Commission established under the General By-Laws, Chapter 15 of the Town of Provincetown. The applicant seeks approval to demolition Building A & B and reconstruct the basic same massing as the existing structures at the property located at **361 A & B Commercial Street, Provincetown, MA.** Eric Dray recused himself as he is friends with abutters.

Members sitting on this case are: Carol Neal, John Dowd, Polly Burnell, Marcene Marcoux

Discussion:

Fred Abrose provided the board with a new set of drawings.

The board agreed that stamped drawings from an engineer or architect, which memorialize the existing structure(s) in relation to lot coverage, building size, height and location of openings (windows and doors), must be on file with the Building Commissioner prior to the issuance of a demolition permit.

Building B -

The board reviewed the plans for the North, East and South elevations of building B. They discussed window sizes and location, door features, chimney features and trim details. Mr. Ambrose assured the board that trim pieces from the existing buildings will be saved and replicated exactly.

The West elevation of this building is minimally visible and pursuant to guideline 4 was not reviewed.

Public Comment: None in favor or opposed.

Motion by: John Dowd Second: Marcene Marcoux

Regarding building B and pursuant to guidelines 5a, 5b, 5c, 5e, 6a, 6b, 8b, and 15,

To grant certificate of appropriateness for the plans as submitted for the North, East and South elevations with the following conditions:

- 1] Retain chimney in size, location, and materials.
- 2] The East elevation will appear as is existing, with the upper window to be raised up tight under eave.
- 3] The North elevation, a salvage door will be used for a simpler, less formal pattern, a 6 over 6 window will be used on 2nd floor keeping the same dimensions as the other windows on this elevation.
- 4] The South elevation, the overscale 6 over 6 windows shown on the new addition will be replaced with 2 or 3, 2 over 1 windows banked together.
- 5] The gable roof will extend off mid roofline with a hip.
- 6] All windows in the building shall have simple trim detail.
- 7] All approved replacement windows must use non-tinted, clear glass and ½ screens, unless otherwise provided in the decision. Full screens or windows with Low-E, or other tinted glass are not permitted.

Yea: Carol Neal, John Dowd, Polly Burnell, Marcene Marcoux

Nay: 0 Abstain: Eric Dray, by recusal

Building A

North elevation –

The board discussed the door, the overhang, and the trim at length emphasizing the need to be in keeping with other buildings in town of similar age and to keep the trim size in relation to the trim on the corners of the buildings. Photos of the existing conditions will be used to document and recreate trim throughout the building.

East elevation -

The board discussed keeping this façade and proposed a simple dormer and recreating trim details.

The chimney will be retained in size, materials and location.

The West elevation of this building is minimally visible and pursuant to guideline 4 was not reviewed.

Public Comment: None in favor or opposed.

Motion by: John Dowd Second: Polly Burnell

Pursuant to guidelines 5c, 6a, 6b, 8a, 8b

To grant certificate of appropriateness for the plans for North and East elevations with the following conditions;

- 1] Retain chimney in size, location, and materials.
- 2] The North elevation, the door surround to be replicated from CC architecture, as provided by the board.
- 3] The East elevation, to replace the proposed dog house dormers with a straight shed dormer using 4 windows, slightly smaller of the same proportion, evenly spaced.
- 4] All windows are 6 over 6 and all approved replacement windows must use non-tinted, clear glass and ½ screens, unless otherwise provided in the decision. Full screens or windows with Low-E, or other tinted glass are not permitted.
- 5] Red cedar shingles will be used on the roof.

And, to continue the hearing for south elevation plans.

Yea: Carol Neal, John Dowd Polly Burnell, Marcene Marcoux
Nay: 0 **Abstain:** Eric Dray, by recusal

2005-87(Continued from November 16, 2005)

Application by Kevin Bazarian on behalf of Ann M. Sanders and Deborah Heller for a Certificate to be issued in accordance with the Provincetown Historic District Commission established under the General By-Laws, Chapter 15 of the Town of Provincetown. The applicant seeks approval to construct a 9' dormer to the existing second floor bedroom at the property located at **76 Commercial Street, Provincetown, MA.**

Carol Neal recused herself as she is an abutter.

Members sitting on this case are: Nathan Butera, John Dowd, Polly Burnell, Eric Dray, Marcene Marcoux

Discussion:

Kevin Bazarian presented new plans to the board.

South elevation -

The board discussed the importance of the dormer extending off of the roofline of the main house such that the fascia board will remain visible, and that the dormer should have appropriate detailing. They concluded that the windows should go to the top of the dormer and maintain the size ratio of the existing lower level windows.

Public comment: None in favor or opposed.

Motion by: Nathan Butera Second: Eric Dray

Pursuant to guidelines 5, and 8a,

To grant certificate of appropriateness for the plans as presented with the following revisions:

- 1] The shed dormer will spring from the existing ridgeline of the original Cape.
- 2] The windows will be double hung, Andersen 400 series, 6 over 6, maintaining the same proportion as the windows below.
- 3] Window casings and trim will match existing windows below.
- 4] Trim of dormer will match existing trim.
- 5] Roof materials will be rubber in consideration of slope and minimal visibility.
- 6] All approved replacement windows must use non-tinted, clear glass and ½ screens, unless otherwise provided in the decision. Full screens or windows with Low-E, or other tinted glass are not permitted.

Yea: Nathan Butera, John Dowd, Polly Burnell, Eric Dray, Marcene Marcoux

Nay: 0 **Abstain:** Carol Neal, by recusal

2005-85 (Continued from November 16, 2005)

Application by Neal Kimball on behalf of Eileen Roland for continuation on the rear ells of the building for the property located at 184 Commercial Street.

Polly Burnell recused herself as she works with the applicant.

Members sitting on the case are: Nathan Butera, Carol Neal, John Dowd, Eric Dray, Marcene Marcoux

Discussion:

Neal Kimball and Ron Cram presented new drawings to the board.

Members discussed and agreed that the new plans maintain a better consistency among the sections of the building.

Public comment: None in favor or opposed.

Motion by: Eric Dray Second: Marcene Marcoux

Pursuant to guidelines 5c, 6b, 8a, and 9,

To grant certificate of appropriateness for the application as presented in plans dated 11/27/05 regarding the rear ell, with the following conditions:

- 1] The windows in dormer will be Andersen 400 series, no tinted, half screen, three layer applied grills. All approved replacement windows must use non-tinted, clear glass and ½ screens, unless otherwise provided in the

decision. Full screens or windows with Low-E, or other tinted glass are not permitted.
2] The railing system and stairs are all made of wood as shown on plan.

Yea: Nathan Butera, Carol Neal, John Dowd, Eric Dray, Marcene Marcoux
Nay: 0 Abstain: Polly Burnell, by recusal

Work Session

The board closed the public hearing portion of the meeting at 7pm and relocated to the Caucus Hall for discussions on (a) Policy and Procedures, (b) Rules and Regulations, (c) 2006 meeting schedule.

At the request of Town Hall Staff, the board agreed to change their meeting schedule in 2006 in order to create less conflict with meeting space on the same night at the Planning Board.

The board will meet on the 2nd and 4th Wednesdays of the month, beginning mid January. Specific dates for early 2006 are: January 4th, and 25th, February 8th, and 22nd.

The board discussed the procedure for gathering public input on the policies it will approve in the next few meetings, as well as scheduling agenda items such that policies, minutes and other administrative work can be brought current.

The board would like formal clarification on continued cases so it can better meet the deadlines regulated for each case.

The board members had previously drafted and circulated copies of draft policy proposals. They reviewed these and discussed decisions that had made over the past several months. They discussed specific components of policies for;

Administrative approvals,
Fences,
Cottages & Accessory buildings,
Demolition,
Windows,
Siding

Board members will make specific revisions based on the discussions and circulate new drafts to the membership.

They expect to review and approve the Cottage & Accessory Building policy at the 12/21/05 meeting.

They expect to review and approve the Fence policy at the 12/21/05 meeting.

They expect to review and approve the Window Policy at the 12/21/05 meeting.

The board decided to write a specific policy for demolition. This will be drafted in the near future. The board will also write a specific policy for Siding.

The board discussed expending funds to purchase copies of the Sanborn Historic Insurance Maps, as it is extremely helpful in determining height, use, and construction materials especially in the commercial district. They also discussed compiling and scanning old photographs of various significant buildings or streetscapes. Both of these tools would be used to review historic data on a case by case basis.

The board discussed the need to approve past minutes. They requested the recording secretary prepare as many sets of minutes as possible and distribute them to the members for approval at the 12/21/05 meeting.

The board discussed the need for timely writing and filing of decisions. They requested that the recording secretary be authorized to write decisions, by cutting and pasting wording from motions, presenting them to a specific member for review, then forwarding them to Maxine for timely filing. The recording secretary expressed a willingness to do this, pending authorization of funding by the Permit Coordinator. The secretary expressed that once old minutes are done, she expects to provide the board with draft minutes and decisions within 3-5 business days after each meeting.

Motion by: Carol Neal

Second by: Polly Burnell

To adjourn the meeting.

Yea: All Nay: 0

The meeting adjourned at 8:30 pm

Respectfully submitted,

Carla Anderson,
Recording Secretary

Approved _____
John Dowd, Chairperson

at the 12/21/05 meeting.