



## Historic Preservation Commission Minutes

June 21 & 28, 2018

The Historic Preservation Commission met on Thursday, JUNE 21 & 28, 2018 at the City Council Chambers, 305 Gay Street. The meetings started at 7pm on 06-21 and 6 pm on 06-28.

### **Commissioners Attendance:**

**06-21:** Sharon Smith, Vice Chair; Susan Morgan; Ron Berman

**06-28:** George Vojtech, Chairman, Sharon Smith, Vice Chair; Susan Morgan; Ron Berman

**Liaison:** Commissioner Steve Rideout, absent at both meetings

**Other Representatives Attending:** Herve Hamon, Planning and Zoning, Planner I and Historic Preservationist

### **Meeting # 1: June 21, 2018**

Vice-Chair Sharon Smith called the meeting to order at 7:00 p.m. She began the meeting by conducting a roll call, issuing a welcome, and swearing in the people planning to testify.

### **Approval of Agenda**

Agenda is approved with the reading of the Administrative Reviews to be conducted first.

### **Approval of Minutes**

Motion is made by Vice Chair Smith to approve the May 17, 2018 Meeting Minutes, pursuant to Staff receiving adequate information about HPC 2018-054, 112 Belvedere (pictures of existing back deck to confirm proposed windows appropriateness); motion is seconded by Comm. Morgan. All approve unanimously.

### **Administrative Reviews:**

- AA 2018-038 314 Belvedere Avenue-Garden shed roof replacement and screen repair.
- AA 2018-039 219 Choptank Avenue – Demolition of metal shed, access ramp and fence.
- AA 2018-040 112 High Street – Gutters replacement and upgrade.
- AA 2018-041 303 Glenburn Avenue- Roof in-kind replacement and upgrade.
- AA 2018-042 113 Glenburn Avenue-Roof in-kind replacement and upgrade.
- AA 2018-043 411 Muse Street-Concrete access walk from sidewalk on Gay St. side.
- AA 2018-044 315 Mill Street-Cracked chimney urgent repair and repointing.

**New Business**

**HPC 2018-056 – 116 Belvedere Avenue – Garden shed and selective demolition**

Mr. Hamon explains that this is an application to repair and renovate the garden shed rather than demolish it, as well as a proposal to demolish the side façade enclosure at the basement entrance.

- For the garden shed: the applicant proposes to rebuild a base foundation with a low masonry wall, repair the existing wood frame, replace the roof asphalt shingles with in-kind, and fix the original windows and front door.

The applicant also proposes to demolish the low pitch more recent addition to the rear of the shed and restore the original volume.

- For the side façade, the applicant proposes to remove the enclosure to the basement door, which is beyond repair and non-contributing; and install a Bilco door instead to provide proper waterproofing of the basement access.

There is a brief discussion amongst Commissioners that a brick veneer, announced as one of the possible treatment for the low masonry wall at the garden shed, would not be appropriate.

Motion is made by Comm. Berman for HPC 2018-056 to approve the application as submitted without the brick veneer on the shed. Motion seconded by Comm. Morgan. All approve unanimously.

**HPC 2018-057 – 109 Vue de Leau – Front Porch and Facade Renovations**

Mr. Hamon remarks that the applicant has been granted emergency action (after 2 site visits) by Chairman Vojtech and Staff to demolish the floor of the existing porch, expose the foundation wall of the front façade and proceed with the repair of the termite damaged floor joists.

Mr. Hamon explains that this is an application to renovate the front porch, modify roofing materials at the front façade and 1 story rear addition (metal instead of asphalt shingles), relocate a side façade window to the rear elevation, close an existing ground floor door to the back yard, eliminate the non-contributing chimney at the rear, expose and repoint the masonry foundation walls, and regrade/redesign the front landscaping and retaining wall on Vue de Leau.

Pursuant to the applicant's presentation of materials, samples and illustrative images, the Commission rules to approve only the following:

- Re-grade the front yard and driveway (excavation) to expose the foundation walls and reduce the soil amount at the front of the house
- Repoint the bricks at all perimeter foundation walls, as necessary; repoint the existing main chimney
- Remove the existing asphalt shingles on roofs throughout; replace main house roof with upgraded architectural asphalt shingles (GAF Timberline HD), use standing seam metal roof on front porch and backyard addition ((ATAS .032 aluminum)
- Demolish the noncontributing metal garden shed
- Remove the nonworking (non-historic) chimney at the backyard addition volume

The rest of the scope of work is not yet approved, due to the lack of specificity and dimensional details, and is deferred to a supplementary meeting scheduled on June 28, 2018

Motion is made by Comm. Morgan to approve the scope of work detailed above, seconded by Comm. Berman. All approve unanimously.

**HPC 2018-058 – 507 Court Lane – Business Sign**

Mr. Hamon explains that this is an application to replace the 2 current business signs (law firm) with similarly sized laminated wood composite painted signs. The first larger sign will be attached and secured to the existing metal railing, the second sign is located on the side façade. Both signs are compliant with the Unified Development Code requirements.

Motion is made by Comm. Smith for HPC 2018-058, to approve application as submitted, seconded by Comm. Morgan. All approve unanimously.

**HPC 2018-059 – 315 Mill Street – Roof Dormer Construction (after the fact)**

Mr. Hamon explains that this is a case of non-compliance with both the HPC and the Building Department process. No permits were filed by the contactor to perform the work.

The addition of a roof dormer, on the rear side of an existing gable dormer, in order to provide headroom into a newly installed 3<sup>rd</sup> floor bathroom was noticed by Cambridge Building Inspectors when they surveyed the repair and in-kind roof replacement (authorized under Administrative Review #2018-035). A stop work order was placed on the house, but Staff subsequently allowed for the repair of the roof to be completed to avoid further leak damage into the home.

Ms. Roxburgh, the applicant, explains that she was not aware the contractor did not follow the proper procedures for the construction of the bathroom and shed roof dormer.

Commissioner Berman states that if this roof dormer application was submitted to the HPC, it would probably not be approved.

Even though the new dormer is not prominently visible from the street, it is still not in character with the house original design.

Comm. Morgan asks that a site visit with Staff and HPC Commissioners be scheduled, and the application be heard again on Thursday June 28, at the special supplementary meeting.

Motion is made by Comm. Berman to defer decision to June 28, seconded by Comm. Morgan, all approve unanimously.

**HPC 2018-060 – 611 Locust Street – Front Porch renovation (after the fact)**

Mr. Hamon explains that this is another case of non-compliance with both the HPC and the Building Department process. The applicant received an HPC approval on May 18, 2017 (HPC 2017-027) to replace the existing wood porch decking with 3” Trex decking, but the current porch has been fully deconstructed, all columns, floor joists, porch piers and flooring removed. No permits were filed by the contactor to perform the work. A stop work order has been issued.

The applicant is proposing to repair the porch, re-use or replace the columns and fix the floor with the Trex flooring approved.

The application is lacking specificity and dimensional details, as well as illustrative samples and construction drawings.

A motion is made by Comm. Morgan to defer approval of the application, granted it is more complete, to the supplementary meeting on June 28; seconded by Comm. Berman. All approve.

**HPC 2018-061 – 543 Poplar Street – Storefront Windows Replacement**

Mr. Hamon explains that this is an application to replace the 2 existing fixed glass panels fronting High Street (at the future bar area of Ava's Pizzeria), by 2 large sliding windows featuring one vertical frame divider.

Applicant's contractor presents a sample of the aluminum window frame; HPC remarks that the current glass storefront facing Poplar Street does provide a similar vertical frame subdivision, hence the proposed windows would be in character with the overall design of the building.

A motion is made by Comm. Morgan to approve the application as submitted, it is seconded by Vice Chair Smith; Comm. Berman votes No. Motion passes.

**HPC 2018-062 – 315 High Street – Business Sign (Chris Robinson Attorney)**

Mr. Hamon explains that this is an application to install one new blade sign, laminated composite and painted, mounted on a decorative metal bracket (Palermo style). The sign is compliant with the Unified Development Code requirements.

Motion is made by Vice Chair Smith to approve the application as submitted, it is seconded by Comm. Morgan. All approve unanimously.

**HPC 2018-063 – 317 High Street – Business Sign (Hair-O-The-Dog café) (after the fact)**

Mr. Hamon explains that this is an after the fact application to install one new blade sign, laminated composite and painted, mounted on the existing decorative metal bracket, on High Street, as well as a wall mounted sign at the back entrance.

Both signs are in character with their Historic District locations, and are compliant with the Unified Development Code requirements.

Motion is made by Vice Chair Smith to approve the application as submitted, it is seconded by Comm. Berman. All approve unanimously.

Vice Chair Smith asked for a motion to adjourn the meeting. A motion by Comm. Morgan to adjourn the meeting was seconded by Comm. Berman, and carried unanimously. The meeting adjourned at 9:50 pm.

**Meeting # 2: June 28, 2018 (supplementary meeting)**

Chairman Vojtech called the meeting to order at 6:00 p.m. He began the meeting by conducting a roll call, issuing a welcome, and swearing in the people planning to testify.

**Approval of Agenda**

Agenda is approved

**HPC 2018-057 – 109 Vue de Leau – Front Porch and Facade Renovations**

In this second part of the presentation of the application for the work proposed at 109 Vue de Leau, Mr. Hamon and the applicant Craig Linthicum provide additional specifications, samples, dimensions and details about the materials to be used in the porch renovation and façade modifications.

Based on the documents and physical samples presented, the following is approved by the Commission:

- Removal of window on the side façade; patching with vinyl siding matching in material, size and color at window opening to be closed off
- Replacement by a new Marvin Infinity vinyl window, 6 over 6, matching existing windows, at rear façade
- Removal of metal rear door to the back yard; patching with vinyl siding matching in material, size and color at door opening to be closed off
- Installation of retaining wall at front yard /sidewalk; per specs in file, EP Henry Adirondack Masonry block with Bluestone Caps
- Porch's corner and center piers to be brick, with individual footings per Bldg Dept requirements
- 1.5" square privacy wood lattice to be used between brick piers
- Porch columns to be 4x4 pressure treated wood with Azek wrap; columns bases to be 6" high with trim caps; top of columns to feature 4" high capital with trim caps to match base (padding of beam fascia may be necessary)
- Porch floor to be 3" (+/-) tongue and groove Azek or similar product, perpendicular to façade direction (ie front to back)
- Railing and balusters to be vinyl (Azek or similar), white; profile per sample presented; note: if choice is available, provide a satin or mat finish instead of glossy; 30"high railings are acceptable per Building Code
- Walkway to be Charcoal Grey EP Henry pavers (per specs provided)
- Front door (non-historic) to be replaced by a Simpson double raised panel door, with matching side panel (per specs provided)

In addition to the work specified above, the HPC reviewed and approved elements that were not in the original application:

- Extend the width of the curb cut towards the house
- Retain the exiting bead board ceiling at the existing front porch

Motion is made by Vice Chair Smith to approve the application as submitted, it is seconded by Comm. Morgan. All approve unanimously.

**HPC 2018-059 – 315 Mill Street – Roof Dormer Construction** (after the fact)

Mr. Hamon explains to the rest of the Commission that he, Chairman Vojtech and Vice Chair Smith conducted a site visit at 315 Mill Street on June 28 at 2:30pm, to observe the conditions of the bathroom dormer built without permits.

The site observations confirmed that the dormer is indeed fairly invisible from the street, and that there are some precedents in the city of secondary dormers added to primary / original dormers. Pursuant to the applicant's testimony (Marjorie Roxburgh), Chairman Vojtech expresses that even though the dormer is not appropriate in its design, removing it now would constitute too great of a hardship to the homeowner.

After closed discussion is completed, The HPC votes on adopting the following text (reviewed by Odie Wheeler, Director of Public Works, subsequently):

*HPC acknowledges the construction and placement of a shed dormer onto a gable dormer at 315 Mill St. Case # HPC 2018-059. We do not approve the design, but acknowledge that the removal of the said dormer would create a great financial hardship for the applicant in the removal of the said dormer. The city will be reporting the contractor to MHIC for misleading the applicant and not filing the required permits.*

Motion is made by Chairman Vojtech to approve the text and decision, it is seconded by Commissioner Morgan. All approve unanimously.

**HPC 2018-060 – 611 Locust Street – Front Porch renovation** (after the fact)

Mr. Hamon presents the complement of materials that were requested by the HPC on June 21, 2018.

The applicant proposes:

- 6" fiberglass round PermaCast columns for the porch (to replace the deteriorated and missing wood columns)
- 4.5" Tongue and Groove Trex decking to run parallel to the façade direction, on top of new floor joists 16" on center
- 6" square pressure treated wood posts at corner and under columns supports, anchored to 2'x2'x12" concrete foundation pads
- No balusters or rails since the porch is lower than 30" above surrounding finish grade

After discussion with the applicant and determination of appropriate details and materials, Chairman Vojtech makes a motion to modify the above and approve:

- Floor for front porch to be 3" (+/-) Trex tongue and groove, running perpendicular to the façade (i.e. front to back, not as indicated in current floor plan layout)
- Porch columns to be 8" Round PermaCast, Tuscan style with cap and base (not 6" as application states)

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- Corner posts and supports at each column to be 12" square section (bundled up 6x6 pressure treated posts) to provide adequate visual balance with columns above; foundation pads to be 2'x2'x24" (location to be coordinated with frost line).
- All elements of pressure treated wood left visible shall be painted white, once cured and ready for paint application
- Install vinyl diagonal 1.5" square lattice between corner posts and intermediary column supports
- Replace front stoop bricks with matching as required

The applicant, Ms. Kathlyne Rog, agrees to the requirements and modifications above. Commissioner Morgan seconds the motion. All approve unanimously.

Chairman Vojtech asked for a motion to adjourn the supplementary HPC meeting. A motion by Comm. Berman to adjourn the meeting was seconded by Vice Chair Smith, and carried unanimously. The special HPC review meeting adjourned at 8pm

Subsequent to the supplementary meeting to hear the 3 applications listed above, the HPC conducted an in-house discussion of procedural items.

The HPC voted in favor of:

- The Alternate Commissioner shall not vote on application approvals if the HPC has a quorum (i.e. the alternate Commissioner's vote is only necessary if needed for quorum)
- Logging into a meeting remotely (by using Skype or Facetime for visual capabilities) is only acceptable in case of extreme emergency, and to avoid an unforeseen lack of quorum (and delay of review); being logged in remotely does not constitute attendance otherwise.
- When conducting site visits to complement HPC applications, the Commissioners attending in addition to Staff and Chairman Vojtech shall rotate alphabetically and in relation to their availability.
- If a majority of Commissioners determine that an application is not complete when sent prior to the monthly meeting, the HPC can exercise a right of refusal to hear that application and defer it to the next hearing.

Chairman Vojtech asked for a motion to adjourn the meeting overall. A motion by Comm. Morgan to adjourn the meeting was seconded by Vice Chair Smith, and carried unanimously. The discussion part of the HPC meeting adjourned at 9pm.

Respectfully submitted,

Herve Hamon  
Planning & Zoning Planner I  
Historic Preservationist

Signature: \_\_\_\_\_  
HPC Chairman



Date: 25-July-18