



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
Virtual/Online Meeting October 6, 2021

Commissioners Present: Chairperson Rosemary Costello, John Round, Donald Halgren, Richard Smith, and Robert Coppola.

Commissioners Not Present: Tracie Gothie and Joe Sabella

Ms. Costello called the Historic District Commission (“HDC”) of Manchester-by-the-Sea (“MBTS”) to Order at 7:05 p.m. Ms. Costello then introduced the Board Commissioners to those in attendance and explained the HDC meeting procedures. Ms. Costello also explained that if the HDC Commissioners approve an application and agree to waive the public hearing on an application, the abutters of the applicant's property will receive a Waiver of Public Hearing by US mail and then there is a 10-day appeal period. Once the appeal period is over, the applicant will receive the Certificate of Appropriateness. This process takes approximately two weeks. It is noted that this meeting is a virtual/online meeting and is also being digitally recorded on Zoom. The typed minutes represent the permanent record of the Board. The format of the hearing was explained to those in attendance by the Chairperson.

CONTINUED APPLICATIONS

Application of **Quay, LLC**, for a Certificate of Appropriateness from the Historic District Commission, or other such relief as may be necessary, to restore the exterior of this home to its original historic state, at **9 Ashland Avenue**, Assessors Map No. 21, Lot No. 23 in District G, filed with the Town Clerk on July 22, 2021.

Ms. Costello explained that a Certificate of Appropriateness was approved at the meeting on August 26, 2021, with contingencies that Quay consult Robert Booth, architectural historian, and provide the HDC with more details about the renovation. The purpose of Quay’s presence at the meeting was to update the Commission on plans for the property since the restoration is expected to encounter unforeseen challenges as it progresses. Quay will report to the Commission any major problems/changes in plans as work moves along.

Mr. John Harden of Olson Lewis Architects reviewed a letter dated September 30, 2021, that he sent to the Commission. In the letter, he described a meeting on September 1, 2021, with Robert Booth, an architectural historian who was referred to him by the Commission. Mr. Booth knew a lot about the property from work he had done over 30 years ago for the Manchester Historic District. As a result of those discussions, Mr. Harden said he will restore the historic front windows and the exterior wooden siding rather than replicate them. The windows and the siding are original to the house.

Application of **Frances and Hubert de Lacvivier** for a Certificate of Appropriateness from the Historic District Commission, or other such relief as may be necessary, to remove a brick chimney and add a window to match existing on the second floor, at **52 Central Street**, Assessors Map No. 44, Lot No. 17 in District G, filed with the Town Clerk on August 3, 2021.

Mr. Peter Jensen and Mr. Eric Gerde represented the applicant and are the architects/builders for the project. Mr. Jensen said that after further review the owner has decided not to install a new window. Further, they will not remove the chimney in the rear, but will add a cap the chimney in the front. He presented the cap design and discussed its similarity to other chimney caps in the neighborhood.

Mr. Halgren made a motion to approve the Certificate of Appropriateness to add the chimney cap. Mr. Smith seconded the motion. Vote was unanimous in favor of approving the Certificate of Appropriateness.

Application of **Joshua and Kennon Anderson** for a Certificate of Appropriateness from the Historic District Commission, or other such relief as may be necessary, to raise and increase the pitch of the roof to construct a master suite with a dormer at the attic level, at **4 Bennett Street**, Assessors Map No. 28, Lot No. 51 in District G, filed with the Town Clerk on August 12, 2021.

Mr. Brian Stein, the architect for the project, presented some graphics of the house with a raised roof line. He said he added about 14” or two courses of clapboards and about 28” with a steeper pitched roof (10 pitch is proposed). The two modifications together add 42” of height to the house’s peak roofline. Mr. Stein said that the increase in height is needed to accommodate the Nantucket dormer that they are planning.

Mr. Halgren asked about the total height of the house. Mr. Stein said it is a foot or so less than the 35’ height limit per zoning. Mr. Smith asked about the distance from the top of the second-floor window to the soffit. Mr. Stein said it is 14”. He said that he does not plan to raise the chimney. Code requires that the top of the chimney flue must be 3’ above the roof ridgeline. Mr. Stein said he has not yet been on the roof to check but thinks that the current chimney height should accommodate the increase in the height of the roof.

Mr. Round expressed concern about the look of the house from the front; he asked if the pitch could be less, making the overall surface area of the roof smaller. Stein said

headroom is limited. He sought a compromise by raising the roof line and increasing the pitch.

Mr. Smith said the higher roof changes the look of the house. It will be a deviation from our Guidelines. We walk a thin line, basing decisions on Guidelines and/or what precedents have been set based on changes to HDC homes in the past. But Guidelines are just that- Guidelines. They are not hard and fast. The addition will not work without a height addition. He is OK with the dormer design. Ms. Costello said a dormer for this house was approved three years ago, but was not built

Mr. Round asked if Mr. Stein could remove one clapboard row above the windows, reducing the height increase by 6" or so and bringing the house closer to its original appearance. Mr. Stein said he would have to look at it- and also a change in the roof pitch- but is concerned about the time. Ms. Costello said we could hold a special meeting on October 14 to review his findings. Mr. Stein said he would also look at the chimney height.

NEW APPLICATION

Application of **Friends of Trees (Peter Minasian)** for a Signage Certificate of Appropriateness from the Historic District Commission, or other such relief as may be necessary, to post a 27" x 18" aluminum sign within the Town Hall Common, at **10 Central Street**, Assessors Map No. 45, Lot No. 23 in District G, filed with the Town Clerk on September 13, 2021.

Mr. Minasian showed a sign that he wants to place on the Town Common, in a group of plantings just to the left of the Town Hall. The sign acknowledges the groups which provided the new trees/plantings for the Town Common restoration. He plans to mount the sign on two metal rods. The sign would be in place from now until Jan 1, 2022, and then again April 15, 2022- July 4, 2022 at which time it will be permanently removed.

A discussion was held about the exact placement of the sign. Don concerned about size which was also displayed during the Common construction. Don suggested that Mr. Minasian put the sign in a place that makes sense to him within the next day or so and Commission members can view the sign and its placement over the next week or so. Mr. Minasian said he will do so. Ms. Costello said a discussion on its final placement will be held at the next HDC Meeting, anticipated for October 14, 2021.

ADMINISTRATIVE MATTERS

Mr. Smith wants to add discussions of the Guidelines for windows and Commercial Signage to a future meeting agenda.

Ms Costello said Adele Ardolino, the HDC Clerk is retiring from the HDC. The Town is seeking a new Clerk.

Adjournment: Mr. Halgren made a motion to adjourn the meeting. Mr. Smith seconded the motion. The vote was unanimous. The meeting was adjourned at 8:25 p.m.

Respectfully submitted,
John Round
Historic District Commission
Manchester-by-the-Sea, MA