

**Belmont Historic District Commission
MEETING MINUTES**

Tuesday, August 10, 2021
Meeting Held Remotely via Zoom

Staff Present: Christine Zale

Commission Members Present:

- ☒ Lisa Harrington, Co-Chair
- ☒ Michael Chesson
- ☒ Lauren Meier, Co-Chair
- ☐ Nushi Yazhi
- ☒ Carol Moyles

- ☒ Seth Clarke
- ☒ Michael Smith
- ☒ Carl Solander
- ☒ Drew Nealon

Community Members Present: Jason Machado Sales Representative, 701 Pleasant Street, Wendy Murphy, Belmont Women's Club

1. 7:05 PM Meeting Called to Order, Lisa Harrington presiding; C. Moyles Minutes

The Commission acknowledged Seth Clarke as a new member of the HDC committee, yet not sworn abstained from HDC voting.

2 New Public Hearing

Case # 21-21: 455 Concord Ave.—Install an engraved stone bench and Dogwood tree in honor of former Senior Planner Jeffrey Wheeler at the Town Hall Complex.

- L. Harrington opened the public hearing.
- M. Smith stated that the proposed stone bench and tree was a welcome and appropriate addition to the Town Hall grounds in honor of Jeffrey Wheeler.
- M. Smith moved to approve the application; M. Chesson seconded. The application was approved unanimously.
- L. Harrington closed the public hearing.

Case # 21-22 701 Pleasant Street—Replace (one) 1 window with a double hung Fibrex window.

- L. Harrington opened the public hearing.
- Sales Representative Jason Machado described the project which is to replace an existing window with a double hung six over six composite window.
- There was a committee discussion about the existing window being original and its visibility from the public way.
- L. Meier noted that composite windows are not approved per current HDC guidelines.
- C. Solander and S. Clarke commented on the appearance and high performance of the proposed window and stated the composite window replacements need to be addressed as part of future updated HDC guidelines.

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DATE: September 15, 2021
TIME: 2:08 PM

- L. Meier recommended HDC member(s) and the owner agent review the current application with the proposed window sample at the property.
- LM moved to continue the public hearing; C. Moyles seconded. The motion was approved unanimously.

2. Informal Consultation:

a. Parking Signs at Belmont Woman's Club (BWC);

- Wendy Miller described the proposed BWC signage as intended to match the signage style of existing parking signs located at the Belmont Town Hall. Two signs are being considered. After discussion, the commission recommended the proposed signage be included as part of the BWC parking spaces application showing sign locations on the site plan and sign details with dimensions, lettering style and color for review and approval.

b. 70 Lexington Street-Application to Demolish /Demolition Delay;

- Correspondence between HDC, Office of Community Development (OCD) and Town Counsel was discussed concerning the Application to Demolish the existing building listed as a Significant Building. The homeowner had inquired whether the Application for Demolition is transferable to a new owner such that there is no lost time with respect to the one (1) year moratorium regarding historically significant properties.
- L. Meier confirmed that, per Town Counsel review and comment, the demolition delay relates to the structure, not the new owner.
- L. Harrington commented that the HDC needs to make clear how the demolition delay affects significant buildings and the application for Demolition for current and prospective homeowners.

c. Northland – McLean Zone 3 Site Plan Review/ Eliot Chapel, HDC Design Review Agreement;

- The HDC and Northland site visit, held on 7/27/21 at the Eliot Chapel site, was summarized by HDC attendees. HDC will provide a review of the historic building (Eliot Chapel) and new construction as part of the Design Review Agreement. Northland has requested the HDC provide review and feedback in coordination with the planning board.
- A HDC subcommittee to include; C. Solander, S. Clarke, C. Moyles. They will review Northland material submitted as part of the Site Plan Review submission and report back to the HDC and Planning Board.
- C. Zale to send the HDC copies of the Eliot Chapel material provided by Northland at the site meeting held on 7/27/21 which assist the subcommittee review and comment process.

3. New Business

a. Upcoming projects for HDC review

i. McLean Barn- Second phase, adaptive reuse study;

- C. Solander reported that the Land Management Committee (LMC) wants to set up a joint meeting with HDC about adaptive reuse for the McLean Barn.
- L. Harrington suggested she represent the HDC and participate in the joint meeting so that coordinated discussion can focus on the renewed interest in the original 2019 proposal in tandem with engaging pro bono professional services to facilitate community engagement and conduct a new feasibility study.
- L. Meier recommended community engagement occur first to gain support for a recommended reuse, its management funds, and changes to the conservation prior to a town meeting vote.
- C. Solander to form an HDC/LMC joint task force to advance the McLean Barn reuse study.

ii. Upland House

- L. Harrington was contacted by the Woodlands about the Upland House's leaking roof and consideration of heat tracers on the roof and gutters.
- S. Clarke commented that heat tracers can be installed discretely and without visibility from a public way.
- After general discussion by the committee about the merits of added heat traces to historic buildings, L. Harrington to contact the Woodlands about preparing an application for review and vote by the HDC.

4. Continuing Discussions:

a. Property Updates

N/A

b. Administrative GIS Map

- i. C. Zale reported that updates are being made to the Belmont GIS mapping system. A separate GIS map layer can identify historic districts in Belmont. Active Demolition Delays can also be identified with a GIS point map layer.

c. CPC Request

- i. M. Chesson will contact the DPW about replacing the Pleasant Street Historic District signs on Pleasant Street
- ii. M. Chesson stated that potential CPA funds could allow for the update of the Belmont HDC Guidelines and Brochure for prospective and new homeowners living in historic districts. L. Harrington and M. Chesson to develop, draft and submit application(s) for CPA funds which will be approved at the end of the year.

d. HDC membership update

- i. L. Harrington to call newly appointed HDC member Stefan Ahiblad about participation and getting sworn in.
- ii. L. Meier has drafted a HDC process and procedures memorandum (8/9/21) and requested that it be reviewed by the Office of Community Development (OCD) ideally by September 14th.

e. Demolition Delay Bylaw renewal

- i. C. Solander presented markups of the Demolition Delay Bylaw and asked other HDC committee members to review and comment.

- ii. The process and schedule for town review and approval by town meeting of the Demolition Delay Bylaw renewal (expiring in 2022) was discussed.
- iii. L. Meier suggested the HDC coordinate and engage the Planning Board in this effort.
- f. Work Plan
 - i. Police Station: M. Smith stated that a ribbon cutting for the Police Station has been scheduled.
 - ii. Municipal Light Building: N/A
 - iii. Design Guidelines Update: L. Meier suggested deferring this work effort per CPA funding applications, McLean Design Review Agreement and the Demolition Delay Bylaw Renewal.

5. General Housekeeping:

- a. C. Zale updated the HDC on the Application and Certificate amendment note which states. *Note that Certificates of Appropriateness expire 1 year from the date of issue.* C. Moyles moved to approve the amendment; L. Meier seconded. The motion was approved unanimously.
- b. Minutes 5/21/21 L. Meier moved to approve the Minutes; M. Chesson seconded; approved unanimously. Minutes 6/8/21 L. Harrington moved to approve the Minutes; L. Meier seconded; approved unanimously. Minutes 7/21/21 M. Chesson moved to approve the Minutes as amended, M. Smith seconded; approved unanimously. L. Meier to send to C. Zale

M. Chesson moved to adjourn. M. Smith seconded. Meeting adjourned at 9:37pm.

Respectfully submitted by Carol Moyles