



## Updated Meeting Posting MEETING POSTING

ORIGINAL POSTING TIME: 2023 APRIL 07 PM 02:10  
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### TOWN OF NANTUCKET

Pursuant to MGL Chapter 30A, § 18-25

All meeting notices & agenda must be filed, & time stamped with the Town Clerk's Office & posted at least 48 hours prior to the meeting (excluding Saturdays, Sundays & Holidays)

<b>Committee/Board/s</b>	Historic District Commission (HDC) – New Business
<b>Day, Date, &amp; Time</b>	Tuesday April 11, 2023, at 4:00pm *HYBRID
<b>Location / Address</b>	COMMUNITY ROOM, 4 FAIRGROUNDS ROAD & REMOTE PARTICIPATION VIA ZOOM  Information on viewing the meeting can be found at: <a href="https://www.nantucket-ma.gov/138/Boards-Commissions-Committees">https://www.nantucket-ma.gov/138/Boards-Commissions-Committees</a>
	Ray Pohl, Chairman
<b>Please note:</b>	<b>IF THERE IS NO QUORUM OF MEMBERS PRESENT, OR IF MEETING POSTING IS NOT IN COMPLIANCE WITH THE OML STATUTE, NO MEETING MAY BE HELD.</b>
<b>HISTORIC DISTRICT COMMISSION</b>	
<b>Signature of Chair/Authorized Person:</b>	<b>Esmeralda Martinez, Land Use Specialist</b>

To join the Historic District Commission meeting click on the Zoom Link below:

<https://us06web.zoom.us/j/92280688302?pwd=aGs3K2tLSzFaOVpNbENtM0pHd28wUT09>

**Meeting ID:** 922 8068 8302 **Password:** 153126

*Phone dial in: 646 558 8656; Meeting ID: 922 8068 8302; Password: 153126*

To watch live meeting, click here:

<https://www.youtube.com/watch?v=H216AnH3Qnk>

**Commissioners:** Ray Pohl (Chair), Stephen Welch (Vice-Chair), Abby Camp, Diane Coombs, Val Oliver

**Associate Commissioners:** Jesse Dutra, Carrie Thornewill, Constance Patten

**Staff:** Holly Backus, Esmeralda Martinez, Billy Saad, Adrian Rodriguez & Fiona Johnson

**Building with Nantucket in Mind 1992 & Building with Sconset in Mind- Sconset Trust**

<https://nantucket-ma.gov/537/Building-With-Nantucket-In-Mind>

# AGENDA

*Listed below are the topics the chair reasonably anticipates will be discussed at the meeting.*

**This agenda reflects what the chair reasonably expects to be discussed during this meeting. However, due to time constraints, some applications on this agenda may not be heard at this meeting. In addition, not all “New and Old Business” applications submitted are listed on the agenda. Please check with the office on Wednesday after the Tuesday meeting for further information.**

## I. PUBLIC COMMENT

## II. COMMISSIONER’S COMMENTS

## III. SIGNS

	<u>Property owner name</u>	<u>Street Address</u>	<u>Scope of work</u>	<u>Map/Parcel</u>	<u>Agent</u>
1.	Charles River Realty	2 Broad St	Wall sign	42.4.2/66	Robert Blair
2.	Charles River Realty	2 Broad St	projecting sign	42.4.2/66	Robert Blair
3.	Charles River Realty	2 Broad St	Fence sign	42.4.2/66	Robert Blair
4.	12 Straight Wharf	12 Straight Wharf	Master Sign	42.3.1/138	SHN
5.	12 Straight Wharf	12 Straight Wharf	Wall Sign	42.3.1/138	SHN
6.	12 Straight Wharf	12 Straight Wharf	Temporary Sign	42.3.1/138	SHN
7.	The Brant LLC <b>03-8152</b>	6 8 N. Beach St	Master Sign	42.4.1/65	Linda Williams

## IV. CONSENTS

	<u>Property owner name</u>	<u>Street Address</u>	<u>Scope of work</u>	<u>Map/Parcel</u>	<u>Agent</u>	
1.	P & M Reis Trucking Inc.	10 Green Meadows	New duplex	62/362	Linda Williams	EM
2.	P & M Reis Trucking Inc.	10 Green Meadows	Hardscape	62/362	Linda Williams	EM
3.	J & M Realty Holdings	1 Bayberry Ln	Resite garage rev	67/57.1	Linda Williams	EM
4.	John Manera	4 Larrabee Lane	Hardscape	55/102.2	J. Martinez	EM
5.	Captains Quarters	5 Captains Lane	Shed window rev 03-6055	30/273	Structure Untld.	EM
6.	SS Road LLC	56 South Shore Rd	Color change	80/114	EMDA	EM
7.	SS Road LLC	56 South Shore Rd	Color change	80/114	EMDA	EM
8.	Joan O’Brien	20 Tashama Lane	Color change garage	55/450	Joan O’Brien	EM
9.	AF12 LLC	26 Naushon Way	Main house rev	80/190	Val Oliver	EM
10.	AF12 LLC	26 Naushon Way	Guest house rev0-7059	80/190	Val Oliver	EM
11.	Barbara Cohen	42 Vestal St	Roof replacement	41/51.1	James Lydon	EM
12.	Cabko Inc	18B Bartlett Rd	Raise roof rev.	67/113.1	NAG	EM
13.	Kems Corp	6 Beverly Court	Door & window change	68/186	EMDA	EM
14.	Steven & Carrie Phillip	1 Sheep Common Ln	New cabana	54/280	JB Studio	EM
15.	Peter Dupont	22 Burnt Swamp	Driveway rev	56/231.1	KMLD	EM
16.	Richard Ho-Shue	31a Beach Grass Rd	New shed	68/378	Richard Ho-Shue	EM
17.	T & C Cardew	7 Mayhew Road	Replace window & door	92.4/209	LINK	EM
18.	41 WMR Tr	41 W Miacomet rd	Fenestration & railing rev	86/13.1	Emeritus LTD	EM
19.	42 Easton St LLC	42 Easton St	Add gates	42.4.1/21	Emeritus LTD	OV
20.	Jennifer Dolins	15 Stone Post	Alteration equipment shed	72.3.2/73	Todd Burns	OV
21.	Jamie Foster	6 Williams Ln	Roof solar	55/140	SunWind	OV
22.	Nt Boys & Girls Inc	61 Sparks Ave	Roof solar	55/143	SunWind	OV
23.	Nt Boys & Girls Inc	71 Sparks Ave	Roof solar	55/139	SunWind	OV
24.	Nt Boys & Girls Inc	89 Sparks Ave	Roof solar	55/141	SunWind	OV
25.	34 Cannonbury Ln LLC	34 Cannonbury Lane	New pool cabana	73/25	WAPD	OV
26.	34 Cannonbury Ln LLC	34 Cannonbury Lane	New garage	73/25	WAPD	OV
27.	7 Laurretta Ln LLC	7 Laurretta Lana	New garage/guest house	14/53	S. Metz	OV

28.	7 Lairetta Ln LLC	7 Lairetta Lana	New cabana	14/53	S. Metz	OV
29.	Caleb Cressman	15 Margaret's Way	Demo part of shed	20/64	Thornewill Design	OV
30.	Keegan Hodges	163 Orange st	Garage rev 03-8065	55/176.5	Thornewill Design	OV
31.	Cohen Steven LTR	87 Cliff Rd	Hardscape	30/168.1	Jardin Intl.	OV
32.	Kristine Mortensen	4 Cherry st	New shed	55/387	Structures Unltd	OV

### V. CONSENT WITH CONDITIONS

	<u>Property owner name</u>	<u>Street Address</u>	<u>Scope of work</u>	<u>Map/Parcel</u>	<u>Agent</u>
1.	Nt Maria Mitchell Assoc.	4 Vestal St	Color change	42.3.3/166	Jascin Finger
	<ul style="list-style-type: none"> <li>• Include color chip.</li> </ul>				
2.	Steven & Carrie Phillip	1 Sheep Common Ln	New pool & fence	54/280	JB Studio
	<ul style="list-style-type: none"> <li>• pool not to be visible at time of inspection and in perpetuity &amp; pool to have no grade change from existing or as noted on the original application.</li> </ul>				

### VI. RATIFY

	<u>Property owner name</u>	<u>Street Address</u>	<u>Scope of work</u>	<u>Map/Parcel</u>	<u>Agent</u>
1.	Nantucket Land Bank 01-7730 <b>APPROVED 04/04</b>	65 Easton St	Public Park	42.4.1/115	Eleanor Antonietti
2.	Nantucket Land Bank 01-773 <b>APPROVED 04/04</b>	67 Easton St	Public Park	42.4.1/115	Eleanor Antonietti

### VII. REMAND PER SELECT BOARD

	<u>Property owner name</u>	<u>Street Address</u>	<u>Scope of work</u>	<u>Map/Parcel</u>	<u>Agent</u>
1.	450 Green Park LLC	2 Stone Alley	Determination	42.3.1/102	Emeritus LTD
	<ul style="list-style-type: none"> <li>• For a determination on the issue of the building being an individually significant structure and if it is found so, that the HDC apply the performance standards for individually significant structures to its review, including what historically significant features of the existing structure need to be preserved.</li> </ul>				

### VIII. OLD BUSINESS 03/07/23

	<u>Property owner name</u>	<u>Street Address</u>	<u>Scope of work</u>	<u>Map/Parcel</u>	<u>Agent</u>
1.	Stark point LLC 02-7988	16 Easton St	Fenestration rev 04-6121	42.1.1/11	Botticelli + Pohl
	<ul style="list-style-type: none"> <li>• <i>Commissioners: Welch, Coombs, Camp, Oliver, Thornewill; Alternates: Dutra, Patten. Recused; Pohl.</i></li> </ul>				
2.	8 Maple Lane LLC 01-7795	Maple Lane Lot 8	New dwelling	67/303	Emeritus LTD
	<ul style="list-style-type: none"> <li>• <i>Commissioners: Welch, Coombs, Camp, Oliver, Thornewill; Alternates: None. Recused; None.</i></li> </ul>				
3.	8 Maple Lane LLC 01-7799	Maple Lane Lot 8	Garage	67/303	Emeritus LTD
	<ul style="list-style-type: none"> <li>• <i>Commissioners- Welch, Coombs, Camp, Oliver, Thornewill; Alternates: None. Recused; None.</i></li> </ul>				

### IX. NEW BUSINESS 03/14/23

	<u>Property owner name</u>	<u>Street Address</u>	<u>Scope of work</u>	<u>Map/Parcel</u>	<u>Agent</u>
1.	Old Gray Barn Trust	12 West York st	House fire demolition	55/9.1	Kevin Sampson
2.	Gray Dinghy LLC 03-8055	25 Willard St	Alterations/ raise structure	29/33	Emeritus LTD
3.	C Barg Tr. 03-8102	19 W Chester st	Hardscape	42.4.3/7.2	Ahern
4.	Tyler Albright 03-8106	11 Cannonbury Ln	Pool & hardscape	74/22	Ahern
5.	Tyler Albright 03-8166	11 Cannonbury Lane	Pergola	74/22	Ahern

### X. OLD BUSINESS 03/21/23

	<u>Property owner name</u>	<u>Street Address</u>	<u>Scope of work</u>	<u>Map/Parcel</u>	<u>Agent</u>
1.	Mark Wilnot 01-7752	35 Monomoy rd.	Add shutters	54/74	Gryphon Architects
	<ul style="list-style-type: none"> <li>• <i>Commissioners: Welch, Coombs, Camp, Patten; Alternates: None. Recused; None.</i></li> </ul>				
2.	Laura Bench 01-7798	17 Pleasant St	New garage studio	42.3.3/17	Gryphon Architects
	<ul style="list-style-type: none"> <li>• <i>Commissioners: Camp, Coombs, Oliver, Thornewill, Patten; Alternates: Dutra, Recused; None.</i></li> </ul>				
3.	Bent Shimmo Nominee 01-7759	4 South Valley Rd	New Dwelling	43/165 165.1	EMDA

4.	Robert Leaf <b>11-5037</b>	43 Kendrick Rd	New guest house	76.4.3/31	CWA
	• <i>Commissioners- Camp, Coombs, Oliver, Thornewill, Dutra; Alternates: Patten. Recused; None.</i>				
	• <i>Commissioners: Pohl, Coombs, Camp, Dutra; Alternates: Patten. Recused; None.</i>				
5.	Chris Tofalli <b>08-6818</b>	122 Main St	Fence replacement	42.3.3/100	Frank Daily
	• <i>Commissioners: Welch, Coombs, Camp, Oliver, Patten Alternates: None Recused; Pohl.</i>				
6.	Little Nauti LLC <b>09-7134</b>	1 Smooth Hummock	New dwelling & Fenestration	66/177	JB Studio
	• <i>Commissioners: Coombs, Oliver, Patten, Thornewill, Alternates; Welch, Recused: None.</i>				
7.	Little Nauti LLC <b>09-7130</b>	1 Smooth Hummock	Pool & hardscape	66/177	JB Studio
	• <i>Commissioners: Pohl, Coombs, Oliver, Patten, Thornewill, Alternates; Welch, Recused: None.</i>				
8.	Dafoe Carleton <b>01-7788</b>	102 Quidnet Rd	Fenestration & outdoor stairs	21/74	JB Studio
	• <i>Commissioners: Camp, Coombs, Oliver, Thornewill, Patten, Alternates: Dutra, Recused: None.</i>				
9.	Brett Fodiman <b>10-7279</b>	111 Surfside Rd	Asbuilt MH shingles	80/70	Slacktide
	• <i>Commissioners: Pohl, Welch, Coombs, Camp, Oliver: Alternates Dutra, Thornewill, Patten, Recused: None.</i>				
10.	Brett Fodiman <b>10-7281</b>	111 Surfside Rd	Asbuilt GH shingles	80/70	Slacktide
	• <i>Commissioners: Pohl, Welch, Coombs, Camp, Oliver: Alternates Dutra, Thornewill, Patten, Recused: None.</i>				
11.	Brett Fodiman <b>10-7280</b>	111 Surfside Rd	Asbuilt garage shingles	80/70	Slacktide
	• <i>Commissioners: Pohl, Welch, Coombs, Camp, Oliver: Alternates Dutra, Thornewill, Patten, Recused: None.</i>				
12.	63 Hulbert LLC	63 Hulbert Ave	Foundation, siding, windows	29/9	Emeritus LTD
	• <i>Commissioners: Pohl, Camp, Coombs, Oliver, Patten: Alternates: None. Recused: None.</i>				
13.	450 Green Park LLC <b>01-7772</b>	2 Stone Alley	Hardscape	39/24.1	Ahern
	• <i>Commissioners: Camp, Coombs, Oliver, Thornewill, Dutra: Alternates; Patten. Recused: None.</i>				

#### XI. NEW BUSINESS 03/28/23

	Property owner name	Street Address	Scope of work	Map/Parcel	Agent
1.	Marianne Hanley TR	86 Main St	As built shutter color chng	42.3.3/66	LINK
2.	Brian Potter	32 Essex rd	Rooftop solar	67/628	Mass Renewables
3.	Mark Barber	11 S. Valley	Revise existing door	43/137	Mark Barber
4.	Robert Mayer	307 Polpis Rd	Demo garage	25/39	LINK
5.	Jennifer Pincinci	4 Bloom St	Window revisions	42.3.3/143	Thornewill Design
6.	36 Lily St LLC	36 Lily St	Revs to main house	42.4.3/94	Botticelli + Pohl
7.	21A Pleasant St LLC	21 Pleasant St	As built foundation work	55.4.1/1	LINK
8.	Pour LaTable LLC	2a White Whale	New studio	66/538	Ed Lemberg
9.	Pour LaTable LLC	54 Skyline Dr.	New Dwelling	79/46	Ed Lemberg
10.	Pour LaTable LLC	54 Skyline Dr.	New 3 <sup>rd</sup> dwelling	79/46	Ed Lemberg
11.	Pour LaTable LLC	54 Skyline Dr.	New studio	79/46	Ed Lemberg
12.	Pour LaTable LLC	54 Skyline Dr.	Pool & hardscape	79/46	Ed Lemberg
13.	Conway Family	4 Canonicus St	New dwelling	87/116	Val Oliver
14.	Conway Family	4 Canonicus St	New garage	87/116	Val Oliver
15.	Bartlett Farm LLC	53 Bartlett Farm Rd	Move on garage	65/16.1	SMRD
16.	David Baily	83 Sankaty Rd	New Dwelling	48/42	Design Associates
17.	David Baily	100 Baxter Rd	Move building	48/42	Design Associates
18.	David Baily	100 Baxter Rd	Addition	48/42	Design Associates
19.	Boathouse Realty	52 Warren's Landing	Historic Determination	38/29	Design Associates
20.	Boathouse Realty	52 Warren's Landing	Move structure	38/29	Design Associates
21.	Ready RE LLC	17 Cannonbury Lane	New dwelling	73/45	Val Oliver
22.	Ready RE LLC	17 Cannonbury Lane	New garage	73/45	Val Oliver
23.	Ready RE LLC	17 Cannonbury Lane	New cabana	73/45	Val Oliver
24.	Laura Ianetta	7 Paul Jones	Fenestration & chimney	30/68.1	Emeritus LTD
Approved Minutes -					
Review Minutes -		February 23, & March 9, 28, 30 2023.			
Other Business -		<ul style="list-style-type: none"> <li>• <b>Next HDC Meeting- APRIL 13<sup>TH</sup> at 1pm *HYBRID &amp; IN-PERSON @ 2 FAIRGROUNDS RD. -CONFERENCE RM.</b></li> </ul>			

<b>Future Action Items-</b>	<ul style="list-style-type: none"> <li>• Classification of street trees &amp; vegetating mapping</li> <li>• Discussion of Wind Turbines</li> <li>• Section 106 – Sunrise Wind Farm Project, Intro (update as needed)</li> <li>• Review policy of Move/Demo hearings in relation to new dwellings</li> <li>• Hardscaping</li> <li>• Discussion of salvaging demos</li> <li>• Discussion of options for house moves</li> </ul>
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**Additional Future Action Items-**  
*(Not to be acted on current meeting.)*

**XII. OLD BUSINESS 04/04/23**

	<u>Property owner name</u>	<u>Street Address</u>	<u>Scope of work</u>	<u>Map/Parcel</u>	<u>Agent</u>
1.	NT Property Owner LLC • <i>Commissioners: TO BE ADDED LATER</i>	6 Beach Grass	Rev parking plan	38/860	Linda Williams
2.	Sachem Corner LLC • <i>Commissioners: TO BE ADDED LATER</i>	1 E. Hallowell Ln	Demo Garage	30/100	Linda Williams
3.	Ashkan Vaziri • <i>Commissioners: TO BE ADDED LATER</i>	9 Woodbury Lane	New Dwelling	41/551	Studio Ppark
4.	Jason Meldelson • <i>Commissioners: TO BE ADDED LATER</i>	69 Monomoy Rd	Move off/ demo dwelling	43/102	Studio Ppark
5.	Vanessa Halpert • <i>Commissioners: TO BE ADDED LATER</i>	73 Burnell St	Pool revision	49.3.28/1.2	Topham Design
6.	256 Polpis LLC • <i>Commissioners: TO BE ADDED LATER</i>	256 Polpis Rd	Move/reno renovation	25/25	Botticelli + Pohl
7.	David Brownlee • <i>Commissioners: TO BE ADDED LATER</i>	81 Main St	Dormer	42.3.4/11	Linda Williams
8.	Holly Coburn • <i>Commissioners: TO BE ADDED LATER</i>	5 North Beach	New Dwelling	42.4.1/92	Normand Design
9.	Joshua Malitsky • <i>Commissioners: TO BE ADDED LATER</i>	253 Madaket Rd	Rooftop solar array	59.4/210	AckSmart
10.	SheepPond Prop LLC • <i>Commissioners: TO BE ADDED LATER</i>	14-16 Sheep Pond Rd	Add breezeway	63/29	Emeritus LTD

**XIII. NEW BUSINESS 04/11/23**

	<u>Property owner name</u>	<u>Street Address</u>	<u>Scope of work</u>	<u>Map/Parcel</u>	<u>Agent</u>
1.	Warrens Landing NT	40 Warrens Landing Rd	Move off/ demo	38/45	Normand Residential
2.	Warrens Landing NT	40 Warrens Landing Rd	New dwelling	38/45	Normand Residential
3.	Warrens Landing NT	40 Warrens Landing Rd	New guest house	38/45	Normand Residential
4.	Warrens Landing NT	40 Warrens Landing Rd	New gazebo	38/45	Normand Residential
5.	Warrens Landing NT	40 Warrens Landing Rd	New shed	38/45	Normand Residential
6.	Warrens Landing NT	40 Warrens Landing Rd	Grading & hardscape	38/45	Normand Residential
7.	Klepper	80 Cliff rd.	Fence & gate	30/607	Topham Design
8.	Ack Hang 10 LLC	21 Meader St	New dwelling	42.2.3/44	Val Oliver
9.	Ack Hang 10 LLC	21 Meader St	New dwelling	42.2.3/44	Val Oliver
10.	Ashkan Vaziri	9 Woodbury Lane	New garage	41/551	Studio Ppark
11.	39 Monomoy LLC	39 Monomoy Rd	Replace windows	54/79	Emeritus LTD
12.	Christopher Hurd	25 E Lincoln St	Renovate/move house on site	42.4.1/2	EMDA
13.	Charles Pastore	35 Sankaty Rd	Pool & hardscape	49/46.2.3	Atlantic Landscaping
14.	Charles Krueger	4 Weweeder Ave	New shed	80/102	Structures Unltd

15. Kara Roger	32 Lyons Ln	New dwelling	71/6	SMRD
16. AF15CHR LLC	8 Chuck Hollow Rd	New Cabana	72/31	Val Oliver
17. Kevin Carroll	4 Shimmo Pond Rd	Addition	54/256	Thornewill Design
18. Jennifer & Dalton Frazier	5 Maple Ln lot 9	Rooftop solar array	67/303	AckSmart
19. Justin Geagan	13A Pine Tree Rd	2 <sup>nd</sup> addition dormer, roof	68/102	JB Studio
20. Lindsey Torpey Cross	7 Green Lane	Shutter, color change	42.3.3/86	Nate Barber
21. Nicole & Phillip Hadley	4 Underhill Lane	Demo main house	73.3.2/86	WAPD
22. Nicole & Phillip Hadley	4 Underhill Lane	Demo guest house	73.3.2/86	WAPD
23. Nicole & Phillip Hadley	4 Underhill Lane	Demo shed	73.3.2/86	WAPD
24. Nicole & Phillip Hadley	4 Underhill Lane	New main house	73.3.2/86	WAPD
25. Nicole & Phillip Hadley	4 Underhill Lane	New garage	73.3.2/86	WAPD
26. Nicole & Phillip Hadley	4 Underhill Lane	New shed	73.3.2/86	WAPD
27. 111 Cliff Rd Tr	111 Cliff Rd	Move demo structure	41/10	Emeritus LTD
28. 7 White LLC	7 White St	New dwelling	80/9	Emeritus LTD
29. 7 White LLC	7 White St	New garage	80/9	Emeritus LTD
30. Fernandez	13 Academy Lane	Fence	42.4.3/112	Gryphon Architects
31. Fernandez	13 Academy Lane	Hardscape	42.4.3/112	Gryphon Architects
32. *Richmond Great Pt 08-6789	5 Sandplain Dr.	New Dwelling	68/349	KOH
33. *Joanne Tobin 10-7283	33B Washington St	New shed	42.3.2/191	G. Harrington
34. *Erik Junghans	26 Equator Dr	New shed	56/343	LINK
35. *Rockbyrne LLC	30 Pocomo Rd	Garage removal & infill	14/76	LINK
36. *Rockbyrne LLC	30 Pocomo Rd	New Garage	14/76	LINK
37. *5 Surfside LLC	5 Surfside Rd	Revise window well	55/253	LINK
38. Sea Hero LLC	12 Pilgrim Rd	New dwelling	41/476	Cordtsen Design
39. Sea Hero LLC	12 Pilgrim Rd	Pool & hardscape	41/476	Cordtsen Design
40. Sea Hero LLC	12 Pilgrim Rd	Spa	41/476	Cordtsen Design
41. Sea Hero LLC	12 Pilgrim Rd	New shed	41/476	Cordtsen Design



## NANTUCKET HISTORIC DISTRICT COMMISSION Conduct of Application Hearings (adopted 11/17/22)

The HDC's role is to review and deliberate on the appropriateness of structures and architectural elements (consistent with its mission under its Act, its guidelines including Building with Nantucket in Mind, and its established policies). With respect to consistently functional meetings: i) the HDC functions under Robert's Rules and all meeting participants are expected to act accordingly, and ii) applicants and their agents are expected to provide application materials timely (to allow Commissioner preview and for abutter and public viewing). In addition, the following protocols shall be observed:

- 1) The Chairperson opens the application hearing and announces the sitting board.
- 2) Subject to a time allotment (2 minutes for applicant and their agent, 1 minute per for 1<sup>st</sup> three abutters randomly selected; thereafter, 30 seconds per):
  - a) Applicant or agent provides a description of matters in front of the Commission.
  - b) The Commissioners, through the Chair, may ask questions to solidify their understanding of matters at hand.
  - c) Commission receives staff comments.
  - d) Abutters and public may then speak for or against the matters at hand.
  - e) The applicant or agent is allowed a rebuttal.
- 3) The Commissioners deliberate on the merits only. Note: Except for questions arising of the Commission's deliberations, no further applicant, agent nor public comments are received by the Commission.
- 4) Through the Chair, Commission makes its determination; where applicable, its decision is recorded on the application (including as fitting, through use of an Exhibit).
- 5) In each of the foregoing, comments of Commissioners, applicants, agents, abutters, and the public, are reserved to the *merits of the design with respect to appropriateness*. And, unless as a Point of Information through the Chair, no comments (Commissioner, applicant, agent, abutters, or public) are to involve policy or procedure—under Robert's Rules, such matters are properly addressed as separate, noticed agenda items. *And, throughout each hearing, both off-topic and redundant comments are strongly discouraged.*