

**HISTORIC DISTRICT COMMISSION**  
PUBLIC MEETING  
Town Hall  
Provincetown MA

**WEDNESDAY, FEBRUARY 6, 2019**

Members Present: Thomas Biggert (TB), Chairman, Pilgrim Monument Rep; Laurie Delmolino (LD), Historical Commission Rep.; Hersh Schwartz (HS), Alternate; Michela Carew-Murphy (MCM), Alternate.

Excused Absence: John Dowd, PBG Rep.; Christopher Mathieson, PAAM Rep.

Others Present: Annie Howard (AH), Building Commissioner.

TB called the meeting to order at 3:36pm.

**1. Work Session: VOTES MAY BE TAKEN**

**a) Update on potential violations reported to the Building Commissioner.**

130 Bradford Street

AH said the owners are in the process of updating the cupola; wrong windows had been installed and trim was exceedingly wide and these conditions would be remedied.

Fence at 204 Bradford Street

AH said the owner is appealing the HDC decision to Superior Court.

Bayberry Bend Guest House

HS asked per the height of the fence at the corner of Winthrop & Bradford Sts. AH said they are replacing in kind, had rot and damage and what is currently shown on the property are raw materials.

Fence at corner of Court Street & Bradford Street

Currently replacing the rotten boards.

New Fence at 197 Bradford Street, West Side

AH said this is not a new unit, but was taken down and put back after tree removal.

**b) Determination as to whether the applications below involve any Exterior Architectural Features within the jurisdiction of the Commission; with Full Reviews to be placed on the Public Hearing agenda of February 20, 2019, and Administrative Reviews to be acted on by a subcommittee appointed by the Commission.**

TB made a motion to consider the following as Full Review:

xiv) 8 Commercial St. #DUA and xv) 613 Commercial St.

LD seconded the motion and it passed, 4-0-0; TB, LD, HS, MCM.

TB made a motion to consider the following for Administrative Review:

- i) 184 Commercial St.; ii) 20 Court St., #1; iii) 374 Commercial St.;
- iv) 521 Commercial St., #2; v) 9 Bangs St., #1; vi) 119 Commercial St.;
- vii) 521 Commercial St., #1; viii) 405 Commercial St.; ix) 12 Mechanic St., #AU1; x) 192 Bradford St.; xi) 29 Commercial St.; xii) 177 Commercial St.

LD seconded the motion and it passed, 4-0-0; TB, LD, HS, MCM.

- i) 184 Commercial St. – To replace roofing shingles.  
TB made a motion to approve as presented. MCM seconded the motion and it passed, 4-0-0; TB, MCM, LD, HS.
- ii) 20 Court St., #1 – To replace 7 windows in kind.  
TB noted Anderson 400 series, double-hung, full-divided lite grills, 8-over-1s and one 6-over-1.  
TB made a motion to approve as presented. MCM seconded the motion and it passed, 4-0-0; TB, MCM, LD, HS.
- iii) 374 Commercial St. – To replace trim and re-shingle the roof of the main gable.  
TB made a motion to approve with the condition that the trim be wood. LD seconded the motion and it passed, 4-0-0; TB, LD, HS, MCM.
- iv) 521 Commercial St. – To replace 2 patio doors in kind.  
TB noted a single door and a pair of French doors; asked if all were to be replaced. AH said no one was available to present. HS said the replacements were not in kind.  
TB made a motion to approve with the condition that the replacements be truly in kind and with a pivot, not, gliding door. MCM seconded the motion and it passed, 4-0-0; TB, MCM, LD, HS.
- v) 9 Bangs St., #1 – To replace 7 windows in kind.  
HS noted Anderson windows in the application and LD pointed out that some are on the side of the building. AH said there had not been replacements recently, but to the upstairs in 2013, or 2014.  
TB made a motion to approve as presented. LD seconded the motion but the vote didn't proceed.  
TB made a motion to continue the decision to the meeting of February 20, 2019 following a site visit. LD seconded the motion and it passed, 4-0-0; TB, LD, HS, MCM.
- vi) 119 Commercial St., #1 - To replace 9 windows in kind.  
LD noted the replacements in question are wood and TB remarked that house is prominent. AH said 75' is the abutter line for MCM's concern.  
AH said that the problem is Renewal by Andersons come by mail and that she currently is trying to make contact with them for an issue regarding the Building Code. TB said 4, 5, 6 and 7 are very prominent – at the bend.  
TB made a motion to approve as presented with the condition that the windows 4, 5, 6 and 7, as per the photos, on the Commercial St.

side be wood. MCM seconded the motion and it passed, 4-0-0; TB, MCM, LD, HS.

HS expressed her frustration with applicants who use 'like for 'like' when the materials are not 'in kind' and AH added that a large number of applications arrive incomplete.

- vii) 521 Commercial St., #1 – To replace a patio door in kind.  
TB made a motion to approve as presented with the condition that the replacement be in kind and the French door be a pivot not a slider. MCM seconded the motion and it passed, 4-0-0; TB, MCM, LD, HS.
- viii) 405 Commercial St. – To replace 2 decks and a partial stairway in kind.  
Rich Mills presented; said nothing was changing.  
TB requested the balusters be captured on both the top and the bottom. AH said that would affect the railing. MCM said that couldn't be conditioned as such since the replacement is in kind.  
TB made a motion to approve as presented. LD seconded the motion and it passed, 4-0-0; TB, LD, HS, MCM.
- ix) 12 Mechanic St., #AU1 – To re-side and replace trim board.  
TB made a motion to approve as presented with the condition that the trim be wood. MCM seconded the motion and it passed, 4-0-0; TB, MCM, LD, HS.
- x) 192 Bradford St. – To replace fencing in kind.  
TB made a motion to approve as presented. MCM seconded the motion and it passed, 4-0-0; TB, MCM, LD, HS.
- xi) 29 Commercial St. – To replace asphalt roofing shingles with red cedar shingles.  
TB made a motion to approve as presented. MCM seconded the motion and it passed, 4-0-0; TB, MCM, LD, HS.
- xii) 177 Commercial St. – To modify a previously approved Certificate.  
Tim Klink of Coastal Custom Builders presented; said project was previously approved to replace windows on the rear elevation with a roll-up garage door but they are now requesting four-panel, Anderson-series sliders, same width of 9'; seeking to match Anderson 400 series at rear of restaurant; Bayside Betsey's.  
TB made a motion to approve as presented MCM seconded the motion and it passed, 4-0-0; TB, MCM, LD, HS.
- xiii) 211 Bradford St. – To replace roofing shingles.  
TB made a motion to approve as presented. MCM seconded the motion and it passed, 4-0-0; TB, MCM, LD, HS.

**c) Any other business that shall properly come before the Commission.**

**HDC 18-270**; 425 Commercial St.

Lester J. Murphy, Jr., attorney; Don DiRocco and Leif Hamnquist, of Hammer

Architects presented.

TB said he wasn't at the meeting in question but had reviewed the tape of the meeting and was invoking the Mullin Rule to be able to sit on today's hearing of the case.

Mr. Murphy said the project was approved by the HDC and got a special permit from the Zoning Board of Appeals, but issues arose from the staff who directed the applicant to detail the construction process to the HDC; reported that the Town Planner deemed the job a demolition which, he said, is similar to the work done at 51/53 Commercial Street.

Mr. DiRocco said that the determination was based on 20% or more of the structure being dismantled; that the property is four doors down from the Mews restaurant and is to be a single-family home.

MCM asked how machinery or equipment was to be employed via access. Mr. DiRocco said all the access would be from the front, not the beach, side.

TB asked why the building had to be dismantled and what old wood would be saved. Mr. DiRocco replied that the front and side walls would be re-used, and the western wall and the water-side wall; said a part of the building on the eastern side is 8" over the property line and that the floor joists would be replaced. AH added that the foundation is also affected.

LD said as nothing is changed it might be approved, which has been the case in other requests. MCM said she felt it warranted a new application.

Tom Tannariello spoke from the public, said he represented a principle interest in the property at 420 Commercial Street and the HDC had been given erroneous information on this case at the June 6, 2018 meeting; said that, according to MACRIS, the home was not built in 1975 but in 1945; said cottage ridge is going up to 33' from 14' and the main building from 24' to 33'.

Ted Smith spoke as a abutter at 422 Commercial Street; said he hadn't attended the meeting on June 6, 2018, but had reviewed the tape and agrees with Mr. Tannariello that the property is historic having been built in 1945 and is now proposed to rise 8'; added he didn't believe there is a 25% alteration.

MCM cited what she said was a history of misrepresentation by the applicants of this case and on other cases in the past, and that she wouldn't be able to approve with current information.

Mr. DiRocco said the building isn't being elevated but that the heights have all been presented in clear drawings and that they always try and be transparent in all their plans; said the year of 1975 was what they got from the Town card and that in speaking with neighbors and residents were informed that work had last been done in the 1980s, added that people they spoke with said they remember an empty lot at that location and that there is no way to prove the building's origins as 1945.

MCM spoke again in favor of a new application. Mr. Tannariello presented the MACRIS information to the Board. Mr. DiRocco said that in a meeting with AH and Town Planner, Jeffrey Robiero, they were advised to return to the Zoning Board of Appeals (ZBA), but would not need additional approval from the HDC. AH said that to include any part of the roof in the 25% alteration is not a fair evaluation, and that in this case most of the roof is flat.

David Rowe, Building Inspector, spoke; said that everything but the south wall is to be moved on the plans and so the plan must be for demolition.

TB suggested revisiting the application in two weeks, said the Board today was a bit blind-sided and does not have all the information and plans before them at present. Mr. Murphy said his concern was what he perceived as a kind of disconnect with what can be done with alterations of this nature in the Historic District in light of the current application's approval. TB stated the board has not approved projects with this kind of tear down and rebuild, but Mr. Murphy said it had – as in 53 Commercial Street – and reiterated that there was no attempt to mislead or blindside; that they were before the HDC at AH's request; said he and Mr. DiRocco would be willing to return in two weeks and would provide precise plans of which walls were being repurposed, reminding the Board that the portion of the building over the property line would need to be addressed regardless of the demolition designation.

TB opened the Public Hearing at 4:41pm.

**2. Public Comments:** On any matter not on the agenda below.

None.

**3. Public Hearing: VOTES MAY BE TAKEN**

**a) HDC 18-279 (request to withdraw without prejudice)  
199 Bradford Street.**

AH said this case has a long history, possibly now with a 4<sup>th</sup> architect; that she had a meeting with the applicant earlier in the day and that the plans seem to be more succinct; abutters can now be informed and the applicant has withdrawn the application from both the HDC and the ZBA, but will plan to appear at the March 20, 2019 HDC meeting.

TB made a motion to approve the withdrawal without prejudice. MCM seconded the motion and it passed, 4-0-0; TB, MCM, LD, HS.

**b) HDC 19-104 (ON HOLD)  
26 Bradford Street.**

AH explained the situation in that the Town is not permitted to vote on properties that are in tax-title.

LD recused herself from the next three hearings.

**c) HDC 19-134 (continued from the meeting of January 16, 2019)**

Application by **Sandra L. Anderson**, requesting to replace 5 windows, a roof, metal siding and barn doors on a free-standing garage at the rear of the property located at **10 Court Street**.

**Sandra Anderson** presented; said the house is from 1870-ish, replacements would be custom-made and requested approval for Boral instead of Azek.

No public comments or letters.

TB made a motion to approve with the condition that the trim be Boral. MCM seconded the motion and it passed, 3-0-0; TB, MCM, HS.

- d) **HDC 19-142** *(continued from the meeting of January 16<sup>th</sup>)*  
Application by **Don DiRocco**, of **Hammer Architects, LLC**, on behalf of **43 Town, LLC**, requesting to construct decks and access stairs on the west, east and south elevations, reconstruct a dormer on the south elevation, construct a faux chimney to match an existing chimney and reconfigure and install new windows and doors in various locations on the structure located at **43 Bradford Street**.  
**Don DiRocco** and **Leif Hamnquist** of Hammer Architects presented.  
Mr. DiRocco said they had adjusted three items at request: remove the slider at rear of building and replace with hinge door and three windows; move egress door to rear of building as much as possible; split windows on western side.  
MCM asked about hinge door in the middle. Mr. Hamnquist said the current plans show the best configuration.  
TB made a motion to approve as presented. MCM seconded the motion and it passed, 3-0-0; TB, MCM, HS.
- e) **HDC 19-143** *(continued from the meeting of January 16<sup>th</sup>)*  
Application by **Don DiRocco**, of **Hammer Architects, LLC**, on behalf of **Patrick Wilson**, requesting to replace windows, doors and siding, install new doors, construct new decks and modify various details on the structure located at **41 Bradford Street, Building D**.  
**Don DiRocco** and **Leif Hamnquist** presented. Mr. DiRocco said the owner is happy to keep the existing windows, refurbished old Andersons; remove frieze above and do some interior renovations, all of which will save him money.  
No public comments or letters.  
TB made a motion to approve as presented. MCM seconded the motion and it passed, 3-0-0; TB, MCM, HS.
- f) **HDC 19-144** *(continued from the meeting of January 16<sup>th</sup>)*  
Application by **Don DiRocco**, of **Hammer Architects, LLC**, on behalf of **Patrick Wilson**, requesting to replace windows, doors and siding, install new doors, construct new decks and modify various details on the structure located at **41 Bradford Street, Building C**.  
**Don RiRocco** and **Leif Hamnquist** presented.  
TB noted the application was identical to the previous and made a motion to approve as presented. HS seconded the motion and it passed, 3-0-0; TB, HS, MCM.
- g) **HDC 19-145** *(request to continue to the meeting of February 20<sup>th</sup>)*  
**6 Commercial Street**.  
TB made a motion to continue the case to the meeting of February 20, 2019. MCM seconded the motion and it passed, 4-0-0; TB, MCM, LD, HS. It was determined LD would review the tape of the previous meeting on in order to sit on the hearing for February 20, 2019.
- h) **HDC 19-157**  
Application by **Ellen Willett & Cristina Camerota** requesting to add two skylights and replace roof decking and railings with Azek on the structure located at **8-10 Atlantic Avenue, UB**.

**Cristina Camerota**, owner, presented; said that in 2015 skylights were requested but not engaged based on budgetary reasons; reported the deck is aging and needs to be worked on each year so they are hoping to employ materials that will better withstand the wind and elements; said the deck is not expanding, asked if there are other materials the HDC would approve besides wood.

No public comments or letters.

TB made a motion to approve with the condition that the railings, balusters and everything but the deck flooring be wood. MCM seconded the motion and it passed, 4-0-0; TB, MCM, LD, HS.

i) **HDC 19-160**

Application by **Kevin A, Bazarian**, on behalf of **TGT Realty Trust**, requesting to renovate a existing three-bedroom single family structure, including converting a hip roof to a gable-style roof with a shed dormer on the west elevation, replace windows and doors and add red cedar roofing shingles, clapboards on the east elevation and white cedar shingles on the remaining elevations on the property located at **6 Pleasant Street**.

**Kevin Bazarian** presented; said the house is in really rough shape; they are maintaining the existing footprint; asking to raise the building through the gable which will be kept below the roof ridge line.

TB read into the record two letters of support from Stephen Syta and Joerg Dressler of 5 Pleasant St. and Mark A. Abramson of 130 Commercial St.

TB said there was not a lot he appreciated about the re-vamp as they are proposing to take a Federal-style house and converting it to a Greek Revival; changing the roof and location of the front door; said there is nothing about the new plan that maintains the existing structure and noted the drawings should be to-scale.

AH spoke of anticipated problems where the wall plane is within 3' to 0' of the rear or side property line regarding an expected increase in fenestration which jeopardizes a fire separation distance required by code; but, she said, in this case, there is a blank, pale façade. Mr. Bazarian said no walls are coming down.

LD asked Mr. Bazarian if he would be amenable to doghouse dormers. Mr. Bazarian suggested a wider dormer on the front or raising the roof and placing four dormers around it. LD advised keeping the windows on the north and south elevations of traditional historic size.

HS said she felt it was out-of-balance in design.

TB said he would prefer to see added dormers on the south and north sides, and that he'd be okay with a door on the east side but the front or north side should stay as is as much as possible. AH cautioned against additions that would render the building a three-story structure, up from two and a half stories. Mr. Bazarian said he'd make an attempt to raise the roof and add dormers in the next plans.

TB made a motion to continue the case to the meeting of February 20, 2019. MCM seconded the motion and it passed, 4-0-0; TB, MCM, LD, HS.

j) **HDC 19-161**

Application by **Vincent Edwards & Rodney Ayers** requesting to rebuild and enlarge an existing deck and stairs on the structure located at

**12 Atlantic Avenue, #3.**

**Bruce Pollard**, contractor, presented on behalf of the applicants; said the deck is falling apart; that they wished to add a foot and a half on the Atlantic side and a 4' landing; said it was all pressure-treated frame, stringers, decking, post, rails and balusters – which would be captured.

LD asked if the roof below the 4' landing would remain; Mr. Pollard said it appeared that it would.

TB made a motion to approve as presented with the condition that the railings and balusters be captured wood. LD seconded the motion and it passed, 4-0-0; TB, LD, HS, MCM.

Mr. Pollard read a letter from Mr. Edward requesting to replace the rubber roofing and replace the railing in kind on the Unit 2 deck.

TB asked if an approval can be granted without an application. AH said they had a building permit.

No public comments or letters.

TB made a motion to treat the railing modification at 12 Atlantic Avenue, Unit 2 as Administrative Review. MCM seconded the motion and it passed, 4-0-0; TB, MCM, LD, HS.

TB made a motion to approve as presented. MCM seconded the motion and it passed, 4-0-0; TB, MCM, LD, HS.

**k) HDC 19-162**

Application by **Provincetown Public Pier Corp.**, requesting to add a 10' by 20' trap shed with a dormer on the west elevation at the property located at **1 MacMillan Pier**.

No one presented.

TB noted that all the trap sheds look the same, but the original fenestration on these units was never mandated true divided-lite. AH said the determination was whether they were artist trap sheds, and that this one in question is 200 square feet and, as such, an accessory structure.

TB made a motion to approve a presented. MCM seconded the motion and it passed, 4-0-0; TB, MCM, LD, HS.

**l) HDC 19-163**

Application by **John Yingling** requesting to construct a covered patio on the property located at **183-185 Commercial Street**.

**Oriana Conklin** and **Tom Thompson** presented.

Ms. Conklin read from a presentation, noted 6-over-6 windows on the gable end; vinyl-clad windows on the left side; said building is dated to 1957; request includes an approximately 20' bi-fold patio door on the patio side to allow better flow, similar to the ones approved at Spindler's and Shop Therapy on Commercial Street.

Mr. Thompson requested to read into record the bylaw policies A and B regarding neighborhood styles, which were then read by Ms. Conklin who then concluded that competition in Town favored upgrades.

TB read a letter of support from employee, Mary-Jo Avellar, citing the advantages of a closed patio.

MCM spoke in favor, said the HDC has an obligation to make businesses succeed and would approve as presented.

TB said that from the street view one would be looking up at a mass of metal.

LD noted there is more leeway with commercial properties and that she got the contemporary vibe, but suggested the size of the proposal might be scaled down; materials of metal and glass are not in harmony with the general HDC guidelines that favor wood; recommended a split in the butterfly roof to lend symmetry to the facade, three-panel and two-panel doors. Ms. Conklin said there wasn't current symmetry.

TB referenced many elements that would be eliminated by this design and that the property is one of the most recognizable buildings in town. MCM spoke of the open space being valuable for improving business. LD said the success of a restaurant or business is not in the HDC's criteria.

HS proposed varying the doors or openings and said she had a problem with all the metal and that wood would be softer. Mr. Thompson said the owners took their cue from the old Burger Queen and wished to keep the building as a cool, contemporary place; said a panel-light system could be an option, but a more modern approach than they desired; said corrugated fiber-glass is a good, reliable material for a light-weight structure or a wood-frame, open-truss system as light and airy.

TB asked if a rear patio might be an option. Ms. Conklin said she thought there were issues with that scenario and Mr. Thompson spoke of the popularity of the front-end patio in season.

MCM asked the Board if they felt there was any situation where they might consider approving the massing as requested. LD and TB said they would not and LD asked for some maintenance of symmetry while TB asked for a new design with new materials. Mr. Thompson said the bi-fold doors are key for the restaurant's flow but possibly the plate glass window could be replaced and the double-hungs retained; said they would reconsider the door configuration where possible. MCM mentioned that the doors were approved, and with changes, at Bayside Betsey's to afford the restaurant and staff better flow.

TB made a motion to continue the decision to the meeting of February 20, 2019. LD seconded the motion and it passed, 4-0-0; TB, LD, HS, MCM.

**m) HDC 19-164**

Application by **George Sauer** requesting to construct a second floor deck above an existing deck as a second means of egress on the structure located at **2 Winthrop Place, #2D**.

**George Sauer**, owner, and **Tom Thompson**, presented. Mr. Sauer said his only entrance to the building is at the rear of the house and is not suitable for emergencies such as fire.

John Heaney, owner at 2 Winthrop St., Unit 2B, spoke in support; read an e-mail in support from Kathleen Harrigan at 2 Winthrop St., Unit 2C. AH said there were no letters in her file.

HS said she did a site visit and has no problem with the request, as did MCM. LD questioned a 7' door in the area designated. Mr. Thompson said he thought the top was at 78" and a cut would be made in the entablature.

TB said that, based on safety issues, they needed to approve the application and also that it was not highly visible, even as the HDC is not eager to see changes of this size to the front of structures.

AH noted that the applicant has been trying to remedy this situation for years and without a lot of options.

TB made a motion to approve as presented. MCM seconded the motion and it passed, 4-0-0; TB, MCM, LD, HS.

TB announced a five minute break at 6:30pm.

TB spoke of a Community Resiliency Building Workshop that the Town is to sponsor on Mach 15, 2019, 8am to 4pm regarding climate-related hazardous impacts. TB and MCM plan to attend.

#### **4. Review and approval of Minutes.**

TB made a motion to approve the minutes of November 5, 2018 and December 11, 2018. MCM seconded the motion and it passed, 4-0-0; TB, MCM, LD, HS.

HS dispersed decisions to be written from today's approvals.

TB to write decisions for:

**HDC 19-142**; 43 Bradford Street.

**HDC 19-143**; 41 Bradford Street, Unit D.

**HDC 19-144**; 41 Bradford Street, Unit C.

MCM to write decisions for:

**HDC 19-157**; 8-10 Atlantic Avenue, Unit UB.

**HDC 19-161**; 12 Atlantic Avenue, #3.

HS to write decisions for:

**HDC 19-134**; 10 Court Street.

**HDC 19-162**; 1 MacMillan Pier.

**HDC 19-164**; 2 Winthrop Street, #2D.

TB said he felt there is a discrepancy between decisions that have been written and filed and the number that exists on the Agenda from week-to-week; said he and HS would consult with the Town Clerk next week to ascertain which cases on the Agenda may have been already filed with the Town. AH said the applicant's right of appeal may be at stake when decisions are not written and filed in a timely fashion.

HS said she received the drawings for 286½ Bradford Street and suggested the applicant can begin the project even as she has not yet completed the decision.

TB directed Jody O'Neil to continue with the master file of decisions for the time being.

#### **5. Deliberations of Pending Decisions: VOTES MAY BE TAKEN.**

Decisions by HS, read by TB:

a) **HDC 19-097**; 259-263 Commercial St. Decision of December 5, 2018.

b) **HDC 19-131**; 244 Commercial. Decision of January 16, 2019.

c) **HDC 19-133**; 54 Bradford Street, U3-2. Decision of January 16, 2019.

d) **HDC 19-147**; 77 Commercial Street. Decision of January 16, 2019.

- e) **HDC 19-122**; 24 Pearl Street. Decision of January 2, 2019.
- f) **HDC 19-120**; 6 Cottage Street, U2. Decision of January 2, 2019.

Decision by HS read by MCM:

- g) **HDC 19-119**; 72B Commercial Street. Decision of January 2, 2019.

Decision by HS read by HS:

- h) **HDC 19- 123**; 359 Commercial St., UG. Decision of January 2, 2019.

Decision by MR, read by MCM:

- i) **HDC 19-030**; 347 Commercial St.. Decision of September 5, 2018.
- j) **HDC 19-100**; 5 Fishburn Court. Decision of December 5, 2018.
- k) **HDC 19-094**; 14 Standish Street, #1. Decision of December 5, 2018.

Decision by MM, read by LD:

- l) **HDC 19-099**; 518 Commercial St. Decision of December 5, 2018.

HS made a motion to approve the (12) decisions read at today's meeting. TB seconded the motion and it passed, 4-0-0; HS, TB, LD, MCM.

Jody O'Neil, Recording Secretary, referenced MR's remark at the December 28, 2018 meeting that **HDC 17-294**, 48 ½ Bradford St., was stamped but awaiting signatures and needed to be located. HS said she would look into it.

LD made a suggestion that the HDC run through five basic decision components when decisions are being voted on in meeting. All agreed. HS referred to her worksheet for that purpose. MCM asked if it might be helpful for applicants to have a blank decision sheet when they submit their applications so they might know what to expect formally. TB advised trying this out at the next meeting.

TB thanked HS for making a big dent on the decision workload; made a motion to adjourn the meeting at 7:30pm. HS seconded the motion and it passed, 4-0-0; TB, HS, LD, MCM.

Respectfully Submitted,  
Jody O'Neil