

# HISTORIC DISTRICT COMMISSION

June 3, 2009

Grace Gouveia Building- Room 6

4:00 p.m.

**Members Present:** Polly Burnell, Nathan Butera, John Dowd,  
Marcene Marcoux, David McGlothlin, Carol Neal, and Clo Tepper.

**Members Absent:** none

**Staff:** Russell Braun and Maxine Notaro

## Administrative Amendments

• Tim McCarthy on behalf of The Provincetown Theater Company, 238 Bradford Street, replace wood door with full-view glass door.

**Motion:** Move to accept the replacement as presented.

**Motion:** Polly Burnell                      **Seconded:** John Dowd                      **Vote:** 5-0-0.

• Matthew Cole of Cape Associates, Inc. on behalf of Joseph Realmuto, 579 Commercial Street – replace 3 windows in kind and replace door with egress-compliant double-hung window.

**Motion:** Move to accept the proposal as presented.

**Motion:** Polly Burnell                      **Seconded:** John Dowd                      **Vote:** 5-0-0.

**144 Commercial Street** –replace deck and railing

**Motion:** Move to accept the plan as presented.

**Motion:** John Dowd                      **Seconded:** Carol Neal                      **Vote:** 5-0-0.

**32 Court Street** – fence..... Remove chain link and replace with 4 ft PVC fence. Polly Burnell said that PVC isn't appropriate material and Maxine will inform the applicant.

**Motion:** Move to approve provided that the chain link fence be replaced by wood, not PVC.

**Motion:** Nathan Butera                      **Seconded:** Polly Burnell                      **Vote:** 5-0-0.

**73 Commercial St** – remove a rubber roof

**Motion:** Move to approve the plan as presented.

**Motion:** John Dowd                      **Seconded:** Carol Neal                      **Vote:** 5-0-0.

**152A Commercial Street** – flower shop - replace door

**Motion:** Move to approve the plan with the stipulation that the door have exterior applied muntins.

**Motion:** John Dowd                      **Seconded:** Polly Burnell                      **Vote:** 5-0-0.

**MacMillan Pier application** – wind turbine

Russel Braun said that it's only an issue if it's a height issue. Rex was reached via speaker phone and said that the wind turbine would be placed in the area that the Boston boat arrives in, next to the flag pole. Its purpose is a test so that we can gather the wind data and then we'll try to go for a grant.

**Motion:** Move to approve ONE turbine for test purposes.

**Motion:** Polly Burnell                      **Seconded:** John Dowd                      **Vote:** 5-0-0.

An e-mail was received from Matt Mulvey regarding the saw-tooth detail needed on the **Wired Puppy**. It was just a question and yes, the saw-tooth detail needs to be retained. (It's part of the Bull Ring complex.)

### **Town Hall**

Russell Braun gave the HDC members an update on the Town Hall renovations. The bid package has the side steps as an alternative. It's a very important element and we want it but we'll have to see how it goes.

Some trees are coming out of the property and will be replaced with smaller versions. Also the inner ring of shrubs will be removed. The yews are going and the privet is staying. He also detailed the new handicapped entrance which will be on the east side of the building. There will be all new mechanical systems and they will be screened off on the west side of the building. The architectural firm in charge of the project did get a variance so that the front entrance doesn't have to be handicapped assessable.

Carol Neal wanted to make sure that people won't be chaining their bicycles to parts of the building. She would like a bike rack.

David McGlothlin wanted to know all about paint, i.e., color, kind, etc. He's heard a lot of misinformation from people around Town.

Russell said that the paint was not taken down to the original wood (it was lead paint). The important thing is that it's properly primed. The building gets scraped, washed, caulked, puttied, renailed, and then primed. There is a 15 yr warranty on the paint job. Russell continued by saying that anyone can come and investigate the paint project at any time.

### **Election of Officers**

**Motion: Move to nominate John Dowd as chair and Carol Neal as vice chair.**

**Motion: Polly Burnell      Seconded: Nathan Butera      Vote: 7-0-0.**

**Motion: Move to nominate Polly Burnell as clerk.**

**Motion: Carol Neal      Seconded: John Dowd      Vote: 7-0-0.**

Polly, once again, said that maybe we can guide people in how to use the survey that we are currently working on. Russell said that all home owners in the district should be told that this is available.

David M. cited Salem, MA's informational website and Alexandria, VA's pages of restrictions for those living in the historic district.

Nathan would like to create a booklet that people could use as a guide on the application. John said it could basically be two or three sheets and would have samples of windows from 1700s, 1800s, etc.

Russell personally is on a mission to reduce the number of sheets on an application. Ideally he would like something that they can access on the website, and maybe create an application.

Maxine finds that people don't read; they don't bother to take the time to read all the applications and

don't like the permit process.

Nathan volunteered to do all the legwork on educational out reach and to work with David and Carol.

### **Work Session**

- Discussion on Revision of Forms and Violations Notices

Russell B. has been working on clarifying and simplifying all the forms necessary for anyone planning work on projects. He also invited any and all input from the Commissioners. Russell also volunteered to screen applications prior to their being presented to the HDC. A review of that nature was greeted enthusiastically by all members of the HDC.

Russell said that he is a solution type of person and he doesn't relish enforcement. Typically, he continued, what I like to do is to call a person and try to talk to them. If the problem is a safety issue, a letter is written and sent out by certified mail that identifies the violation. He has found – for the most part – that people really want to do the right thing and are reasonable.

### **Administrative Reviews:**

Maxine said that she must know what is considered an administrative review and what must have a full review.

Clo T. asked Maxine if we had ever allowed a minor change that spawned a complaint. Maxine was quick to cite a case of a year or so ago that had erupted into a major complaint because an abutter hadn't been notified of the change.

Administratively we allowed 101 Bradford Street to put in a foundation without notifying anyone. Marcene feels we have to be consistent; we have to have an agreement on policy and everyone has to be treated the same. We're already streamlining the process but we have to have a consensus of opinion that everyone can live with.

Another rule should be "If it isn't on the original application – we won't discuss it." Russell suggested that different members of the HDC drop in occasionally and make determinations on what can be reviewed administratively and what projects would need a full hearing – otherwise Russell said we just go around and around.

Maxine feels that we need to develop clear-cut guidelines.

### **Minutes**

**Motion: Move to accept the March 4<sup>th</sup> minutes as amended.**

**Motion: Move to accept the April 1<sup>st</sup> minutes as amended.**

**Motion: Move to accept the April 15<sup>th</sup> minutes as amended.**

**Motion: Move to accept the May 6<sup>th</sup> minutes as amended.**

The above motions were made, seconded, and approved by all.

**Motions: John Dowd    Seconded: Carol Neal    Vote: 5-0-0.**

The meeting adjourned at 6:20 p.m.

Respectfully submitted  
E. Rogers Gaudiano

**Approved by** \_\_\_\_\_ on \_\_\_\_\_, 2009.

John Dowd, Chair