

HISTORIC DISTRICT COMMISSION

Business Meeting

November 9, 2016

Members Present: Marcene Marcoux, Martin Risteen, Laurie DelMolino

Others Present: Anne Howard

The Business Meeting was called to order at 3:30 p.m. by Marcene Marcoux who announced some modification of the agenda as Chair Thomas Biggert was unable to attend the meeting and that another business meeting will be scheduled soon.

1. Discussion of Subcommittees

a. Administrative Reviews

The Commission discussed the need for a subcommittee for administrative reviews. It was determined that no subcommittee would be required if reviews were done by the Commission members from 3:00 p.m. – 4:00p.m. during scheduled meeting days. The open regular meeting would then begin at 4:00 p.m. Marcene Marcoux made a motion that Administrative Reviews would begin at 3:00 p.m. for the intent of determining need for a full or administrative review, and that this motion would become effective at the meeting on December 7, 2016. The motion was seconded by Laurie DelMolino, and passed 3-0-0.

b. Education

The Commission members discussed the role of the HDC to present ideas to the community. Marcene Marcoux stated that Thomas Biggert would like to see more education from the Commission. Ideas for increasing education were discussed. Anne Howard suggested the possibility of a public service announcement on PTV which could be funded by the HDC budget. Some possible topics were discussed, i.e., the difference between an administrative vs full review, and discussing policies and how determinations are made by the Commission. The Commission will look into possible costs. Marcene Marcoux also discussed a prior educational radio piece Our History, Our Houses as part of What It Is! from 1 – 4 p.m. every other Sunday on WOMR. Martin Risteen will follow up regarding the possibility of PTV, and Education will be on the agenda of the next meeting.

2. Discussion and Adoption of New Application

Anne Howard discussed the new Decision Form, and Marcene Marcoux commented that it provides more information. The Commission feels that Thomas Biggert and Lisa Pacheco-Robb should be involved in this discussion. Martin Risteen shared the need

for a possible cover sheet with more information. Marcene Marcoux asked if a deadline should be reflected with the Time Waiver, and Anne Howard stated it stays open once the Time Waiver is written. The members discussed that with the Time Waiver, the decision remains open. Importantly, there is no deadline for filing, but there is a deadline on decisions unless a Time Waiver is signed. This process will be discussed when Thomas Biggert returns. Marcene Marcoux suggested trying to use the form at the next meeting, and that the form should be added to every case file. Anne Howard also stated that using the form on independent site visits could be helpful. Marcene Marcoux made a motion that the Commission will attempt to use the new Decision Form on new cases at the December 16, 2016 meeting to help make a determination on the case. The motion was seconded by Laura DelMolino, and passed 3-0-0. Marcene Marcoux stated that more time is need in writing decisions, and that no further cases will be filed until a motion is made to file it. Marcene Marcoux made a motion that no decision from the HDC shall be filed until the HDC has voted to file the decision. The motion was seconded by Laurie DelMolino, and passed 3-0-0.

3. Discussion and Adoption of Violation Form

The members discussed that there should be a form, and that it should come from the HDC and be sent to Anne Howard for follow-up. One form should be sent certified, and one regular mail. Marcene Marcoux made a motion that the Historic District Commission will send a formal violation notification to the Building Commissioner when there is a violation. The motion was seconded by Laurie DelMolino, and passed 3-0-0. The Commission will make a decision on the format to be used.

4. Discussion and Adoption of Policy on Split Air Conditioning Units

Laurie DelMolino discussed possibly putting a height elevation requirement for units, and Martin Risteen suggested putting a cover. The Commission will discuss A/C units at the next business meeting.

5. Discussion of HDC Goals

- a. To build awareness and pride in the district
- b. To publish a guide book for Provincetown
- c. Discuss assistance to HDC by preservation professionals in town

The members discussed possibly having a guide book, and using expertise in town as well as state and national levels. This will be discussed at the next business meeting.

6. Discussion of HDC PT400 Contribution

The Commission will have further discussions on memorial trees which may be involved with PT400. There will be further discussion at the next meeting.

The Commission Members discussed and approved the following minutes:

1/20/2016 A motion was made by Laurie DelMolino to approve the minutes as written and as presented. Motion was seconded by Martin Risteen, and passed 3-0-0.

3/2/2016 A motion was made by Martin Risteen to approve the minutes with one change. The motion was seconded by Laurie DelMolino, and passed 3-0-0.

5/18/2016 A motion was made by Laurie DelMolino to approve the minutes with two changes. The motion was seconded by Martin Risteen, and passed 3-0-0.

6/15/2016 A motion was made by Laurie DelMolino to approve the minutes with two changes. The motion was seconded by Martin Risteen, and passed 3-0-0.

7/6/2016 These minutes will be reviewed before being approved.

9/7/2016 A motion was made by Marcene Marcoux to approve the minutes with two minor changes. Motion was seconded by Martin Risteen, and passed 3-0-0.

10/19/2016 A motion was made by Marcene Marcoux to approve the minutes with one minor change. Motion was seconded by Martin Risteen.

Changes to minutes will be completed and submitted for archives.

Marcene Marcoux made a motion to adjourn the meeting at 5:00 p.m. which was seconded by Laurie DelMolino.

Respectfully Submitted:

Katherine Barrett