

Belmont Historic District Commission MEETING MINUTES

Tuesday, December 14, 2021
Meeting Held Remotely via Zoom

Staff Present: Gabriel Distler

Commission Members Present:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Lisa Harrington, Chair | <input checked="" type="checkbox"/> Drew Nealon |
| <input checked="" type="checkbox"/> Michael Chesson | <input checked="" type="checkbox"/> Carl Solander |
| <input checked="" type="checkbox"/> Carol Moyles | <input checked="" type="checkbox"/> Stefan Ahlblad |
| | Nushin Yazdi |

**RECEIVED
TOWN CLERK
BELMONT, MA**

DATE: January 12, 2022
TIME: 2:11 PM

Community Members Present: Chris Yates, Lauren Meier (past HDC member)

1. **Meeting called to order:** 7:02 PM Lisa Harrington presiding; Carol Moyles, minutes.
2. **New Public Hearings:**
 - a. **Case 21-30: 11** Sunnyside Place—Extension of existing kitchen
 - C. Yates described the project which includes extending the first-floor kitchen space to align with the second-floor cross gable. Application drawings and photographs were reviewed and discussed by the HDC.
 - G. Distler noted that a potential special permit by the zoning board may be required so HDC approval would be conditional.
 - C. Solander inquired about the proposed windows, C. Yates stated that new windows will be wood (architectural series) and the siding cedar.
 - C. Solander made a motion for conditional application approval; M. Chesson second; HDC members approved unanimously.
 - Case 21-30: 11 was closed.
3. **Continued Public Hearings:**
 - a. **Case 21-17: 455** Concord Avenue – Town Hall Select Board Room Renovations
 - L. Harrington and N. Yazdi (HDC subcommittee) met with David Blazon at the Town Hall Select Board Room to review carpet samples. A carpet sample was reviewed and approved by the HDC Subcommittee.
4. **New Business:**
 - a. Discuss establishing a fee to charge applicants seeking approval from HDC
 - i. This fee would cover costs associated with mailing and processing applications and cannot be used as a revenue source for the HDC.
 - G. Distler presented the idea of charging a fee for processing applications.
 - L. Meier stated the HDC has dismissed the idea of fees in the past.
 - L. Harrington stated that Belmont building permit fees are required.

- C. Solander noted the City of Boston Historic Commission requires a fee and provides a fee range depending on the scope of the application.
 - ii. Share examples of fees similar committee charge in nearby towns and cities.
 - G. Distler to research comparable MA town committees' charges and report to the HDC for further review.
- b. Invite Nitsch Engineering to January HDC Meeting to discuss Belmont Community Path (BCP) and its integration into the Historic District.
- i. Invite (BCP) abutters in Historic District to a HDC January meeting.
 - G. Distler discussed the status of BCP project and suggested the HDC invite Nitsch Engineering to present to the HDC.
 - L. Meier stated BCP funding (federal/state) would require notification of HDC review which is forwarded to the Office of Community Development (OCD) prior to a HDC meeting.
 - L. Meier also noted that if federally funded, review of any historic resource (Lions Club, etc.) impacts outside of the Historic District are to be reviewed.
 - L. Harrington confirmed that Nitsch Engineering should be invited to a HDC meeting early next year to review the BCP project.
 - G. Distler will contact the consultant, the community path committee, and abutters.

5. Continued Discussions:

- a. Letter of Support Requested by CPC
 - i. Review /approve draft letter of HDC support to CPC for the Belmont Cemetery Master Plan
 - M. Chesson moved to approve the CPC letter; L. Harrington second; HDC members approved unanimously.
- b. Municipal Light Building RFP
 - L. Harrington stated that the OCD has already approved the RFP and now needs to set RFP submission dates.
 - G. Distler to review and confirm dates with OCD and report back to HDC.
- c. Upcoming projects for HDC review
 - i. Updates regarding McLean Barn – second phase, adaptive reuse study; graffiti removal
 - L. Harrington (HDC Chair) and Tom Grimble (LMC Chair) to coordinate a joint meeting in February 2022.
- d. McLean Zone 3 & Eliot Chapel
 - i. Update HDC on Design Review December 7, 2021, Planning Board meeting.
 - L. Harrington summarized the Planning Board meeting, noting there were few comments from the Board.
 - C. Solander stated that periodic review by the HDC of the project (outlined in the Design Review agreement) will occur.
 - L. Meier stated that in the past, HDC has provided a less formal review of other McLean Zone Developments during the Design Development phase, primarily concerning historic structures.

- L. Meier suggested the HDC contact Northland Development about setting up future reviews with the HDC prior to building permit submission.

e. HDC membership Update

- i. Update from Select Board regarding S. Ahlblad status as voting HDC member.
 - L. Harrington stated S. Ahlblad is now a voting HDC member.
- ii. Update regarding recruitment of new alternate HDC members.
 - L. Harrington stated that a call for volunteers (potential HDC commission members) has been posted on the Town of Belmont website.
 - C. Solander restated the need for expertise, including a preservationist and attorney.
- iii. Discuss changing HDC rules and regulations to require or encourage one HDC member be an attorney. Discuss if this would need Select Board or Town Meeting approval.
 - G. Distler suggested that HDC amend the commission appointment qualification for enlisting a land use planner or land use attorney.
 - L. Meier stated that any formal amendment that would require a change to the zoning by-law and vote by town meeting.
 - HDC discussed using Town Council as a resource if there is a serious HDC application issue that needs to be reviewed in the future.
 - The HDC summarized that an informal outreach to Belmont residents for filling HDC commission open positions continues to be the right approach.

f. Demolition Delay Bylaw Renewal

- i. Discuss what, if any, changes to Demolition Delay Bylaw (DBL) the HDC would like to propose.
 - G. Distler stated that the DBL needs to be renewed in May 2022; OCD recommends only small adjustments to the DBL to ensure it gets passed at Town Meeting. Then the DBL can revise over the next five years.
- ii. Determine when Demolition Delay Bylaw needs to be submitted to Bylaw Committee
 - G. Distler will develop a timeline to assist HDC on important dates for review and co-sponsorship by the Planning Board prior to May 2022 town meeting.
- iii. Discuss other steps needed to ensure Demolition Delay Bylaw renewal or proposed amendments can be voted on at 2022 Annual Town Meeting
 - C. Solander to draft minor edits for HDC January meeting and confirm that the List of Belmont's Significant Historic Buildings Subject to the Demolition Delay Bylaw is current with the Town Clerk.
 - L. Meier suggested the Warrant article be read by an HDC member/Town Meeting Member at the May 2022 Town Meeting.

g. Work Plan

- i. Discuss and design work plan document for all HDC business
 - G. Distler reviewed past HDC work plans and put together a draft of work plan for 2022.
 - HDC to review and mark up for discussion at HDC meeting.
 - L. Meier referred to the Excel document discussed at a previous HDC meeting and will forward to G. Distler.

6. General Housekeeping:

a. Approve HDC Draft meeting notes:

- 01/08/2019, Reviewed by L. Harrington and has tracked changes, will reformat per agenda and meeting notes will be approved at the January 2022 HDC meeting.
- 03/12/2019, L. Harrington reviewed and noted no revisions to draft. L. Harrington moved to approve; M. Chesson second; HDC members approved unanimously.
- 07/30/2019, L. Harrington reviewed and noted no revisions. M. Chesson moved to approve; C. Moyles second; HDC members approved unanimously.
- 04/27/2021, HDC noted no changes. L. Harrington moved to approve; M. Chesson second; HDC members approved unanimously.
- 09/07/2021, L. Harrington noted and will amend notes. C. Moyles moved to approve as amended; M. Chesson second; HDC members approved unanimously. Lisa to send to G. Distler amended notes for posting.
- 9/14/2021, L. Harrington and M. Chesson noted corrections. C. Solander to update notes for posting. L. Harrington moved to approve as amended; S. Ahlblad second; HDC members approved unanimously.
- 10/12/2021, L. Harrington reviewed, tracked changes and will make corrections. C. Solander moved to approve as amended; C. Moyles second; HDC members approved unanimously.
- 11/09/2021 (HDC Subcommittee Meeting) C. Moyles commented on format and other minor revisions. S. Ahlblad to reformat and make revisions. C. Solander moved to approve as amended; C. Moyles second; HDC members approved unanimously.
- 11/09/2021 L. Harrington noted minor changes. M. Chesson to revise and send to post; C. Moyles moved to approve as amended; C. Solander second; HDC members approved unanimously.
- 11/17/2021 (HDC Subcommittee Meeting), No revisions. C. Moyles moved to approve; M. Chesson second; HDC members approved unanimously.
- 11/30/2021 (HDC Special Meeting) No revisions. C. Moyles moved to approve; C. Solander second; HDC members approved unanimously.

b. Tentatively plan 2022's meeting schedule

- G. Distler noted that the next HDC meeting is scheduled for January 11, 2022, second Tuesday of the month.
- G. Distler noted November 8th, 2022, is election day. The HDC meeting will be rescheduled to November 15, 2022.

c. Plan an extra January 2022 meeting to approve and redraft

- G. Distler suggested January 25th for HDC to hold a special meeting at 7 PM to review, amend, and approve the following HDC meeting meetings:
 - 01/31/2019, (Subcommittee)
 - 04/01/2019, (Subcommittee) L. Meier noted that meeting did not happen
 - 4/09/2019, (Monthly)
 - 05/02/2019, (Subcommittee)
 - 06/06/2019 (Subcommittee)
 - 01/14/2020, (Monthly)
 - 07/27/2021 Site Visit Mclean Meeting Minutes
- A special meeting will take place on January 25th with a HDC Subcommittee.

d. Assign Meeting Minutes for 2022

i. Consider electing an HDC Clerk who could take meeting minutes for an assigned term

- G. Distler noted that other committees elect a member Clerk to write meeting notes and recommended that a Clerk be elected by the HDC.
- It was discussed that a HDC committee member assigned meeting notes must attend the meeting or find another member to take notes in their absence. It was also discussed that assigned meeting documentation have a member taking notes and a reviewer for any revisions and ensuring the meeting notes be properly posted in the future.
- G. Distler to form a schedule for committee members assigned meeting notes for 2022 to review at January 2022 meeting.

e. Update and approve Certificate Application Process with Gabriel Distler's name, title, and contact information

- HDC will review at February 2022 meeting.

f. Update and approve Application Submission Requirements document with Gabriel Distler's name, title, and contact information

- HDC will review at February 2022 meeting.

g. Community Development Administrative Updates

- G. Distler updated the HDC about the status of OCD of hiring an administrative person to assist the HDC staff.

M. Chesson moved to adjourn the meeting; L Harrington seconded; approved

Meeting adjourned, 10:38 pm.

Respectfully submitted by Carol Moyles.