



Updated Meeting Posting MEETING POSTING

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TOWN OF NANTUCKET

Pursuant to MGL Chapter 30A, § 18-25

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

Committee/Board/s	Historic District Commission (HDC) – New Business
Day, Date, & Time	Tuesday, April 25, 2023, at 4:00 pm*HYBRID
Location / Address	COMMUNITY ROOM, 4 FAIRGROUNDS ROAD & REMOTE PARTICIPATION VIA ZOOM Information on viewing the meeting can be found at: https://www.nantucket-ma.gov/138/Boards-Commissions-Committees
	Ray Pohl, Chairman

Please note: IF THERE IS NO QUORUM OF MEMBERS PRESENT, OR IF THE MEETING POSTING IS NOT IN COMPLIANCE WITH THE OML STATUTE, NO MEETING MAY BE HELD.

HISTORIC DISTRICT COMMISSION

Signature of Chair/Authorized Person: Esmeralda Martinez, Land Use Specialist

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 the live meeting, click here: <https://www.youtube.com/watch?v=aHk28VpKtLc>

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. SIGNS

<u>Property owner name</u>	<u>Street Address</u>	<u>Scope of work</u>	<u>Map/Parcel</u>	<u>Agent</u>
1. 4 & 10 Broad St Pratt Tr. 03-8171	10a Broad St	Wall sign	42.4.2/62	Scott Kopp
2. 12 Straight Wharf	12 Straight Wharf	Master Sign	42.3.1/138	SHN
3. 12 Straight Wharf	12 Straight Wharf	Wall Sign	42.3.1/138	SHN
4. Zero India St LLC	1 Cambridge St	Projecting Sign	42.3.1/130.2	Kit Noble
5. PPX LLC	7a South Water St	Flag Sign	42.3.1/131.1	PPX Event
6. Egan Maritime Institute	158 Polpis St	Master Sign	27/28	Carlisle Jensen
7. Egan Maritime Institute	158 Polpis St	Other Sign #1	27/28	Carlisle Jensen
8. Egan Maritime Institute	158 Polpis St	Other Sign #2	27/28	Carlisle Jensen
9. Egan Maritime Institute	158 Polpis St	Other Sign #3	27/28	Carlisle Jensen
10. Egan Maritime Institute	158 Polpis St	Other Sign #4	27/28	Carlisle Jensen

II. CONSENTS

<u>Property owner name</u>	<u>Street Address</u>	<u>Scope of work</u>	<u>Map/Parcel</u>	<u>Agent</u>	
1. Lindsey Torpey Cross	7 Green Lane	Shutter, color change	42.3.3/86	Nate Barber	EM
2. Charles Krueger	4 Weeweeder Ave	New shed	80/102	Structures Unltd	EM
3. NIR Retail LLC	15 S Water St.	Roof Replacement	42.3.1/12	T & T Roofing LLC	EM
4. Rebecca Moesinger	13 Bartlett Rd	Deck rebuilt	67/11	Rebecca Moesinger	EM
5. Gifford Whitney Trust 04-8330	15 Masaquet Ave	Sport court	80/141	Jardins Intl.	RP
6. Housing Nantucket	73a Old South Rd	Roof replacement	68/248	Stegra Corp	EM
7. Elizabeth Sibley	15 Teasdale Rd.	Roof replacement	69/69	Stegra Corp	EM
8. Sam Miller ETAL	37 Surfside Rd	Roof replacement	55/437	Assoc. Roofing	EM
9. NHA	89a Bartlett Rd	Roof replacement	60/410	Jim Lydon	EM
10. Island Living LLC	2b Longwood Dr	MH shingle rail, color change	71/3.4	Jb Studio	EM
11. Island Living LLC	2b Longwood Dr	GH shingle rail, color change	71/3.4	Jb Studio	EM
12. Island Living LLC	2b Longwood Dr	Garage shingle rail, color chng	71/3.4	Jb Studio	EM
13. 5 Wauwinet Nom Trust	5 Wauwinet Rd	Roof replacement	20/74	Val Oliver	EM
14. Denise Spencer	1 White St	Deck & patio apron	79/29	KLMD	EM
15. Thomas Schurence	14 Hummock Pond Rd	New Shed	56/17	Structure Unlimited	EM
16. Thomas Garrette	1 Spindrift Circle	New shed	66/313	Thomas Garrette	EM
17. Winn-Lees	24 Somerset Ln	Front rail chng Rev 07-4267	66/125	Val Oliver	EM
18. Galen Gardner	1 Rainbow's End	Color chng & window Rev08-4371	80/86	Val Oliver	EM
19. Ed Lemberg	54 Skyline Drive	3 rd dwelling	79/46	Ed Lemberg	EM
20. IAMADUMMY LLC	77 Eel Point Rd	Pent roof rev 08-4430	32/44	JB Studio	EM
21. 1010 Wins LLC 04-8371	10 Lincoln Ave	Reduce garage Rev to 10-7317	30/184	Emeritus LTD	RP
22. Doris Hanna 04-8307	132R Main St.	Rooftop solar	42.3.3/44.1	Cotuit Solar	RP
23. Madaket Milk LLC 04-8276	343 Madaket Rd	Change windows	60.24/63	Linda Williams	RP
24. 17 Ranger Rd LLC 04-8302	17 Ranger Rd	Addition to main house	39/28	Sandcastle Const	RP
25. 17 Ranger Rd LLC 04-8306	17 Ranger Rd	New shed	39/28	Sandcastle Const	RP

III. CONSENT WITH CONDITION

<u>Property owner name</u>	<u>Street Address</u>	<u>Scope of work</u>	<u>Map/Parcel</u>	<u>Agent</u>	
1. Rhett Dupont	18 Nobadeer Ave	Main house rooftop solar	80/22	Ack Smart	EM
• Not to be visible at time of inspection or in perpetuity.					
2. Rhett Dupont	18 Nobadeer Ave	cottage rooftop solar	80/22	Ack Smart	EM
• Not to be visible at time of inspection or in perpetuity.					
3. Eugene Shubin	8 Gray Ave	Main house rooftop solar	67/772	Cotuit Solar	EM
• Not to be visible at time of inspection or in perpetuity.					
4. Eugene Shubin	8 Gray Ave	Cottage rooftop solar	67/772	Cotuit Solar	EM
• Not to be visible at time of inspection or in perpetuity.					
5. 17 Ranger Rd LLC 04-8304	17 Ranger Rd	New pool	39/28	Sandcastle Const	RP
• Pool not to be visible at time of inspection and in perpetuity & pool to have no grade change from existing or as noted on the original application.					
6. Chris Oberg	35 Gloucester st.	Pool & hardscape	76.4.2/97	Waterscapes	EM

- Pool not to be visible at time of inspection and in perpetuity & pool to have no grade change from existing or as noted on the original application.
- Margaret Andrews **04-8328** 23 Sesapana Rd. Pool & hardscape 68/91 Thornewill Design RP
 - Pool not to be visible at time of inspection and in perpetuity & pool to have no grade change from existing or as noted on the original application.
 - Ed Lemberg 54 Skyline Dr New pool 79/46 Ed Lemberg RP
 - Pool not to be visible at time of inspection and in perpetuity & pool to have no grade change from existing or as noted on the original application. & pool equipment to be screened with AFT board fencing (NTW)
 - Caleb Cressman **04-8332** 15 Margaret's Way Shift house rev 02-7981 20/64 Thornewill Design RP
 - Move the structure further from the road.
 - Gifford Whitney Trust 15 Masaquet Ave Pool & hardscape 80/141 Jardins Intl. EM
 - Pool not to be visible at time of inspection and in perpetuity & pool to have no grade change from existing or as noted on the original application.

IV. NEW BUSINESS 03/28/23

	<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 01-7772	2 Stone Alley	Hardscape	39/24.1	Ahern
2.	Marianne Hanley TR	86 Main St	As-built color sash	42.3.3/66	LINK

V. 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.	Edward Gilberth TR 10-7346	51 Walsh St	Roof walk revisions	29/61	Linda Williams
	• <i>Commissioners: Pohl, Welch, Camp, Coombs, Oliver. Alternates: Thornewill, Dutra, Patten. Recused: None.</i>				
2.	Sachem Corner LLC 11-7426	1 E. Hallowell Ln	Demo Garage	30/100	Linda Williams
	• <i>Commissioners: Pohl, Camp, Coombs, Dutra, Thornewill. Alternates; Patten, Welch, Oliver. Recused: None</i>				
3.	David Brownlee 03-8101	81 Main St	Dormer	42.3.4/11	Linda Williams
	• <i>Commissioners: Welch, Camp, Coombs, Dutra, Patten. Alternates: None. Recused: Pohl, Oliver, Thornewill.</i>				
4.	Ashkan Vaziri 01-7692	9 Woodbury Lane	New Dwelling	41/551	Studio Ppark
	• <i>Commissioners: Pohl, Welch, Camp, Oliver, Dutra. Alternates: Coombs, Thornewill, Patten. Recused: None.</i>				
5.	Ashkan Vaziri	9 Woodbury Lane	Pool & hardscape	41/551	Atlantic Landscaping
	• <i>Commissioners: Pohl, Welch, Camp, Oliver, Dutra. Alternates: Coombs, Thornewill, Patten. Recused: None.</i>				
6.	Robert Meyer	307 Polpis Rd.	Demolition garage	25/39	Link
	• <i>Commissioners: Pohl, Welch, Camp, Coombs, Oliver. Alternates; None. Recused: None</i>				
7.	Jason Mendelson	69 Monomoy Rd	New Dwelling	43/102	Studio Ppark
	• <i>Commissioners: Pohl, Camp, Coombs, Oliver, Patten. Alternates; None. Recused: None</i>				
8.	Vanessa Halpert 2021-12-5448	73 Burnell St	New pool	49.3.28/1.2	Topham Design
	• <i>Commissioners: Pohl, Camp, McLaughlin, Coombs, Welch. Alternates: Dutra, Thornewill. Recused: Oliver.</i>				
9.	256 Polpis LLC 02-7967	256 Polpis Rd	Move/reno renovation	25/25	Botticelli + Pohl
	• <i>Commissioners: Welch, Camp, Coombs, Oliver, Patten. Alternates: Thornewill; Recused: Pohl.</i>				
10.	Holly Coburn 01-7695	5 North Beach	New Dwelling	42.4.1/92	Normand Design
	• <i>Commissioners: Pohl, Camp, Coombs; Alternates: None Recused: None.</i>				
11.	Joshua Malitsky 01-7857	253 Madaket Rd	Rooftop solar array	59.4/210	ACK Smart
	• <i>Commissioners: Pohl, Camp, Coombs, Oliver, Patten; Alternates: None Recused: None.</i>				
12.	SheepPond Prop LLC	14-16 Sheep Pond Rd	Add breezeway	63/29	Emeritus LTD
	• <i>Commissioners: Pohl, Camp, Coombs, Oliver, Patten; Alternates: None Recused: None.</i>				

VI. 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.	Sleeping Indian LLC	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. AF15CHR LLC	8 Chuck Hollow Rd	New Cabana	72/31	Val Oliver
15. Kevin Carroll	4 Shimmo Pond Rd	Addition	54/256	Thornewill Design
16. Jennifer & Dalton Frazier	5 Maple Ln lot 9	Rooftop solar array	67/303	ACK Smart
17. Justin Geagan	13A Pine Tree Rd	2 nd addition dormer, roof	68/102	JB Studio
18. Nicole & Phillip Hadley	4 Underhill Lane	Demo main house	73.3.2/86	WAPD
19. Nicole & Phillip Hadley	4 Underhill Lane	Demo guest house	73.3.2/86	WAPD
20. Nicole & Phillip Hadley	4 Underhill Lane	Demo shed	73.3.2/86	WAPD
21. Nicole & Phillip Hadley	4 Underhill Lane	New main house	73.3.2/86	WAPD
22. Nicole & Phillip Hadley	4 Underhill Lane	New Garage	73.3.2/86	WAPD
23. Nicole & Phillip Hadley	4 Underhill Lane	New shed	73.3.2/86	WAPD
24. 111 Cliff Rd Tr	111 Cliff Rd	Move demo structure	41/10	Emeritus LTD
25. 7 White LLC	7 White St	New dwelling	80/9	Emeritus LTD
26. 7 White LLC	7 White St	New Garage	80/9	Emeritus LTD
27. 7 White LLC	7 White St	Chng doors, windows add covered porch	80/9	Emeritus LTD
28. Caroline Fernandez	13 Academy Lane	Fence	42.4.3/112	Gryphon Architects
29. Caroline Fernandez	13 Academy Lane	Hardscape	42.4.3/112	Gryphon Architects
30. Timothy Moran	5 Lily St.	Addition	42.3.4/89	Linda Williams

VII. OLD BUSINESS 04/18/23

<u>Property owner name</u>	<u>Street Address</u>	<u>Scope of work</u>	<u>Map/Parcel</u>	<u>Agent</u>
1. 4 The Kids Realty 2022-07-6708	79 Pocomo Rd	Roof walk revision	15/5	CWA
• Commissioners: Camp, Coombs, Welch, Oliver, Thornewill: Alternates: None, Recused: None.				
2. Sweet Meadow 03-8078	74 W Chester St.	New shed	41/478	NAG
• Commissioners: Pohl, Camp, Coombs, Oliver, Patten: Alternates: Welch, Thornewill, Dutra; Recused: None.				
3. Balaji Gandhi 01-7686	9 New Jersey Ave	MH addition	60.3.1/408	Shelter 7
• Commissioners: Pohl, Welch, Coombs, Camp, Patten: Alternates: Dutra; Recused: None.				
4. Balaji Gandhi 01-7691	9 New Jersey Ave	Garage fenestration chng	60.3.1/408	Shelter 7
• Commissioners: Pohl, Welch, Coombs, Camp, Patten: Alternates: Dutra; Recused: None.				
5. Kathryn Cook 10-7746	85 Low Beach Rd	New pool house	75/31.3	Rich Gammons
• Commissioners: Welch, Coombs, Camp, Oliver, Thornewill: Alternates: Dutra, Patten. Recused: None.				
6. Kathryn Cook 10- 7217	85 Low Beach Rd	New Garage	75/31.3	Rich Gammons
• Commissioners: Welch, Coombs, Camp, Oliver, Thornewill: Alternates: Dutra, Patten. Recused: None.				
7. Harold Brothers 01-7685	2 4 Highland Ave	New dwelling	30/ 187	Emeritus LTD
• Commissioners: Welch, Coombs, Camp, Oliver, Thornewill; Alternates: Patten, Dutra. Recused: None.				
8. Harold Brothers 01-7684	6 Highland Ave	New dwelling	30/ 187	Emeritus LTD
• Commissioners: Welch, Coombs, Camp, Oliver, Thornewill; Alternates: Patten, Dutra. Recused: None.				
9. *NT Property Owner LLC	6 Beach Grass	Rev parking plan	38/860	Linda Williams
• Commissioners: TO BE ADDED LATER				
10. *Doherty ACK LLC 08-6941	4 Mariner Way	Garage	55.1.4/72	Linda Williams
• Commissioners: Pohl, Welch, Camp, Coombs, Oliver: Alternates: Dutra, Patten: Recused: None.				
11. *Laura Bench 01-7798	17 Pleasant St	New garage studio	42.3.3/17	Gryphon Architects
• Commissioners: Camp, Coombs, Oliver, Thornewill, Patten: Alternates: Dutra, Recused: None.				

VII. PUBLIC COMMENT

VIII. COMMISSIONER'S COMMENTS

Approved Minutes -	March 28, 30, & April 4, 11, and 13, 2023.
Review Minutes -	February 23, & March 9 & April 18, 2023.
Other Business -	<ul style="list-style-type: none"> Next HDC Meeting- April 27th 1pm *HYBRID & IN-PERSON @ 2 FAIRGROUNDS RD. -CONFERENCE RM.

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

IX. NEW BUSINESS 04/25/23

	<u>Property owner name</u>	<u>Street Address</u>	<u>Scope of work</u>	<u>Map/Parcel</u>	<u>Agent</u>
1.	Kara Roger	32 Lyons Ln	New dwelling	71/6	SMRD
2.	Nantucket Land Bank	18 Ocean Ave	Rebuilt beach stairs	73.2.4/16	Normand Residential
3.	Elaine Russell	2 Fairfield St.	Roof replacement	76.1.4/7	Elaine Russell
4.	14 Hussey LLC	14 Hussey St	Door & window change	42.3.4/132	EMDA
5.	Nantucket G & S LLC	81 Vestal St	Pergola	56/254	MCA+
6.	Branden Scimone	6 Sandpiper Way	Addition	76/89	Sandcastle Const.
7.	Ted & Amy Orenstein	5 Crow's Nest Way	Demo /move-off dwelling	12/22.2	Sandcastle Const
8.	Ted & Amy Orenstein	5 Crow's Nest Way	New dwelling #2	12/22.2	Sandcastle Const
9.	17 Ranger Rd LLC	17 Ranger Rd	New cottage	39/28	Sandcastle Const
10.	Bistany & Rubinstein	51 Tennessee Ave	Connector revisit rev 05-6400	59.4/202	Brook Meerbergen
11.	Nantucket Land bank	19 Wauwinet Rd	Rebuild garage	20/35	Linda Williams
12.	Houston Trust Co.	5 Stone Post Way	Porch railing	74/80	Linda Williams
13.	Houston Trust Co.	5 Stone Post Way	New fence	74/80	Linda Williams
14.	Okay Okay Café	15 Washington St	Gutters	55/9.7	BPC
15.	Michael Altman	37 W Sankaty	Alterations to Main House	48/2	BPC
16.	Talbot Elizabeth ETAL	7 Pond View Drive	New garage/studio	81/20	A-Frame Studio
17.	Paul Kremer	42a Union St	New fence	42.3.2/28.2	Mohr Gardening
18.	Aaron Panner	6 Hickory Meadow Ln	New fence & gate	41/205	Scott Fritz
19.	Town Line LLC	4 Field Ave	Move side door & deck	80/171	Abigail Rose
20.	Housing Nantucket	73b Old South Rd	Roof replacement	68/248	Stegra Corp
21.	Ack Attack LLC	7a Bayberry Ct.	Roof replacement & windows	55/707.1	Assoc. Roofing
22.	David Chapman	7 Angola St.	Add porches	55.4.4/108	Thornewill Design
23.	Old-Salt Trust	12 Rudder Ln.	2 nd -floor dormers	66/339	Val Oliver
24.	Marcus Mignone	10 Angola St	Hardscape	55.4.4/79	Val Oliver
25.	Stoyan Popov	6a Park Circle	Change front door	69/216	Stoyan Popov
26.	Jonathan Nyland ETAL	93 Sankaty Rd	Alterations & addition	49/182	Topham Design
27.	Carl Webster	24 Cliff Rd	Rooftop solar garage	42.4.4/49	Ack Smart
28.	Ack Pleasant	11 Pleasant St	Hardscaping	42.3.3/121	Atlantic Landscaping
29.	Sheep Pond Prop	14-16 Sheep Pond Rd	New dwelling	63/29	Emeritus LTD
30.	Dylan Wallace	19 Nobadeer Farm Rd	Greenhouse	69/83	Dylan Wallace
31.	11 Wanoma Way LLC	11 Wanoma Way	Ground mount solar	92.4/299	Team Sunshine
32.	Laura Wasserman	31 Hussey Rd.	Roof replacement	42.3.4/92	Laura Wasserman
33.	Richard Boehm	63 New Sconset St	New 2 nd dwelling	73/3	LINK
34.	Richard Boehm	63 New Sconset St	New Garage	73/3	LINK
35.	Redcliff LLC	40 Youngs Way	New Duplex	68/235.1	LINK
36.	Nantucket Development LLC	8 Sconset Ave	Exterior renovations	49.3.2/28	LINK
37.	Richmond Great Pt 08-6789	5 Sandplain Dr.	New Dwelling	68/349	KOH
38.	Joanne Tobin 10-7283	33B Washington St	New shed	42.3.2/191	G. Harrington
39.	Erik Junghans	26 Equator Dr	New shed	56/343	LINK
40.	Rockbyrne LLC	30 Pocomo Rd	Garage removal & infill	14/76	LINK
41.	Rockbyrne LLC	30 Pocomo Rd	New Garage	14/76	LINK
42.	5 Surfside LLC	5 Surfside Rd	Revise window well	55/253	LINK

43. Sea Hero LLC	12 Pilgrim Rd	New dwelling	41/476	Cordtsen Design
44. Sea Hero LLC	12 Pilgrim Rd	Pool & hardscape	41/476	Cordtsen Design
45. Sea Hero LLC	12 Pilgrim Rd	Spa	41/476	Cordtsen Design
46. 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 1st 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.*