



MEETING POSTING

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)

RECEIVED

2023 FEB 24 PM 02:28
NANTUCKET TOWN CLERK
Posting Number:T 189

Committee/Board/s	Historic District Commission (HDC) – Old Business
Day, Date, & Time	Tuesday March 7, 2023, at 4:00pm *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 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 live meeting, click here:

<https://www.youtube.com/watch?v=ZCTH6z5nTPk>

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. ReMain LLC	54 Main St	Lighting	42.3.1/193	Ann Dougherty

IV. CONSENTS

<u>Property owner name</u>	<u>Street Address</u>	<u>Scope of work</u>	<u>Map/Parcel</u>	<u>Agent</u>	<small>INITIALS</small>
1. 14 Hussey St LLC 01-7828	14 Hussey St	Door & window changes	42.3.4/132	EMDA	EM
2. Gregory Smart	94 Quidnet Rd	MH Roof replacement	21/107	LINK	EM
3. Gregory Smart	94 Quidnet Rd	Garage roof replacement	21/107	LINK	EM
4. Richmond Great Pt.	30a Evergreen Way	Color change rev 09-4796	68/711.2	KOH	EM
5. JBC Nantucket LLC	34 Derrymore Rd	window rev 2259	41/17	NAG	HB
6. Andrew Vorce 02-7917	40 Essex Rd	Hardscape	67/624	Andrew Vorce	EM
7. Andrew Vorce 02-7916	40 Essex Rd	Bsmt window well	67/624	Andrew Vorce	EM
8. Chris Grimes	33 Macy’s Lane	Add dormers, window chng	68/331	Chris Grimes	EM
9. Robert Puff 02-7984	22 Washing Pond Rd	New shed	31/17	Sanne Payne	AC
10. High Tide Homes 02-7989	26 Douglas Way	MH reduction & rev 04-6196	39/41	BPC	AC
11. 42 Easton St LLC 02-7970	42 Easton St	Chng door style rev6755	42.4.1/21	Emeritus LTD	AC
12. CC&C of Mass LLC 02-7972	20 Arrowhead Dr	Remodel & alterations	69/51	SCI	AC
13. Christopher Maroney 02-7957	9 Swift Rock	New shed	40/69	Peter Fernandes	AC
14. Gerald Platt 02-7966	13 Surfside Dr	New 3 rd dwelling	67/238	Reid Yenor	AC
15. Brian Stout 02-7960	21b Hummock Pond Rd	Roof replacement	56/11	Jim Lydon	AC
16. Petrell LLC 02-7965	4 Gardner St	Roof replacement	42.3.3/55	T & T Roofing	AC
17. 2 Teasdale Cir LLC 02-7971	2 Teasdale Circle	New rooftop solar array	69/77	Gryphon Architects	AC
18. 256 Polpis LLC 02-7967	256 Polpis Rd	Move, reno, additions	25/25	Botticelli + Pohl	AC

V. 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. Dworetsky-Banse Fm Tr.02-7958	8 Shawkemo Rd	Resize pool & location	43/90	Botticelli + Pohl
<ul style="list-style-type: none"> 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. 				

VI. VIEW

<u>Property owner name</u>	<u>Street Address</u>	<u>Scope of work</u>	<u>Map/Parcel</u>	<u>Agent</u>
1. 7 Lauretta Ln LLC 01-7803	7 Lauretta Lane	New dwelling	14/53	Sophie Metz
<ul style="list-style-type: none"> <i>Commissioners: Welch, Camp, Coombs, Oliver, Thornewill Alternates: None Recused: None.</i> 				

VII. OLD BUSINESS 01/31/23

<u>Property owner name</u>	<u>Street Address</u>	<u>Scope of work</u>	<u>Map/Parcel</u>	<u>Agent</u>
1. J & B Leaf LLC 11-5037	43 Kendrick Ave	Guest house	76.4.3/31	*CWA/Link
<ul style="list-style-type: none"> <i>Commissioners: Pohl, Camp, Coombs, Dutra: Alternates: None Recused: None.</i> 				

VIII. NEW BUSINESS 02/07/23

<u>Property owner name</u>	<u>Street Address</u>	<u>Scope of work</u>	<u>Map/Parcel</u>	<u>Agent</u>
1. Tyler Albright 02-7869	11 Cannonbury Lane	New dwelling	74/22	Val Oliver
2. Island Orange Group 02-7868	129 Orange St	Addition for storage	55/147	Val Oliver
3. Josh Malitsky 01-7857	253 Madaket Rd	Roof top solar	59.4/210	Ack Smart Energy
4. Sheep Pond Prop LLC 02-7860	14-16 Sheep Pond Rd	New Garage	63/29 30	Emeritus LTD

5.	Sheep Pond Prop LLC	14-16 Sheep Pond Rd	Add breezeway Rev08-6852	63/29 &30	Emeritus LTD
6.	36 Lily St LLC 02-7864	36B Lily St	Demo studio	42.4.3/94	Botticelli + Pohl
7.	36 Lily St LLC 02-7865	36B Lily St	New studio	42.4.3/94	Botticelli + Pohl
8.	36 Lily St LLC 02-7866	36B Lily St	MH Rev04-3416	42.4.3/94	Botticelli + Pohl
9.	41 Hulbert LLC 01-7859	41 Hulbert Ave	GH Rev 22-09-7036	29/18	Botticelli + Pohl
10.	Sarah Powers 01-7858	27 Tashama Lane	New gable & enclosed porch new windows	55/462	Sarah Powers
11.	Jason Meldenson	69 Monomoy Rd	Move off/ demo dwelling	43/102	Studio PPark
12.	Jason Meldenson	69 Monomoy Rd	New dwelling	43/102	Studio PPark
13.	Caleb Cressman	15 Margaret's Way	New 3 rd Dwelling	20/64	Thornewill Design
14.	Lee Baldwin	5 Mulberry St	Alterations	55.4.1/19	LINK
15.	Anchor Down Nantucket LLC	3 North Beach St	Hardscape	42.4.1/90	Jardins Intl.
16.	63 Hulbert LLC	63 Hulbert Ave	foundation, siding, windows	29/9	Emeritus LTD
17.	Kim Glowacki	17 Nancy Ann Lane	New Garage	68/139	Structures Unlimited

IX. OLD BUSINESS 02/14/23

	<u>Property owner name</u>	<u>Street Address</u>	<u>Scope of work</u>	<u>Map/Parcel</u>	<u>Agent</u>
1.	44 Monomoy LLC 11-7487	44 Monomoy Rd	New guest house	54/72	Workshop/APD
	• <i>Commissioners: Welch, Coombs, Camp, Oliver, Thornewill; Alternates: None Recused: None.</i>				
2.	Elizabeth Grace 12-7595	211 Polpis rd.	Screened porch	26/31	Val Oliver
	• <i>Commissioners: Pohl, Welch, Camp, Dutra, Thornewill; Alternates: None Recused: Oliver.</i>				
3.	Holly Coburn 01-7695	5 North beach St.	New dwelling	42.4.1/92	Normand residential
	• <i>Commissioners: Pohl, Coombs, Camp, Dutra, Patten; Alternates: Welch; Recused: None.</i>				
4.	Edward Gilberth 10-7346	51 Walsh St	New roofwalk & stairs	29/61	Linda Williams
	• <i>Commissioners- Pohl, Welch, Coombs, Camp, Oliver; Alternates: Dutra, Thornewill Recused: none.</i>				
5.	Doherty Ack LLC 08-6934	2 Mariner Way	New dwelling	55.1.4/72.4	Linda Williams
	• <i>Commissioners- Pohl, Welch, Coombs, Camp, Oliver; Alternates: Dutra, Patten; Recused: None.</i>				
6.	Doherty Ack LLC 08-6937	2 Mariner Way	Hardscape	55.1.4/72.4	Linda Williams
	• <i>Commissioners- Pohl, Welch, Coombs, Camp, Oliver; Alternates: Dutra, Patten; Recused: None.</i>				
7.	Doherty Ack LLC 08-6939	4 Mariner Way	New dwelling	55.1.4/72	Linda Williams
	• <i>Commissioners- Pohl, Welch, Coombs, Camp, Oliver; Alternates: Dutra, Patten; Recused: None.</i>				
8.	Doherty Ack LLC 08-6941	4 Mariner Way	New garage/apt	55.1.4/72	Linda Williams
	• <i>Commissioners-Pohl, Welch, Coombs, Camp, Oliver; Alternates: Dutra, Patten; Recused: None.</i>				
9.	Doherty Ack LLC 08-6943	4 Mariner Way	Hardscape	55.1.4/72	Linda Williams
	• <i>Commissioners- Pohl, Welch, Coombs, Camp, Oliver; Alternates: Dutra, Patten; Recused: None.</i>				
10.	Doherty Ack LLC 08-6930	6 Mariner Way	New dwelling	55.1.4/72.2	Linda Williams
	• <i>Commissioners-Pohl, Welch, Coombs, Camp, Oliver; Alternates: Dutra, Patten; Recused: None.</i>				
11.	Doherty Ack LLC 08-6931	6 Mariner Way	Hardscape	55.1.4/72.2	Linda Williams
	• <i>Commissioners-Pohl, Welch, Coombs, Camp, Oliver; Alternates: Dutra, Patten; Recused: None.</i>				
12.	Sachem Corner LLC	1 E Hallowell St	Demo garage	30/100	Linda Williams
	• <i>Commissioners: Pohl, Coombs, Camp, Dutra, Thornewill; Alternates: Patten, Welch, Oliver Recused: None.</i>				
13.	Mike Romano 01-7815	55 Easton St	Rev 05-6245 windows	42.4.1/86	Shelter 7
	• <i>Commissioners: Welch, Coombs, Camp; Alternates: None Recused: Dutra.</i>				
14.	13 Commercial LLC 09-6996	13 Commercial Wharf	Rev- shorten structure	42.2.4/10	NAG
	• <i>Commissioners- Pohl, Welch, Coombs, Cap, Oliver; Alternates: Dutra, Thornewill, Patten. Recused: none.</i>				
15.	Kathryn Cook 10-7257	85 Low Beach Rd	New dwelling MH	75/31.3	Michael Bard
	• <i>Commissioners- Pohl, Welch, Coombs, Camp, Oliver; Alternates: Dutra, Thornewill, Patten. Recused; None.</i>				
16.	Kathryn Cook 10-7217	85 Low Beach Rd	New Garage	75/31.3	Michael Bard
	• <i>Commissioners- Pohl, Welch, Coombs, Camp, Oliver; Alternates: Dutra, Thornewill, Patten. Recused; None.</i>				
17.	Kathryn Cook 10-7746	85 Low Beach Rd	Pool house	75/31.3	Michael Bard
	• <i>Commissioners- Pohl, Welch, Coombs, Camp, Oliver; Alternates: Dutra, Thornewill, Patten. Recused; None.</i>				
18.	4 The Kids Realty 07-6708	79 Pocomo Rd	Widows walk rev	15/5	CWA
	• <i>Commissioners: Camp, Welch, Coombs, Oliver, Thornewill; Alternates: None Recused: None.</i>				
19.	41 Hulbert LLC 11-7516	41 Hulbert Ave	Mh Raise/ mass/ fenestration	29/18	Botticelli + Pohl
	• <i>Commissioners: Welch, Camp, Oliver, Dutra, Thornewill; Alternates: None Recused: Pohl.</i>				
20.	32 Hulbert Trust	32 Hulbert Ave	Fenestration revisions	29/72	Botticelli + Pohl
	• <i>Commissioners: TO BE ADDED LATER</i>				
21.	1010 Wins LLC 10-7136	10 Lincoln Ave	Demo/ move of garage	30/184	Emeritus LTD
	• <i>Commissioners- Welch, Coombs, Camp, Oliver, Dutra; Alternates: Thornewill, Patten; Recused: None.</i>				
22.	1010 Wins LLC 10-7317	10 Lincoln Ave	New garage	30/184	Emeritus LTD

- *Commissioners- Welch, Coombs, Camp, Oliver, Dutra; Alternates: Thornewill, Patten; Recused: None.*

23. Harold Brothers Realty, LLC 01-7685	2,4,6 Highland Ave	New dwelling 1	30/189	Emeritus LTD
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- *Commissioners: TO BE ADDED LATER*

24. Harold Brothers Realty, LLC 01-7684	2,4,6 Highland Ave	New dwelling 2	30/189	Emeritus LTD
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- *Commissioners: TO BE ADDED LATER*

25. *Reade, Gullicksen, Hanley & Gifford 04-6162	42 Easton St	Hardscape, gate & paving	42.4.1/21	Sconset Gardener Inc.
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- *Commissioners- Welch, Coombs, Camp, Thornewill; Alternates: None; Recused; None.*

X. NEW BUSINESS 02/21/23

<u>Property owner name</u>	<u>Street Address</u>	<u>Scope of work</u>	<u>Map/Parcel</u>	<u>Agent</u>
1. Greg Ferguson	50 Hulbert Ave	Add window revision	29/62	Normand Residential
2. Michael Kane	38 Vestal St	Plunge pool/ spa	41/50	Val oliver
3. 15 CHR LLC	8 Chuck Hollow	Alterations to garage	72/31	Val Oliver
4. Michelle David	5 Huckleberry Lane	New shed	32/61	SCI
5. Darlene Demichele	2 Birdsong Lane	Hardscape	55.4.4/80.2	Linda Williams
6. Pact LLC	41 Orange St	Window rev	42.3.2/224	Linda Williams
7. Stilson 27 LLC	2a Copper Lane	Windows, new porch	42.3.3/191	Normand Residential
8. Carl Webster	24 Cliff Rd	New fence	42.4.4/49	SCI
9. Paul Blanco	8 Ackermuck	New pavilion	41/618	Olson Twombly
10. Bob Constable	3 Barrett Farm Rd	New garage	40/80.1	Thornewill Design
11. Drake Real Estate	5 Davis Lane	Alterations	82/72	Val Oliver
12. Devon Murphy	3 Alexandria Drive	Solar roof array	67/418	ACK Smart
13. Joseph Minella	9 Gingy Lane	Solar roof array	41/851	Ack Smart
14. Mark Hubbard	45 Milk St	New studio	56/20	Mark Hubbard
15. Leslie Getto	39 Wigwam Rd	Window, fenestration Rev11-5059	77/7.2	Brook Meerbergen
16. Petrell LLC	4 Gardner Rd	Roof replacement	42.3.3/55	T & T Roofing
17. *Frank Hicks	2 Hornbeam Rd	Pool cabana	21/118.5	Frank Hicks
18. *Gregory Malanoski	44 Hummock Pond Rd	Roof replacement	56/289	Greg Malanoski
19. CC&C of Mass LLC	20 Arrowhead Dr	Remodel & alterations	69/51	SCI
20. Stark Point LLC	16 Easton St	fenestration Rev22-04-6121	42.1.4/11	Botticelli + Pohl
21. 4 Bailey Rd LLC	4 Bailey Rd	Add egress window & door	55/106.6	Sanne Payne
22. Four Day Beans	21 Macy's Lane	Add bsmt egress window	68/494	Sanne Payne
23. NT Land Bank	32 Western Ave	Hardscape	87/81	Eleanor Antonietti
24. 5 Surfside LLC	5 Surfside Rd	Revise window well	55/253	LINK
25. Frank Powers Trust	164 Hummock Pond Rd	Addition	65/13.1	LINK
26. Geoff Smith	98 Old South Rd	New window wells	68/249	LINK

Approved Minutes -	February 7 & 9, 2023
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Review Minutes -	February 14 & 21, 2023
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Other Business -	<ul style="list-style-type: none"> • Next HDC-OFC Joint Special Meeting at 1pm *HYBRID & IN-PERSON @ 2 FAIRGROUND RD. -CONFERENCE RM. • Next HDC Meeting- March 14th at 4pm *HYBRID & IN-PERSON @ 4 FAIRGROUND RD. -COMMUNITY RM.
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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.)

XI. NEW BUSINESS 02/21/23

	<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	5 Indigo Dr Lot 84	Hardscape,patio, fence,driveway	68/862	Linda Williams
2.	NT Property Owner LLC	7 Indigo Dr Lot 85	Hardscape,patio, fence,driveway	68/863	Linda Williams
3.	NT Property Owner LLC	3 Indigo Dr Lot 83	Hardscape,patio, fence,driveway	68/861	Linda Williams
4.	NT Property Owner LLC	6 Beach Grass Rd Lot 82	Hardscape,patio, fence,driveway	68/860	Linda Williams
5.	NT Property Owner LLC	2 Indigo Dr Lot 81	Hardscape,patio, fence,driveway	68/881	Linda Williams
6.	NT Property Owner LLC	4 Indigo Dr Lot 80	Hardscape,patio, fence,driveway	68/880	Linda Williams
7.	NT Property Owner LLC	6 Indigo Dr Lot 79	Hardscape,patio, fence,driveway	68/876	Linda Williams
8.	NT Property Owner LLC	8 Indigo Dr Lot 78	Hardscape,patio, fence,driveway	68/875	Linda Williams
9.	NT Property Owner LLC	10 Indigo Dr Lot 77	Hardscape,patio, fence,driveway	68/874	Linda Williams
10.	NT Property Owner LLC	13 Honey Suckle Dr Lot 76	Hardscape,patio, fence,driveway	68/873	Linda Williams
11.	NT Property Owner LLC	9 Honey Suckle Dr Lot 74	Hardscape,patio, fence,driveway	68/877	Linda Williams
12.	NT Property Owner LLC	7 Honey Suckle Dr Lot 73	Hardscape,patio, fence,driveway	68/878	Linda Williams
13.	NT Property Owner LLC	15 Honey Suckle Dr Lot 86	Hardscape,patio, fence,driveway	68/864	Linda Williams
14.	*Richmond Great Pt 08-6789	5 Sandplain Dr.	New Dwelling	68/349	KOH
15.	*Joanne Tobin 10-7283	33B Washington St	New shed	42.3.2/191	G. Harrington
16.	*Erik Junghans	26 Equator Dr	New shed	56/343	LINK
17.	*K. Walin	56 Eel point rd.	Fenestration revision	32/27	CWA
18.	*Brett Fodiman	27 Cato Lane	Revision	55/18	CWA
19.	*John Brazilian Tr.	34 Easton st	Revision	42.1.4/18	CWA
20.	*Rockbyrne LLC	30 Pocomo Rd	Garage removal & infill	14/76	LINK
21.	*Rockbyrne LLC	30 Pocomo Rd	New Garage	14/76	LINK

XII. 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.	Tigerlily Nom Tr. 10-7289	7 Barnabas Lane	New dwelling	30/132	Studio PPark
	• <i>Commissioners: TO BE ADDED LATER</i>				
2.	Tigerlily Nom Tr. 01-7689	7 Barnabas Lane	New garage	30/132	Studio PPark
	• <i>Commissioners: TO BE ADDED LATER</i>				
3.	Tigerlily Nom Tr. 01-7671	7 Barnabas Lane	Hardscape & pool	30/132	Ahern
	• <i>Commissioners: TO BE ADDED LATER</i>				
4.	Salisbury Cottage LLC	13 Academy Ln	House renovations	42.4.3/112	Gryphon Architects
	• <i>Commissioners: TO BE ADDED LATER</i>				
5.	Salisbury Cottage LLC	13 Academy Ln	New shed	42.4.3/112	Gryphon Architects
	• <i>Commissioners: TO BE ADDED LATER</i>				
6.	Nicole Tirapelli 01-7714	18 Center St- Sconset	Driveway	73.1.6/105	Nicole Tirapelli
	• <i>Commissioners: TO BE ADDED LATER</i>				
7.	Cynthia Nelson 01-7808	30 King St Sconset	New studio	73.42/113	Gryphon Architects
	• <i>Commissioners: TO BE ADDED LATER</i>				
8.	Charles Schawarzaphel	9 Maine Ave	New pool	60.3.1/425	NAG
	• <i>Commissioners: TO BE ADDED LATER</i>				
9.	Bob Risika 01-7714	18 Maclean Lane	Pool & hardscape	55/448	Atlantic Landscape
	• <i>Commissioners: TO BE ADDED LATER</i>				
10.	8 Maple Lane LLC	Maple Lane Lot 8	New dwelling	67/303	Emeritus LTD
	• <i>Commissioners: TO BE ADDED LATER</i>				
11.	8 Maple Lane LLC	Maple Lane Lot 8	Garage	67/303	Emeritus LTD
	• <i>Commissioners: TO BE ADDED LATER</i>				
12.	Dave Yeager	2 Howard Ct	Addition	42.3.4/36	Brook Meerbergen
	• <i>Commissioners: TO BE ADDED LATER</i>				
13.	*Balaji Gandhi	9 New Jersey Ave	Addition to main house	60.3.1/408	Shelter 7
	• <i>Commissioners: TO BE ADDED LATER</i>				
14.	*Balaji Gandhi	9 New Jersey Ave	Fenestration chng garage	60.3.1/408	Shelter 7
	• <i>Commissioners: TO BE ADDED LATER</i>				
15.	*Jean Moran 01-5621	4 Washington Ave	New Pool	60.2.4/65	Linda Williams

- *Commissioners: TO BE ADDED LATER*

16. *Jean Moran **01-5199** 4 Washington Ave New Garage 60.2.4/65 Linda Williams

- *Commissioners: TO BE ADDED LATER*
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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.*