



MANCHESTER-BY-THE-SEA
HISTORIC DISTRICT COMMISSION
Town Hall, 10 Central Street
Manchester-by-the-Sea, Massachusetts 01944-1399

MINUTES of the MANCHESTER-BY-THE-SEA HISTORIC DISTRICT COMMISSION
Virtual/Online Meeting February 24, 2022

<https://us06web.zoom.us/j/81366560218?pwd=akdwV3EvaW4xMmhSUUIyRUZYUEMrUT09>

Meeting ID: 813 6656 0218 Passcode: 219971

Commissioners Present: Chairperson Rosemary Costello, John Round, Richard Smith, Joe Sabella

Commissioners Not Present: Don Halgren, Tracie Gothie, one vacant seat.

Ms. Costello called the Historic District Commission (“HDC”) of Manchester-by-the-Sea (“MBTS”) to Order at 7:30 p.m. Ms. Costello then introduced the Board Commissioners to those in attendance and explained the HDC meeting procedures. She explained that if the HDC Commissioners approve an application and agree to waive the public hearing on an application, the abutters of the applicant's property will receive a Waiver of Public Hearing by US mail which has a 10-day appeal period. Once the appeal period is over, the applicant will receive the Certificate of Appropriateness. This process takes approximately two weeks. It is noted that this meeting is a virtual/online meeting and is also being digitally recorded on Zoom. The typed minutes represent the permanent record of the Board. The format of the hearing was explained to those in attendance by the Chairperson.

21 Union Street, Certificate of Appropriateness

Application of **Adam and Syndi Zaiger** for a **Certificate of Appropriateness** from the Historic District Commission, or other such relief as may be necessary to add a new dormer and windows to an existing barn and replace existing windows on the house. Proposal for dormer and new windows on barn as shown on plans, and elevations at **21 Union Street**, Assessors Map No. 45, Lot No. 12 in District G, filed with the Town Clerk on February 9, 2022.

Applicant Adam Zaiger appeared virtually before the Commission accompanied by Architect Remko Breuker and described the application, which Mr. Zaiger said is in two pieces.

Regarding the first piece, Mr. Zaiger said he and Mrs. Zaiger had originally received approval in 2016 to renovate the barn behind the house at 21 Union Street. The infrastructure/site work was completed. They ran into unanticipated costs when they started the renovation project. The second floor must be removed. Instead of skylights they decided to add a dormer which is

historically more appropriate instead of the skylights. The proposed triangle window which is currently shown on the plan on the northerly side will be eliminated.

Architect Breuker addressed the Commission and said that the front of the barn will be changed by the addition of the dormer on the right-hand side. That is the primary view that the onlooker would see from the street. Because the building is set back, it is seen from the street from a sharp oblique view. The dormer side of the building faces the bank parking lot. The cupola is staying. Drawing A1.0, the rear of the building has two double hung windows. They will side-over the defunct door. It is not visible from the public way.

Responding to Mr. Smith regarding Drawing A1.0, Mr. Breuker said the left drawing shows the existing dormer and the right is what it will look like with the new dormer. The drawing on the right is as proposed except for the triangle window which will be replaced with a double hung window. The drawing submitted with the application is as proposed except for the triangle window.

Mr. Zaiger said the intent is to replace all windows with Marvin Ultimate simulated divided lights, bronze dividers, to match what is there now. A1.1 shows two new 6 over 6 windows on the second floor of the barn. There are no changes on the east side.

Mr. Round said all that about one-third of the front of the building, the new dormer and some of the windows associated with the new dormer, can be seen from the public way.

Mr. Breuker said proposed windows on the dormer are awning windows.

Mr. Smith said the Guidelines call out shed dormers as not being consistent with the neighborhood, although he does not have a problem with it in this case.

Ms. Costello said the Guidelines allow case-by-case. There are minimal views from the public way.

Mr. Round said the HDC has approved other dormers. This is not the front of the building.

Mr. Zaiger presented the second, more urgent, piece of the project which is the main house. He said that through an ongoing bathroom renovation project, they realized that nearly three-quarters of the windows in the main house are not operable. The problem resulted in rust/rot. The contractor recommended that they replace almost all of them. They will replace them with Marvin Ultimate insert replacement windows. The existing mutin bars are less than ½ inches wide. Since the closest Marvin can get this is 5/8 inches, a narrow wood trim will be added to conceal the insert frame. The windows will be simulated divided lights, 6 over 6 everywhere except one 8 over 0 in the back. The existing casement window in the back will be replaced with Marvin 2 over 2. The existing stained-glass window on the easterly side will not be changed. Two windows at the rear/westerly side will not be replaced. Their removal was needed to create a closet and the former window locations have been covered with siding to match the remainder of the house.

Responding to Ms. Costello he said there is an air conditioner in the 8x8 cupola which he has used as his office during the pandemic.

Responding to Mr. Smith who asked him to spell out the exceptions, Mr. Zaiger said the exceptions are the casement windows on the back of the house. The existing bay window is 8 over 0. They are keeping the stain glass in front of the house as it is an historic feature of the house. The triangle window at the front of the house is staying. The cupola windows are staying. The side lights around door are staying.

Responding to Mr. Smith, Mr. Zaiger said the windows will be Marvin Ultimate insert. They will lose 1 ½ (¾ inch on each side) on the window but will gain it back when the storms are removed. He is leaving all sills, shutters, and framing.

Mr. Sabella said he agrees with Mr. Smith and Mr. Round.

Mr. Breuker said removal of the storm windows will be the largest impact and will give all windows more shadow and depth.

Ms. Costello asked Commission members whether a public hearing is needed. No members responded that they felt the need for a public hearing. There being no further discussion, and upon motion made by Mr. Round and seconded by Mr. Smiths, by roll call vote with Members Costello, Round, Smith, and Sabella voting in the affirmative, it was VOTED to waive a public hearing. Pending no applicable written objection to the Commission’s decision and after a lapse of 10 days from date of the notice, it will proceed with the issuance of a Certificate of Appropriateness.

Upon motion made by Mr. Round and seconded by Mr. Smith, by roll call vote with Members Costello, Round, Smith, and Sabella voting in the affirmative, it was Voted to Approve the Application of **Adam and Syndi Zaiger** for a **Certificate of Appropriateness** from the Historic District Commission, or other such relief as may be necessary to add a new dormer and windows to an existing barn and replace existing windows on the house. Proposal for dormer and new windows on barn as shown on plans, and elevations at **21 Union Street**, Assessors Map No. 45, Lot No. 12 in District G, filed with the Town Clerk on February 9, 2022.

Conditions for Approval: As shown on the Plan entitled Proposed Dormer Addition, Zaiger Residence, 21 Union St., Manchester, MA dated February 8, 2022, prepared by Breuker Design with the change to the plan to delete the proposed front “triangle” window from the barn.

10 Central Street, Certificate of Appropriateness, Signage

Application of the **Town of Manchester-by-the-Sea (DPW department)** for a **Certificate of Appropriateness** to place signage on the common in front of town hall to persuade pet owners to keep their pets off the landscaping at **10 Central Street**, Assessors Map No. 45, Lot No. 23 in District G, filed with the Town Clerk on February 24, 2022.

DPW Director Charles Dam appeared virtually before the Historic District Commission to discuss the Town’s application. He was not previously before the Commission for signage about pets. He said that the signs went up after the work on the common was finished. A comment has been made that a softer sign is needed. Currently the signs are attached to the light posts.

Members discussed language, design and size of signs. Mr. Dam said right now there are two signs, each 16 x 10, one on each side of the green. He displayed two illustrations of signs.

Members said they preferred: “Please protect our plants. Curb your dog.” Green and relatively low to the ground.

Mr. Sabella requested that the Town Administrator put something in his blog to say, “Please curb your dog.”

Members discussed location of the signs. Mr. Dam said that if the signs are too low to ground, they will have to be taken out in the winter. Mr. Sabella said the existing signs are on poles and that they should be near the memorial. Mr. Round suggested putting the existing sign on a stake. Mr. Smith said the signs should be on the ground, lower and shorter.

Mr. Dam said he will put the signs on stakes in the ground and will bring them closer to the sidewalk. It was the consensus of the Commission to leave the location to Mr. Dam.

Ms. Costello asked Commission members whether a public hearing is needed. No members responded that they felt the need for a public hearing. There being no further discussion, and upon motion made by Mr. Round and seconded by Mr. Smiths, by roll call vote with Members Costello, Round, Smith, and Sabella voting in the affirmative, it was VOTED to waive a public hearing. Pending no applicable written objection to the Commission’s decision and after a lapse of 10 days from date of the notice, it will proceed with the issuance of a Certificate of Appropriateness.

Upon motion made by Mr. Round and seconded by Mr. Smith, by roll call vote with Members Costello, Round, Smith, and Sabella voting in the affirmative, it was Voted to Approve the Application of the **Town of Manchester-by-the-Sea (DPW department)** for a **Certificate of Appropriateness** to place signage on the common in front of town hall to persuade pet owners to keep their pets off the landscaping at **10 Central Street**, Assessors Map No. 45, Lot No. 23 in District G, filed with the Town Clerk on February 24, 2022.

Conditions for Approval: Relocate the existing signs onto stakes in the ground nearer to the sidewalk at locations discussed to be determined by DPW Director Dam.

ADMINISTRATIVE MATTERS

Approval of Minutes: January 27, 2022.

Upon motion made by Mr. Smith and seconded by Mr. Smith, by roll call vote with Members Costello, Round, Smith, and Sabella voting in the affirmative, it was Voted to Approve the Minutes of January 27, 2022.

Discussion of proposed policy regarding recordings of meetings.

Members briefly discussed the Selectmen proposed change to the policy on saving meeting recordings. Ms. Costello will write to the Board of Selectmen saying that the Historic District Commission will comply with what the Selectmen agree to.

Discussion of amendments to Manchester Historic District Guidelines.

Deferred until the entire Commission is at a meeting.

Any other administrative matters that could not reasonably have been anticipated in advance of the required 48-hour posting.

Members briefly discussed the number of paper copies to be submitted with an application. No action was taken.

Upon motion made by Mr. Smith and seconded by Mr. Smith, by roll call vote with Members Costello, Round, Smith, and Sabella voting in the affirmative, it was Voted to Adjourn at 8:40 p.m.

Respectfully submitted,
Helene Shaw-Kwasie, Clerk
Historic District Commission

Approved by the HDC on: May 26, 2022

Documents used at meeting:

Application of Adam and Syndi Zaiger for a Certificate of Appropriateness 21 Union Street, and accompanying plans, elevations, and a supplemental summary.

Application of the Town of Manchester-by-the-Sea (DPW department) for a Certificate of Appropriateness for signage and accompanying photographs.