



**MANCHESTER-BY-THE-SEA**  
**HISTORIC DISTRICT COMMISSION**  
**Town Hall, 10 Central Street**  
**Manchester-by-the-Sea, Massachusetts 01944-1399**

**MINUTES**  
**MANCHESTER-BY-THE-SEA**  
**HISTORIC DISTRICT COMMISSION**  
**Meeting June 27, 2019**

**Members Present:** Chairman John Round, Donald Halgren, Richard Smith, and Tracy Gothie.

**Members Not Present:** Rosemary Costello, Joseph Sabella, and Robert Coppola.

Mr. Round called the Historic District Commission (“HDC”) to Order at 7:00 p.m. Mr. Round then introduced the Board members to those in attendance. It is noted that this meeting is being digitally recorded by the HDC clerk, and the typed minutes represent the permanent record of the Board. The format of the hearing was explained to those in attendance by the Chairman.

**NEW APPLICATION**

Mr. Round introduced the application of **Robert Hofeldt**, for a Certificate of Appropriateness from the Historic District Commission, or other such relief as may be necessary, to remove shingles and reinstall white cedar wooden shingles, replace three (3) windows with Marvin 6/6 windows, replace two sliding glass doors with Marvin sliding doors, scrape and repaint trim and wooden gutters, and add two small double-hung Marvin windows on the rear of the building, at **40-42 Central Street**, in District G, filed with the Town Clerk on June 19, 2019.

Mr. Robert Hofeldt introduced himself as the applicant and explained as follows: The house consists of three (3) units, and two of the units (first and second floors) have newer windows. The proposed project involves residing the house with new pre-dipped cedar shingles and housewrap, paint the window trims, paint and repair the gutters, replace the third floor windows with Marvin Ultimate double-hung 6/6 windows, and replace the sliding glass and aluminum door (rear deck) with Marvin Ultimate sliders. The windows will have approximately 5/8" mullions. Per John Bartlett's request, install two (2) small windows on the second floor to the left and right of the apex with Marvin Ultimate double-hung 6/6 windows.

Mr. Smith questioned the size, shape, and location of the proposed two small windows and the other HDC members agreed. It was decided that since there was no

photos or definitive description of the small windows at this point, the issue of the two small windows will be considered at a future HDC meeting.

Mr. Smith made a motion to waive the public hearing for the application of **Robert Hofeldt**, for a Certificate of Appropriateness from the Historic District Commission, or other such relief as may be necessary, to remove shingles and reinstall white cedar wooden shingles, replace three (3) windows with Marvin 6/6 windows, replace two sliding glass doors with Marvin sliding doors, scrape and repaint trim and wooden gutters, and add two small double-hung Marvin windows on the rear of the building, at **40-42 Central Street**, in District G, filed with the Town Clerk on June 19, 2019.

Ms. Gothie seconded the motion. Vote: Mr. Round, Mr. Halgren, Ms. Gothie, and Mr. Smith voted unanimously in favor of waiving the public hearing for this application.

Mr. Halgren made a motion to approve the application of **Robert Hofeldt**, for a Certificate of Appropriateness from the Historic District Commission, or other such relief as may be necessary, to remove shingles and reinstall white cedar wooden shingles, replace three (3) windows with Marvin 6/6 windows, replace two sliding glass doors with Marvin sliding doors, scrape and repaint trim and wooden gutters, and add two small double-hung Marvin windows on the rear of the building, at **40-42 Central Street**, in District G, filed with the Town Clerk on June 19, 2019.

Mr. Smith seconded the motion. Vote: Mr. Round, Mr. Halgren, Ms. Gothie, and Mr. Smith voted unanimously in favor of approving this application.

Mr. Halgren made a motion to continue the part of the application involving the two small double-hung windows proposed by Mr. Bartlett.

Ms. Smith seconded the motion. Vote: Mr. Round, Mr. Halgren, Ms. Gothie, and Mr. Smith voted unanimously in favor of continuing this part of the application.

**Documents Produced:** Narrative of project (2 pages). Manufacturer's photos and specifications of the Ultimate Double Hung windows (2 pages) and the Ultimate Sliding French Door (2 pages). Seven (7) color photos of the house at 40-42 Central Street (front, rear, proximity of the building to the right, driveway side of the building (2 pages), 4<sup>th</sup> window on the first floor that needs to be replaced, and the left side of the building.

## CONTINUED APPLICATIONS

Mr. Round introduced the application of **Samuel Crocker**, for a Certificate of Appropriateness from the Historic District Commission, or other such relief as may be necessary, to replace damaged brick stairs with wood stairs and a railing, at **7 Ashland Avenue**, Assessor's Map No. 21, Lot 22, in District G, filed with the Town Clerk on May 15, 2019.

Mr. Samuel Crocker introduced himself as the applicant and explained the proposed project as follows: Replace the brick front steps that are in poor condition and have no railing to the same number of wood steps with a railing.

The HDC members had no comments, questions, or concerns, and there was no one present from the public.

Mr. Smith made a motion to waive the public hearing for the application of **Samuel Crocker**, for a Certificate of Appropriateness from the Historic District Commission, or other such relief as may be necessary, to replace damaged brick stairs with wood stairs and a railing, at **7 Ashland Avenue**, Assessor's Map No. 21, Lot 22, in District G, filed with the Town Clerk on May 15, 2019.

Mr. Halgren seconded the motion. Vote: Mr. Round, Mr. Halgren, Ms. Gothie, and Mr. Smith voted unanimously in favor of waiving the public hearing for this application.

Mr. Halgren made a motion to approve the application of **Samuel Crocker**, for a Certificate of Appropriateness from the Historic District Commission, or other such relief as may be necessary, to replace damaged brick stairs with wood stairs and a railing, at **7 Ashland Avenue**, Assessor's Map No. 21, Lot 22, in District G, filed with the Town Clerk on May 15, 2019.

Mr. Smith seconded the motion. Vote: Mr. Round, Mr. Halgren, Ms. Gothie, and Mr. Smith voted unanimously in favor of approving this application.

**Documents Produced:** Photograph of the existing front steps.

Mr. Round introduced the application of **Remko Breuker and Henri DeGuillebon**, for a Certificate of Appropriateness from the Historic District Commission, or other such relief as may be necessary, to construct a new addition to side and rear of existing residential structure, at **9 Washington Street**, Assessor's Map No. 46, Lot 10, in District G, filed with the Town Clerk on April 18, 2019.

Mr. Round stated that Mr. Breuker is still working on the modifications to this proposed project and has requested that this application be continued to a future HDC meeting.

Mr. Smith made a motion to continue the application of **Remko Breuker and Henri DeGuillebon**, for a Certificate of Appropriateness from the Historic District Commission, or other such relief as may be necessary, to construct a new addition to side and rear of existing residential structure, at **9 Washington Street**, Assessor's Map No. 46, Lot 10, in District G, filed with the Town Clerk on April 18, 2019.

Mr. Halgren seconded the motion. Vote: Mr. Round, Mr. Halgren, Ms. Gothie, and Mr. Smith voted unanimously in favor of approving this application.

Mr. Round introduced the application of **Andrew and Liesl Hawley**, for a Certificate of Appropriateness from the Historic District Commission, or other such relief as may be necessary, for extensive renovations and additions to the existing structure, at **48 Central Street**, Assessor's Map No. 44, Lot 19, in District G, filed with the Town Clerk on April 17, 2019.

Mr. Andrew Hawley introduced himself as the applicant, along with Mr. Brian Stein, the architect on this project and explained as follows:

Mr. Hawley stated that the Zoning Board of Appeals approved their application at last night's meeting.

Mr. Stein distributed copies of the revised plans and explained as follows: Mr. Hawley agreed to remove the proposed garage and connector. The only addition will be the 9.5 foot bump-out. At the prior HDC meeting and site visit, we discussed installing 6/6 windows on the front and sides of the house and making these windows smaller and more symmetrical. The two-panel sliding glass doors going out to the deck in the rear of the house have internal and external grids, with bonded applique on the outside. The rear elevation has been updated—now minus the garage and connector, and the bottom floor plans have been modified. All these changes have been incorporated into the revised plans distributed this evening.

The HDC members reviewed the revised plans. Mr. Smith questioned had questioned the design of the sliding glass doors on the deck previously during Mr. Stein's presentation. Mr. Smith also questioned the decision to go with the 2/2 windows on the first floor. Mr. Stein replied that this is only an awning window. Ms. Gothie stated that she understands the reason to have the sliders and windows is to maximize the view, and Mr. Smith commented that this is a nice treatment of the sliders. Mr. Round stated that the windows will be 6/6 on the other three sides of the house. Mr. Smith asked if there are any intentions to have air-conditioning units or any other appliances around this building. Mr. Stein replied yes, in the back of the house and it will be screened. Mr. Smith asked about the color of the shingles, and Mr. Stein replied that they will be pre-dipped white shingles. Mr. Halgren asked about the fence in the front, and Mr. Stein replied that it will be a simple square wrought iron fence. Mr. Smith asked what the changes will be to the front entrance of the house. Mr. Stein replied that we plan to replace the half-circle fan above the door with a cleaner, simpler peaked wooden panel portico above the door.

The HDC members did not have any further questions, concerns, or comments. The neighbors were present, but they did not voice any questions, concerns, or comments.

There was no need to waive the public hearing for this application, because it had been previously noticed.

Mr. Halgren made a motion to approve the application, with the revisions submitted this evening, of **Andrew and Liesl Hawley**, for a Certificate of Appropriateness from the Historic District Commission, or other such relief as may be necessary, for extensive renovations and additions to the existing structure, at **48 Central Street**, Assessor's Map No. 44, Lot 19, in District G, filed with the Town Clerk on April 17, 2019.

Mr. Smith seconded the motion. Vote: Mr. Round, Mr. Halgren, Ms. Gothie, and Mr. Smith voted unanimously in favor of approving this application.

**Documents Produced:** Plans for 48 Central Street: Rear South Elevation Windows, revised June 26, 2019. Site Plan, Lower Level Basement Plan, First Floor Plan, Second Floor Plan, Third Floor Plan, Front (Central Street) Elevation with Fence, Rear (South) Elevation, East Elevation, West Elevation. Each 1 page, 8.5 x 11" size, revised June 26, 2019. The plans do not include the two-car garage that will not be constructed.

Superimposed color photographs from 50 Central Street View from 50 Central Upper Deck, Proposed Garage Outline, and View from 50 Central Lower Deck (11" x 17" size). Superimposed color photo From 50 Central Edge of Upper Deck (8.5" x 11" size).

#### **ADMINISTRATIVE MATTERS**

**March 25, 2019, May 1, 2019, and May 23, 2019 HDC Minutes:** Review and possible approval of the minutes. Tabled to the next HDC meeting.

**Updated/Revised HDC Applications:** Review, discussion, and vote to possibly approve or further revise the updated/revised applications. Revisions include the updated filing fees, add additional applicant information, and improve the appearance of the applications. Tabled to the next HDC meeting.

**Adjournment:** Mr. Halgren made a motion to adjourn the meeting, and Ms. Costello seconded the motion. Vote: Mr. Round, Mr. Halgren, Ms. Gothie, and Mr. Smith voted unanimously in favor of adjourning the meeting. The meeting was adjourned at 7:35 p.m.

Respectfully submitted,

Adele Ardolino, Clerk  
Historic District Commission  
Manchester-by-the-Sea, MA