

**The Provincetown Historic District Commission  
3:45 pm March 22, 2006, Town Hall.**

**Meeting Minutes**

**Members present:** John Dowd, Carol Neal, Clo Tepper, Polly Burnell, Marcene Marcoux.

**Members excused absent:** Nathan Butera,

**Staff present:** Maxine Notaro, Doug Taylor

**Administrative Reviews**

John Dowd called the meeting to order at 3:50 pm.

**Deborah Martin, to request a reversal of a Certificate of Denial** previously issued.  
Applicant requests demolition of the existing cottage previously approved for renovations at the property located at **10 Pearl Street, Provincetown.**

**Discussion:**

Applicant has started renovation of the cottage as per previous permits. There is no substantial foundation beneath the structure. The applicant is seeking demolition of the structure so that a foundation can be installed to support the renovation previously approved.

John Dowd read a letter in the file from the Building Inspector, which highlighted the reasons to warrant demolition.

Marcene Marcoux wants to make sure the existing historic structure is properly documented; to be consistent with issuing all demolition permits.

The plans for renovation are the same as previously approved.

**Public comment:** None in favor or opposed.

**Motion:** John Dowd           **Second:** Carol Neal  
Approve the request for demolition.

**Yea:** John Dowd, Carol Neal, Clo Tepper, Polly Burnell, and Marcene Marcoux.

**Nay:** 0           **Abstain:** 0

**David Maxfield, 27 Franklin St.**

Applicant seeks to install fixed, faux shutters on additional sides of the building. Some portions of the building have existing shutters. Staff is requesting advice from the board on the appearance of the installed product. The board advised the applicant on shutter width.

**Motion:** John Dowd           **Second:** Carol Neal

Administrative approval for installation of shutters as presented by the applicant and advised by the board.

**Yea:** John Dowd, Clo Tepper, Carol Neal, Polly Burnell, and Marcene Marcoux

**Nay:** 0           **Abstain:** 0

**Joy Reis – 1 Highpole Hill Road**

The applicant is seeking to replace an existing railing at the location. The current railing does not meet code. They are seeking to use a Treks product. The applicant provided samples and display to the board for review.

The board agreed that all white coloration would be most appropriate for the location.

**Public comment:** None in favor or opposed.

**Motion:** John Dowd           **Second:** Marcene Marcoux

Administrative approval of the request as presented in the sample for fenestration with a white finish.

**Yea:** John Dowd, Clo Tepper, Carol Neal, Polly Burnell, and Marcene Marcoux

**Nay:** 0            **Abstain:** 0

**Public Hearing called to order at 4:05 p.m.**

**2006-10 (Request to continue to April 12, 2006 waiving time restraints)**

**Application by Peters Property Management on behalf of Bull Ring Wharf Condominiums** for a Certificate to be issued in accordance with the Provincetown Historic District Commission established under the General By-Laws, Chapter 15 of the Town of Provincetown. The applicant seeks approval to replace shingles, trim, windows and gutters on the East elevation at the property located at **383 Commercial Street, Provincetown, MA.**

**Applicant requested to continue to April 12, 2006 (waiving time restraints).**

**2006-19 (Continued from March 08, 2006 for revised plans)**

**Application by Thomas Rogers** for a Certificate to be issued in accordance with the Provincetown Historic District Commission established under the General By-Laws, Chapter 15 of the Town of Provincetown. The applicant seeks approval to replace and change the style of the front doors on the retail store at the property located at **220 Commercial Street, Provincetown, MA.**

**Members sit on case:** John Dowd, Clo Tepper, Carol Neal, Polly Burnell, Marcene Marcoux

**Discussion:**

Tom Rogers and Nick appeared to discuss the doors on the retail storefront. There are some issues with reusing the existing doors as an out-swing style door. The contractor recommends leaving them as a swing-in door. The doors will be removed from the frames for repair.

East side door location is not a historically significant door. The applicant will replace the existing door with a similar style as the Westside door. The board suggested a rectangular window style.

Applicant is also planning to replace a side door, located out of sight, behind a fence. This is not subject to board review.

The applicant is seeking to replace some fencing located on each side of the front façade of the building 1-1/4 board with strip. The fence would be Flat topped, stockade, wooden fence, 6'. The applicant stressed safety concerns and trespassing issues.

The board suggested each side be stepped back from the front façade of the building: East side - the maximum feasible with consideration of HVAC equipment. West side – to set back in line with the adjoining Westside property adhering to the 10' setback.

**Public comment:** None in favor or opposed.

**Motion:** John Dowd            **Second:** Polly Burnell

To issue a certificate of compliance for the installation of Flat topped, stockade, wooden fence, 6' high, as proposed with conditions:

- 1] Each side be stepped back from the front façade of the building.
  - East side - the maximum feasible with consideration of HVAC equipment.
  - West side – to set back in line with the adjoining Westside property and adhering to the minimum 10' setback.

**Yea:** John Dowd, Clo Tepper, Carol Neal, Polly Burnell, and Marcene Marcoux

**Nay:** 0            **Abstain:** 0

**2006-23**

**Application by Scott W. Grady on behalf of Ronald Chapman** for a Certificate to be issued in accordance with the Provincetown Historic District Commission established under the General By-Laws, Chapter 15 of the Town of Provincetown. The applicant seeks approval to construct a 12' x 15' addition, three stories in height and to reconfigure

the porches and decks at the property located at **157A Commercial Street, Provincetown, MA.**

**Members sit on case:** John Dowd, Clo Tepper, Carol Neal, Polly Burnell, Marcene Marcoux

**Discussion:**

Scott Grady presented the application. The applicant is proposing renovation to the property, which houses three residences. There is ample room on the west side of the property to increase the size within the zoning setbacks. The addition would encompass all three floors and include redesign/reorganization of the deck areas. The waterfront property is adjacent to the town landing at Atlantic Ave.

Polly Burnell read the guidelines pertaining to windows and commented about the research she has done on the building. It was a historically significant structure as an artist studio and social meeting place for artists of the period. She would like to see some historical simplicity retained in the structure.

The roof pitch will remain the same, with the new gable structure added for additional room.

The board discussed various components of the proposal: Barn doors with fixed lights in the garage door area. Double hung windows are to be 6 over 6. Waterside window and door openings can retain larger pains of glass.

The first floor of the existing structure is brick. The new addition should be shingled to the grade. The existing structure should be shingled down to cover the brick Shingles that go down to first floor level. Everything below the first floor would remain brick to read as a foundation.

Carol addressed the impact to the view by constructing such a large addition/mass to the building. The applicant has not yet appeared before the zoning board, which may effect the construction of the three-story addition.

The board reviewed and adjusted the plans with the following: (This language to be included in the certificate).

Small windows will be 6 pane, fixed or awning sashes. Others will be double hung, 6 over 6, unless otherwise specified, with either 24" or 27" sashes, and meet the specifications for historically appropriate windows.

North elevation of existing structure –

Will retain historic window openings and add windows keeping in size and style.

East elevation, existing structure –

Install barn door with fixed window lights along the top to historically represent the barn use of the structure. Shingled down to first floor.

Windows should be the same size on each floor. Upper level windows are notched into the eave.

Three and half story dormer area.

There is some question about the roof pitch and the zoning restrictions. May be allowed on the west elevation.

South – waterside elevation of existing building –

Replicate the north side window in the gable area.

Remove sidelights from French door areas and reconfigure windows/doors to keep each floor cohesive to the rest of the building.

The sliding glass doors on the ground floor will remain in their current openings and match in size with each other. There are and will be 2 doors of 2 panels each.

Door and window areas on floors 2 and 3 should be cohesive with each other. Four bank French sliders.

South elevation on the proposed addition:

Ground floor will be a single door. The will be 2 windows, 6 over 1.

Other floors will have a bank of three windows, 6 over 1.

West elevation existing structure south end.

Second and third floor windows are kitchen windows will be 6 panes, awning style of complimentary sash size.

West elevation:

The three doors will be a minimum of ½ light.

The dormer would have a 6 light awning window.

Applicant with return with revised drawings on April 12<sup>th</sup>.

**Public comment:** None in favor or against.

**Motion:** John Dowd           **Second:** Carol Neal

To grant a certificate of compliance for the plans as amended as follows:

1] Details were outlined in adjustments to the drawings given to the applicant and as listed in the minutes.

2] The applicant will return with revised drawings.

3] All windows will meet the requirements for historically appropriate windows,

**Yea:** John Dowd, Clo Tepper, Carol Neal, Polly Burnell, and Marcene Marcoux

**Nay:** 0           **Abstain:** 0

## **2006-24**

**Application by David Kilborn** for a Certificate to be issued in accordance with the Provincetown Historic District Commission established under the General By-Laws, Chapter 15 of the Town of Provincetown. The applicant seeks approval to construct a shed dormer to the East elevation at the property located at **20 Bradford Street, Provincetown, MA.**

**Members sit on case:** John Dowd, Clo Tepper, Carol Neal, Polly Burnell, Marcene Marcoux

### **Discussion:**

Tom Thompson and John DeSouza appeared with the applicant.

Members of the board feel that the integrity of the building will be severely compromised by altering the roofline of the building, even though the dormer does illustrate the features/design the board seeks in renovations.

The applicant emphasized that they have conformed to the guidelines.

Members of the board discussed the applicability of the dormer guidelines –vs.- the unique pristine nature of the structure.

### **Public comment:**

A resident of 23 Bradford St. spoke in favor of the dormer. The applicant has a picture- window facing the structure and supports the dormer as proposed. He spoke to the numerous properties within the area that are visually unappealing and feels this proposal would be an improvement to the area.

**Motion:** John Dowd **Second:** Marcene Marcoux

Pursuant to guideline 8.a & 5.c to grant a certificate of compliance for the dormer with conditions;

1] The dormer windows to be 6 pane, Anderson 400 series. The two windows toward the south will be a minimum of 18” apart. All windows will meet the specifications for historically appropriate windows.

2] The original door opening of the existing south door will be retained, as agreeable to the homeowner.

**Yea:** John Dowd, Clo Tepper, Carol Neal, Polly Burnell, and Marcene Marcoux

**Nay:** 0           **Abstain:** 0

## **2006-25**

**Application by Capizzi Home Improvement on behalf of Helen Valentine** for a Certificate to be issued in accordance with the Provincetown Historic District Commission established under the General By-Laws, Chapter 15 of the Town of Provincetown. The applicant seeks approval to replace three windows at the property located at **88 Commercial Street, Provincetown, MA.**

**Members sitting on case:** John Dowd, Clo Tepper, Carol Neal, Polly Burnell, Marcene Marcoux

**Discussion:**

Mike Hurley of Cappizzi Home Improvement presented the application to replace three existing windows on the east and west elevations. The existing windows are wood and the applicant seeks to use vinyl in the replacements with the same grill pattern. Muntins are in-glass installation only.

**Public comment:** None in favor or opposed.

**Motion:** John Dowd           **Second:** Marcene Marcoux

To grant a certificate of compliance for replacement windows with approved window styles, which include factory, applied exterior muntins, and spacer bar, and which meet the replacement windows guidelines. Approved styles are Norco, Anderson 400 wood right, Marvin, Harvey.

**Yea:** John Dowd, Clo Tepper, Carol Neal, Polly Burnell, and Marcene Marcoux

**Nay:** 0           **Abstain:** 0

**2006-26**

**Application by Deborah Paine Inc. on behalf of 7 Cook Street Condominium** for a Certificate to be issued in accordance with the Provincetown Historic District Commission established under the General By-Laws, Chapter 15 of the Town of Provincetown. The applicant seeks approval to add two windows to the West and South elevations at the property located at **7 Cook Street, Provincetown, MA.**

**Members sitting on case:** John Dowd, Clo Tepper, Carol Neal, Polly Burnell, Marcene Marcoux

**Discussion:**

Deb Paine presented the plans for the installation of additional windows. These windows would be located on the west and south elevations. The applicant proposes Anderson tilt-wash series with factory applied exterior muntins.

**Public comment:** None in favor or opposed.

**Motion:** Polly Burnell **Second:** Carol Neal

To grant a certificate of compliance for the application as presented, pursuant to guideline 5c. The windows shall meet the requirements for historically appropriate windows.

**Yea:** John Dowd, Clo Tepper, Carol Neal, Polly Burnell, and Marcene Marcoux

**Nay:** 0           **Abstain:** 0

**2006-27**

**Application by John A. Lisbon on behalf of Ron Reil** for a Certificate to be issued in accordance with the Provincetown Historic District Commission established under the General By-Laws, Chapter 15 of the Town of Provincetown. The applicant seeks approval to demolition the rear cottage building and reconstruct as per previous Zoning Board and Historic District Commission approval at the property located at **9 Dyer Street, Provincetown, MA.**

**Members sitting on case:** John Dowd, Clo Tepper, Carol Neal, Polly Burnell, Marcene Marcoux

**Discussion:**

Members have visited the site with the building commissions. There is no foundation and the timbers appear to be less than 50 years old and severely affected by ants and rot.

**Public comment:** None in favor or opposed.

**Motion:** John Dowd           **Second:** Marcene Marcoux

To accept the request for demolition as presented.

**Yea:** John Dowd, Clo Tepper, Carol Neal, Polly Burnell, and Marcene Marcoux

**Nay:** 0           **Abstain:** 0

The public hearing was concluded at 6:45 pm

**Other Business**

Doug Taylor gave an update regarding the Cape Care Campus/Manor.

1] Regarding windows for the Cape Care Campus/Manor, the architect is proposing to use 1 over 1 to keep costs down. The board suggested 2 over 1 all on all sides, with factory applied exterior muntins.

2] Father Dahl, the St. Peter's Church would like to 1) move rectory to rear of the property and renovate/rebuild to historic accuracy, 2) to demolish or relocate the shingle style 3 bedroom on Mozart. The board commented that the building is in good shape and would not want to see it demolished.

Doug identified two lots located at the bottom of Prince Street where the building could be moved to easily. Page 8-2, lots 52 or 55 off Prince Street extension are available.

3] Discussion of proposed Town Meeting article submitted by Peter Page.  
Doug Taylor feels the article will either pass intact or not at all. He does not feel individuals will propose changes from the floor. He is proposing that, as staff, he present the board's position that these issues have already been addressed by the policies recently created by the board, which included a public process. Importantly, this article did not include a public hearing process.

**Motion:** Carol Neal            **Second:** Clo Tepper

In reference to the article as proposed by Peter Page: the Historic District Commission does not recommend 5-0-0.

**Yea:** John Dowd, Clo Tepper, Carol Neal, Polly Burnell, and Marcene Marcoux

**Nay:** 0            **Abstain:** 0

**Approve Minutes**

Minutes of March 8, 2006

Will be reviewed at the next meeting.

Motion to adjourn: John Dowd            Second: Polly Burnell

Vote: 5-0-0

The meeting adjourned at 8:00 pm

Respectfully submitted by  
Carla Anderson,  
Recording Secretary

Approved by \_\_\_\_\_ at the meeting of \_\_\_\_\_.  
John Dowd, Chairperson